



SOUTH AFRICAN BOARD FOR SHERIFFS

PAIA MANUAL

APPROVALS		
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THE SOUTH AFRICAN BOARD FOR SHERIFFS PAIA MANUAL
PREPARED IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000

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1. RIGHT OF ACCESS TO INFORMATION

1.1 Introduction

The 1996 South African Constitution, by providing a statutory right of access on request to any record held by the state as well as access to records held by public bodies, entrenches the fundamental right to access to information.

The Promotion of Access to Information Act 2 of 2000 (“the Act”), which came into effect on 9 March 2001, seeks to advance the values of transparency and accountability in South Africa and provides the mechanism for requesters to exercise and protect their constitutional right to request access to a record.

The Act establishes the following statutory rights of requesters to any record of a public body if:

- That record is required for the exercise or protection of any of his or her legal rights;
- That requester complies with all the procedural requirements; and
- Access is not refused in terms of any ground referred to in the Act.

In terms of the Act public bodies are required to publish a manual to assist requesters who wish to request access to a record.

1.2 Availability of the SABFS PAIA Manual and entry point for requests

This document serves as the South African Board for Sheriffs (“SABFS”) PAIA Manual (“the Manual”) in accordance with the requirements of section 14 of the Act to facilitate access to records held by the SABFS.

A copy of this Manual is available to any person of the public in a PDF (“Portable Document Format”) version on the website of the SABFS at www.sheriffs.org.za or on request from the Information Officer referred to in this Manual.

The SABFS endorses the spirit of the Act and believes that this Manual will assist requesters in exercising their rights.

In summary the Manual provides information on the:

- Contact details of the Information Officer;
- Structure and functions of the SABFS;
- Subjects and categories of records that are held by the SABFS; and
- Procedure that needs to be followed and criteria that must be met by a requester to request access to a record

1.3 Who my request access to information

The Act provides that a requester is only entitled to access to a record if the record is required for the exercise or protection of a right. Only requests for access to a record, where the requester has satisfied the Information Officer that the record is required to exercise or protect a right, will be considered. A requester may act in different capacities in making a request for a record.

This will influence the amount to be charged when a request has been lodged.

Requesters may make a request as:

- A personal requester who requests a record about him/herself;
- An agent requester who requests a record on behalf of someone else with that person's consent and where it is required for the protection of that person's legal right;
- A third-party requester who requests a record about someone else with that person's consent and where it is required for the protection of that person's legal right; and
- A public body who may request a record if:
 - It fulfils the requirements of procedural compliance;
 - The record is required for the exercise or protection of a right; and
 - No grounds for refusal exist.

1.4 Key contact details for access to information of the SABFS in terms of Sec 14(1)

1.4.1. Chief Information Officer

Name: Mrs Sphiwe Mashaba
Physical Address: 88 Loop Street, Cape Town, 8001
Postal Address: PO Box 15223, Vlaeberg, 8018
Tel: (021) 426 0577
E-mail: infoofficer@sheriffs.org.za

1.4.2. Deputy Information Officer

Name: Mr Grenville Miller
Physical Address: 88 Loop Street, Cape Town, 8001
Postal Address: PO Box 15223, Vlaeberg, 8018
Tel: (021) 426 0577
E-mail: hrmanager@sheriffs.org.za

1.4.3. Access to information general contacts

Physical Address: 88 Loop Street, Cape Town, 8001
Postal Address: PO Box 15223, Vlaeberg, 8018

Tel: (021) 426 0577
E-mail: contacts@sheriffs.org.za

1.5 Confidentiality and Access to Information Policy

The SABFS will protect the confidentiality of information provided to it by third parties, subject to the SABFS obligations to disclose information in terms of any applicable law or a court order requiring disclosure of the information. If access is requested to a record that contains information about a third party, the SABFS is obliged to attempt to contact this third party to inform them of the request.

This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied. In the event that the third-party furnishing reasons for the support or denial of access, the Information Officer will consider these reasons in determining whether access should be granted, or not.

1.6 Information Regulator guidance to requesters Sec 14(1)(c)

The Information Regulator is required in terms of section 10 of the Act to update and make available a guide that contains information to assist a person wishing to exercise a right in terms of the Promotion of Access to Information Act and the Protection of Personal Information Act 4 of 2013 ("POPI Act").

The guide is available from the Information Regulator's website at: <https://info regulator.org.za/>

2. THE SABFS STRUCTURE

2.1 Scope

The scope of this Manual is limited to the SABFS operations inside South Africa and will serve to provide a reference regarding the records held by the SABFS at its Registered Office and various operations.

2.2 The SABFS Profile and Structure

The SABFS is a statutory regulatory body established in term of the Sheriffs Act 90 of 1986. The SABFS' objectives are the maintenance of the esteem, the enhancement of the status of sheriffs, and the improvement of the standard of training and functions performed by sheriffs.

The profile and structure of the SABFS is provided in the latest published Annual Report which can be accessed on the website of the SABFS at: <https://www.sheriffs.org.za/>

3. CLASSES OF RECORDS

3.1 Automatic Disclosure: Sec 15(1)(a)(iii) Records automatically available to the Public

The following records are automatically available at the registered office of the SABFS on payment of the prescribed fee for reproduction.

These records are also freely available on the website of the SABFS at: <https://www.sheriffs.org.za/>

- Strategic Plan
- Annual Report
- Media Releases

3.2 Legislative requirements: Sec 15(1)(a)(i) Records available in accordance with other legislation

Records are kept in accordance with such other legislation as applicable to the SABFS, which includes, but is not limited to:

- Banks Act 94 of 1990
- Basic Conditions of Employment Act 75 of 1997
- Broad-Based Black Economic Empowerment Act 53 of 2003
- Civil Proceedings Evidence Act, 1965 (Act 25 of 1965)
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Constitution of South Africa Act 108 of 1996
- Copyright Act 98 of 1987
- Criminal Procedure Act 51 of 1977
- Deeds Registries Act 57 of 1937
- Debt Collectors Act 114 of 1998
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Finance Act 2 of 2007
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Labour Relations Act 66 of 1995
- Long Term Insurance Act 52 of 1998
- Magistrates Court Act 32 of 1944
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Protection of Information Act, No. 84 of 1982
- Sheriffs Act, No. 90 of 1986
- Skills Development Act 97 of 1998
- Skills Development Levies Act 97 of 1999
- South African Revenue Service Act 34 of 1997
- Statistics Act 6 of 1999
- Tax on Retirement Funds Act No 38 of 1996
- Trust Property Control Act 57 of 1988
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

Although the SABFS has supplied you with a list of applicable legislation to the best of our ability it is possible that the above list may be incomplete.

Whenever it comes to our attention that existing or new legislation allows a requester to access on a basis other than that set out in the Act, we shall update the list accordingly.

3.3 Records held by the SABFS: Sec 14(1)(d) Records Subjects and categories

Certain records listed below are freely available on the website of the SABFS at: <https://www.sheriffs.org.za/>

Records which are not freely available, may be requested in terms of provisions of the Act.

3.3.1 Public Affairs and Communication

- Media Releases
- Newsletters and Publications
- Information Brochures

3.3.2 Governance and Legislation

- Applicable Statutory Documents
- Annual Reports
- Minutes of Meetings including record of meeting
- Policies and Procedures
- Strategic plans

3.3.3 Finance and Operations

- Policies and Procedures
- Accounting Records
- Annual Financial Statements
- Audit Reports
- Investment Records
- Invoices and Statements
- Management Accounts/Reports
- Tax Records and Returns
- Transactional Records
- Asset Register
- Bank Statements
- Vendor Records
- Procurement Records
- Contracts and SLA's

3.3.4 Human Resources and Compliance

- Education and Training Records
- Employee Benefit Records
- Employment Contracts
- Employee Information and Records

- Policies and Procedures
- Group Life
- Leave Records
- Medical Records
- Pension and Retirement Funding Records
- Study assistance scheme/s
- Tax Returns of employees
- UIF Returns
- Sheriff and Deputy Personal and business records

. 3.3.5 Legal and Claims

- Complaints, pleadings, briefs and other documents pertaining to any actual or pending litigation, arbitration, disciplinary hearing or investigation
- Fidelity Fund record of claims
- Legal Opinions
- Policies and Procedures

3.3.6 Other

- Market Information
- Surveys
- Research

4. PROCESSING OF PERSONAL INFORMATION IN TERMS OF THE POPI ACT

4.1 Processing of personal information of data subjects:

The SABFS processes personal information of data subjects for the following purposes:

- Fulfilling its statutory obligations in terms of applicable legislation;
- Verifying information provided to the SABFS;
- Resolving and tracking complaints;
- Monitoring and securing the assets, employees and visitors to the premises of the SABFS;
- Historical record keeping, research and recording statistics necessary for fulfilling the SABFS statutory objectives.

4.2 Categories of personal information processed:

The SABFS may process the personal information of the following categories of data subjects. This includes current, past and prospective data subjects:

- Sheriffs, Deputy sheriffs and employees, representatives, agents, contractors and service providers of such sheriffs;
- Suppliers, service providers to and vendors of SABFS and employees, representatives, agents, contractors and service providers of such suppliers and service providers;
- Executive manager, managers and employees of SABFS;
- Board members

- Job applicants;
- Visitors to any premises of the SABFS;
- Complaints, claimants, correspondents and enquiries.

4.3 Nature of personal information processed:

The nature of personal information processed in respect of the data subjects listed above may include:

- Name, identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- Biometric information;
- Information relating to the education or the medical, financial, criminal or employment history of the data subject;
- Information relating to the race, gender, marital status, national origin, age disability, language and birth of the data subject;
- The personal opinions, views or preferences of the data subject;
- Confidential correspondence sent by the data subject;
- The views of opinions of another individual about the data subject

4.4 Recipients to which information may be supplied:

The SABFS may supply personal information to the following recipients:

- Regulatory, statutory and government bodies;
- Suppliers, service providers, vendors, sheriffs, agents and representatives of the SABFS;
- Employees of the SABFS;
- Board members and other stakeholders;
- Third party verification agencies and credit bureau;
- Collection agencies;
- Banks and other financial institutions;

4.5 Planned or prospective transborder flow of personal information:

Personal information of data subjects may be transferred across borders due to the hosting of some of the SABFS infrastructure in foreign jurisdictions. Data subjects' personal information may also be transferred transborder to other countries for the SABFS to fulfil its statutory obligations.

4.6 Security measures to ensure confidentiality, integrity and availability of personal information:

The SABFS continuously establishes and maintains appropriate, reasonable technical and organizational measures to ensure that the integrity of the personal information in its possession or under its control is secure and that such information is protected against unauthorized or unlawful processing, accidental loss, destruction or damage, alteration or access by having regard to the requirements set forth in law, in industry practice and generally accepted information security practices and procedures which apply.

4.7 Specific policies relating to the protection of personal information

The following policies can be obtained from the SABFS, pertaining to the protection of personal information as contemplated in the Protection of Personal Information Act no.4 of 2013:

- Protection of Personal Information Policy
- Privacy Notice

4.8 The form to be used to request access to personal information of a data subject is Form 2 under annexure A of this manual.

4.9 The details of the Information Regulator:

Physical address:

JD House
27 Stiemens Street
Braamfontein
Johannesburg
2001

Postal address:

P.O Box 31533
Braamfontein
Johannesburg
2017

General enquiries email: inforeg@justice.gov.za.
Telephone: +27 (0) 10 023 5200
Website: <https://inforegulator.org.za/>

5. ACCESS PROCEDURES AND REQUESTS

The purpose of this section is to provide requesters with sufficient guidelines and procedures to facilitate a request for access to a record held by the SABFS.

- ***NB. Requests for access to personal information as contemplated in the Protection for Personal Information Act no. 4 of 2013 is dealt with and prescribed in terms of the SABFS's Protection of Personal Information Policy. Annexure C is to be completed and submitted to the SABFS.***

It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of an access request form does not automatically allow the requester access to the requested record.

An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 2 - Chapter 4 of the Act.

If it is reasonably suspected that the requester has obtained access to the SABFS's records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

5.1 Guidance on prescribed Request for Access Form:

In order for the SABFS to facilitate access to a record a requester will need to complete the prescribed Request to Access a Record Form attached as annexure **A**. The prescribed form must be completed in full. Failure to do so will result in the process being delayed until all information is provided.

The SABFS will not be held liable for delays due to receipt of incomplete forms. Due cognizance should be taken of the following instructions when completing the form because the Information Officer shall not process any request for access to a record until satisfied that all requirements have been met.

Proof of identity is required to authenticate the requesters identity. If the requester acts as an agent requester, the requester shall provide proof of the identity of the person on whose behalf the request is made, the authority or mandate given to the requester by such person and proof of the identity of the requester as provided above.

Please also take note of the following guidance when completing the PAIA request form:

- Type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply, state "N/A" in response to that question.
- If there is nothing to disclose in reply to a particular question, state "nil" in response to that question.
- If there is insufficient space on a printed form in which to answer a question, additional information may be provided on an additional folio attached to the form.
When the use of an additional folio is required, precede each answer thereon with the title applicable to that question.

5.2 Submission of prescribed Request for Access to a Record Form

The completed Request for Access to a Record Form must be submitted either via conventional mail or e-mail and must be addressed to the Information Officer.

5.3 Payment of prescribed Fees

Payment details can be obtained from the Information Officer and payment can be made either via a direct deposit (no credit card payments are accepted). Proof of payment must be supplied. Four types of fees are provided for in terms of the Act:

- Request fee: An initial, non-refundable R100.00 (incl. VAT) is payable on submission. This fee is not applicable to personal requesters, referring to any person seeking access to records that contain their personal information.
- Reproduction fee: This fee is payable with respect to all records that are automatically available.
- Access fee: If the request for access is successful an access fee may be required to reimburse the SABFS for the costs involved in the search, reproduction and/or preparation of the record and will be calculated based on the Prescribed Fees.
- Deposit: A deposit of one third (1/3) of the amount of the applicable access fee, is payable if the SABFS receives a request for access to information held on a person other than the requester himself/herself and the preparation for the record will take more than six (6) hours. In the event that access is refused to the requested record, the full deposit will be refunded to the requester.

5.4 Notification

The SABFS will within thirty (30) days of receipt of the request decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

The thirty (30) day period within which the SABFS has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty (30) days, if the request is for a large volume of information, or the request requires a search for information held at another office of the SABFS and the information cannot be reasonably obtained within the original thirty (30) day period. the SABFS will notify the requester in writer should an extension be sought.

5.5 Records that cannot be found or do not exist

If the SABFS has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

6. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS AND APPEAL

6.1 Grounds for refusal: Chapter 4

The thirty (30) day period within which the Information Officer is required to reply to a request, as stipulated in the Act, shall commence only once a requester has complied with all the requirements of the Act in requesting access to a record, to the satisfaction of the Information Officer.

Requests may be refused on the following grounds, as set out in the Act:

- Mandatory protection of privacy of a third party who is a natural person, including a deceased person, which would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of commercial information of a third party or the SABFS, if the record contains:
 - Trade secrets of the third party or the SABFS;
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the third party or the SABFS; and Information disclosed in confidence by a third party to the SABFS if the
 - disclosure could put that third party to a disadvantage or commercial competition.
 - Mandatory protection of certain confidential information of a third party if disclosure of the record would result in a breach of a duty of confidence owed to that party in terms of an agreement;
- Mandatory protection of the safety of individuals, and the protection of property;
- Mandatory protection of records privileged from production in legal proceedings, unless the legal privilege has been waived; and
- Mandatory protection of research information of a third party and of the SABFS.

6.2 Appeal

If a requester is aggrieved by the refusal of the SABFS to grant a request for a record, the requester may, within thirty (30) days of notification of the SABFS decision, apply to court for appropriate relief.

The requester may also follow the process for complaining to the Information Regulator or any regulatory body as specified in terms of the provisions of the Act. Further information on this process is available on the Information Regulator's website at: <https://inforegulator.org.za/>

7. PRESCRIBED FEES:

7.1 Reproduction Fees

The applicable fees (incl. VAT) for reproduction as referred to above are set out in annexure **B** annexed hereto.

7.2 Request Fee

A request fee of R100.00 (incl. VAT) is payable upfront where a requester submits a request for access to information on anybody else other than a requestor.

7.3 Access Fees

The applicable fees (incl. VAT) which will be payable are set out in annexure **B** annexed hereto.

7.4 Postage Fees

Where a copy of the record needs to be posted the actual postal fee is payable in addition to the applicable fees.

8. ANNEXURE A: REQUEST FOR ACCESS FORM - PAIA (FORM 2)

FORM 2
REQUEST FOR ACCESS TO
RECORD
 [Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made (<i>when made on behalf of another person</i>)			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made (<i>if applicable</i>):			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		

PARTICULARS OF RECORD REQUESTED

Provide full particulars of the record to which access is requested, including the reference number that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record:	

Reference number, if available	
--------------------------------	--

Any further particulars of record	

TYPE OF RECORD
(Mark the applicable box with an "X")

Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Officer

9. ANNEXURE B: FEES - PAIA

Fees in Respect of Public Bodies

	Description	Amount
1.	The request fee payable by every requester	R100.00
2.	Photocopy of A4-size page	R1.50 per page or part thereof.
3.	Printed copy of A4-size page	R1.50 per page or part thereof.
4.	For a copy in a computer-readable form on:	
	(i) Flash drive (to be provided by requestor)	R40.00
	(ii) Compact disc	
	• If provided by requestor	R40.00
	• If provided to the requestor	R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on:	
	(i) Flash drive (to be provided by requestor)	R40.00
	(ii) Compact disc	
	• If provided by requestor	R40.00
	• If provided to the requestor	R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R100.00 R300.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.

10. ANNEXURE C: REQUEST FOR ACCESS FORM - POPIA

SABFS SUBJECT ACCESS REQUEST FORM
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Important Information

SABFS collects, holds, and processes certain personal information about our customers, suppliers, and employees (“data subjects”). As a data subject, you have a legal right, under the Protection of Information Act to find out about our use of your personal information as follows:

- Confirmation that your personal information is being processed by us;
- Access to your personal information;
- How we use your personal information and why;
- Details of any sharing or transfers of your personal information;
- How long we hold your personal information;
- Details of your rights under the Protection of Information Act including, but not limited to, your rights to withdraw your consent to our use of your personal information at any time and/or to object to our processing of it.

Please complete the required information and return it to us by email addressed to:

Information Officer

Name:	Mrs. Sphiwe Mashaba
Physical Address:	88 Loop Street, Cape Town, 8001
Postal Address:	PO Box 15223, Vlaeberg, 8018
Tel:	(021) 426 0577
E-mail:	infoofficer@sheriffs.org.za

After receiving your subject access request, we may contact you to request additional supporting information and/or proof of your identity. This helps us to safeguard your privacy and personal information.

We will respond to all data subject access requests within one month of receipt and will aim to provide all required information to you within the same period. If we require further proof of ID, or if your request is unusually complicated, we may require more time and will inform you accordingly

SABFS SUBJECT ACCESS REQUEST FORM – FORM 1

Your Details

Title:	
Name(s):	
Surname:	
Address:	
Telephone Number:	
Email Address:	

Information Being Requested

Please provide specific details (along with any relevant dates) of the information being requested and any additional information that may help us to locate your personal information and to confirm your identity.

By completing this form, you are making a subject access request under the Protection of Personal Information Act for personal information collected, processed, and held about you by us that you are entitled to receive.

What outcome do you want pertaining to the information requested above?

Purpose	Tick if applicable
Nothing, I just want to know what Personal Information you have of me under your control.	
I want to object against the processing of my Personal Information for the following reasons (provide detailed information / substantiate your request and if necessary attach additional information to this document)::	
I want to request the correction of my Personal Information for the following reasons (provide detailed information / substantiate your request and if necessary attach additional information to this document):	
I want you to delete or destroy my Personal Information for the following reasons (provide detailed information / substantiate your request and if necessary attach additional information to this document)::	

Declaration

By signing below, you confirm that you are the data subject named in this Subject Access Request Form. You warrant that you are the individual named and will fully indemnify SABFS for all losses and expenses incurred if you are not. We cannot accept requests in respect of your personal information from anyone else, including members of your family.

Name:	
Signature:	
Date:	