

	THE PROTECTION OF PERSONAL INFORMATION ACT (POPIA) Data Subject Access Request Form	Issue: 1 Rev. 0 Date:21/04/2021 Page 1 of 2
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How to apply for personal data held about you, by FloorworX Africa (Pty) Ltd

Under the **PROTECTION OF PERSONAL INFORMATION ACT (POPIA)** you, as a data subject, can ask us to confirm if we hold personal data about you; for copies of records of personal data that we hold, share or process about you; the period of time for which your personal data will be stored; the identity of any recipients of your personal data; the logic of automatic data processing, and the consequences of any profiling; and any other information relating to your personal data. This is known under the POPIA as a data subject access request.

In order to deal with your request, we can ask for proof of identity and enough information to enable us to locate the personal data that you request. Please complete this form and return it to us, or alternatively contact us in writing (post or email) to exercise your right to request the information described in this form, along with proof of your identity to:

FloorworX Africa (Pty) Ltd
1 Bert Kipling Street,
Wilsonia,
East London
5274
South Africa

or FloorworX Africa (Pty) Ltd
P O Box 1141
East London
5200
South Africa

Local data privacy email address: ahalls@floorworx.co.za

We will acknowledge safe receipt and we will respond to your request within one month of your request, where possible

<p>Part 1: Person that the request relates to (the data subject) Title: Mr / Mrs / Miss / Ms / Other Surname: Forenames: Any other names that you are known by that may assist in the search: Address: Postcode: Telephone: E-mail:</p>
<p>Part 2: Proof of identity Please include a copy of your identity card or passport and a proof of your VAT number.</p> <p>This is to ensure that we are only sending information to the data subject and not to a third party that has not been authorized by you. If none of these are available, please contact ahalls@floorworx.co.za for advice on other acceptable forms of identification.</p>
<p>Part 3: Information requested To help us to deal with your request quickly and efficiently please provide as much detail as possible about the information you want. I would like you to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm if FloorworX Africa (Pty) Ltd processes my personal data <input type="checkbox"/> Provide a copy of my personal data <input type="checkbox"/> Provide supporting and explanatory material on the following as detailed below: <ul style="list-style-type: none"> <input type="checkbox"/> the purposes of processing <input type="checkbox"/> the categories of my personal data processed



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- the recipients, or categories of recipients of my personal data
the envisaged retention period of my personal data, or, if this is not possible, the criteria used to determine this period
my rights to rectification or deletion, to restrict processing or to object to processing, and to file a complaint to a data protection authority
information regarding the source of the personal data (if you did not collect this from me)
any automated decision making having legal or similar effects on me, as well as the logic involved and the consequences of the processing for me
where my personal data are transferred abroad, the appropriate safeguards relating to the transfer

I would like you to respond to my request and provide the information I have requested as follows:

- Post
E-mail

If possible, please restrict your request to a particular policy, service, department, team, individual or incident. Please include time frames, dates, names or types of documents, any file reference, and any other information that may enable us to locate your data. For example, for e-mails, please provide the names of senders and recipients, and approximate dates.

Dashed lines for providing request details.

Please continue on a separate sheet of paper, if necessary.

I, _____ confirm that the information provided on this form is correct and that I am the data subject whose name appears on this form. I understand that FloorworX Africa (Pty) Ltd must confirm proof of identity and that it may be necessary to contact me again for further information to locate the personal data I want. I understand that my request will not be valid until all of the information requested is received by FloorworX Africa (Pty) Ltd. I also understand that whilst this request is free of charge, if I request the same information again or make unfounded or excessive requests, Euler Hermes South Africa may charge a reasonable administrative fee to process my request.

Signature: _____ Date: _____