SEND BY EMAIL

Dear Data Subject

In terms of POPIA, we, as the Responsible Party are required to keep the details of our Data Subjects up to date.

In an effort to do this, please let us know if your details have changed, by completing the form below:

DETAILS OF THE DATA SUBJECT	
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ( )
Contact number(s):	
Fax number/E-mail address:	

INFORMATION TO BE CORRECTED/DELETED/ DESTRUCTED/ DESTROYED
REASONS FOR *CORRECTION OR DELETION OF YOUR PERSONAL INFORMATION WHICH IS IN OUR POSSESSION OR UNDER OUR CONTROL; AND/OR **REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT YOU WHICH WE ARE NO LONGER AUTHORISED TO RETAIN** (*Please provide detailed reasons for the request*)
Signed at_____ this_____ day of ____ 20___
……
Signature of data subject/designated person