

# ORLANDO PIRATES FOOTBALL CLUB

Reg No. 1988/007210/07



**ORLANDO PIRATES FOOTBALL CLUB (PTY) LTD**

**(REGISTRATION No.: 1988/007210/07)**

## **MANUAL**

**in terms of the Prescribed Provisions of**

**The Promotion of Access to Information Act, 2 2000 (the “PAIA”)**

**and**

**The Protection of Personal Information Act, 4 2013 (the “POPIA”)**



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[www.orlandopiratesfc.com](http://www.orlandopiratesfc.com)

# ORLANDO PIRATES FOOTBALL CLUB

Reg No. 1988/007210/07



## 1. Introduction

- 1.1. Orlando Pirates Football Club ("Pirates") is a limited liability company registered in accordance with the laws of the Republic of South Africa and carrying on business as a professional football club. Pirates is one of the oldest clubs in South Africa having been established in 1937 and it is much more than just a football club.
- 1.2. Pirates is committed to ensuring that the rights enshrined in the Constitution of the Republic of South Africa, 1996 are fully realized without any unreasonable or unjustified limitation. This manual is one of Pirates' commitments to complying with the law and promoting the rights enshrined in the Bill of Rights, particularly the right to access to information and the protection of privacy.

## 2. Purpose of the Manual

The purpose of this Manual is to set out the procedure to be followed by any person requesting access to records held by Pirates ("Requester") and the way a Request for access to records ("Request") will be facilitated by Pirates and the protection of personal information by Pirates.

## 3. Company details

Orlando Pirates Football Club (Pty) Ltd  
(Registration No.: 1988/007210/07)  
Address: 53 Central Street, Houghton, Johannesburg, 2198  
Email: [darrylj@orlandopiratesfc.co.za](mailto:darrylj@orlandopiratesfc.co.za)  
Telephone: +27 11 483 1730

## 4. Designated Information Officer

- 4.1. The details of the designated Information Officer of Pirates who deals with all matters in connection with requests for information, in terms of the PAIA are as follows :  
Name: Mr. Darryl Joselowsky – Information Officer  
Address: 53 Central Street, Houghton, Johannesburg, 2198  
Email: [darrylj@orlandopiratesfc.co.za](mailto:darrylj@orlandopiratesfc.co.za)  
Telephone: +27 11 483 1730



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- 4.2. The details of the designated Deputy Information Officer of Pirates who deals with all matters in connection with requests for information in the absence of the designated Information Officer, in terms of the PAIA are as follows :

Name: Mr. Nkosana Khoza – Deputy Information Officer

Address: 53 Central Street, Houghton, Johannesburg, 2198

Email: [nkosanak@orlandopiratesfc.co.za](mailto:nkosanak@orlandopiratesfc.co.za)

Telephone: +27 11 483 1730

## 5. The Promotion of Access to Information Act (PAIA)

- 5.1. The PAIA grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 5.2. Requests in terms of the PAIA shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 8 and 12 below.
- 5.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.
- 5.4. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

## 6. Applicable Legislation

- 6.1. Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. The legislation applicable to Pirates that may be consulted to establish whether the Requester has a right of access to a record other than in terms of the procedure set out in the PAIA include:

Administration of Adjudication of Road Traffic Offences Act 46 of 1998 | Basic Conditions of Employment Act 75 of 1997 | Broad Based Black Economic



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Empowerment Act 53 of 2003 | Companies Act 71 of 2008 | Compensation for Occupational Injuries and Diseases Act 130 of 1993 | Competition Act 89 of 1998 | Constitution of South Africa Act 108 of 1996 | Consumer Protection Act 68 of 2009 | Copyright Act 98 of 1987 | Electronic Communications Act 36 of 2005 | Electronic Communications and Transactions Act 2 of 2000 | Electronic Communications and Transactions Act 25 of 2002 | Employment Equity Act 55 of 1998 | Environmental Conservation Act 73 of 1989 | Financial Intelligence Act 38 of 2001 | Firearms Control Act of 2000 | Income Tax Act 58 of 1962 | National Credit Act 34 of 2005 | Labour Relations Act 66 of 1995 | Long-term Insurance Act 52 of 1998 | National Road Traffic Act 93 of 1996 | National Sport and Recreation Act 110 of 1998 | Occupational Health and Safety Act 85 of 1993 | Patents Act 57 of 1987 | Pension Funds Act 24 of 1956 | Prevention and Combating of Corrupt Activities Act 12 of 2004 | Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000 | Protected Disclosures Act 26 of 2000 | Protection of Personal Information Act 4 of 2013 | Regulation of Interception of Communications and Provisions of Communication Related Information Act 70 of 2002 | Safety at Sports and Recreational Events Act 2 of 2010 | Skills Development Act 97 of 1997 | Skills Development Levy Act 9 of 1999 | South African Reserve Bank Act 90 of 1989 | Telecommunications Act 103 of 1996 | Trademarks Act 194 of 1993 | Unemployment Insurance Act 63 of 2001 | Unemployment Insurance Fund Contributions Act 4 of 2002 | Value Added Tax Act 89 of 1991.

- 6.2. Pirates has prepared the above list using its best endeavours. This list may be incomplete. Consequently, Pirates shall endeavour to supplement the list regularly and whenever it comes to Pirates' attention that certain existing or new legislation allows a Requester access to records in addition to the PAIA and the legislation listed above. Where a Requestor is of the view that there is other legislation that grants the Requestor a right to request access to records held by Pirates, the Requester may request access to the records and specify the legislation relied upon by the Requester.

## 7. Schedule of Records

Pirates keeps records relating to, among other things:

### 7.1. Corporate Governance

Legal compliance records | Policies | Board and Executive committee meetings minutes | Legal documentation

### 7.2. Finance and Administration

Annual financial statements | Tax records | Accounting Records | Agreements



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## 7.3. Operations

Telephone records | access control records | vehicle registration documents and logbooks | general correspondence | football competitions records | Patents and Trademark documents

## 7.4. Secretarial Services

Memoranda of Articles of Association | Share Certificates | Minutes of meetings and Resolutions | Shareholder Agreements | Corporate Structure Documents

## 7.5. Human Resources

Personnel Information | Human Resources Policies and Procedures | PAYE and UIF records and returns | BEE statistics and Employment equity reports | Training materials

## 7.6. Marketing and Communication

Marketing publications and brochures | Marketing strategies

## 7.7. Third Party documents

Proposals | Agreements

## 8. Request for Records

8.1. A Requester must comply with all the procedural requirements as contained in section 53 of PAIA relating to a Request for Access to a Record.

8.2. A Requester must complete the prescribed Request Form below (Schedule 1) and submit the completed Request Form as well as payment of a request fee (if applicable) and a deposit (if applicable), to the Information Officer at the postal or physical address, electronic mail address stated in clause 4 above.

8.3. The Request Form must be completed with enough detail so as to enable the Information Officer to identify the following:

8.3.1. the Record/s requested;

8.3.2. the identity of the Requester;

8.3.3. any affected parties;

8.3.4. the form of access that is required, if the request is granted;

8.3.5. the postal address or email address of the Requester; and



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8.3.6. the right that the Requester is seeking to protect and an explanation as to why the Record is necessary to exercise or protect such a right.

8.4. If a Request for Access is made on behalf of another person, the Requester must submit proof of the capacity in which the Requester is making the request to the reasonable satisfaction of the Information Officer.

8.5. A requester who is unable to complete the prescribed form because of illiteracy or disability may make a request orally.

## 9. Decision to grant access to records

9.1. Pirates will decide whether to grant or decline the Request within 30 days of receipt of the Request Form and will give notice to the Requester with reasons (if required) to that effect.

9.2. The period referred to above may be extended for a further period of not more than 30 days if the Request is for a large number of Records or the Request requires a search for Records and the Records cannot reasonably be obtained within the original 30-day period.

9.3. Pirates will notify the Requester in writing should an extension of time as contemplated above be required.

9.4. If, in addition to a written reply from the Information Officer, the Requester wishes to be informed of the decision on the Request in any other manner, the Requester must state the manner and particulars so required.

## 10. Grounds for refusal of access to Records in terms of PAIA

10.1. Pirates may, subject to the exceptions contained in Chapter 4 of Act, refuse a Request in accordance with Chapter 4 of PAIA on the following grounds:

10.1.1. mandatory protection of the privacy of a third party who is a natural person, including a deceased person, where such disclosure of Personal Information would be unreasonable;

10.1.2. mandatory protection of the commercial information of a third party, if the Records contain:

10.1.2.1. trade secrets of that third party;



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- 10.1.2.2. financial, commercial, scientific, or technical information of the third party, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and/or
- 10.1.2.3. information disclosed in confidence by a third party to Pirates, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition;
- 10.1.3. mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 10.1.4. mandatory protection of the safety of individuals and the protection of property;
- 10.1.5. mandatory protection of Records that would be regarded as privileged in legal proceedings;
- 10.1.6. protection of the commercial information of Pirates, which may include:
  - 10.1.6.1. trade secrets;
  - 10.1.6.2. financial/commercial, scientific or technical information, the disclosure of which could likely cause harm to the financial or commercial interests of Pirates;
  - 10.1.6.3. information which, if disclosed, could put Pirates at a disadvantage in contractual or other negotiations or prejudice Pirates in commercial competition; and/or
  - 10.1.6.4. computer programs which are owned by Pirates, and which are protected by copyright and intellectual property law.
- 10.1.7. research information of Pirates or a third party, if such disclosure would place the research or the researcher at a serious disadvantage; and
- 10.1.8. requests for Records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.



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## 11. Remedies available to the Requester upon refusal of a request for access in terms of PAIA

- 11.1. The decision made by the Information Officer is final and there is no internal appeal procedure. Requesters will have to exercise such external remedies at their disposal if the Request for Access is refused.
- 11.2. In accordance with sections 56(3) (c) and 78 of PAIA, a Requester may apply to a court for relief within 180 days of notification of the decision for appropriate relief.

## 12. Fees

- 12.1. When the Request is received by the Information Officer, the Information Officer may by notice require the Requester, other than a Personal Requester, to pay the prescribed request fee (if any), before further processing of the Request.
- 12.2. The Information Officer will withhold a Record until the Requester has paid the fees.
- 12.3. A Requester whose Request to a Record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the Record for disclosure, including deciding to make it available in a requested form provided for in the PAIA.
- 12.4. If a deposit has been paid in respect of a Request for Access which is refused, the Information Officer will refund the deposit to the Requester.
- 12.5. Reproduction Fee

Reproduction of Information Fees	Fees to be charged
Information in an A-4 size page photocopy or part thereof	R1,10
A printed copy of an A-4 page or part thereof	R0,75
A scanned copy (in computer-readable format)	R70,00
A transcription of visual images, in an A-4 size page or part thereof	R40,00
A copy of visual images	R60,00
A transcription of an audio record for an A-4 size page or part thereof	R20,00
A copy of an audio record	R30,00

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## 12.6. Access Fees

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of section 54(8).

The applicable access fees which will be payable are:

Access of Information Fees	Fees to be charged
Information in an A-4 size page photocopy or part thereof.	R1,10
A printed copy of an A-4 size page or part thereof.	R0,75
A scanned copy (in computer-readable format):- Compact Disc/USB	R70,00
A transcription of visual images, in an A-4 size page or part thereof.	R40,00
A copy of visual images.	R60,00
A transcription of an audio record for an A-4 size page or part thereof.	R20,00
A copy of an audio record *Per hour or part of an hour reasonably required for such search.	R30,00*
Where a copy of a record needs to be posted the actual postal fee is payable.	

## 13. PROTECTION OF PERSONAL INFORMATION THAT IS PROCESSED BY PIRATES

13.1. In terms of Chapter 3 of Protection of Personal Information Act 2013, certain minimum conditions for lawful processing of personal information by a Responsible Party must be complied with. These minimum conditions may not be departed from unless specific exclusions apply as outlined in POPIA.

13.2. Pirates needs and collects Personal Information relating to both natural and juristic persons in order to carry out its business and organisational functions and comply with the requirements of various regulators. The manner in which this information is processed, stored and the purpose for which it is processed is determined by Pirates. As a Responsible Party for the purposes of POPIA, Pirates will ensure that the Personal Information of a Data Subject:



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- 13.2.1. is processed lawfully, fairly, and transparently in compliance with the POPIA. In this regard, Pirates will always provide appropriate information to data subjects when their data is collected by Pirates, the legal basis for which the information is collected, and consent to process Personal Information;
- 13.2.2. is processed only for the purposes for which it was collected by Pirates and is processed in accordance with integrity and confidentiality principles, ensuring that the Personal Information is subject to an appropriate level of security when stored, used and communicated by Pirates, in order to protect against access and acquisition by unauthorised persons and accidental loss, destruction or damage;
- 13.2.3. will not be processed for any other purpose unless that processing is compatible with the original purpose.
- 13.2.4. is adequate and relevant for the purposes for which it was collected;
- 13.2.5. is accurate and kept up to date at all times;
- 13.2.6. is kept safe and will not be kept for longer than necessary;
- 13.2.7. is processed in accordance with the rights of data subjects, where applicable. Data subjects have the right to:
  - 13.2.7.1. be notified that their Personal Information is being collected by Pirates;
  - 13.2.7.2. has the right to be notified in the event of a data breach;
  - 13.2.7.3. know whether Pirates holds Personal Information about them, and to access that information. Any request for information must be handled in accordance with the provisions of this Manual in particular as set out in the PAIA section above;
  - 13.2.7.4. request the correction or deletion of any inaccurate, irrelevant, out of date, incomplete, misleading, or unlawfully obtained personal information;
  - 13.2.7.5. object to Pirates' use of their Personal Information and request the deletion of such Personal Information (deletion would be subject to Pirates' record keeping requirements);



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- 13.2.7.6. object to the processing of Personal Information for purposes of direct marketing by means of unsolicited electronic communications; and
- 13.2.7.7. complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPIA and to institute civil proceedings regarding the alleged non-compliance with the protection of his, her or its personal information.

### 13.3. Purpose of the Processing of Personal Information by Pirates

As outlined above, Pirates will only process Personal Information for a specific purpose. The purposes for which Pirates processes or will process Personal Information is set out in Schedule 2.

### 13.4. Categories of Data Subjects

A data subject may either be a natural or a juristic person. The various categories of data subjects that Pirates processes Personal Information on and the types of Personal Information relating thereto are set out in Schedule 3.

### 13.5. Recipients of Personal Information

Pirates may provide a data subject's Personal Information to include Pirates' affiliates, commercial partners or sponsors, government departments, football regulators such as the National Soccer League, the South African Football Association.

### 13.6. Cross-border flows of Personal Information

- 13.6.1. Section 72 of POPIA prescribes the conditions under which Personal Information may be transferred out of the Republic of South Africa. These are if:
  - 13.6.1.1. The recipient country has data privacy laws must be substantially similar to the Conditions for Lawful Processing as contained in POPIA and can offer such data an "adequate level" of protection; or
  - 13.6.1.2. Data subject consents to the transfer of their Personal Information; or



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- 13.6.1.3. transfer is necessary for the performance of a contractual obligation between the data subject and the Responsible Party; or
- 13.6.1.4. transfer is necessary for the performance of a contractual obligation between the Responsible Party and a third party, in the interests of the data subject; or
- 13.6.1.5. the transfer is for the benefit of the data subject, and it is not reasonably practicable to obtain the consent of the data subject, and if it were, the data subject, would in all likelihood provide such consent.

- 13.6.2. When making authorised disclosures or transfers of personal information in terms of section 72 of POPIA, Personal Data may be disclosed to recipients located in countries which do not offer a level of protection for those data subjects as high as the level of protection as South Africa.

## 13.7. Information Security Measures

- 13.7.1. Pirates undertakes to institute and maintain the data protection measures to accomplish the objectives outlined below. The details given are examples of how to achieve an adequate data protection level for each objective. Pirates may use alternative measures and adapt to technological security development, as needed, provided that the objectives are achieved.
  - 13.7.1.1. Access Control of Persons - Pirates shall implement suitable measures in order to prevent unauthorized persons from gaining access to the data processing equipment where the data are processed.
  - 13.7.1.2. Data Media Control - Pirates undertakes to implement suitable measures to prevent the unauthorized manipulation of media, including reading, copying, alteration or removal of the data media used by Pirates and containing personal data of Data Subjects.
  - 13.7.1.3. Data Memory Control - Pirates undertakes to implement suitable measures to prevent unauthorized input into data memory and the unauthorized reading, alteration or deletion of stored data.



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- 13.7.1.4. User Control - Pirates shall implement suitable measures to prevent its data processing systems from being used by unauthorized persons by means of data transmission equipment.
- 13.7.1.5. Access Control to Data - Pirates represents that the persons entitled to use Pirates' data processing system are only able to access the data within the scope and to the extent covered by their respective access permissions (authorization).
- 13.7.1.6. Transmission Control - Pirates shall ensure the verification and tracing of the locations / destinations to which the personal information is transferred by utilization of Pirates' data communication equipment / devices.
- 13.7.1.7. Transport Control - Pirates shall implement suitable measures to prevent Personal Information from being read, copied, altered, or deleted by unauthorized persons during the transmission thereof or during the transport of the data media.
- 13.7.1.8. Organization Control - Pirates shall maintain its internal organization in a manner that meets the requirements of this Manual.

13.7.2. Pirates will continuously assess the suitability of the information security measures implemented or to be implemented by Pirates and make the necessary adjustments in order to ensure that the Personal Information that is processed by Pirates is safeguarded and Processed in accordance with the Conditions for Lawful Processing.

## 13.8. Objection to the Processing of Personal Information by a Data Subject

Section 11 (3) of POPIA and regulation 2 of the POPIA Regulations provides that a Data Subject may, at any time object to the Processing of his/her/its Personal Information in the prescribed form attached to this Manual Schedule 4 subject to exceptions contained in POPIA.

## 13.9. Request for correction or deletion of Personal Information

Section 24 of POPIA and regulation 3 of the POPIA Regulations provides that a Data Subject may request for their Personal Information to be corrected/deleted in the prescribed form attached to this Manual as Schedule 5.



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## 14. Availability of the Manual

- 14.1. This Manual is made available in terms of PAIA.
- 14.2. This Manual is also available at: [www.orlandopiratesfc.com](http://www.orlandopiratesfc.com)
- 14.3. This Manual is further available at the offices of SAHRC and at the offices of Pirates for inspection during normal business hours. No fee will be levied for inspection as contemplated in this clause.
- 14.4. Copies of the Manual can be obtained from the Information Officer. A fee will be levied for copies of the manual in accordance with Act.



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## SCHEDULE 1

### REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

[Regulation 10]

#### A. Addressed to

Orlando Pirates Football Club (Pty) Ltd

Attention: Mr. Darryl Joselowsky – Information Officer

53 Central Street, Houghton

Johannesburg, 2198

Email: [darrylj@orlandopiratesfc.co.za](mailto:darrylj@orlandopiratesfc.co.za)

OR

Orlando Pirates Football Club (Pty) Ltd

Attention: Mr. Nkosana Khoza – Deputy Information Officer

53 Central Street, Houghton

Johannesburg, 2198

Email: [nkosanak@orlandopiratesfc.co.za](mailto:nkosanak@orlandopiratesfc.co.za)

#### B. Particulars of person requesting access to the record

- |  |
|--|
| <p>(a) The particulars of the person who requests access to the record must be given below.</p> <p>(b) The address and/or fax number in the Republic to which the information is to be sent must be given.</p> <p>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</p> |
|--|



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Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person: \_\_\_\_\_

## C. Particulars of person on whose behalf request is made

This section must be completed *ONLY* if a request for information is made on behalf of another person.

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

## D. Particulars of record

- (d) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (e) If the provided space is inadequate, please continue on a separate folio and attach it to this form.
- (f) The requester must sign all the additional folios.

1 Description of record or relevant part of the record: \_\_\_\_\_

2 Reference number, if available: \_\_\_\_\_

3 Any further particulars of record: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee determined by the Information Officer has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) 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.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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## F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:	Form in which record is required
Mark the appropriate box with an X.		
NOTES:		
(a) Compliance with your request in the specified form may depend on the form in which the record is available.		
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.		
(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.		



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<b>1. If the record is in written or printed form:</b>			
copy of		inspection of record	
<b>2. If record consists of visual images</b>			
This includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
view the images		copy of the images"	transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document	
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
printed copy of the record		printed copy of information derived from the record"	copy in computer readable form* (stiffy or compact disc)
If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES      NO

**G Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:



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# ORLANDO PIRATES FOOTBALL CLUB

Reg No. 1988/007210/07



## H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at.....this.....day of .....20.....

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE



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## SCHEDULE 2

### PROCESSING OF PERSONAL INFORMATION IN ACCORDANCE WITH POPIA

Purpose of the Processing of Personal Information	Type of Processing
<ol style="list-style-type: none"> <li>1. To undertake activities related to Pirates' business activities:                             <ol style="list-style-type: none"> <li>1.1. to fulfil foreign and domestic legal, regulatory and compliance requirements and comply with any applicable treaty or agreement with or between foreign and domestic governments applicable to Pirates.</li> <li>1.2. to verify the identity of data subjects;</li> <li>1.3. for risk assessment, information security management, statistical, trend analysis and planning purposes;</li> <li>1.4. for crime detection, prevention, investigation, and prosecution;</li> <li>1.5. to enforce or defend Pirates' rights; and</li> <li>1.6. to manage Pirates' relationship with the data Subject.</li> </ol> </li> <li>2. The purposes related to any authorised disclosure made in terms of agreement, law or regulation;</li> <li>3. Any additional purposes expressly authorised by the data subject; and</li> <li>4. Any additional purposes as may be notified to the data subjects in any notice provided by Pirates.</li> </ol>	<p>Collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure, or destruction.</p>



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## SCHEDULE 3

### Categories of Data Subjects and categories of Personal Information relating thereto

Categories of Data Subjects of and categories of Personal Information relating thereto	Data Subject	Personal Information Processed
<p><b>Corporate</b></p> <p>Information including, account details, payment information, corporate structure, risk rating and other customer information including to the extent the categories of information relate to individuals or representatives of the entity (e.g., shareholders, directors, etc.) required for the above-mentioned purposes.</p> <p><b>Individual</b></p> <p>Name; contact details (E-Mail Address, Telephone Number, Facsimile Number, Home Postal Address, Home Telephone Number, Personal Cellular, Mobile Or Wireless Number, Personal E-Mail Address); regulatory identifiers (e.g. tax identification number); Account information (Bank Account Currency Code, Bank Account ID, Bank Account Name, Bank Account Number, Bank Account Type, Bank account balance); transaction details and branch details; “know your customer” data, photographs; other identification and verification data as contained in images of ID card, passport and other ID documents; images of individuals’ signatures)</p>	<ul style="list-style-type: none"> <li>• Natural Persons;</li> <li>• Juristic Persons.</li> </ul>	<p>Personal data relating to a Data Subject received by or on behalf of Pirates by the Data Subject, their respective representatives and related parties Data Subject’s personal data may include names, contact details, identification and verification information, nationality and residency information, taxpayer identification numbers, bank account and transactional information (where legally permissible), to the extent that these amount to personal data under POPIA.</p>
<p><b>Personnel / Employees</b></p> <p>Name; employee ID/Passport number; business contact details (address/telephone number/email address) Home Postal Address, Home Telephone Number, Personal Cellular,</p>		



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<p>Mobile Or Wireless Number, Personal E-Mail Address); Medical aid Number; regulatory identifiers (e.g. tax identification number); Account information (Bank Account Currency Code, Bank Account Id, Bank Account Name, Bank Account Number, Bank Account Type, Bank account balance); transaction details and branch details; "know your customer" data, photographs; other identification and verification data as contained in images of ID card, passport and other ID documents; images of individuals' signatures)</p>		
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**SCHEDULE 4**

**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

**Note:**

- 1 Affidavits or other documentary evidence as applicable in support of the objection may be attached.
- 2 If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
- 3 Complete as is applicable.

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number:	
Residential, postal, or business address:	
Contact number(s):	
E-mail address:	



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<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname/ registered name of data subject:	
Residential, postal, or business address:	
Contact number(s):	
Fax number / E-mail address:	
<b>C</b>	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)</b>

Signed at ..... this ..... day of ..... 20 .....

.....

**Signature of data subject/designated person**



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**SCHEDULE 5**

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018 [Regulation 3]**

**Note:**

- 1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
- 2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
- 3. Complete as is applicable.

Mark the appropriate box with an "x".

**Request for:**

**Correction or deletion of the personal information about the data subject which is in possession or under the control of the Responsible Party.**

**Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the Responsible Party and who is no longer authorised to retain the record of information.**

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number:	
Residential, postal or business address:	



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Contact number(s):	
Fax number / E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname/ registered name of data subject:	
Residential, postal or business address:	
Contact number(s):	
Fax number / E-mail address:	
<b>C</b>	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)</b>



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D	REASONS FOR CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. (Please provide detailed reasons for the request)



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