

**FORM 11**  
**REQUEST FOR AN ASSESSMENT**  
**SECTION 89(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**  
 [Regulation 11]

Reference Number: \_\_\_\_\_

<b>PART I</b>	<b>REQUEST FOR AN ASSESSMENT IN TERMS OF SECTION 89(1) AND (2) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)</b>
<p>A request is hereby made in terms of section 89 of the Protection of Personal Information Act 4 of 2013 that the Information Regulator must assess whether the processing of personal information complies with the provisions of the Act:</p> <p><b>1. CONTACT DETAILS</b></p> <p><b>REQUESTER:</b>            Name(s) and surname: .....            Address: .....            .....            .....            Contact number/s: .....            E-mail address: .....</p> <p><b>RESPONSIBLE PARTY:</b>            Name(s) and surname: .....            Address: .....            .....            .....            Contact number/s: .....            E-mail address: .....</p> <p><b>2. INFORMATION PROCESSING TO BE ASSESSED</b></p> <p>.....            .....            .....            .....</p> <p><b>3. PERSONS AFFECTED BY THE RELEVANT INFORMATION PROCESSING PRACTICE/S</b></p> <p>.....            .....            .....            .....</p> <p><b>4. THE REASON WHY AN ASSESSMENT IS REQUESTED</b></p> <p>.....            .....            .....            .....</p>	

**5. SPECIFIC ASPECTS OF THE PROCESSING OF INFORMATION THAT THE ASSESSMENT SHOULD ADDRESS**

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**6. PERIOD**

I first become aware that the processing of information should be assessed on:

the ..... day of ..... 20.....

Explain the reasons for the delay (if any) in requesting the assessment:

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**7. DATA SUBJECT PARTICIPATION:**

**Does the requester:**

Have the right to access personal information held by the responsible party in terms of section 23 of the Protection of Personal Information Act 4 of 2013:

☐ Yes ☐ No ☐ Not applicable

Have to right to request the responsible party to correct personal information in terms of section 24 of the Protection of Personal Information Act 4 of 2013:

☐ Yes ☐ No ☐ Not applicable

Signed on this \_\_\_\_ day of \_\_\_\_\_ 20...

\_\_\_\_\_  
Requester

**PART II****NOTICE OF A DECISION ON AN ASSESSMENT**

*(Section 89(1) of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013))*

**1. NOTICE OF A DECISION ON AN ASSESSMENT**

The Regulator has decided to conduct an assessment in terms of section 89(1) of the Protection of Personal Information Act 4 of 2013.

**2. INFORMATION PROCESSING TO BE ASSESSED**

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**3. PERSONS AFFECTED BY THE RELEVANT INFORMATION PROCESSING PRACTICE/S**

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**4. THE REASON WHY AN ASSESSMENT IS TO BE CONDUCTED/ NOT TO BE CONDUCTED**

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**5. SPECIFIC ASPECTS OF THE PROCESSING OF INFORMATION THAT THE ASSESSMENT SHOULD ADDRESS**

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Signed on this \_\_\_\_ day of \_\_\_\_\_ 20.....

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Regulator (Represented by)