

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: \_\_\_\_\_

**PART I** **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)**

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:

**1. CONTACT DETAILS**

**REQUESTER:**

Name(s) and surname: .....

Address: .....

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Contact number/s: .....

E-mail address: .....

**RESPONSIBLE PARTY:**

Name(s) and surname: .....

Address: .....

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Contact number/s: .....

E-mail address: .....

**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 REQUESTED**

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**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)