



**INFORMATION  
REGULATOR  
(SOUTH AFRICA)**

*Ensuring protection of your personal information  
and effective access to information*

A large, faded version of the Information Regulator (South Africa) logo is visible in the background, centered behind the title text.

# **GUIDANCE NOTE ON INFORMATION OFFICERS AND DEPUTY INFORMATION OFFICERS**

**1 APRIL 2021**

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## 1. RELEVANT DEFINITIONS

These definitions are taken from the Promotion of Access to Information Act 2 of 2000 as amended (PAIA) and the Protection of Personal Information Act 4 of 2013 (POPIA).

1.1. **“Body”** means a public or private body;

1.2. **“Data Subject”** means the person to whom personal information relates.

1.3. **“Head”** of, or in relation to, a private Body means-

(a) in the case of a natural person, that natural person or any person duly authorised by that natural person;

(b) in the case of a partnership, any partner of the partnership or any person duly authorised by the partnership;

(c) in the case of a juristic person-

(i) the chief executive officer or equivalent officer of the juristic person or any person duly authorised by that officer; or

(ii) the person who is acting as such or any person duly authorised by such acting person.

1.4. **“Information Officer”**:

of, or in relation to, a –

a) public body means an Information Officer or Deputy Information Officer as contemplated in terms of section 1 or 17 of the Promotion of Access to Information Act; or

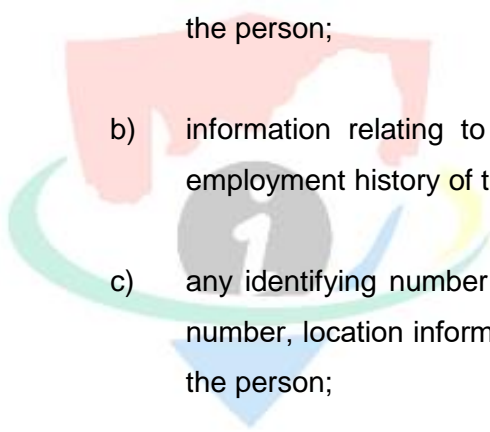
- b) private body means the head of a private body as contemplated in section 1 of the Promotion of Access to Information Act.

1.5. **“Person”** means a natural person or a juristic person.

1.6. **“Personal Information”** –

means information relating to an identifiable, living, natural person, and where applicable, an identifiable, existing juristic person, including, but not limited to—

- a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- b) information relating to the education or the medical, financial, criminal or employment history of the person;
- c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- d) the biometric information of the person;
- e) the personal opinions, views or preferences of the person;
- f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- g) the views or opinions of another individual about the person; and



- h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

1.7. **“Private Body”** means-

- (a) a natural person who carries or has carried on any trade, business or profession, but only in such capacity.
- (b) a partnership which carries or has carried on any trade, business or profession; or
- (c) any former or existing juristic person, but excludes a public body.

1.8. **“Processing”** means-

any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—

- a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- b) dissemination by means of transmission, distribution or making available in any other form; or
- c) merging, linking, as well as restriction, degradation, erasure or destruction of information.

1.9. **“Public Body”** means-

- (a) any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere of government; or
- (b) any other functionary or institution when-

- i. exercising a power or performing a duty in terms of the Constitution or a provincial constitution; or
- ii. exercising a public power or performing a public function in terms of any legislation.

1.10. “Requester”, in relation to-

(a) **a public body**, means-

- (i) any person (other than a public body contemplated in paragraph (a) or (b) (i) of the definition of ‘public body’, or an official thereof) making a request for access to a record of that public body; or
- (ii) a person acting on behalf of the person referred to in subparagraph (i).

(b) **a private body**, means-

- (i) any person, including, but not limited to, a public body or an official thereof, making a request for access to a record of that private body; or
- (ii) a person acting on behalf of the person contemplated in subparagraph (i).

1.11. “Responsible Party” means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information;

1.12. The usage of the words “responsible party” and “body” interchangeably throughout this document depends on the contents of a specific paragraph.

## 2. INTRODUCTION

2.1. The Protection of Personal Information Act 4 of 2013 (POPIA) was enacted to give effect to the constitutional right of privacy by safeguarding personal information processed by a responsible party and prescribes-

2.1.1. the minimum threshold requirements for the lawful processing of personal information,

2.1.2. an obligation on Information Officers of public and private bodies to designate and/or delegate<sup>1</sup> any power or duty to Deputy Information Officers, as necessary to make the body as accessible as reasonably possible; and

2.1.3. compulsory requirements for registration of Information Officers with the Information Regulator (Regulator).

2.2. PAIA allows the Information Officer of a private body to authorise any person as an Information Officer.

2.3. The Information Officers and Deputy Information Officers are required, in terms of Section 55(2) of POPIA, to take up their duties only after being registered with the Regulator.

2.4. The Information Officers referred to in section 55(1) of POPIA are the same Information Officers referred to in sections 1 or 14 and 51 of PAIA.

2.5. The Information Officers of public and private bodies perform their duties and responsibilities in terms of both PAIA and POPIA.

## 3. PURPOSE

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<sup>1</sup> Section 56 of POPIA and section 17(1) of PAIA

The purpose of this Guidance Note is to provide guidance and procedures for the–

- 3.1. obligations and liabilities of Information Officers and Deputy Information Officers;
- 3.2. registration of Information Officers with the Information Regulator;
- 3.3. updating the details of Information Officers;
- 3.4. designation of Deputy Information Officers;
- 3.5. delegation of duties and responsibilities of the Information Officers to the Deputy Information Officers.

#### 4. LIABILITIES

- 4.1 Section 93(b)(ii) of POPIA empowers the Enforcement Committee to make any recommendation to the Regulator necessary or incidental to any action that should be taken against an Information Officer in terms of PAIA.
- 4.2 An Information Officer may, on conviction, be held criminally liable for the following offences, in terms of PAIA-

Items	Sections of PAIA	Nature of offence by an Information Officer	Penalty
4.2.1	90(1)	A person <sup>2</sup> who, with intent to deny a right of access in terms of this Act,- (a) destroys, damages or alters a record; (b) conceals a record; or (c) falsifies a record or makes a false record	A fine or imprisonment for a period not exceeding two years.

<sup>2</sup> A person may include an Information Officer and head of a private Body.



Items	Sections of PAIA	Nature of offence by an Information Officer	Penalty
4.2.2	90(2)	The Information Officer who wilfully or in a grossly negligent manner fails to comply with the provisions of section 14 of PAIA	A fine, or imprisonment for a period not exceeding two years
4.2.3	90(3)	The head of a private body who, wilfully or in a grossly negligent manner, fails to comply with the provisions of section 51 of PAIA	A fine, or imprisonment for a period not exceeding two years
4.2.4	77K	Non-compliance with an Enforcement Notice	A fine or imprisonment for a period not exceeding three years or to both such a fine and such imprisonment

## 5. WHO SHOULD BE REGISTERED AS AN INFORMATION OFFICER

*Ensuring protection of your personal information and effective access to information.*

5.1 Information Officers are, by virtue of their positions, appointed automatically in terms of PAIA and POPIA. The following are categories of Information Officers per specific body-

Nature of the Body	Identity of Information Officer	
<b>Public Body, Department or Organ of State</b> <sup>3</sup> (as defined in section 239 of the Constitution)	National Department or Provincial Government Components	Director-General or the person who is acting as such.

<sup>3</sup>. Section 239 of the Constitution of the Republic of South Africa, Act 108 of 1996- "Organ of State" means-

(a) any department of state or administration in the national, provincial or local sphere of government; or

(b) any other functionary or institution—

(i) exercising a power or performing a function in terms of the Constitution or a provincial constitution; or

	Presidency or a National Government Component	Director-General or the person who is acting as such.
	Provincial Department or a Provincial Government Component	Head of Department or the person who is acting as such.
	Office of a Premier or a Provincial Government Component	Director-General or the person who is acting as such.
	Municipality	Municipal Manager or the person who is acting as such.
	Public Institutions	Chief Executive Officer or the person who is acting as such.
<b>Private Body</b>	Natural Person	A natural person who carries on any trade, business or profession, but only in such capacity or any person duly authorised by that natural person.
	Partnership	Any partner of the partnership or any person duly authorised by the partnership.
	Juristic Person	Chief Executive Officer or the Managing Director or equivalent officer of the juristic person or any person duly authorised by that officer <sup>4</sup> or any person who is

(ii) exercising a public power or performing a public function in terms of any legislation, but does not include a court or a judicial officer;

<sup>4</sup> This means that the Chief Executive Officer or the Managing Director or equivalent officer of the juristic person may authorise any natural person within the Body, to act as an Information Officer of a Juristic Person.

		acting as such or any person duly authorised by such acting person;
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- 5.2 To ensure accessibility of a private body, the Information Officer of a multinational entity based outside the Republic must authorise any person within the Republic of South Africa as an Information Officer.
- 5.3 Each subsidiary of a group of companies must register its Information Officer and Deputy Information Officer(s) with the Regulator.
- 5.4 Any power or duty authorised, in terms of paragraph 1.3(c) or 5.2 above, must be exercised or performed subject to such conditions as determined by the authorised party.
- 5.5 Any authorisation in terms of paragraph 1.3(c) or 5.2 above-
- 5.5.1 must be in writing;
  - 5.5.2 does not prohibit the person who made the authorisation from exercising the power concerned or performing the duty concerned himself or herself; and
  - 5.5.3 may at any time be withdrawn or amended in writing by that person who provided authorisation.
- 5.6 Any right or privilege acquired, or any obligation or liability incurred, as a result of a decision in terms of an authorisation in terms of paragraph 1.3(c) or 5.2 above is not affected by any subsequent withdrawal or amendment of that decision.
- 5.7 The person authorising any person as the Information Officer of a juristic person, in terms of paragraph 1.3(c) or 5.2 above, retains the accountability and responsibility for any power or the functions authorised to that person.

- 5.8 The authorisation by an Information Officer referred to in paragraph 5.1 above must be in writing, using the template substantially similar to the attached Authorisation template “B”.
- 5.9 Any person authorised as an Information Officer should be at an executive level or equivalent position. This means that only an employee of a private body at a level of management and above should be considered for authorisation as an Information Officer of that body.

## 6. DUTIES OF THE INFORMATION OFFICER

6.1 Section 55(1) of POPIA sets out the duties and responsibilities of an Information Officer which include the following:-

6.1.1 the encouragement of compliance by the Body with the conditions for the lawful processing of personal information. For example-

*6.1.1.1 an Information Officer may develop a policy on how employees should implement the eight (8) conditions for the lawful processing of personal information or consider issuing a circular in the case of provincial and national departments;*

6.1.2 dealing with requests made to the Body pursuant to POPIA. For example-

*6.1.2.1 an Information Officer of a Body will be expected to render such reasonable assistance, free of charge, as is necessary to enable the requester or data subject to comply with the prescribed process for submitting a request in terms of section 18 of PAIA<sup>5</sup> and section 24 of POPIA<sup>6</sup>. If a requester or data subject has made any request that does not comply with the requirements of PAIA or POPIA, the Information Officer concerned may not refuse the request because of that non-compliance, unless the Information Officer has-*

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<sup>5</sup> Form of requests

<sup>6</sup> Correction of personal information

- a) notified the data subject or requester of his/her intention to refuse the request and stated in the notice, the reasons for the contemplated refusal, as well as his/her availability to assist that requester or data subject to remove the grounds for refusal;
- b) given the requester or data subject a reasonable opportunity to seek such assistance;
- c) as far as reasonably possible, furnished the requester or data subject with any information that would assist the making of the request in the prescribed form; and
- d) given the requester a reasonable opportunity to confirm the request or alter it to comply with section 18 of PAIA or 24 of POPIA.

6.1.3 working with the Regulator in relation to investigations conducted pursuant to Chapter 6 of POPIA in relation to the body. For example-

6.1.3.1 the responsible party must obtain prior authorisation from the Regulator pertaining to the following-

- a) processing of any unique identifiers of data subjects-
  - i. for a purpose other than the one for which the identifier was specifically intended at collection; and
  - ii. with the aim of linking the information together with information processed by other responsible parties;
- b) processing of information on criminal behaviour or on unlawful or objectionable conduct on behalf of third parties;

- c) *processing of information for the purposes of credit reporting; and*
- d) *transfer of special personal information or the personal information of children to a third party in a foreign country that does not provide an adequate level of protection for the processing of personal information as referred to in section 72<sup>7</sup>.*

6.1.3.2 *pending the authorisation<sup>8</sup> or completion of investigation<sup>9</sup> by the Regulator, or until such time the responsible party receives a notice<sup>10</sup> that a more detailed investigation will not be conducted, the responsible party is prohibited from carrying out information processing. This means that processing that falls under paragraph 6.1.3.1 above is suspended pending the authorisation from the Regulator.*

6.1.3.3 *failure to notify the Regulator of the processing listed above is an offence and upon conviction, the responsible party will be liable to a fine or imprisonment for a period not exceeding 12 months, or to both a fine and such imprisonment<sup>11</sup>.*

6.1.4 otherwise ensuring compliance by a body with the provisions of POPIA. For example-

6.1.4.1 *POPIA prescribes eight (8) conditions for the lawful processing of personal information<sup>12</sup> by or for a responsible party and it is the responsibility of an Information Officer to ensure compliance with those conditions.*

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<sup>7</sup> Chapter 9 of POPIA (Transborder Information Flows) - Transfers of personal information outside Republic

<sup>8</sup> Section 57(1) of POPIA

<sup>9</sup> Section 58(2) of POPIA

<sup>10</sup> Section 58(3) of POPIA

<sup>11</sup> Section 59 of POPIA

<sup>12</sup> Section 8 to 25 of POPIA

6.2 The additional duties and responsibilities of the Information Officers, in terms of regulation 4 of POPIA, are to ensure that-

6.2.1 a compliance framework is developed, implemented, monitored and maintained;

6.2.2 a personal information impact assessment is done to ensure that adequate measures and standards exist in order to comply with the conditions for the lawful processing of personal information;

6.2.3 a manual is developed, monitored, maintained and made available as prescribed in sections 14 and 51 of PAIA, as amended;

6.2.4 internal measures are developed together with adequate systems to process requests for information or access thereto;

6.2.5 internal awareness sessions are conducted regarding the provisions of POPIA, regulations made in terms of POPIA, codes of conduct, or information obtained from the Regulator; and

6.2.6 upon request by any person, copies of the manual are provided to that person upon the payment of a fee to be determined by the Regulator from time to time<sup>13</sup>.

6.3 The Information Officer of each public Body must annually, and in terms of section 32 of PAIA, submit to the Regulator a report regarding-

6.3.1. the number of requests for access received;

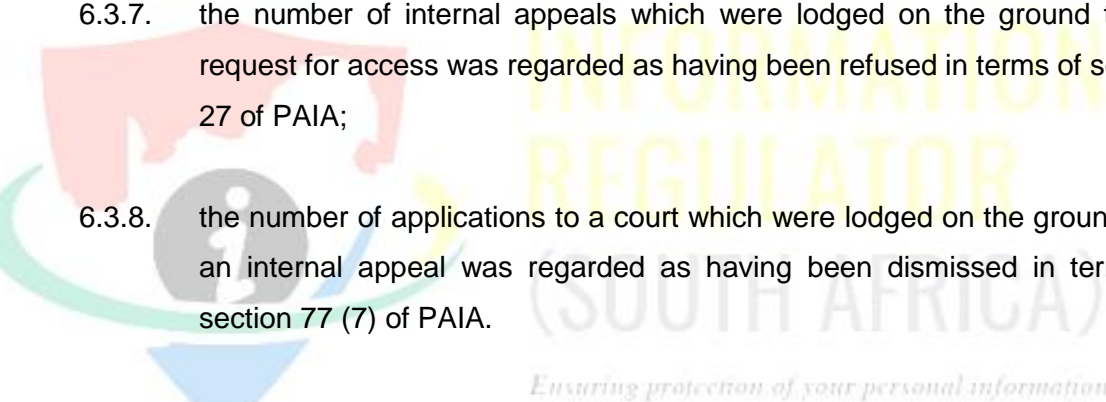
6.3.2. the number of requests for access granted in full;

6.3.3. the number of requests for access granted in terms of section 46 of PAIA;

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<sup>13</sup> Payment of a fee is for hard copies.



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- 6.3.4. the number of requests for access refused in full and refused partially and the number of times each provision of PAIA was relied on to refuse access in full or partially;
- 6.3.5. the number of cases in which the periods stipulated in section 25(1) of PAIA were extended in terms of section 26 (1) of PAIA;
- 6.3.6. the number of internal appeals lodged with the relevant authority and the number of cases in which, as a result of an internal appeal, access was given to a record;
- 6.3.7. the number of internal appeals which were lodged on the ground that a request for access was regarded as having been refused in terms of section 27 of PAIA;
- 6.3.8. the number of applications to a court which were lodged on the ground that an internal appeal was regarded as having been dismissed in terms of section 77 (7) of PAIA.
- 6.4 The Regulator may, annually, request an Information Officer of a private body, in terms of section 83 (4) of PAIA, to furnish to the Regulator with information about requests for access to records of that body.
- 6.5 In the case of health records, if the Information Officer is of the opinion that the disclosure of the record to the relevant person would be likely to cause serious harm to their physical or mental health, or well-being, the Information Officer may only give access to the record if the requester proves to the satisfaction of the information officer that adequate provision is made for such counselling or arrangements as are reasonably practicable before, during or after the disclosure of the record to limit, alleviate or avoid such harm to the relevant person<sup>14</sup>.

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<sup>14</sup> Section 30(3)(a) and section 61(3) of PAIA



- 6.6 Registration of Information Officers<sup>15</sup> with the Regulator is not only the prerequisite for an Information Officer to take up their duties in terms of POPIA, but is a compulsory requirement for every person identified in paragraph 5.1 above<sup>16</sup>.
- 6.7 The Information Officers of public bodies and heads of private bodies under PAIA will have to register to perform their duties and responsibilities in terms of POPIA.
- 6.8 It is a duty of the responsible party to ensure that the Information Officer is registered with the Regulator.

## **7. DESIGNATION OF A DEPUTY INFORMATION OFFICER**

- 7.1. Section 17 of PAIA provides for the designation of a Deputy Information Officer of a public body, and section 56 of POPIA extends the designation of a Deputy Information Officer for a private body.
- 7.2. Only employee(s) of a body can be designated as a Deputy Information Officer.
- 7.3. In order to render a body as accessible as reasonably possible the Information Officers of public and private bodies must designate one or more Deputy Information Officers as are necessary, depending on the structure and size of such bodies;
- 7.4. More than one (1) Deputy Information Officer can be designated, depending on the size, structure and the complexity of the operations of a specific body;
- 7.5. The decision whether or not to designate a Deputy Information Officer will depend on the size and structure of a body.
- 7.6. To ensure accessibility, the Information Officer of a multinational entity based outside the Republic must designate any person within the Republic of South Africa as a Deputy Information Officer.

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<sup>15</sup> Section 55(2) of POPIA

<sup>16</sup>

- 7.7. A designation to a Deputy Information Officer must be in writing;
- 7.8. A person designated as a Deputy Information Officer should be afforded sufficient time, adequate resources and the financial means to devote to matters concerning POPIA and PAIA;
- 7.9. It is recommended that a Deputy Information Officer should report to the highest management office within a Body. This means that only an employee at a level of management and above should ideally be considered for designation as a Deputy Information Officer of a body;
- 7.10. A Deputy Information Officer should be accessible to everyone, particularly to a data subject in respect of POPIA or a requester, in terms of PAIA;
- 7.11. A Deputy Information Officer should have a reasonable understanding of POPIA and PAIA in order to execute his or her duties.
- 7.12. A Deputy Information Officer should have a reasonable understanding of the business operations and processes of a body. An employee(s) with institutional knowledge is preferred for designation as a Deputy Information Officer(s).
- 7.13. To ensure accessibility, the designated Deputy Information Officer(s) of a multinational entity must be based within the Republic.

## **8. DELEGATION OF AUTHORITY BY AN INFORMATION OFFICER TO A DEPUTY INFORMATION OFFICER**

- 8.1. An Information Officer(s) of both a public or private body may<sup>17</sup>, subject to legislation and policies governing the employment of personnel of the body concerned, delegate any power or duty conferred or imposed on him or her to a Deputy Information Officer of that body.

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<sup>17</sup> section 56(b) of POPIA and section 17(3) of PAIA

- 8.2. Only an employee of a body can be delegated as a Deputy Information Officer.
- 8.3. The delegation referred to in paragraph 8.1 above must be in writing, using the template substantially similar to the attached Delegation of Authority, template “C”.
- 8.4. The delegation of any powers or duties and responsibilities to a Deputy Information Officer does not prohibit an Information Officer from exercising the powers or performing the duty that he or she has delegated to a Deputy Information Officer <sup>18</sup>;
- 8.5. Any power, duties and responsibilities delegated to a Deputy Information Officer should be exercised or performed subject to such conditions as an Information Officer may consider necessary. Any conditions of delegation, as conferred on the Deputy Information Officer, should ensure that the body is as accessible as reasonably possible for data subjects or requesters.
- 8.6. An Information Officer of a body must ensure that he or she reserves his or her rights in the aforesaid delegation to –
- 8.6.1. exercise the powers or to perform the duties and responsibilities concerned himself or herself; and
  - 8.6.2. withdraw or amend the aforesaid delegation at any time.
- 8.7. An Information Officer must be aware that any right or privilege acquired or any obligation or liability incurred as a result of a delegation of any powers, duties and responsibilities is not affected by any subsequent withdrawal or amendment of the decision to delegate.
- 8.8. Depending of the circumstances of the case, the obligation or liability incurred as a result of any delegation of any powers, duties and responsibilities may be imposed on either the Information Officer or responsible party in so far as POPIA is concerned.

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<sup>18</sup> Section 17(6)(b) of PAIA

8.9. To ensure a level of accountability by a delegated Deputy Information Officer, bodies are encouraged to ensure that such duties and responsibilities or any power delegated to a Deputy Information Officer is part of his or her job description.

8.10. Despite the above-mentioned delegation of a Deputy Information Officer, an Information Officer retains the accountability and responsibility for the functions delegated to the Deputy Information Officer.

8.11. To ensure accessibility of the body, the Deputy Information Officer(s) of a multinational entity must be based within the Republic.

## **9. TRAINING OF INFORMATION OFFICERS / DEPUTY INFORMATION OFFICERS**

9.1. It is recommended that an Information Officer and Deputy Information Officer(s) receive appropriate training and keep abreast of the latest developments in POPIA and PAIA.

9.2. The Regulator is not empowered to provide any training.

## **10. PROCEDURE FOR THE REGISTRATION OF THE INFORMATION OFFICER**

10.1 An Information Officer of a body identified in paragraph 5.1 above, must-

10.1.1 complete and submit an online registration form; or

10.1.2 complete and submit the attached registration form, annexure "A", to the Regulator's address provided in paragraph **13** below;

10.2 The registration form requires the following key information-

10.2.1 Name of the Information Officer and designation;

10.2.2 Name of the Deputy Information Officer(s), if any, as designated in terms of section 56(1) of POPIA or section 17(1) of PAIA;

10.2.3 The official postal and street address, phone, fax number and, electronic mail address of-

10.2.3.1 the Information Officer, and

10.2.3.2 every Deputy Information Officer(s) designated.

## **11. UPDATING THE DETAILS OF AN INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER(S)**

11.1 A body must, if necessary, update the particulars of an Information Officer and Deputy Information Officer(s) at intervals of not more than one year.

11.2 The particulars of an Information Officer and Deputy Information Officer(s) contained in the PAIA Manual must be the same as the particulars provided to the Regulator.

## **12. PUBLICATION OF THE PARTICULARS OF AN INFORMATION OFFICER**

In order to ensure accessibility of a body, the Regulator will make the contact details of the Information Officers and that of his or her Deputy Information Officer(s) available on its website.

## **13. CONTACT DETAILS OF THE REGULATOR**

13.1. Manual applications for registration of Information Officers and Deputy Information Officers may be submitted to the Regulator through the following channels-

13.1.1. Email: [registration.IR@justice.gov.za](mailto:registration.IR@justice.gov.za)

13.1.2. Postal: P.O Box 31533  
Braamfontein

Johannesburg  
2017

- 13.1.3. The Regulator will be moving offices from 31 March 2021. Therefore, applications for registration of Information Officers and Deputy Information Officers may also be delivered to the following physical address-

JD House  
27 Stiemens Street  
Braamfontein  
Johannesburg  
2001

- 13.2. Due to the current pandemic (Covid-19), the Regulator prefers that applications for registration of Information Officers and Deputy Information Officers be submitted through the online registration platform or by emails to limit the transmission of the virus, however, the Regulator will accept applications in accordance with paragraph 13.1.2 or 13.1.3 above.



*Adv. Tlakula*

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Adv Pansy Tlakula  
**CHAIRPERSON**

*Ensuring protection of your personal information  
and effective access to information.*

## ANNEXURE A



### INFORMATION OFFICER'S REGISTRATION FORM

**NOTE:** *The personal information submitted herein shall be solely used for your registration with the Information Regulator ("Regulator").*

*All the information submitted herein shall be used for the purpose stated above, as mandated by law. This information may be disclosed to the public. The Regulator undertakes to ensure that appropriate security control measures are implemented to protect all the information to be submitted in this document.*

PART A INFORMATION OFFICER	
Full Name of Information Officer	
Designation	
Postal Address	
Physical Address	
Cellphone Number	
Landline Number	
Fax Number	
Direct Email Address	
General Email Address	

**PART B  
DEPUTY INFORMATION OFFICER**

<b>Personal details of designated or delegated Deputy Information Officer(s)</b>	<b>Name</b>	<b>Name</b>	<b>Name</b>
	<b>Direct Landline</b>	<b>Direct Landline</b>	<b>Direct Landline</b>
	<b>Cellphone Number</b>	<b>Cellphone Number</b>	<b>Cellphone Number</b>
	<b>Email Address</b>	<b>Email Address</b>	<b>Email Address</b>
<b>Postal Address</b>			
<b>Physical Address</b>			
<b>Fax Number</b>			
<b>General Email Address</b>			

**PART C  
BODY / RESPONSIBLE PARTY**

<b>Type of Body</b>	Public Body		Private Body	
<b>Full Name of the Body (Registered Name)</b>				
<b>Trading Name</b>				
<b>Registration No, if any</b>				



<b>Postal Address</b>	
<b>Physical Address</b>	
<b>Landline Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	
<b>Website</b>	

**PART D  
DECLARATION**

I declare that the information contained herein is true, correct and accurate.

*Ensuring protection of your personal information  
and effective access to information.*

**SIGNED** and **DATED** at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ **202**\_\_


\_\_\_\_\_  
**INFORMATION OFFICER**

## PART E

### THE FOLLOWING INFORMATION IS REQUIRED FOR STATISTICAL PURPOSES

Please choose a sector(s) that apply to your Body

GOVERNMENT				PUBLIC ENTITIES			PRIVATE BODY			PROFESSION		
Item	Classification of Government	of	X	Item	Classification of a Public Entity	X	Item	Name of Industry Sector	X	Item	Type of profession	X
1.	National Government			1.	Constitutional Entities		1	Education		1	Legal	
2.	Provincial Government			2.	Schedule 2 Public Entity		2	Financial		2	Built Environment	
3.	Local Government			3.	Schedule 3A Public Entity		3	Health Facilities		3	Financial	
<b>LEGISLATURE</b>				4.	Schedule 3B Public Entity		4	Telecommunications		4	Medical and Allied Health Services	
				National Assembly		5.	Schedule 3C Public Entity		5	Pharmaceutical		<b>OTHERS, Specify</b>
National Council of Provinces		<b>OTHERS, specify</b>				6	Media and Social Media					
Gauteng Provincial Legislature						7	Retail/Direct Marketing					
Western Cape Provincial Legislature						8	Tourism		5.			

GOVERNMENT		PUBLIC ENTITIES	PRIVATE BODY		PROFESSION	
Northern Cape Provincial Legislature			9	Transportation, Storage and Logistics		
Limpopo Provincial Legislature			10	Manufacturing/Production		
Northwest Provincial Legislature			11	Banks		
Free State Provincial Legislature			12	International Organizations		
Mpumalanga Provincial Legislature			13	Real Estate		
Eastern Cape Provincial Legislature			<b>OTHERS, specify</b>			
Kwazulu-Natal Provincial Legislature						

*Ensuring protection of your personal information and effective access to information.*

**ANNEXURE B**

**DESIGNATION AND DELEGATION OF AUTHORITY TO THE DEPUTY  
INFORMATION OFFICER**

*(In terms of section 56 of the Protection of Personal Information Act, 2013 (POPIA) and  
Section 17(1) of the Promotion of Access to Information Act, 2000(PAIA)*

I, the undersigned,

\_\_\_\_\_  
(Name of the Information Officer)

hereby designate.....  
**(name of the person being designated)** as a Deputy Information Officer of  
.....  
**(name of the body or responsible party)**

Furthermore, I hereby delegate to you the following powers, duties and responsibilities, as conferred or imposed on me by POPIA and PAIA-

a)

*Ensuring protection of your personal information  
and effective access to information.*

Please be advised that I reserve the right to exercise any of the powers, duties and responsibilities conferred herein, as well as the right to amend and/or withdraw any of those powers, duties and responsibilities.

\_\_\_\_\_  
**Information Officer**

*By my signature herein below, I hereby accept the delegation and designation as the Deputy Information Officer*

\_\_\_\_\_  
**(Name of the designate)**

**Date:** .....

**ANNEXURE C**

**AUTHORISATION OF INFORMATION OFFICER**

*(In terms of the Promotion of Access to Information Act, 2000)*

I, the undersigned,

\_\_\_\_\_  
(Name of the Information Officer)

hereby authorise.....(**name of the person being designated**) as an Information Officer of .....(**name of the body or responsible party**) and authorise you to exercise any of the powers, duties and responsibilities conferred or imposed on me by the Protection of Personal Information Act, 2013 and the Promotion of Access to Information Act, 2000(PAIA

Please be advised that I reserve my right to exercise any of the powers, duties and responsibilities conferred herein, as well as the right to amend and/or withdraw any of those powers, duties and responsibilities.

*Ensuring protection of your personal information  
and effective access to information.*

\_\_\_\_\_  
**Information Officer**

*By my signature herein below, I hereby accept the authorisation as an Information Officer*

\_\_\_\_\_  
**(Name of the person authorised)**

**Designation:** \_\_\_\_\_

**Date:** .....