

## Manual

Nordex Energy South Africa (RF) (PTY) Ltd published this document in accordance with section 17 of the Protection of Personal Information Act, 4 of 2013 (hereinafter POPIA) and section 51 of the Promotion of Access to Information Act, 2 of 2000 (hereinafter PAIA).

## Contents

1. Contact details.....	2
1.1. Information Officer.....	2
1.2. Deputy Information Officer .....	2
1.3. Nordex SA contact details .....	2
2. Introduction.....	3
2.1. Purpose of the POPIA .....	3
2.2. Purpose of PAIA.....	3
3. Guide .....	3
4. Access to records.....	4
4.1. Category of records of Nordex SA that are publicly available.....	4
4.2. Legislation.....	4
4.3. Records held by Nordex SA .....	6
4.4. Information about the processing of personal information.....	8
4.4.1. Personal information held by Nordex SA .....	8
5. Availability of the Manual .....	15
6. Procedure to request a record or access personal information.....	15
6.1. Request notice and fees .....	16
6.2. Validation and acknowledgement.....	17
6.3. Request processing.....	17
6.4. Notification of completion and payment .....	17
6.5. Refusal of the request and remedies .....	17
7. Updating of the Manual .....	17
Annex I – Form to request access to records.....	19
Annex II – Form to object.....	23
Annex III –Form to request correction or deletion .....	25

## 1. Contact details

Below you will find the contact details of Nordex Energy South Africa (RF) (PTY) Ltd (hereinafter Nordex SA), the Information Officer and Deputy Information Officer to whom you can submit requests pursuant to the provisions in POPIA and PAIA.

### 1.1. Information Officer

CONTACT DETAILS OF THE INFORMATION OFFICER – GENERAL MANAGER	
Name:	Compton Colin Saunders
Tel:	079 176 3020
Email address:	<a href="mailto:Csaunders@nordex-online.com">Csaunders@nordex-online.com</a>

### 1.2. Deputy Information Officer

CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER	
Name:	Shane Meintjes
Tel:	66 288 8942
Email address:	<a href="mailto:SMeintjes@nordex-online.com">SMeintjes@nordex-online.com</a>

### 1.3. Nordex SA contact details

CONTACT DETAILS OF NORDEX SA	
Physical and postal address:	The Towers South 7th Floor, 2 Heerengracht Street, Foreshore, Cape Town, 8001
Landline number:	21 464 0200
Email:	<a href="mailto:Receptionsa@nordex-online.com">Receptionsa@nordex-online.com</a>
Website:	<a href="https://www.nordex-online.com/en/south-africa/">https://www.nordex-online.com/en/south-africa/</a>

## 2. Introduction

### 2.1. Purpose of the POPIA

The POPIA gives effect to the constitutional right of privacy by safeguarding personal information processed by public and private bodies. POPIA regulate the manner in which personal information is handled and, provides persons with rights and remedies to protect their information from unlawful processing.

Additionally, POPIA establishes voluntary and compulsory mechanisms to ensure its compliance, including the creation of the Information Regulator as an independent juristic person with powers and duties to educate, monitor and enforce compliance, serve as a consulting body, handle complaints and facilitate cross-border cooperation in the enforcement of privacy laws. Lastly, POPIA enables data subjects and authorities to review personal information processed by bodies and obtain information such as categories of data subjects, recipients, planned transfer outside the Republic of South Africa and security measures in place.

### 2.2. Purpose of PAIA

The PAIA gives effect to the constitutional right of access to any information held by public or private bodies required for the exercise or protection of any right. PAIA established procedures that enable persons to know the description of the records held by bodies and obtain their access swiftly, inexpensively and effortlessly. Furthermore, PAIA promotes transparency, accountability and effective governance of all public and private bodies with the purpose of educating persons and allowing them to understand and exercise their rights.

This Manual is a tool to achieve the goals laid down in POPIA and PAIA.

## 3. Guide

The guide contains information about the purpose of PAIA and POPIA, contact details of the Information Officer and Deputy Information Officer of every public body and the manner and form to access records. Likewise, applicable obligations and legal remedies protect rights and duties concerning the right to privacy and access to information.

Data subjects can obtain a copy of the Guide from the Regulator's Website at: <https://www.justice.gov.za/infoereg/> or upon request through the applicable Contact channels at the Regulator's Website. The Guide can also be inspected from the offices of public and private bodies during working hours.

Note: From June 30, 2021, onwards, the Information Regulator has taken over the functions relating to the Promotion of Access to Information Act (PAIA) 2000 that were previously performed by the South African Human Rights Commission. As a result, the Information Regulator will be the public body in charge of publishing the Guide mentioned in Section 10 of the PAIA onwards.

QUESTIONS RELATING TO THE GUIDE MUST BE DIRECTED TO:

Postal address: P.O Box 31533, Braamfontein, Johannesburg, 2017

Street address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Email address: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za).

Website: <https://www.justice.gov.za/infoereg/index.html>

## 4. Access to records

### 4.1. Category of records of Nordex SA that are publicly available

This section provides information about the records that are available without persons having to file a PAIA request.

Category of records	Types of records	Available on Website
Marketing	Pictures and footage of products; Publications in social media; Products portfolio; Nordex Interface Products; Maintenance and Repair services	Yes
Third Parties/Clients	PAIA Manual; Privacy Policy; employment portal; Code of Conduct for Contractors and Suppliers	Yes
Corporate governance	Code of conduct for Employees; Management and Supervisory Board;	Yes
Corporate financial	Financial Calendar and News; Share price and Share Holder structure;	Yes
Media Releases	Various Nordex Group Articles	Yes

### 4.2. Legislation

This section provides information about the records created and available in accordance with South African legislation.

RECORDS

APPLICABLE LEGISLATION

Finance

- a. Income Tax Act No. 58 of 1962.
- b. Prevention and Combating of Corrupt Activities Act No. 12 of 2004.
- c. Securities Transfer Tax Act 25 of 2007.
- d. Securities Transfer Tax Administration Act No. 26 of 2007.
- e. Tax Administration Act No. 28 of 2011.
- f. Value Added Tax Act No. 89 of 1991.
- g. Companies Act No. 71 of 2008.
- h. Financial Intelligence Centre Act No. 38 of 2001.
- i. Trust Property Control Act No. 57 of 1988.

Insurance

- a. Long-Term Insurance Act No. 52 of 1998.

Human Resources

- a. Employment Equity Act No. 55 of 1998.
- b. Unemployment Insurance Act No. 63 of 2001.
- c. Unemployment Insurance Contributions Act No. 4 of 2002.
- d. Basic Conditions of Employment Act No. 75 of 1997.
- e. Occupational Health and Safety Act No. 85 of 1993.
- f. Labour Relations Act No. 66 of 1995.
- g. Medical Schemes Act No. 131 of 1998.
- h. Pension Funds Act No. 24 of 1956.
- j. Skills Development Act No. 97 of 1998.
- k. Skills Development Levies Act No. 9 of 1999.
- l. Unemployment Insurance Act No. 63 of 2001.
- m. Unemployment Insurance Contributions Act No. 4 of 2002.
- n. Broad-Based Black Economic Empowerment Act 53 of 2003.

Production/manufacturing

- a. Occupational Health and Safety Act No. 85 of 1993.
- b. Customs and Excise Act No. 91 of 1964.
- c. Transfer Duty Act No. 40 of 1949.

Maintenance

- a. Occupational Health and Safety Act No. 85 of 1993.

Land transactions	<ul style="list-style-type: none"> <li>a. Formalities in respect of Leases of Land Act No. 18 of 1969.</li> <li>b. Deeds Registries Act No. 47 of 1937</li> </ul>
Intellectual property	<ul style="list-style-type: none"> <li>a. Patents Act No. 57 of 1978.</li> <li>b. Trademarks Act No. 194 of 1993.</li> <li>c. Copyright Act No. 98 of 1978.</li> <li>d. Designs Act No. 195 of 1993.</li> </ul>
Environmental	<ul style="list-style-type: none"> <li>a. Environmental Conservation Act No. 73 of 1989.</li> <li>b. Hazardous Substances Act No. 15 of 1973.</li> <li>c. National Environmental Management Act No. 107 of 1998.</li> <li>d. National Environmental Management: Air Quality Act No. 39 of 2004.</li> <li>e. National Environmental Management: Biodiversity Act No. 10 of 2004.</li> <li>f. National Environmental Management: Protected Areas Act No. 57 of 2003.</li> <li>g. National Environmental Management: Waste Act No. 59 of 2008.</li> <li>h. National Water Act No. 36 of 1998.</li> <li>i. Carbon Tax Act No. 15 of 2019.</li> <li>j. National Energy Regulation Act No. 40 of 2004.</li> <li>k. Electricity Regulation Act No. 4 of 2006.</li> <li>l. National Energy Act No. 34 of 2008.</li> </ul>
Privacy / General	<ul style="list-style-type: none"> <li>a. Promotion of Access to Information Act No. 2 of 2000.</li> <li>b. Protection of Personal Information Act No. 4 of 2013.</li> </ul>

### 4.3. Records held by Nordex SA

This section provides a description of the aforementioned records.

RECORDS	RECORD'S DESCRIPTION
Company Records	Constitutional documents (including incorporation documents, the memorandum of incorporation and the shareholders agreements), share registers, share certificates, registers and details concerning shareholder meetings and resolutions

Finance	Accounting records, income tax returns, banking records, invoices, financial statements, management accounts, audit reports, tax records and budget reports.
Strategic and operational information	Business plan, budget reports, minutes of management meetings, minutes of board meetings and annual reports.
Assets	Asset register, share certificates, debtor information, bank account reconciliations.
Liabilities	Loan agreements and general ledger.
Information technology	Asset register, repair and maintenance records, software programs, software licences, IT policies and procedures and software records.
Compliance	Broad- Based Black Economic Empowerment compliance records, proof of membership with industry bodies, general policies and procedures.
Insurance	Liability policies, insurance records and other insurance policies.
Human Resources	Collective agreements, human resources policies and procedures. Global policies about employment, documents relating to general terms of employment such as pension, medical aid benefits and documents relating to appointments. Dismissals, promotions, suspensions and disciplinary actions. Staff records, statutory records, training and skill development records, employment equity records, leave records and certain salary information.
Production/manufacturing	Manufacturing, production specifications, production statistics and contracts with client and/or customers.
Maintenance	Maintenance, inspection schedules, emergency response plans and documents relating to preventive maintenance.
Land transactions	Documents relating to the acquisition, cession or sale of land, documents relating to land that needs to be registered or lodged before entities and leases.
Intellectual property	Trade marks schedule, assignment, cession or transfer of patents and designs and procedures before the patents or design authority or office. Assignment, cession or transfer of trademarks, applications for lapsing, withdrawal or defense of trademarks and agreements about the licensing of trademarks. Assignment, cession, transfer or licensing of copyright material

#### 4.4. Information about the processing of personal information

Nordex SA must provide information about the records held with enough detail to facilitate a request for access under Section 51 of the PAIA. Additionally, insofar as the POPIA is concerned, Nordex SA must inform the purpose of the processing, description of the categories of data subjects and the information relating to them. Likewise, the recipients of the personal information, planned transborder transfer and a general description of the suitability of the security measures to ensure its confidentiality, integrity and availability in accordance with Section 51 of the PAIA.

##### 4.4.1. Personal information held by Nordex SA

PAYROLL	
Purpose of the processing:	Manage and process the payroll of employees.
Description of the categories of data subjects:	Employees.
Description of the categories of the personal information:	Name, ID, wage, salary, payment and social security.
Categories of recipients:	Social insurance institutions, financial authorities and banks/credit institutions.
Planned transborder transfer of personal information:	No.
Description of information security measures:	Access to personal information is protected by a password of at least 8 characters including special characters. The password has a yearly period of validity.  When payroll is captured, employees' names and last names are not referred and instead an employee number to pseudonymize the employee is used.

TRAINING PROCESS AND SKILLS DEVELOPMENT	
Purpose of the processing:	Providing employees with programs to acquire specific knowledge and skills to improve their performance.



Description of the categories of data subjects:	Employees.
Description of the categories of the personal information:	Name and ID.
Categories of recipients:	Training service providers.
Planned transborder transfer of personal information:	No.
Description of information security measures:	<p>There is a documented access rights concept and process in place for attributing access rights. As a result, reading and editing rights are differentiated as well as access between departments.</p> <p>Access to personal information is protected by a password of at least 8 characters including special characters. The password has a period of validity of 90 days. The data is encrypted by AES-256 encryption. Changes to the information are logged.</p> <p>The software used to manage and handle personal information ensures crisis management and business continuity. Additionally, the software is regularly audited and held information security certifications.</p>

#### RECRUITMENT PROCESS

Purpose of the processing:	Identifying, interviewing, selecting and hiring new employees.
Description of the categories of data subjects:	Employees and applicants.
Description of the categories of the personal information:	Name, ID, address, racial or ethnic origin and criminal behavior or offences.
Categories of recipients:	Other companies within the group.
Planned transborder transfer of personal information:	Yes.

Description of information security measures	<p>There is a documented access rights concept and process in place for attributing access rights. As a result, reading and editing rights are differentiated as well as access between departments.</p> <p>Access to personal information is protected by a password of at least 8 characters including special characters. The password has a period of validity of 90 days. The data is encrypted by AES-256 encryption. Changes to the information are logged.</p> <p>The software used to manage and handle personal information ensures crisis management and business continuity. Additionally, the software is regularly audited and held information security certifications.</p>
--	--

#### VIDEO CONFERENCING SERVICES

Purpose of the processing:	Exchange information within the company and third parties
Description of the categories of data subjects:	Employees, suppliers, vendors, service providers, applicants, consumers and business clients.
Description of the categories of the personal information:	Name and log files.
Categories of recipients:	Internal business operations.
Planned transborder transfer of personal information:	Yes.
Description of information security measures	<p>There is a process for attributing access rights. Access is authenticated through a single-sign-on procedure and access is protected by a password of at least 8 characters that requires special characters with a period of validity of 90 days. Logging in and logging out activities are recorded.</p>

#### WORKSPACE AND COMMUNICATION SERVICES

Purpose of the processing:	Exchange information within the company and third parties
----------------------------	---

Description of the categories of data subjects:	Employees, suppliers, vendors, service providers, and business clients.
Description of the categories of the personal information:	Name, telecommunication and log files.
Categories of recipients:	Internal business operations.
Planned transborder transfer of personal information:	Yes.
Description of information security measures	<p>Access is authenticated through a single-sign-on procedure and access is protected by a password of at least 8 characters that require special characters with a period of validity of 90 days.</p> <p>Chat traffic between users' devices and the service provider data centers is handled by Mutual Transport Layer Security (MTLS) or, for all remaining or legacy SIP communications, from client to server via TLS.</p> <p>Point-to-point audio, video and application sharing streams are protected by Secure Real-Time Transport Protocol (SRTP). Data at rest is typically encrypted in Microsoft data centers using Bit locker AES 256-bit encryption.</p>

#### EMAIL SERVICES

Purpose of the processing:	Electronic communication and information management.
Description of the categories of data subjects:	Employees, suppliers, vendors, service providers, and business clients.
Description of the categories of the personal information:	Name, position, client data, telecommunication and log files.
Categories of recipients:	Internal business operations.
Planned transborder transfer of personal information:	Yes.

Description of information security measures	<p>Access is authenticated through a single-sign-on procedure and access is protected by a password of at least 8 characters that requires special characters with a period of validity of 90 days.</p> <p>Cybersecurity incidents and prevented scanning emails and providing a notice to remind employees when emails originate outside of the organization. Employees are periodically trained to avoid cyber security incidents. There are internal channels to report suspicious or unusual activities to IT professionals.</p>
--	--

#### FLEET MANAGEMENT

Purpose of the processing:	Coordinating and supervising the assignment, use, maintenance, repair and disposal of vehicles used by employees. Managing and monitoring the employees' safety and integrity of the vehicles.
----------------------------	--

Description of the categories of data subjects:	Employees.
---	------------

Description of the categories of the personal information:	Name, ID, address, time recording and location.
--	---

Categories of recipients:	Financial authorities and internal business operations.
---------------------------	---

Planned transborder transfer of personal information:	No.
---	-----

Description of information security measures	Access to personal information is protected by a password of at least 8 characters including special characters. The password has a validity of 90 days.
--	--

#### WINDFARM ACCESS SELF-SERVICE PORTAL (WASP)

Purpose of the processing:	Management of access rights and maintenance of authorization records of employees, third parties and customers.
----------------------------	---

Description of the categories of data subjects:	Employees, suppliers, vendors, service providers and business clients.
---	--

Description of the categories of the personal information:	Name, ID, address, client, Telecommunication, log files, Training of the user, wind park permission, IVR number, profile permission and user certificates.
Categories of recipients:	Internal business operations and other companies within the company group.
Planned transborder transfer of personal information:	Yes.
Description of information security measures	<p>Access to personal information is protected by a password of at least 10 characters including special characters. The password has a validity of 90 to 180 days. SSL between server and client. Password in the database Login via Microsoft IIS Service.</p> <p>There is a documented access rights concept and process in place for attributing access rights. As a result, reading and editing rights are differentiated as well as access between departments.</p> <p>Any actions, data changes, timestamps and who made the entry are recorded.</p>

#### ON- AND OFF BOARDING MANAGEMENT

Purpose of the processing:	Management of onboarding procedures.
Description of the categories of data subjects:	Employees.
Description of the categories of the personal information:	Name, ID, address, wage and salary.
Categories of recipients:	Internal business operations.
Planned transborder transfer of personal information:	Yes.
Description of information security measures	There is a documented access rights concept and process in place for attributing access rights. As a result, reading and editing rights are differentiated as well as access between departments.

Access to personal information is protected by a password of at least 8 characters including special characters. The password has a period of validity of 90 days. The data is encrypted by AES-256 encryption. Changes to the information are logged.

The software used to manage and handle personal information ensures crisis management and business continuity. Additionally, the software is regularly audited and held information security certifications.

Lastly, when payroll is captured, employees' name and last name are not referred and instead an employee number to pseudonymize the employee is used.

#### WHISTLEBLOWING HOTLINE

Purpose of the processing: Collect and process information from employees or business partners regarding compliance violations or other misconduct within the Nordex Group.

Description of the categories of data subjects: Employees, business clients and whistleblowers.

Description of the categories of the personal information: Name, ID and contact details.

Categories of recipients: Internal: Corporate Compliance, Legal Department, Human Resources, and Internal Audit.  
External: Police and Law enforcement authorities (public prosecutor's office, cartel office, tax investigation, courts).

Planned transborder transfer of personal information: Yes.

Description of information security measures: Access to the information is restricted on a need-to-know basis. This operation is supported by a third party who encrypts the information with individual encryption codes. As a result, nor the operator or hosting service provider have access to the encryption codes required to decrypt the data and therefore are unable to read the sensitive information in the recorded incidents. All sensitive personal data is encrypted in the database:

- Asymmetric encryption: 2048 bit RSA algorithm.

▪ Symmetric encryption: 256 bit AES algorithm.

All data transmission is encrypted with a DigiCert SHA2 SSL certificate.

## 5. Availability of the Manual

Nordex SA Manual is available through the following channels:

- Nordex SA website at: <https://www.nordex-online.com/en/south-africa/>;
- In hard copy to be inspected free of charge during business hours at The Towers South 7th Floor, 2 Heerengracht Street, Foreshore, Cape Town, 8001; and
- Upon request and payment of a reasonable prescribed fee.

The Manual will be provided to the Information Regulator upon request.

## 6. Procedure to request a record or access personal information

You have the right to be informed about personal information concerning you as well as to request the correction or deletion of your personal data if one of the reasons stated in Section 24 of the POPIA applies and the right may be exercised using the form in Annex III. In addition, you can object to the processing of your personal information based on Section 11(3) of the POPIA using Annex II. Furthermore, you have the right to request a record or a description of your personal information, including the identity of third parties or categories of third parties with whom the information has been shared.

To perform a request for access you shall use the form in Annex I. This form is available on the Nordex SA website at <https://www.nordex-online.com/en/south-africa/> or may be obtained upon request at The Towers South 7th Floor, 2 Heerengracht Street, Foreshore, Cape Town, 8001.

The form must be completed with enough information to allow our Information Officer to determine:

- Identity of the requester;
- Inquired record or personal information;
- Postal address or fax number in the Republic;
- Right that the requester is seeking to exercise and information on how the requested record or personal information is necessary to protect that right;
- Whether the requester is interested in being informed about the outcome of the request in a manner different from a written reply;
- If the requester wishes any particulars to be informed about the outcome of the request; and
- Proof of capacity when the request is made on behalf of another person.

The completed form can be submitted via email to the following address: [office@first-privacy.com](mailto:office@first-privacy.com). Additionally, the form can be submitted by post or physically to the address referred to in Section 5 above.

If individuals due to illiteracy or disability are unable to make a request for access to information or a record through the abovementioned manner, they might perform the

request orally. The Information Officer will then reduce the oral request to writing in the prescribed form and provide a copy thereof to the requester.

### 6.1. Request notice and fees

A request for access to a record, other than a record containing personal information about the requester, will be processed only after a request fee has been paid. When a request for access or information is received by our Information Officer, a notice demanding the requester to pay the reproduction fee will be issued. When the payment of the fee is applicable, the request will not be further processed until the fee is paid.

The access and reproduction fees payable by a requester are as follows:

	DESCRIPTION	AMOUNT
1	The request fee payable by every requester	R140.00
2	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3	Printed copy of A4-size page	R2.00 per page or part thereof.
4	For a copy in a computer-readable form on:	
	(i) Flash drive (to be provided by requestor)	R40.00
	(ii) Compact disc	
	- If provided by requestor	R40.00
	- If provided to the requestor	R60.00
5	For a transcription of visual images per A4-size page	Actual expense, if any.
6	Copy of visual images	
7	Transcription of an audio record, per A4-size page	R24.00
8	Copy of an audio record on:	
	(i) Flash drive (to be provided by requestor)	R40.00
	(ii) Compact disc	
	- If provided by requestor	R40.00
	- If provided to the requestor	R60.00
9	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	R145.00
	To not exceed a total cost of	R435.00
10	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11	Postage, e-mail or any other electronic transfer	Actual expense, if any.



Note: The fees and the structure of the fees may change from time to time. The latest information can be found on the Regulator's website at:

<https://infoeregulator.org.za/information-regulator-paia-manuals/>.

If a search for the record has been made and the preparation of the record for disclosure (including arrangements to make it available in the requested form), requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee, which would be payable if the request is granted.

## 6.2. Validation and acknowledgement

The Information Officer validates the request to check whether the data subject's personal information is being processed or the desired record is available within Nordex SA. The request is then accepted, rejected or transferred to the rightful keepers of the information. An acknowledgement confirming the status of the request is then forwarded to the requester.

## 6.3. Request processing

The Information Officer will process the request within thirty (30) days. The 30-day period may be extended for a further period of not more than thirty (30) days if the request involves a large amount of information. In any case, the Information Officer will notify the requester in writing should an extension be sought.

## 6.4. Notification of completion and payment

Nordex SA will inform the requester about the completion of the request as well as outstanding fees, if applicable. Once the receipt of payment has been confirmed, the information is provided or released in accordance with Section 23 of the POPIA or 60 of the PAIA, respectively.

## 6.5. Refusal of the request and remedies


The Information Officer will refuse a request on the grounds referred in Section 24(4) of the POPIA and Chapter 4, Part 2 and Chapter 4, Part 3 of the PAIA, e.g., the request is manifestly frivolous or vexatious or the access to a record led to the disclosure of financial or commercial information harmful to Nordex SA.

According to Section 78(2) of the PAIA, a person aggrieved by the refusal of the request for access in terms of Section 54, 57(1) or 60 of the PAIA, you have the right to apply for appropriate relief in terms of section 82 of the Act.

## 7. Updating of the Manual

The head of Nordex SA will on a regular basis update this Manual.

Issued by

A handwritten signature in black ink, appearing to read 'Saunders', is positioned above a horizontal line. The signature is stylized with loops and a cursive-like flow.

Compton Colin Saunders

Managing Director and Information Officer

Annex I – Form to request access to records

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

- Note:
1. Proof of identity must be attached by the requested.
  2. If request made on behalf of another person, proof of such authorization, must be attached to this form.

TO: The Information Officer

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

(Address)

E-mail address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person

A. PERSONAL INFORMATION

Full names: \_\_\_\_\_

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

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

Street address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contact Numbers: Tel. (B): \_\_\_\_\_ Facsimile: \_\_\_\_\_

Cellular: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Street address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contact Numbers: Tel. (B): \_\_\_\_\_ Facsimile: \_\_\_\_\_

Cellular: \_\_\_\_\_

**B. PARTICULARS OF RECORD REQUESTED**

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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Detailed description of the request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

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

Any further particulars of record:

\_\_\_\_\_

\_\_\_\_\_.

**C. TYPE OF RECORD**

(Mark the applicable box with an "X")

Record is in written or printed form

Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

Record consists of recorded words or information which can be reproduced in sound

Record is held on a computer or in an electronic, or machine-readable form	
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

**D. MANNER OF ACCESS**

(Mark the applicable box with an "X")

Personal inspection of record at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)	

**E. PARTICULARS OF RECORD REQUESTED**

If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed

Indicate which right is to be exercised or protected:

---

---

---

---

Explain why the record requested is required for the exercise or protection of the aforementioned right:

---

---

---

---

F. FEES

- a) A request fee must be paid before the request will be considered.
- b) You will be notified of the amount of the access fee to be paid.
- 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 fees' payment:

---

---

---

G. NOTICE OF DECISION

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal Address:	<hr/>
Facsimile:	<hr/>
Electronic communication:	<hr/>

Signed at \_\_\_\_\_, \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of requester / person on whose behalf the request is made

-----

FOR USE OF NORDEX SA EXCLUSIVELY	
Reference number:	
Request received by: (State Rank, Name and Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

\_\_\_\_\_  
Signature of Information Officer or Deputy Information Officer

Annex II – Form to object

**FORM TO FILE AN OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)**

- Note: 1. Affidavits or other documentary evidence in support of the objection must 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.

Reference number \_\_\_\_\_

**A. DETAILS OF THE DATA SUBJECT**

Name and surname of data subject: \_\_\_\_\_

Residential, postal or business address: \_\_\_\_\_ Code (\_\_\_\_\_) \_\_\_\_\_

Contract number (s): \_\_\_\_\_

Email address / Fax number: \_\_\_\_\_ / \_\_\_\_\_

**B. DETAILS OF RESPONSIBLE PARTY**

Name and surname of responsible party (if the responsible party is a natural): \_\_\_\_\_

Residential, postal or business address: \_\_\_\_\_ Code (\_\_\_\_\_) \_\_\_\_\_

Contact number (s): \_\_\_\_\_

Email address / Fax number: \_\_\_\_\_ / \_\_\_\_\_

Name of public or private body (if the responsible party is not a natural person): \_\_\_\_\_



Business address: \_\_\_\_\_  
Code (\_\_\_\_).  
Contact number(s): \_\_\_\_\_  
Email address / Fax number: \_\_\_\_\_ / \_\_\_\_\_

**C. REASON FOR OBJECTION IN TERMS OF SECTION 11(1)(D) TO (F) POPIA**

(Please provide detailed reason for the objection)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Signed at \_\_\_\_\_, \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of data subject (applicant)

Annex III –Form to request correction or deletion

**FORM TO REQUEST 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 (ACT NO. 4 OF 2013)**

Note: 1. Affidavits or other documentary evidence in support of the request must 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.

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

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 authorized to retain the record of information.

#### A. DETAILS OF THE DATA SUBJECT

Name and surname of data subject: \_\_\_\_\_

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

Residential, postal or business address: \_\_\_\_\_ Code (\_\_\_\_\_) \_\_\_\_\_

Contract number (s): \_\_\_\_\_

Email address / Fax number: \_\_\_\_\_ / \_\_\_\_\_

#### B. DETAILS OF RESPONSIBLE PARTY

Name and surname of responsible party (if the responsible party is a natural): \_\_\_\_\_  
\_\_\_\_\_

Residential, postal or business address: \_\_\_\_\_ Code (\_\_\_\_\_) \_\_\_\_\_

Contact number (s): \_\_\_\_\_.

Email address / Fax number: \_\_\_\_\_ / \_\_\_\_\_.

Name of public or private body \_\_\_\_\_  
 (if the responsible party is not a \_\_\_\_\_  
 natural person): \_\_\_\_\_.

Business address: \_\_\_\_\_  
 \_\_\_\_\_ Code (\_\_\_\_\_).

Contact number(s): \_\_\_\_\_.

Email address / Fax number: \_\_\_\_\_ / \_\_\_\_\_.

**C. REASONS FOR \*CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/\*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY**

(Please provide detailed reason for the objection)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed at \_\_\_\_\_, \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
 Signature of data subject

