

# POPIA / PAIA Data Request Form

Privacy and access request form for Duewarden / TECBINO

|               |                   |
|---------------|-------------------|
| Entity        | TECBINO (Pty) Ltd |
| Document date | 27 September 2026 |
| Status        | Effective         |

Send completed requests to support\_duewarden@tecbino.co.za. TECBINO may ask for proportionate identity / authority evidence before acting. Do not send passwords or full payment-card information.

## 1. Requester details

| Field                                                  | Response             |
|--------------------------------------------------------|----------------------|
| Full name                                              |                      |
| Organisation (if applicable)                           |                      |
| Email address                                          |                      |
| Telephone                                              |                      |
| Workspace / account name (if applicable)               |                      |
| Are you requesting for yourself?                       | Yes / No             |
| If acting for another person, authority / relationship |                      |
| Preferred communication method                         | Email / other: _____ |

## 2. Type of request

| Select                   | Request type                                                 |
|--------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> | Confirm whether TECBINO holds personal information about me. |
| <input type="checkbox"/> | Access / copy of my personal information.                    |
| <input type="checkbox"/> | Correct inaccurate or incomplete personal information.       |

| Select                   | Request type                                                             |
|--------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> | Delete / destroy personal information that should no longer be retained. |
| <input type="checkbox"/> | Object to specified processing under POPIA.                              |
| <input type="checkbox"/> | Request access to a record under PAIA.                                   |
| <input type="checkbox"/> | Other privacy / information request:<br>_____                            |

### 3. Information or record requested

Describe the information, Duewarden workspace, date range, transaction, correspondence or other record sufficiently for TECBINO to identify it:

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### 4. Correction / deletion / objection details

If applicable, state what should be corrected, deleted, stopped or changed and the reason:

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### 5. PAIA right to be exercised or protected

For a PAIA request to a private body, describe the right you seek to exercise or protect and why the requested record is required for that purpose, where PAIA requires this information:

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## 6. Declaration

I confirm that the information in this request is accurate to the best of my knowledge and that I am authorised to make the request. I understand TECBINO may require proof of identity / authority and may refuse or limit access where POPIA or PAIA lawfully permits or requires this.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 7. Internal use only

| Field                           | Record    |
|---------------------------------|-----------|
| Request reference               | DSR-_____ |
| Received date                   |           |
| Identity / authority verified   |           |
| Systems searched                |           |
| Third-party consultation needed |           |
| Decision                        |           |
| Actions completed               |           |
| Response date                   |           |
| Reviewer / Information Officer  |           |
| Closure date                    |           |