

## DATA SUBJECT REQUEST FORM FOR NATURAL PERSON

### 1. SCHEDULE

1.1 The Organisation

1.2 Details of the Data Subject:

Natural Person's name

Identity number

Residential address

### 2. REQUEST

2.1 The Organisation set out in item 1.1 of the Schedule ("**Organisation**") may hold or process personal information of the Data Subject.

2.2 The Data Subject set out in item 1.2 of the Schedule ("**Data Subject**") requests the following information:

2.2.1 whether the Organisation processes any of their personal information; and

2.2.2 a copy of the record of such personal information, should clause 2.2.1 be answered in the affirmative.

### 3. PROCESS AND EXCLUSIONS

3.1 This written request must be sent to the information officer of the Organisation.

3.2 Together with this request a certified copy of the Data Subject's:

3.2.1 Identity document or passport; and

3.2.2 proof of residence, is required.

3.3 Once the written request and supporting documentation have been received and verified, the information officer will then be authorised to release the information set out in clause 2.2.1 and 2.2.2.

3.4 The Organisation will not proceed with the request or release information should there be good reason, including any legal exclusion; or complying with the request would infringe upon or interfere with the privacy of others; or would result in a breach of confidentiality by the Organisation.

3.5 Should clause 3.4 be applicable, the Organisation will provide the Data Subject with written reasons.

### 4. SIGNATURE

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature