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DATA SUBJECT REQUEST FORM FOR NATURAL PERSON

1. SCHEDULE

1.1

1.2 Details of the Data Subject:

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