



Pernod Ricard South Africa
FOUNDATION

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT NO 2 OF 2000**

FOR

THE PERNOD RICARD SOUTH AFRICA FOUNDATION



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1. Introduction

The Pernod Ricard South Africa Foundation ("**the Foundation**") is a subsidiary of Pernod Ricard South Africa Pty Ltd, which conducts business as a distributor of leading premium spirits brands in South Africa.

The *Promotion of Access to Information Act, 2000* ("**PAIA**") came into operation on 9 March 2001. PAIA seeks, among other things, to give effect to the Constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights. Where a request is made in terms of PAIA to a private body, that private body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights and provided that no grounds of refusal contained in PAIA are applicable. PAIA sets out the requisite procedural aspects in respect to information requests.

Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such private body and stipulates the minimum requirements that the manual has to comply with.

This Manual constitutes the Foundation's PAIA manual. This Manual is compiled in accordance with section 51 of PAIA as amended by the *Protection of Personal Information Act, 2013* ("**POPIA**"), which gives effect to everyone's Constitutional right to privacy. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.

This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.



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2. Purpose

The objective of this Manual are:

- to provide a list of all records held by the Foundation;
- to set out the requirements with regard to who may request information in terms of PAIA as well as the grounds on which a request may be denied;
- to define the manner and form in which a request for information must be submitted; and
- to comply with the additional requirements imposed by POPIA.

3. Part 1

(Information required under Section 51(1)(a) of PAIA)

Name of body: The Pernod Ricard South Africa Proprietary Limited

Physical address: Building 6, Country Club Estate
21 Woodlands Drive
Woodmead
Gauteng 2191

Postal address: P O Box 4294
Halfway House 1685

Designated Information Officer: Gaetan Magdelain
Telephone no: 011 802 0620

Email: Gaetan.Magdelain@pernod-ricard.com

4. Part 2

(Description of guide referred to in Section 10: Section 51(1)(b) of PAIA)

An official Guide has been compiled which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. This Guide is made available by the Information Regulator (established in terms of POPIA). Copies of the updated Guide are available from Information Regulator in the manner prescribed. Any enquiries regarding the Guide should be directed to the Information Regulator: Information Regulator:



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Physical Address: JD House, 27 Stiemens Street
Braamfontein, Johannesburg
2001

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

E-mail Address: infoereg@justice.gov.za

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

5. Part 3: Automatically Available Information

(The latest notice in terms of Section 52(2) of PAIA, if any)

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

6. Part 4: Information Available in terms of Legislation

(Information required under Section 51(1)(d) of PAIA)

6.1. Records kept in accordance with other statutory legislation, including but not limited to:

- 6.1.1. Companies Act 61 of 1973 and 71 of 2008
- 6.1.2. Income Tax Act 58 of 1962
- 6.1.3. Value Added Tax Act 89 of 1991
- 6.1.4. Unemployment Insurance Act 63 of 2001
- 6.1.5. Labour Relations Act 66 of 1995
- 6.1.6. Basic Conditions of Employment Act 75 of 1997
- 6.1.7. Employment Equity Act 55 of 1998
- 6.1.8. Compensation for Occupational Injuries and Disease Act 130 of 1993
- 6.1.9. Skills Development Levies Act 9 of 1999
- 6.1.10. Liquor Act 59, of 2003



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- 6.1.11. Customs and excise Act 1964
- 6.1.12. The Financial Intelligence Centre Act 38 of 2001
- 6.1.13. Copyright Act No 98 of 1978
- 6.1.14. Pension fund Act No 24 of 1956
- 6.1.15. South African Reserve Bank Act No 90 of 1989
- 6.1.16. Stamp Duties Act No 77 of 1968
- 6.1.17. Trademarks Act No 194 of 1993
- 6.1.18. National Credit Act No 34 of 2005
- 6.1.19. Consumer Protection Act No 68 of 2008
- 6.1.20. Occupational Health and Safety Act No. 85 of 1993

The above records which are of a public nature and are available automatically without a person having to request access thereto in terms of PAIA, as envisaged in Section 52 of PAIA.

7. Part 5: Information available upon request

(Subjects and categories of records held under Section 51(1)(e) of PAIA)

7.1. Companies Act records:

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers
- Share Register and other statutory registers

7.2. Financial records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Management reports
- Budget guidelines • Budget working papers
- Distribution:
 - o Warehouse records:
 - Picking lists



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- Loading sheets
- Stock transport delivery invoices
- Stock recording sheet – Monthly stock inventory
- Stock write-off documents
- Goods receipt notes o Credit Control records
- Customer account application forms
- Sundry debit and credit notes
- Sundry debit and credit invoices
- Month end statements
- Bad debts write-off records
- Telesales records:
 - o Price lists
 - o Customer delivery schedule
 - o Customer contract information
- Distribution Administration Control records:
 - o Customer Delivery schedule
 - o Delivery Invoices
 - o COD Acknowledgement slips
 - o Debit and Credit invoices
 - o Delivery route schedules
- Marketing
 - o Business plans for all products
 - o Merchandising records
 - o Marketing and advertising material
- Banking Records
 - o Bank Statements
 - o Paid Cheques
 - o Electronic banking records
 - o Any Company forms on which banking details are provided
- Asset Register
- Trademark agreements
- Loan agreements
- Royalty contracts

7.3. Taxation records

- PAYE Records



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- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees including tax directives for exceptional payments
- All other statutory compliances:
 - VAT
 - Skills Development Levies
 - UIF
 - Workmen's Compensation
 - Income tax

7.4. Personnel documents and records

- Employment contracts
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals
- Performance management
- Company Forms that an employee may complete and support documents which may be provided to support the validity of the information provided

7.5. Compliance

- BBBEE
- Internal auditing and risk
- Legislation compliance
- Internal policies and procedures
- Membership with industry bodies

7.6. Information and Technology

- Information systems
- Network security
- Software licenses

The above document and records are available on request by following the procedure set forth below.



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8. Part 6: Information Available in terms of POPIA

(Subjects and categories of records held under Section 51(1)(c) of PAIA)

In terms of POPIA personal information must be processed for a specified purpose. The purpose for which data is processed by the Foundation will depend on the nature of the data and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the data is collected. Please also refer to the Foundation Privacy Policy for further information.

8.1. Categories of personal information collected by the Foundation

- Depending on the Foundation's relationship with the relevant Data Subject, the Foundation collects the following categories of personal information:
 - o name and surname;
 - o identification or passport number;
 - o gender;
 - o organisation name, registration number and other company information;
 - o contact details, including physical and postal addresses;
 - o location information;
 - o IP address;
 - o and other information which the Foundation may infer about data subjects based on their interaction with the Foundation's products and services.

8.2. The Purpose of processing personal information

- Depending on the category of personal information, which is collected, the purposes for the processing may include:
 - o the provision of information,
 - o products or services to data subjects;
 - o communication with data subjects;
 - o conducting research and compiling research reports;
 - o provision of customer support services to data subjects;
 - o preparing aggregated and anonymized reports;
 - o to manage accounts, receive services and process payments;
 - o to assess the suitability of job applications for employment;
 - o meeting legal obligations in respect of employment equity and to comply with other applicable laws;
 - o and provision of effective advertising, including direct marketing.



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8.3. A description of the categories of data subjects and of the information or categories of information relating thereto

- The Foundation holds information and records on the following categories of data subjects:
 - o employees (and employees dependents) and prospective employees;
 - o consumers and customers;
 - o and suppliers' contractors and service providers (and prospective suppliers / contractors / services providers).

8.4. The recipients or categories of recipients to whom the personal information may be supplied

- Depending on the nature of the personal information, the Foundation may supply information or records to the following categories of recipients:
 - o other companies within the Foundation group of companies;
 - o the Foundation's business partners;
 - o other parties in response to a legal process, or when necessary, to institute legal processing or protect its rights;
 - o other parties in connection with certain business transactions. In the event that the Foundation restructures or sells any of its businesses or assets, the Foundation may disclose data subjects' personal information to the prospective buyer of such business or assets or other transacting party;
 - o companies that provide services to the Foundation or act on its behalf may have access to information about data subjects. These companies are limited in their ability to use information they receive in the course of providing services to the Foundation or data subjects;
 - o third parties where the data subject provide consent.

8.5. Planned transborder flows of personal information

- The Foundation will only send personal information collected within a restricted legal framework and otherwise to countries which do not have data protection laws that are considered to provide appropriate levels of protection in the restricted legal framework in circumstances such as:
 - o where the data subject has instructed the Foundation to do so;
 - o in order to comply with a legal duty; or
 - o in order to work with agents and advisers who the Foundation contracts with for business purposes.
- If The Foundation transfers personal information to a country outside of the restricted legal framework, the Foundation will use reasonable measures to ensure that such personal information is protected in the same way as if it was being used in that restricted legal framework. The Foundation will use one of the following safeguards:



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- o transfer to another country whose privacy legislation ensures an adequate level of protection of personal information similar or equivalent to the country it was collected in; or
- o put in place a contract with the third-party that requires such party to protect personal information in accordance with the same standards as in the country from which the data was collected.

8.6. A general description of information security measures to be implemented by the Foundation

- The Foundation takes all necessary technical and organisational measures to protect the confidentiality and security of personal information collected from data subjects, including sensitive personal information. These efforts include but are not necessarily limited to: (i) storing personal information in secure operating environments that are not available to the public and that are only accessible by authorized the Foundation employees, and its authorized agents and contractors; and (ii) verifying the identities of registered users before they can access the personal information the Foundation maintains about them.

9. DETAILS ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

- PAIA provides that a person may only make a request for information, if the information is required for the exercise or protection of a legitimate right.
- Information will therefore not be furnished unless a person provides sufficient particulars to enable the Foundation to identify the right that the requester is seeking to protect as well as an explanation as to why the requested information is required for the exercise or protection of that right. The exercise of an individual's rights is subject to justifiable limitations, including the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance. PAIA and the request procedure contained in this Manual may not be used for access to a record for criminal or civil proceedings, nor should information be requested after the commencement of such proceedings.
- The Information Officer has been delegated with the task of receiving and co-ordinating all requests for access to records in terms of PAIA, in order to ensure proper compliance with PAIA and POPIA.
- The Information Officer will facilitate the liaison with its legal team on all of these requests.

Completion of the prescribed form

- The requester must complete Form 2 (Refer Annexure A) and submit this form together with a request fee Form 3 (Refer Annexure B), to the Information Officer using the details above.



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- A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to requester.
- POPIA provides that a data subject may, upon proof of identity, request the Foundation to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.
- POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, the Foundation must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.
- Grounds for refusal of the data subject's request are set out in PAIA and are discussed below.
- POPIA provides that a data subject may object, at any time, to the processing of personal information by the Foundation, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as Annexure C and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above and to PRSA Legal on email address prsalegal@pernod-ricard.com
- A data subject may also request The Foundation to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that The Foundation is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.
- A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information **must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as Annexure D.**

Proof of identity

- Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

Payment of the prescribed fee

- There are two categories of fees which are payable:
 - o the request fee: R50



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- o the access fee: This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs. These fees are set out in Annexure B.
- Section 54 of PAIA entitles the Foundation to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Regulation 9(2)(c) promulgated under PAIA.
- Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

Timelines for consideration

- Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.
- Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

Ground for refusal of access and protection of personal information

- There are various grounds upon which a request for access to a record may be refused. These grounds include:
 - o the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
 - o the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
 - o if disclosure would result in the breach of a duty of confidence owed to a third party;
 - o if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
 - o if the record was produced during legal proceedings, unless that legal privilege has been waived; o if the record contains trade secrets, financial or sensitive information or any information that would put the Foundation (at a disadvantage in negotiations or prejudice it in commercial competition); and/or
 - o if the record contains information about research being carried out or about to be carried out on behalf of a third party or by the Foundation.
- Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is



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an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

- If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty-one) days of receipt of the request. The third party would then have a further 21 (twenty-one) days to make representations and/or submissions regarding the granting of access to the record.

10. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS

- If the Information Officer decides to grant you access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.
- There is no internal appeal procedure that may be followed after a request to access information has been refused. The decision made by the Information Officer is final. In the event that you are not satisfied with the outcome of the request, you are entitled to apply to a court of competent jurisdiction to take the matter further.
- Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

11. AVAILABILITY OF THIS MANUAL

- Copies of this Manual are available for inspection, free of charge, at the offices of The Foundation and on this link : [PAIA Manual.pdf \(pernod-ricard.com\)](#)



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ANNEXURE A - FORM 02

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, 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.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		



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Full names of person on whose behalf request is made <i>(if applicable)</i> :	
Identity Number	
Postal Address	
Street Address	
E-mail Address	

Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

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.)

Description of record or relevant part of the record:	
Reference number, if available	



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Any further particulars of record	
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
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	
FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>



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Personal inspection of record at registered address of public/private body <i>(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)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(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)</i>	

<p>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</p> <p><i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i></p>	
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:	

FEES



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a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

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	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Officer



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ANNEXURE B

FORM 3

OUTCOME OF REQUEST AND OF FEES PAYABLE

[Regulation 8]

n 8] *Note:*

1. *If your request is granted the*
 - (a) *amount of the deposit, (if any), is payable before your request is processed; and*
 - (b) *requested record/portion of the record will only be released once proof of full payment is received.*
2. *Please use the reference number hereunder in all future correspondence.*

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (<i>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</i>) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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OR

2. You requested:

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

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	



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Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language: <i>(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)</i>	

Kindly note that your request has been:

Approved

Denied, for the following reasons:

4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		



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Copy of an audio record			
(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		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

Yes

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

The amount must be paid into the following Bank account:

Name of Bank: _____
 Name of account holder: _____
 Type of account: _____
 Account number: _____
 Branch Code: _____
 Reference Nr: _____
 Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer

Signed at this day of20.....

.....
Signature of data subject/designated person



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ANNEXURE C

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)
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

[Regulation 2]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the objection may 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.*
3. *Complete as is applicable.*

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / Email address:	
B	DETAILS OF RESPONSIBLE PARTY



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**ANNEXURE D:
REQUEST FOR 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)
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

[Regulation 3]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the request may 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.*
3. *Complete as is applicable.*

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 authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	



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B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
D	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. <i>(Please provide detailed reasons for the request)</i>

Signed at this day of20.....

Signature of data subject/ designated person