



Form 2

Request for Correction of Personal Information or Destroying or Deletion of a record
 in terms of Section 24(1) of the Protection of Personal Information Act 4 of 2013 (**POPIA**)

This form has been designed to allow you to exercise your right to access your data or to confirm the information that **Teenie Blessings Daycare t/a Oranges and Lemons Pre-School** holds about you. Should your request involve information about a third party please refer to the **POPIA** to determine if access to such information is allowed.

This form is intended to be used for the sole purposes of exercising your privacy right to request access to or confirmation of personal data in our possession about you.

Please submit this request with a copy of your **Identity Document** to the Principal at 63 1st Avenue Edenvale.

Fields marked with a * are mandatory for the application process.

Request For: (mark the appropriate box with an "X")

	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.

Details of the Data Subject	
Name and Surname/Registered Name of Organisation	*
Identity Number	*
Current Address	*
Time at Current Address	
Contact Number	*
Email Address	*
Details of the Responsible Subject	
Name and Surname/Registered Name of Organisation	*
Identity Number	*
Current Address	*

