



Form 3

Request for Access/Confirmation of Personal Information

in terms of Section 23 of the Protection of Personal Information Act 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.

Details of the Data Subject	
Name and Surname/Registered Name of Organisation	*
Identity Number	*
Current Address	*
Time at Current Address	
Contact Number	*
Email Address	*
Description of the Request *	
Describe your request. We would like to understand the information to which your request relates and the reasons for your request. You may request a consolidated record of all data we hold on you. An administration fee may be charged based on the nature of the request.	

