NYATHELA AGRI FOODS

POPIA DATA SUBJECT REQUEST FORM

Request for Access, Correction, Deletion, Objection and Other Data Subject Rights Registration Number: 2026/200247/07

Information Regulator Registration Number: 2026-067531

Registered Office: 69 3rd Avenue, Bongolethu, Oudtshoorn, Western Cape, 6625

1. PURPOSE OF THIS FORM

This form is provided to enable a data subject to exercise applicable rights in relation to their personal information held or processed by Nyathela Agri Foods in terms of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) ("POPIA").

A data subject may use this form to request access to their personal information and, where applicable, request that personal information be corrected, updated, deleted or otherwise dealt with in accordance with POPIA.

The Information Officer will consider each request in accordance with POPIA and other applicable legislation.

PART A: DETAILS OF THE DATA SUBJECT

2. PERSONAL DETAILS

Full Name and Surname: _____

South African ID Number / Passport Number: _____

Date of Birth: _____

Organisation / Institution, if applicable: _____

Relationship with Nyathela Agri Foods, if applicable:

☐ **Employee**

☐ **Former Employee**

☐ **Job Applicant**

☐ **Volunteer**

☐ **Student / Learner**

☐ **Programme Participant**

☐ **Beneficiary**

☐ **Service Provider / Contractor**

☐ **Partner / Stakeholder**

☐ **Donor**

☐ **Other: _____**

PART B: CONTACT DETAILS

3. CONTACT INFORMATION

Residential / Physical Address:

_____

Postal Address, if different:

_____

Telephone / Mobile Number: _____

Email Address: _____

Preferred method of communication:

☐ **Email**

☐ **Telephone**

☐ **Written correspondence**

☐ **Other: _____**

PART C: TYPE OF REQUEST

4. WHAT ARE YOU REQUESTING?

Please select the applicable request or requests. The exercise of a data subject right is subject to the requirements, conditions, limitations and exceptions contained in POPIA and other applicable legislation.

Please select the applicable request or requests.

☐ Access to my personal information

I request access to personal information concerning me that is held or processed by Nyathela Agri Foods.

☐ Confirmation of whether my personal information is being processed

I request confirmation as to whether Nyathela Agri Foods holds or processes personal information concerning me.

☐ Correction, updating or deletion of personal information

I request that personal information concerning me that is inaccurate, incomplete, misleading, outdated, irrelevant, excessive or unlawfully obtained be corrected, updated or deleted, where permitted or required by POPIA and other applicable legislation.

☐ Update of personal information

I request that my personal information be updated.

☐ Deletion or destruction of personal information

I request the deletion or destruction of personal information concerning me, where permitted by applicable law.

☐ Objection to processing

I wish to object to the processing of my personal information on the following grounds:

_____

_____

Please provide reasonable grounds for your objection and, where applicable, identify the processing activity to which the objection relates.

_____

_____

☐ Objection to direct marketing

I object to the processing of my personal information for purposes of direct marketing by means of electronic communications, where applicable.

☐ Withdrawal of consent

Where processing is based on my consent, I wish to withdraw my consent, subject to any applicable legal requirements or consequences.

☐ Other POPIA-related request

Please specify:

_____

_____

_____

_____

_____

_____

PART D: DESCRIPTION OF THE REQUEST

5. DETAILS OF YOUR REQUEST

Please provide sufficient information to enable Nyathela Agri Foods to identify the personal information concerned and process your request.

Please describe your request in detail:

_____

_____

_____

_____

_____

_____

If you are requesting access to specific personal information, please identify the information or records concerned:

_____

_____

_____

_____

_____

_____

Approximate date or period during which the information was provided to Nyathela, if known:

_____

Department, programme, project, office or person with whom you dealt, if known:

_____

_____

PART E: SUPPORTING DOCUMENTATION

6. PROOF OF IDENTITY

Nyathela Agri Foods will only request identification information reasonably necessary to verify the identity of the requester and process the request.Please indicate the identification document attached:

☐ Copy of South African Identity Document

☐ Copy of Passport

☐ Other identification document: _____

Identification document number:_____

Where a request is submitted by an authorised representative, additional documentation confirming the representative's authority may be required.

PART F: AUTHORISED REPRESENTATIVE

7. IF THE REQUEST IS MADE BY ANOTHER PERSON

Complete this section if someone is submitting the request on behalf of the data subject.

Where the request relates to another data subject, Nyathela Agri Foods may require satisfactory proof of the authority to act on behalf of that data subject before processing the request.

Full Name and Surname of Representative: _____

ID / Passport Number: _____

Relationship to Data Subject: _____

Telephone / Mobile Number: _____

Email Address: _____

Address:_____

Reason for submitting the request on behalf of the data subject:

_____

_____

Authority to act on behalf of the data subject attached:

☐ Yes

☐ No

☐ Not applicable

PART G: PREFERRED RESPONSE

8. HOW WOULD YOU LIKE TO RECEIVE THE RESPONSE?

Subject to applicable legal requirements and the nature of the information requested, please indicate your preferred method of receiving a response.

☐ Email

☐ Collection of written response

☐ Postal delivery

☐ Other: _____

Email address for response: _____

PART H: DECLARATION BY DATA SUBJECT

9. DECLARATION

I declare that:

1. **The information provided in this form is true and correct to the best of my knowledge.**
2. **I am the data subject identified in this form, or I am authorised to act on behalf of the data subject.**
3. **I understand that Nyathela Agri Foods may need to verify my identity before processing the request.**
4. **I understand that the request will be considered in accordance with POPIA and other applicable legislation.**
5. **I understand that access to personal information may be subject to lawful limitations, exemptions or refusal grounds.**
6. **I understand that additional information or documentation may be requested where reasonably necessary to process the request.**

Full Name: _____

Signature: _____

Date: _____

Place: _____

PART I: FOR OFFICE USE ONLY

10. RECEIPT AND PROCESSING OF REQUEST

Date request received: _____

Reference Number: _____

Received by: _____

Identity verified:

☐ **Yes**

☐ **No**

☐ **Pending**

Additional information/documentation required:

☐ **Yes**

☐ **No**

Date additional information requested:_____

Date additional information received: _____

11. REQUEST ASSESSMENT

Nature of request:

☐ **Access**

☐ **Correction**

☐ **Update**

☐ **Deletion / destruction**

☐ **Objection**

☐ **Withdrawal of consent**

☐ **Other**

Request referred to: _____

Date referred: _____

Decision: _____

☐ **Granted**

☐ **Partially granted**

☐ **Refused**

☐ **Request requires further consideration**

☐ **Request withdrawn by data subject**

☐ **Other: _____**

Date decision made: _____

Reason for decision / notes:

_____

_____

_____

_____

_____

_____

PART J: INFORMATION OFFICER

12. INFORMATION OFFICER DETAILS

Information Officer:
MTHETHWA, MOSES GE

Appointment Date: 23 September 2026

Nyathela Agri Foods
Registration Number: 2026/200247/07
Information Regulator Registration Number: 2026-067531
Registered Office: 69 3rd Avenue, Bongolethu, Oudtshoorn, Western Cape, 6625

Email: info@nyathelaagrifoods.co.za

Telephone: 021 518 3102

13. SUBMISSION OF THIS FORM

SUBMIT COMPLETED FORMS TO:

Information Officer
Moses Ge Mthethwa
Nyathela Agri Foods (Pty) Ltd
69 3rd Avenue
Bongolethu
Oudtshoorn

Western Cape
6625
South Africa

Email: info@nyathelaagrifoods.co.za
Telephone: 021 518 3102
WhatsApp: 060 196 3291

14. PROTECTION OF PERSONAL INFORMATION

Personal information provided through this form will itself be processed by Nyathela Agri Foods for purposes associated with receiving, verifying, assessing, responding to and keeping appropriate records of the data subject's request.

Nyathela Agri Foods will handle the information in accordance with POPIA and its applicable privacy and information-management policies.

POPIA AND PAIA REQUESTS

This form is intended primarily for requests relating to the exercise of data subject rights under POPIA. Requests for access to records or information held by Nyathela Agri Foods that fall within the scope of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) may be required to be submitted in accordance with Nyathela Agri Foods' PAIA Manual and the applicable PAIA request procedure.

END OF FORM

Document: POPIA Data Subject Request Form
Company: Nyathela Agri Foods
Registration Number: 2026/200247/07
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