



**GNR.1383 of 14 December 2018: Regulations relating to the Protection of Personal Information
(Government Gazette No. 42110)**

GENERAL NOTE:

These Regulations shall commence on 1 July, 2021 except reg. 4 which commences on 1 May 2021 and reg. 5 which commences 1 March 2021.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Information Regulator has, under section 112 (2) of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013), made the regulations in [the Schedule](#).

11. Assessments.

(1) A request for an assessment in terms of section 89 (1) of the Act must be submitted to the Regulator on **Part 1 of Form 11**.

(2) The Regulator must inform the requester on **Part II of Form 11** if it has decided to conduct an assessment on—
(a) its own initiative; or
(b) as requested in terms of [sub-regulation \(1\)](#); within a reasonable time from the date that the decision was made.

(3) The period of assessment will be determined by the Regulator on a case by case basis.

(4) The Regulator must notify the requester or the responsible party (if not the requester) of any decision made, or action taken, or view formed on Form 12 within a reasonable time from the date that the decision was made or action taken or view formed.

(Date of commencement of reg. 11: 1 May 2021.)

FORM 11

REQUEST FOR AN ASSESSMENT

SECTION 89 (1) OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013)
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION,
2018

[Regulation 11.]

Reference Number:	
PART I	REQUEST FOR AN ASSESSMENT IN TERMS OF SECTION 89 (1) AND (2) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)
A request is hereby made in terms of section 89 of the Protection of Personal Information Act 4 of 2013 that the Information Regulator must assess whether the processing of personal information complies with the provisions of the Act:	
1. CONTACT DETAILS	
REQUESTER:	
Name(s) and surname:	
Address:	
Contact number/s:	
E-mail address:	
RESPONSIBLE PARTY:	
Name(s) and surname:	
Address:	
Contact number/s:	
E-mail address:	
2. INFORMATION PROCESSING TO BE ASSESSED	
3. PERSONS AFFECTED BY THE RELEVANT INFORMATION PROCESSING PRACTICE/S	
4. THE REASON WHY AN ASSESSMENT IS REQUESTED	
5. SPECIFIC ASPECTS OF THE PROCESSING OF INFORMATION THAT THE ASSESSMENT SHOULD ADDRESS	

6.PERIOD

I first become aware that the processing of information should be assessed on:

The _____ day of _____ 20

Explain the reasons for the delay (if any) in requesting the assessment:

7.DATA SUBJECT PARTICIPATION:

Does the requester:

Have the right to access personal information held by the responsible party in terms of section 23 of the Protection of Personal Information Act 4 of 2013:

Yes No Not applicable

Have to right to request the responsible party to correct personal information in terms of section 24 of the Protection of Personal Information Act 4 of 2013:

Yes No Not applicable

Signed at _____ this _____ day of _____ 20____

Requester

**PART II NOTICE OF A DECISION ON AN ASSESSMENT
(Section 89 (1) of the Protection of Personal Information Act, 2013
(Act No. 4 of 2013)**

1.NOTICE OF A DECISION ON AN ASSESSMENT

The Regulator has decided to conduct an assessment in terms of section 89 (1) of the Protection of Personal Information Act 4 of 2013.

2.INFORMATION PROCESSING TO BE ASSESSED

3.PERSONS AFFECTED BY THE RELEVANT INFORMATION PROCESSING PRACTICE/S

4.THE REASON WHY AN ASSESSMENT IS TO BE CONDUCTED/ NOT TO BE CONDUCTED

5.SPECIFIC ASPECTS OF THE PROCESSING OF INFORMATION THAT THE ASSESSMENT SHOULD ADDRESS

Signed at _____ this _____ day of _____ 20____

Regulator (Represented by)