

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000 AND THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013**

FOR

**DONALDSON FILTRATION SYSTEMS PROPRIETARY LIMITED
(REGISTRATION NUMBER: 1965/008167/07)**

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1 INTRODUCTION

- 1.1 This manual is published pursuant to sections 14 and 51 of the Promotion of Access to Information Act 2 of 2000 ("**PAIA**") which was promulgated in order to nurture an ethos that promotes transparency, accountability and effective governance of all private and public bodies. PAIA gives effect to section 32 of the Constitution of the Republic of South Africa, 1996, which provides for the right of access to information in a manner that affords persons a means/platform to obtain the records of private and public bodies as promptly and as efficiently as reasonably possible to endorse, including but not limited to, mechanisms and procedures that empower and educate all persons.
- 1.2 PAIA requires organisations to compile a manual as a guide to requesters of information. The Manual also serves to indicate the types of records held by Donaldson Filtration Systems Proprietary Limited ("**Donaldson**") and the availability of such records from Donaldson.
- 1.3 In addition, the manual explains how to access, or object to, or request correction or deletion of, personal information held by Donaldson, in terms of sections 23, 24 and 25 of the Protection of Personal Information Act 4 of 2013 ("**POPIA**"), and the Regulations Relating to the Protection of Personal Information, 2017 ("**POPIA Regulations**").
- 1.4 This manual is not exhaustive of, nor does it comprehensively deal with, every procedure provided for in PAIA. Requesters are advised to familiarise themselves with the provisions of PAIA and POPIA before making any requests to Donaldson in terms of these Acts. However, in terms of section 19 of PAIA, and Regulations 2 and 3 of the POPIA, Donaldson will provide such assistance as is required in completing the necessary forms, by parties applying for access to information or personal information.
- 1.5 Donaldson makes no representation and gives no undertaking or warranty that the information in this manual or any information provided by it to a requester is complete or accurate, or that such information is fit for any purpose. All users of any such information use such information entirely at their own risk, and Donaldson will not be liable for any loss, expense, liability or claims, howsoever arising, resulting from the use of this manual or of any information provided by Donaldson or from any error therein.

2 OVERVIEW OF DONALDSON

- 2.1 Donaldson forms part of a multinational company that is headquartered in the United States of America (Donaldson Company, Inc) that operates in countries globally including, but not limited to, Belgium, Mexico, China, UK, Japan and South Africa.
- 2.2 Donaldson is a vertically integrated filtration company engaged in the production and marketing of air filters used in a variety of industry sectors, including commercial/industrial (engines, exhausts, transmissions, vents in private vehicles, hydraulics), aerospace (helicopters, planes), chemical alternative energy (windmills) and pharmaceuticals.

3 INFORMATION OFFICER AND CONTACT DETAILS OF DONALDSON

3.1 The Information Officer of Donaldson is whose contact details are as follows –

Name	Contact details
Ms Nothando Ngcobo	Telephone no: 011 997 6112 Email: Nothando.Ngcobo@donaldson.com

3.2 The contact details for the Head Office of Donaldson are as follows –

Physical address Head office	4 Lake Road Longmeadow Ext 8 Modderfontein Gauteng
Postal address Head office	PO Box 11548 Randhart 1457

4 GUIDE ON HOW TO USE PAIA

- 4.1 On 1 July 2021, the Information Regulator assumed the functions of the South African Human Rights Commission (“**SAHRC**”) and is responsible for PAIA and POPIA queries.
- 4.2 As part of its functions, the Information Regulator will publish a guide on how to use PAIA and POPIA in the new dispensation. The Information Regulator has not yet published a guide to this effect.
- 4.3 The SAHRC has previously developed a guide with information on how to use PAIA. This guide is available on the SAHRC website at <https://www.sahrc.org.za>.
- 4.4 Any information or queries related to the guide, or to PAIA or POPIA should be directed to –

Information Regulator

JD House
 27 Stiemens Street
 Braamfontein
 Johannesburg
 2001

Telephone number: (012) 406 4818
 Fax number: (086) 500 3351
 Website: www.justice.gov.za/inforeg
 E-mail: inforeg@justice.gov.za

5 NOTICE IN TERMS OF SECTION 51(1)(C)

- 5.1 At this stage, no notices have been published by the Information Regulator on the categories of records automatically available without a person having to request access thereto in terms of PAIA.
- 5.2 The records that are located on the Donaldson website are however automatically available to any person requesting this information and it is therefore not necessary to apply for access thereto in terms all PAIA. The website address is <https://www.donaldson.com/en-za/>.

6 RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION IN TERMS OF SECTION 51(1)(D)

- 6.1 Records are kept in accordance with legislation as is applicable to Donaldson, which includes (but may not be limited to) the following legislation –

Legislation	Description of record
Companies Act 71 of 2008	<ul style="list-style-type: none"> • Memorandum of incorporation • Certificate of incorporation • Minutes of directors and executive management meetings • Financial records supporting the financial performance of the company • Annual financial statements of the company • Share register
Employment Equity Act 55 of 1998	<ul style="list-style-type: none"> • Employment equity plan
Labour Relations Act 66 of 1995	<ul style="list-style-type: none"> • Financial status of the company • Personal records • Job Evaluations
Occupational Health and Safety Act 85 of 1993	<ul style="list-style-type: none"> • Health and safety policies and procedures
Skills Development Act 97 of 1998	<ul style="list-style-type: none"> • Skills development plans

- 6.2 In addition to the above, Donaldson also keeps records in terms of the following legislation –

- 6.2.1 Basic Conditions of Employment Act 75 of 1997;
- 6.2.2 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993;
- 6.2.3 Unemployment Insurance Act 63 of 2001;

6.2.4 Income Tax Act 58 of 1962; and

6.2.5 Value Added Tax Act 89 of 1991.

7 INFORMATION REQUIRED IN TERMS OF SECTION 51(1)

The following table contains a description of the types of records/subjects on which Donaldson holds and the categories of records held on each subject –

SCHEDULE 1 Subject	SCHEDULE 2 Description of record
Human resources	<ul style="list-style-type: none"> • Recruitment policies and procedures • Employment contracts • Remuneration records and policies • Job evaluations/grading • Minutes of the Skills Development Committee • Minutes of the meetings held with Union representatives • Employment equity plans • Skills development plans
Accounting records	<ul style="list-style-type: none"> • Cash books, receipt records, payment records and bank reconciliation statements • Investment accounts • General ledgers and sub-ledgers • Trial balances • Annual financial statements, reports and management accounts • Financial policies and procedures • Audit reports • Business plan/budgets • Expense payments and records • Income records
Operations	<ul style="list-style-type: none"> • Product records including product range and product description • Production records and costings • Sales records • Customer listings information, discounts, delivery documentation, sales documentation and credit notes • Supplier listings information, discounts, delivery documentation, procurement documentation and credit notes
Administrative	<ul style="list-style-type: none"> • Minutes and resolutions of directors and executive management meetings • Memorandum of incorporation

	<ul style="list-style-type: none"> • Taxation registration and approval records and annual taxation returns • Business and operating licences • Health and safety policies and procedures
--	--

8 PROCESSING OF PERSONAL INFORMATION

8.1 POPIA

8.1.1 Chapter 3 of POPIA provides for the minimum conditions for lawful processing of Personal Information. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.

8.1.2 Donaldson processes personal information in accordance with POPIA. As stated in our privacy policy, Donaldson will ensure that all processing conditions of POPIA are complied with at the time of processing of personal information. Donaldson processes personal information of both natural and juristic persons.

8.2 The purposes for processing of personal information by Donaldson

As stated in our privacy policy, Donaldson processes personal information for a number of reasons including, but not limited to, –

8.2.1 offering our goods and providing our services to our customers in a personalised way;

8.2.2 enabling our suppliers and service providers to carry out certain functions on our behalf, including payment processing, verification, technical, logistical or other functions, as may be required;

8.2.3 sending marketing communications and serving ads to our customers based on our customers' interests ascertained from past searches, visits of subpages and purchases on our websites, and other data obtained through the use of "cookies" placed on the devices of our customers;

8.2.4 ensuring the security of our customers' accounts and our business, preventing or detecting fraud or abuses of our website;

8.2.5 developing and improving our products and services; and

8.2.6 to comply with applicable law, for example, in response to a request from a court or regulatory body, where such request is made in accordance with the law.

8.3 Categories of data subjects

Donaldson processes personal information relating to the following categories of data subjects –

- 8.3.1 customers;
- 8.3.2 shareholders;
- 8.3.3 directors;
- 8.3.4 employees and job applicants;
- 8.3.5 juristic entities (i.e. service providers, suppliers, distributors, contractors, consultants);
- 8.3.6 complainants and enquirers;
- 8.3.7 visitors to premises; and
- 8.3.8 individuals who have an interest in the products and services of Donaldson.

8.4 Types of information processed

As stated in our privacy policy, Donaldson processes the following types of personal information, amongst others, –

- 8.4.1.1 full names;
- 8.4.1.2 addresses;
- 8.4.1.3 contact information such as telephone numbers and email addresses;
- 8.4.1.4 financial information;
- 8.4.1.5 CCTV camera footage;
- 8.4.1.6 transaction history; and

8.4.1.7 your visits to our website.

8.5 Disclosure of your personal information

8.5.1 We may disclose your personal information to third parties who are involved in the delivery of products and services to you such as trusted service providers (sub-contractors).

8.5.2 Where Donaldson discloses your personal information to any third party, the latter will be obliged to use that personal information for the reasons and purposes it was disclosed for. To this end, we have agreements in place with these third parties to ensure this and to ensure an adequate level of security and confidentiality for your personal information.

8.5.3 Donaldson may be obliged to disclose your personal information where we have a duty to disclose in terms of law or where we believe it is necessary to protect our rights.

8.6 Trans-border/Cross border flows of personal information

We may transfer your personal information to a third party in countries outside South Africa for processing in accordance with the purposes set out in paragraph 8.2 above. In particular, your personal information may be transferred throughout the Donaldson group and to our outsourced service providers located abroad. In these circumstances, Donaldson complies with the requirements set out in section 72 of POPIA in respect of cross border transfer of personal information.

8.7 General description of information security measures

8.7.1 Donaldson takes reasonable and appropriate technical and organisational measures to ensure that personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration disclosure or access. We contractually require that service providers who handle your personal information for us do the same.

8.7.2 Donaldson, on a regular basis, reviews the security controls and related to processes to ensure that personal information is secure.

9 HOW TO REQUEST ACCESS TO A RECORD

9.1 To request a record in terms of PAIA, the requester must complete the prescribed form attached to this manual as **Annexure A**. This request must be sent to the Information Officer at the addresses provided at paragraph 3.1.

9.2 For POPIA-related requests to object to the processing of personal information, correct or delete personal information, the request must be made in writing on the applicable prescribed **Form 1** (objection) or **Form 2** (correction or deletion), which are attached to this Manual as **Annexure B**.

- 9.3 The requester must provide sufficient detail to enable the Information Officer to identify the record(s) requested and the requester. The requester must indicate which form of access is required, identify the right that he/she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 9.4 If the request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Information Officer.
- 9.5 PAIA makes provision for certain grounds upon which a request for access to information must be refused. On this basis, the Information Officer will make a decision whether or not to grant a request for access to information.

10 PAYMENT OF FEES

- 10.1 PAIA provides for two types of fees, namely –
- 10.1.1 a request fee, which will be a standard non-refundable administration fee, payable prior to the request being considered; and
- 10.1.2 an access fee, payable when access is granted which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
- 10.2 Subsequent to a request being made, the Information Officer, shall by notice require the requester, excluding personal requester, to pay the prescribed request fee (if any), before further processing of the request.
- 10.3 If the search for and preparation for disclosure of the record has been made, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, Donaldson will request the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.
- 10.4 Donaldson may withhold a record until the requester has paid the fees as indicated in **Annexure C**.
- 10.5 A requester whose request has been granted must pay the applicable access fee for reproduction, search, preparation and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

- 10.6 In terms of POPIA, a data subject has the right to request Donaldson to confirm, free of charge, whether or it holds personal information about the data subject and request from Donaldson the record or a description of the personal information held, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.
- 10.7 POPIA further provides that where the data subject is required to pay a fee for services provided to them, Donaldson must provide the data subject with a written estimate of the payable amount before providing the service and may require that the requester pay a deposit for all or part of the fee.

11 APPLICABLE TIME-PERIODS

- 11.1 Donaldson will inform the requester within 30 days after receipt of the request of its decision whether or not to grant the request.
- 11.2 The 30 day period may be extended by a further period of not more than 30 days if the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of Donaldson or the records are not located at Donaldson.

12 OUTCOME OF THE REQUEST (GRANTING OR REFUSING)

Should the request be refused, the notice will state adequate reasons for the refusal, including the provisions of the PAIA relied upon; and that the requester may lodge an application with a Court against the refusal of the request.

13 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

- 13.1 In terms of Section 62 to 69 of PAIA access granted to a record may be refused on one or more of the following grounds –
- 13.1.1 protection of privacy to a third party who is a natural person;
- 13.1.2 protection of the commercial information of a third party;
- 13.1.3 protection of certain confidential information of a third person;
- 13.1.4 protection of the safety of individuals and the protection of property;
- 13.1.5 protection of records privileged from production and legal proceedings;
- 13.1.6 the commercial information of Donaldson; and/or
- 13.1.7 the protection of research information of a third party.

- 13.2 Despite any provisions of PAIA, a request must be granted if the disclosure of the record would reveal evidence of substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environment risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated (section 70 of PAIA).

14 **REMEDIES FOR REFUSAL**

Should the requester be dissatisfied with the Information Officer's decision to refuse access, that person may within 30 days after notification of the refusal apply to a Court for the appropriate relief.

15 **AVAILABILITY OF THE MANUAL**

This manual is available in electronic and hard copies in English. The hard copies are available at the head office of Donaldson as contained in paragraph 3.2. The electronic version of this manual is available on the website of Donaldson.

16 **UPDATING OF THIS MANUAL**

This manual will be reviewed and updated, if necessary, on a periodic basis but no less than once each year.

ANNEXURE A– FORM C

FORM C
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Act)
[Regulation 10]

A. Particulars of private body

The Head: _____

Company Name: _____

Company Registration Number: _____

B. Particulars of person requesting access to the record

- | |
|---|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|---|

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made,

when made on behalf of another person: _____

C. Particulars of person on whose behalf request is made

<p><i>This section must be completed ONLY if a request for information is made on behalf of another person.</i></p>

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

D. Particulars of record

- (a) *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.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *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.*

(d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: _____	Form in which record is required: _____
-------------------	---

Mark the appropriate box with an X.
NOTES:
 (a) *Compliance with your request in the specified form may depend on the form in which the record is available.*
 (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
 (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO				

G. Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.*

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20____

Signature of requestor /
person on whose behalf request is made

Name of requestor /
person on whose behalf request is made

ANNEXURE B-FORMS 1 AND 2

FORM 1

**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, 2017

[Regulation 2(1)]

Note:

- 1. Affidavits or other documentary evidence in support of the objection must 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.*

Reference Number.....

SCHEDULE 3A	SCHEDULE 4 DETAILS OF DATA SUBJECT
<p>SCHEDULE 5 Name and surname of data subject:</p> <p>SCHEDULE 6</p>	SCHEDULE 7
<p>SCHEDULE 8 Residential, postal or business address:</p> <p>SCHEDULE 9</p> <p>SCHEDULE 10</p> <p>SCHEDULE 11</p>	SCHEDULE 12
<p>SCHEDULE 13 Contact number(s):</p> <p>SCHEDULE 14</p>	SCHEDULE 15
SCHEDULE 16 FAX number:	SCHEDULE 17
SCHEDULE 18 E-mail address:	SCHEDULE 19
SCHEDULE 20B	SCHEDULE 21 DETAILS OF RESPONSIBLE PARTY
<p>SCHEDULE 22 Name and surname of responsible party</p> <p>SCHEDULE 23 (if the responsible party is a natural person):</p>	SCHEDULE 24
<p>SCHEDULE 25 Residential, postal or business address:</p> <p>SCHEDULE 26</p> <p>SCHEDULE 27</p> <p>SCHEDULE 28</p>	SCHEDULE 29
<p>SCHEDULE 30 Contact number(s):</p> <p>SCHEDULE 31</p>	SCHEDULE 32
SCHEDULE 33 FAX number:	SCHEDULE 34
SCHEDULE 35 E-mail address:	SCHEDULE 36
<p>SCHEDULE 37 Name of public or private body</p> <p>SCHEDULE 38 (if the responsible party is not a natural person):</p>	SCHEDULE 39
<p>SCHEDULE 40 Business address:</p> <p>SCHEDULE 41</p> <p>SCHEDULE 42</p> <p>SCHEDULE 43</p>	SCHEDULE 44

SCHEDULE 45 Contact number(s):	SCHEDULE 47
SCHEDULE 46	
SCHEDULE 48 FAX number:	SCHEDULE 49
SCHEDULE 50 E-mail address:	SCHEDULE 51
SCHEDULE 52C	SCHEDULE 53 REASONS FOR OBJECTION (Please provide detailed reasons for the objection)
SCHEDULE 54	
SCHEDULE 55	
SCHEDULE 56	
SCHEDULE 57	
SCHEDULE 58	
SCHEDULE 59	
SCHEDULE 60	
SCHEDULE 61	
SCHEDULE 62	
SCHEDULE 63	
SCHEDULE 64	
SCHEDULE 65	
SCHEDULE 66	
SCHEDULE 67	
SCHEDULE 68	

Signed at this day of 20.....

Signature of Data subject (applicant)

FORM 2

**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, 2017
[Regulation 3(2)]**

Note:

*Affidavits or other documentary evidence in support of the request must be attached.
If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number.....

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.

SCHEDULE 69A	SCHEDULE 70 DETAILS OF DATA SUBJECT
SCHEDULE 71 Surname:	SCHEDULE 72
SCHEDULE 73 Full names:	SCHEDULE 74
SCHEDULE 75 Identity number:	SCHEDULE 76
SCHEDULE 77 Residential, postal or business address: SCHEDULE 78 SCHEDULE 79 SCHEDULE 80	SCHEDULE 81
SCHEDULE 82 Contact number(s): SCHEDULE 83	SCHEDULE 84
SCHEDULE 85 FAX number:	SCHEDULE 86
SCHEDULE 87 E-mail address:	SCHEDULE 88
SCHEDULE 89B	SCHEDULE 90 DETAILS OF RESPONSIBLE PARTY
SCHEDULE 91 Name and surname of responsible party SCHEDULE 92(if the responsible party is a natural person):	SCHEDULE 93
SCHEDULE 94 Residential, postal or business address: SCHEDULE 95 SCHEDULE 96 SCHEDULE 97	SCHEDULE 98
SCHEDULE 99 Contact number(s): SCHEDULE 100	SCHEDULE 101
SCHEDULE 102 FAX number:	SCHEDULE 103
SCHEDULE 104 E-mail address:	SCHEDULE 105
SCHEDULE 106 Name of public or private body SCHEDULE 107(if the responsible party is not a natural person):	SCHEDULE 108

SCHEDULE 109 Business address: SCHEDULE 110 SCHEDULE 111 SCHEDULE 112	SCHEDULE 113
SCHEDULE 114 Contact number(s): SCHEDULE 115	SCHEDULE 116
SCHEDULE 117 FAX number:	SCHEDULE 118
SCHEDULE 119 E-mail address:	SCHEDULE 120
SCHEDULE 121C	SCHEDULE 122 REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT / *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request)
SCHEDULE 123	
SCHEDULE 124	
SCHEDULE 125	
SCHEDULE 126	
SCHEDULE 127	
SCHEDULE 128	
SCHEDULE 129	
SCHEDULE 130	
SCHEDULE 131	
SCHEDULE 132	
SCHEDULE 133	
SCHEDULE 134	
SCHEDULE 135	
SCHEDULE 136	
SCHEDULE 137	

*Delete whichever is not applicable

Signed at this day of 20.....

Signature of Data subject

ANNEXURE C-FEES

FEES PAYABLE IN RESPECT OF RECORDS REQUESTED FROM DONALDSON