

Supplier Privacy Statement Telkom Group Procurement

Version: V1.0

Supplier Privacy Statement

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Supplier Privacy Statement

1 INTRODUCTION

- 1.1 Telkom respects your privacy and the protection of your Personal Information is important to us. We are committed to ensuring that the Personal Information of Suppliers and customers is handled according to the principles of POPIA.
- 1.2 This Privacy Statement, has been developed to enable our Suppliers to understand how Telkom collects, uses, and safeguards their Personal Information and how they can access such Personal Information held. This Privacy Statement also sets out the Suppliers' key obligations to Telkom, in respect of data protection.
- 1.3 For purposes of this privacy statement, "Personal Information", "data subject" and "processing" will have the meanings given to them in the POPIA.

2 APPLICATION OF THE PRIVACY STATEMENT

- 2.1 This Privacy Statement will apply to all Suppliers or prospective Suppliers who register on the Telkom Group Procurement Vendor database or any other procurement system used by Telkom.
- 2.2 By Registering on the Telkom Group Procurement system or any other Vendor database used by Telkom, you consent to the Processing and transfer of your Personal Information as set out in this Privacy Statement below.

3 RESPONSIBLE PARTIES WITHIN TELKOM

- 3.1 Telkom is a Responsible Party and so are each of the subsidiaries within the Telkom group of companies and accordingly these companies are responsible for determining why and how the group will Process Suppliers Personal Information.
- 3.2 When a Supplier provides its Personal Information to Telkom or any of the subsidiaries within the Telkom group companies, the Responsible Party will be the relevant company to whom the information was provided.
- 3.3 A Supplier could also be regarded as an Operator, an independent Responsible Party or (together with Telkom) a joint Responsible Party in terms of POPIA. The relationship between Telkom or each of its group of companies, on the one hand and, on the other, the Suppliers, will at all times remain independent contracting parties.

4 COLLECTION OF PERSONAL INFORMATION

- 4.1 As a Responsible Party, Telkom will collect so much of the Supplier Personal Information as is adequate, necessary, and relevant to enable Telkom to effectively perform its procurement functions.
- 4.2 We collect information about you from the following sources:
 - I. Directly from you.
 - II. Collected by us when you engage with us.
 - III. From credit bureaux.

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- IV. From criminal and Supplier risk management organisations as applicable.
- V. CCTV images from our landlords or taken using our own CCTV systems.

5 THE PERSONAL INFORMATION WE PROCESS AND WHY

- 5.1 Personal Information refers to any information relating to the Supplier which identifies the Supplier (who can be a natural or a juristic person).
- 5.2 If a Supplier is a juristic person, Telkom may collect and use Personal Information relating to the juristic person's directors, officers, employees, beneficial owners, partners, shareholders, members, authorised signatories, representatives, agents, payers, payees, customers, guarantors, spouses of guarantors, sureties, spouses of sureties, other security providers and other persons related to the juristic person as applicable and required. These data subjects are considered to be Supplier related persons.
- 5.3 If the Supplier provides Telkom with its related persons' Personal Information or consents to the processing of its related person's Personal information, the Supplier warrants it has complied with all obligations under POPIA that relate to processing of the related person's Personal Information. The Supplier will ensure that all required notices have been given to the related persons and, as applicable, all required consents have been obtained as described under POPIA, enabling each Party to fulfil its obligations under this Agreement, including transfer of Personal Information to Telkom affiliates or subcontractors (if any).
- 5.4 Telkom will process the Personal Information of related persons as stated in this privacy statement and references to "the Supplier" will include related persons (with the necessary amendments).
- 5.5 Supplier Personal Information collected and used by Telkom may include (but are not limited to):
 - I. financial information of the Supplier which includes banking account information and financial records (including bank statements) provided to Telkom.
 - II. invoices issued by the Supplier to Telkom.
 - III. the written contract or agreement between Telkom and the Supplier (including Supplier performance information relating to the Suppliers performance under the agreement).
 - IV. Supplier responses to invitations to tender, Requests for Quotations, bids, and the like.
 - V. compliance certification and statements of compliance (such as Broad Based Black Economic Empowerment accreditation, Certificates of Good Standing, Quality accreditation, etc.).
 - VI. other identifying information of the Supplier, which includes company registration number, VAT number, tax number and contact details.
 - VII. identifying number (e.g. an account number, identity number or passport number).
 - VIII. physical address(es) (e.g. residential address, work address or physical location).
 - IX. information about the location (e.g. geolocation or GPS location) of a Supplier.
 - X. online and other unique identifiers (which may include social media profiles, national origin, age, language, education, race, ethnic origin, gender, and the like, as applicable and relevant).

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- XI. biometric information (like fingerprints, facial recognition signature or voice collected through Telkom's authenticated processes or CCTV) as applicable and relevant.
 - XII. criminal history as applicable and relevant.
 - XIII. personal views, preferences, and opinions as applicable and relevant.
 - XIV. confidential correspondence between Telkom and the Supplier.
 - XV. another's views or opinions about a Supplier as applicable and relevant.
- 5.6 Some of the Supplier Personal Information elements that may be collected and used, as applicable and relevant, are considered special Personal Information, such as:
- I. criminal behaviour, to the extent that such information relates to the alleged commission of an offence (to prevent money laundering as required by law, or when entering into a business relationship with Telkom), or any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings.
 - II. race or ethnic origin (e.g. for performing vendor and other risk management or statistical processes).
 - III. trade union membership.
 - IV. health, including physical or mental health, disability and medical history (e.g. when assessing eligibility for funding which may for example be in the form of grants or sponsorships or when such information is collected via any one of Telkom's corporate and social responsibility initiatives); or
 - V. biometric information (e.g. to verify identity).

6 PROVISION OF PERSONAL INFORMATION BY SUPPLIERS

- 6.1 Where possible, we will inform you what Personal Information is voluntary or mandatory for you to provide to us.
- 6.2 Mandatory information relates to information required to enable:
- I. the conclusion or performance of the contract or agreement to which the Supplier is party, or prior to entering into the contract (or transactional arrangement as may be applicable) taking the necessary steps to enable the negotiation or execution of the contract (or transactional arrangement);
 - II. compliance with legal or regulatory obligations that Telkom is subject to.

7 PURPOSE FOR PROCESSING OF SUPPLIER PERSONAL INFORMATION

- 7.1 Supplier Personal Information will be processed by Telkom in the normal course of the management and dealings with Supplier for various purposes, which may include where applicable to the relationship with the Supplier, but are not limited to:
- I. Evaluation of tenders, proposals and bids submitted by the Supplier.
 - II. Procuring products, goods, and services from the Supplier.
 - III. Administration of the contractual or transactional agreement between Telkom and the Supplier.
 - IV. Providing access to Telkom's systems as and when applicable.

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- V. Responding to enquiries and complaints from the Supplier.
- VI. Maintaining the vendor and contract data of the Supplier.
- VII. Collaborating with the Supplier for example, collaborating in order to provide products or services to Telkom or Telkom customers).
- VIII. Complying with legislative, regulatory, risk and compliance requirements (including directives, sanctions, and rules), voluntary and involuntary codes of conduct and industry agreements or fulfilling reporting requirements and information requests.
- IX. Performing vendor and other risk management processes which may include credit bureaux or Supplier risk management organisations references, profiles, and statistical data.
- X. Detecting, preventing, and reporting theft, fraud, money laundering and other crimes. This will include conducting criminal, credit bureaux or Supplier risk management organisations references and profiles, sanctions, anti-bribery and other related reference checks on the Supplier or business partner. Such checks may be conducted on an ongoing basis throughout the period of engagement and may include reporting on the conduct of the Supplier where Telkom is required to do so by law to the relevant bodies after termination of the underlying agreement.
- XI. Complying with all applicable laws authorising or requiring such processing, including (but not limited to):
 - i. Financial Intelligence Centre Act, 2001
 - ii. Prevention and Combating of Corrupt Activities Act, 2004
 - iii. Regulations to the Companies Act
 - iv. Broad-Based Black Economic Empowerment Act, 53 of 2003 (as amended) including its regulations, codes, and guidelines.
- XII. Enforcing or collecting on any agreement when the Supplier is in default or breach of the agreement terms and conditions, e.g. tracing the Supplier or to institute legal proceedings against the Supplier.
- XIII. Conducting market and behavioural research, including scoring and analysis.
- XIV. Historical, statistical and research purposes, e.g. market segmentation or performance management.
- XV. Security, identity verification and checking the accuracy of the Personal Information of the Supplier.
- XVI. Communicating with the Supplier or to carry out the instructions and requests of the Supplier.
- XVII. Enabling the Supplier's participation in Supplier development programmes (including training and evaluation to access resources like funding and banking) or assessing the eligibility of the Supplier for funding, which may for example be in the form of grants or sponsorships.
- XVIII. Generally exercising Telkom's rights and carrying out Telkom's obligations in terms of any contract or agreement between Telkom and the Supplier.
- XIX. Any other related purposes.

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8 CONSENT TO PROCESS PERSONAL INFORMATION

- 8.1 In terms of POPIA, a “Responsible Party” (in this case Telkom) has a legal duty to process a “Data Subject’s” Personal Information (in this case the Supplier) in a lawful, legitimate, and responsible manner.
- 8.2 To discharge this duty, Telkom requires Supplier’s express and informed permission to process their Personal Information.
- 8.3 In the event of a Supplier refusing to give the required consent, Telkom will still have the right, in terms of POPIA, to process the Supplier’s information without their consent under any of the following circumstances:
- I. Where such processing and use of the Supplier’s Personal Information is necessary in order to give effect to a contractual relationship between the Supplier and Telkom.
 - II. Where such processing is required in terms of a law.
 - III. Where such processing is necessary to protect the legitimate interests of Telkom or a third party.
- 8.4 All Personal Information provided by the Supplier to Telkom will only be used for the purposes for which it is collected.
- 8.5 Should a Supplier refuse to, or fails to provide Telkom with the required consent or information when requested by Telkom to do so, and the Personal Information is required to enter into a contract, transactional or business relationship, or to manage any contract, transactional or business relationship with the Supplier, then Telkom will be unable to enter into a contract or pursue any further contractual or transactional relationship with the Supplier.

9 QUALITY OF SUPPLIER PERSONAL INFORMATION

- 9.1 Telkom will take reasonable and practicable steps to ensure that the Personal Information of Telkom’s Suppliers is complete, accurate and not misleading, and is updated where necessary.
- 9.2 Suppliers undertakes to update their Personal Information, as and when it changes, directly on the Vendor Registration Database; or forwarding such a request to the Procurement helpdesk; or forwarding such request to their Procurement contact person within Telkom. The contact person will be the individual the Supplier is working or dealing with in Procurement.
- 9.3 The Telkom’s Procurement helpdesk can be contacted via email at ars@telkom.co.za.

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10 SECURITY AND CONFIDENTIALITY OF SUPPLIER PERSONAL INFORMATION

- 10.1 All Personal Information of Suppliers provided to Telkom will be held confidential and stored electronically in a database. Where appropriate, some information may be retained in hard copy. In either event, storage will be secure and audited regularly regarding the safety and the security of the information.
- 10.2 Telkom will take reasonable, appropriate, technical, and organisational measures to keep the Personal Information of its Suppliers secure in accordance with Telkom's policies and procedures on information security and in accordance with any applicable legislation.
- 10.3 Where data is stored electronically outside the borders of South Africa, e.g. stored through cloud services, such is done in countries that have similar privacy laws to POPIA or where such facilities have agreed to treat your information with similar protection as provided for in the POPIA.

11 RETENTION OF SUPPLIER PERSONAL INFORMATION

- 11.1 Personal Information will not be kept by Telkom for longer than is necessary for the purposes of the processing set out within this Privacy Statement.
- 11.2 Once this information is no longer required, such Personal Information will be safely and securely archived for a period as mention in Telkom's Document Retention and Archive Policy, or longer, should this be required by any other law applicable in South Africa, or where a further retention period is required by the contract between the Supplier and Telkom. Thereafter, the Supplier's Personal Information will be destroyed to the extent practical and permissible in law.

12 SHARING OF SUPPLIER PERSONAL INFORMATION

- 12.1 Personal Information of Suppliers may be shared within Telkom and with affiliates and third parties with whom Telkom contracts to process such Personal Information and pursuant to the instruction of Telkom, under specific terms or purposes. In particular, the following persons or departments within Telkom will have access to Supplier's Personal Information:
- I. **Third Parties:** Whenever Telkom commission other organisations to provide support services to Telkom, Telkom will contractually bind them to our relevant policies and in this instance, the privacy policy as far as they may be required to have access to our Suppliers Personal Information to perform such services.
 - II. **Links to other websites:** While Telkom try to link only to sites that share our high standards and respect for privacy, Telkom is not responsible for the content, the security or privacy practices employed by other sites. Telkom recommend that Suppliers always read the privacy and security statements on such sites.
 - III. **Personnel:** Management, Procurement practitioners, Telkom staff directly involved in the management and execution of the contract or agreement between the Supplier and Telkom, auditors, legal practitioners, and applicable Government Departments.

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12.2 Certain affiliates and third parties with whom information may be shared could be based outside of South Africa. In such instances, Telkom will comply with cross-border transfer conditions of Personal Information as set out in the POPIA.

12.3 Telkom will ensure that reasonable and adequate safeguards are in place when sharing Personal Information of the Supplier as set out above.

13 RIGHTS OF SUPPLIERS

13.1 The right to be informed

This privacy statement was developed to enable Suppliers to understand how Telkom collects, uses, and safeguards Supplier Personal Information.

13.2 The right to access to information

- I. A Supplier has the right to access its Personal Information held by Telkom and may at any time request Telkom to provide them with:
 - i. The details of any of their Personal Information which Telkom holds; and
 - ii. The details as to how the information was used or processed.
- II. A request for access to Supplier Personal Information held by Telkom Procurement Services must be made using the standard 'PAIA Form C Request for Access to Record of Private Body' as provided in the Telkom or subsidiary POPIA and PAIA Manual.
- III. The requester must at least provide sufficient particulars to enable Telkom to identify the record or records requested.
- IV. The requester needs also:
 - i. To indicate which form of access is required.
 - ii. To specify a postal address of the requester in the Republic.
 - iii. To identify the right the requester 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.
 - iv. If, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be so informed.
 - v. If the request is made on behalf of a person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of Telkom.

13.3 Subject to the POPIA provisions, the Supplier has the right to the correction, destruction, deletion, and objection to the processing of the Personal Information of the Supplier.

- I. On receipt of a Supplier's objection Telkom will place a hold on any further processing until the cause of the objection has been resolved.
- II. Objections to the processing of the Personal Information of the Supplier can be made on 'POPIA Form 1: Objection to the Processing of Personal Information' and forwarded to the responsible relationship manager within Telkom.

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- III. POPIA requires that all Supplier Personal Information and related details supplied, are complete, accurate and up to date.
- IV. Whilst Telkom will always use its best endeavours to ensure that Supplier's Personal Information is reliable, it will be the responsibility of the Supplier to advise Telkom of any changes to their Personal Information, as and when these may occur.
- V. Request for the correction, destruction or deletion of the Personal Information of the Supplier can be made on 'POPIA Form 2: Request for Correction, Destruction or Deletion' and forwarded to the responsible relationship manager within Telkom.
- VI. A Supplier could also update their Personal Information through the Procurement helpdesk or directly via the Procurement Vendor Database.

13.4 The right to object to direct marketing

If the Personal Information of the Supplier has been used for direct marketing purposes, Telkom will afford the Supplier (and the related persons of the Supplier) an opportunity to opt out of receiving such direct marketing.

13.5 Subject to the POPIA provisions, the Supplier has the right to withdraw consent

- I. Instructions for withdrawal of consent can be made on 'POPIA Form 3: Withdrawal of Consent' and forwarded to the responsible relationship manager within Telkom.

13.6 The right to submit a complaint to Telkom or to the Information Regulator (South Africa)

- I. Suppliers have the right to submit a complaint to the Information Regulator (South Africa) regarding an alleged breach of the conditions for lawful processing of Personal Information as set out in POPIA.
- II. The Supplier can also choose to submit complaints directly to Telkom for resolution before submission to the Information Regulator. Any queries or complaints regarding the processing of Personal Information of the Supplier can be directed to Telkom's Information Officer, or duly appointed Deputy Information Officers as per the contact details provided under par. 16 below, or the relevant Telkom subsidiary's POPIA and PAIA Manual.

14 OBLIGATIONS OF SUPPLIERS

- 14.1 The Supplier shall procure that each of its affiliates (if any) comply with the POPIA and any other applicable data protection and privacy laws.
- 14.2 The Supplier must secure the integrity and confidentiality of Telkom's Personal Information, or Personal Information that is being processed on behalf of Telkom belonging to third parties, by taking appropriate, reasonable technical and organisational measures to protect such Personal Information and ensure that it is handled according to the principles of POPIA.
- 14.3 The Supplier must comply with the Telkom policies relating to data integrity and security, as notified to the Supplier in writing from time to time.

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14.4 The Supplier must not transfer Personal Information provided by Telkom or processed on behalf of Telkom outside of the Republic of South Africa for any reason, without Telkom's prior written consent.

14.5 The Supplier must notify Telkom immediately where there are reasonable grounds to believe that Personal Information has been accessed or acquired by any unauthorised person.

15 AMENDMENTS AND ADDENDUMS

Telkom reserve the right to amend this privacy statement at any time. Unless otherwise stated, the current version shall supersede and replace all previous versions of this privacy statement.

16 OUR CONTACT PARTICULARS

Information Officer

Sipho Maseko

Deputy Information Officers

Serame Taukobong, Consumer

Althon Beukes, Openserve

Lunga Siyo, Telkom Business

Dirk Reyneke, Group Finance

Melody Lekota, Group Human Resources

E-Mail Address

popi@telkom.co.za

paia@telkom.co.za

Address

The Information Officer

61 Oak Avenue

Highveld, Technopark

Centurion

0157

Information Regulator

You have the right to lodge a complaint with the Information Regulator in writing as per their website <https://www.justice.gov.za/infoereg/contact.html> to:

E-mail

Complaints email: complaints.IR@justice.gov.za

General enquiries email: infoereg@justice.gov.za

Physical address

House 27 Stiemens Street

Braamfontein

Johannesburg

2001

Postal address

PO Box 31533, Braamfontein, Johannesburg, 2017

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17 APPENDIX A: DEFINITIONS, ACRONYMS, REFERENCE DOCUMENTS, LAWS & REGULATIONS

17.1 Definitions

Definitions	Description
Agent	Means any person other than an employee of Telkom who acts on behalf of Telkom with the relevant authority
Company or Telkom or Organisation	Means Telkom SA SOC Limited, a listed company with registration number 1991/005476/30 (including all Business Units) and all subsidiaries in which Telkom has a controlling interest
Information Regulator	The Information Regulator established in terms of section 39 of POPIA
Personal Information	Shall have the meaning ascribed to it in POPIA
Procurement System	Means the digital application that is used to regulate and execute the Procurement Processes
Supplier(s)	Means any natural or juristic person that provides works, goods, products, materials, labour, or services, including consultants, contractors and service providers as may be applicable (including potential future suppliers)
Telkom or Telkom Group	Means Telkom SA SOC Limited, a listed company with registration number 1991/005476/30 and all subsidiaries in which Telkom has a controlling interest

17.2 Acronyms

Acronyms and Abbreviations	Description
POPIA	Protection of Personal Information Act 4 of 2013
PAIA	Promotion of Access to Information Act 2 of 2000

17.3 Reference Documents

- I. Applicable Documentation
 - i. Telkom Group Ethics Handbook
 - ii. POPIA Compliance Framework

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17.4 Laws and Regulations

- I. All Suppliers and their employees, representatives, and sub-contractors shall comply with all applicable legislation, codes, and regulations, including but not limited to the below:
 - i. Promotion of Access to Information Act 2 of 2000
 - ii. Protection of Personal Information Act 4 of 2013 (“POPIA”)
 - iii. Any other relevant legislation or applicable common law provisions

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18 APPENDIX B: SUPPLIER CONSENT TO THE PROCESSING OF PERSONAL INFORMATION



SUPPLIER CONSENT TO THE PROSESSING OF PERSONAL INFORMATION

In terms of POPIA, a “Responsible Party” (in this case Telkom) has a legal duty to process a “Data Subject’s” Personal Information (in this case the Supplier) in a lawful, legitimate, and responsible manner.

To discharge this duty, Telkom requires Supplier’s express and informed permission to process their Personal Information in line with the provisions of the Telkom Group Procurement Services Supplier Privacy Statement.

Consent	To the processing of Personal Information												
A	Details of Data Subject												
Name(s) and surname and designation of data subject designated person													
Registered name of data subject (as applicable)													
Identity Number													
Unique Identifier (Company Registration Number as applicable)													
Residential or business address													
												Code	
Residential, postal, or business address													
												Code	
Contact number(s)	Land line												
	Mobile												

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Consent	To the processing of Personal Information
Fax number	
E-mail address	
<p>I declare that all Personal Information supplied to Telkom is accurate, up to date, is not misleading and that it is complete in all respects.</p> <p>I undertake to immediately advise Telkom of any changes to our Personal Information should any of these details change.</p> <p>I furthermore give Telkom permission to process our Personal Information, as provided above, and acknowledge that I understand the purposes for which it is required and for which it will be used.</p>	

Signed at _____ this _____ day of _____ 20 ____

Signature of data subject/designated person

Name and Surname

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19 APPENDIX C: POPIA FORM 1



POPIA FORM 1 OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

Objection to the processing of Personal Information in terms of Section 11(3) of the Protection of Personal Information Act 4 of 2013 (POPIA) Regulations relating to the Protection of Personal Information, 2018.

[\[Regulation 2\]](#)

The personal data required by this form is necessary to enable the Telkom SA SOC Limited (Telkom) to process your data subject (**person or business**) request. The information you supply will only be used for the purposes of identifying the personal data you are requesting and for responding to your request, in accordance with POPIA. It may be shared with our legal and administrative teams in the Group for processing and preparing a response, subject to Telkom's Standard Terms and Conditions and it will be stored securely until the relevant procedures are completed.

Note

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

Information cannot be actioned or furnished unless a data subject (a natural person or a juristic person to whom Personal Information relates), clearly provides sufficient particulars to enable Telkom to identify the right the Requester is seeking to protect as well as an explanation of why the requested action or information is required for the exercise or protection of that right.

Form 1	Objection to the processing of Personal Information
A	Details of Data Subject
Name(s) and surname of data subject	
Registered name of data subject (as applicable)	
Identity Number	
Unique Identifier (as applicable)	

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Residential or business address			
Unit/Building number			
		Code	
Residential, postal, or business address			
		Code	
Contact number(s)	Land line		
	Mobile		
Fax number			
E-mail address			
B	Details of Responsible Party		
Name(s) and surname/ Registered name of responsible party			
Residential, postal, or business address			
		Code	
Contact number(s)	Land line		
	Mobile		
Fax number			
E-mail address			

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c	Reasons for Objection in terms of Section 11(1)(d) to (f) (Please provide detailed reasons for the objection)

Signed at _____ this _____ day of _____ 20 _____

Signature of data subject/designated person

Name and surname _____

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20 APPENDIX D: POPIA FORM 2



POPIA FORM 2 CORRECTION OR DELETION OF PERSONAL INFORMATION

The personal data required by this form is necessary to enable the POPI Act support offices of Telkom SA SOC Limited (Telkom) to process your data subject request. The information you supply will only be used for the purposes of identifying the personal data you are requesting and for responding to your request, in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA). It may be shared with our legal and administrative teams in the Group for processing and preparing a response, subject to Telkom's Standard Terms and Conditions and it will be stored securely until the relevant procedures are completed.

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 4 of 2013 (POPIA) Regulations relating to the Protection of Personal Information, 2018.

[\[Regulation 3\]](#)

Note

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

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.

POPIA Form 2	Request for Correction or Deletion of Personal Information or Destroying or Deletion of Record of Personal Information
A	Details of Data Subject
Name(s) and surname or Registered name of data subject	

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POPIA Form 2		Request for Correction or Deletion of Personal Information or Destroying or Deletion of Record of Personal Information	
Unique Identifier or Identity Number			
Residential, postal, or business address			
Postal Code			
Contact number(s)	Land line		
	Mobile		
Fax number			
E-mail address			
B		Details of Responsible Party	
Name(s) and surname or Registered name of responsible party			
Residential, postal, or business address			
Postal Code			
Contact number(s)	Land line		
	Mobile		
Fax number			
E-mail address			
C		Information to be Corrected, Deleted, Destroyed or Destroyed	
	Corrected		Deleted
	Destroyed		Destroyed

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POPIA Form 2	Request for Correction or Deletion of Personal Information or Destroying or Deletion of Record of Personal Information
D	Reasons for *Correction or Deletion of the Personal Information about the Data Subject in terms of Section 24(1)(A) which is in possession or under the control of the Responsible Party; and or Reasons for *Destruction or Deletion of a record of Personal Information about the Data Subject in terms of Section 24(1)(B) which the Responsible Party is no longer authorised to retain. <i>(Please provide detailed reasons for the request)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of data subject/designated person

Name and surname _____

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21 APPENDIX E: POPIA FORM 3

POPIA

WITHDRAWAL OF CONSENT OF A DATA SUBJECT

Condition 2: Processing Limitation, provides for the withdrawal of consent as follows:

(2) The data subject or competent person may withdraw his, her or its consent, as referred to in subsection (1)(a), at any time: Provided that the lawfulness of the processing of personal information before such withdrawal or the processing of personal information in terms of subsection (1)(b) to (f) will not be affected.

The personal data required by this form is necessary to enable Telkom SA SOC Limited (Telkom) to lawfully process Withdrawal of Consent request of the Data Subject in terms Section 11(2)(b) of the Protection of Personal Information Act, 2013 (Act no. 4 of 2013).

POPIA		Withdrawal of Consent of a Data Subject	
A1		Details of Data Subject	
To			
Name(s) and surname or Registered name of data subject			
Residential, postal, or business address			
Postal Code			
Contact number(s)		Land line	
		Mobile	
E-mail address			

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A2		Details of Responsible Party	
From			
Name(s) and surname or Registered name of responsible party			
Residential, postal, or business address			
Postal Code			
Contact number(s)	Land line		
	Mobile		
Fax number			
E-mail address			
A3		Full names and designation of person signing on behalf of responsible party	
Signed at _____ this <u>dd</u> day of _____ <u>mmm</u> 20 <u>yy</u>			
Signature of designated person		Designation	
Name and surname		_____	

Supplier Privacy Statement

B	Withdrawal of Consent
<p>I, _____ <i>(full names of data subject)</i></p> <p><input type="checkbox"/> Hereby withdraw my consent.</p> <p>To process my personal information from, <i>(Insert Organisation Name)</i></p> <p>The Organisation (indicated above) no longer has my consent to process my personal information for which it was previously granted.</p>	
<p>Signed at _____ this <u>dd</u> day of _____ <u>mmm</u> 20 <u>yy</u></p>	
<p>_____ Signature of data subject</p>	

Official Use Only:

The Information Officer or Duly Authorised Deputy Information Officer acknowledges and prompts the appropriate procedures.

Date _____
Signature _____
Name _____