



## General Personal Information Request Form

- Please submit the applicable (completed) form to the Information Officer (preferably via email) whose details are stated below.
- Please be aware that we may require you to provide **proof of identification** prior to processing your request.
- There may be a **reasonable charge** for providing copies of the information requested.

Information Officer	
Full Name	Mrs Mary-ann Hazel Vorster
Contact Number	082 371 9133
Email Address	vorsterm@escs.org.za

Particulars of Data Subject (Employee / Parent / Legal Guardian/ Learner)	
Full Name:	
Identity Number:	
Postal Address:	
Contact Number:	
Email Address:	
Date of request:	

Please click on the link corresponding to your particular personal information request for more information on the exact procedure to follow and form to fill out:

Request for access to a record/personal information held by the School	<a href="#">Click here</a>
Request for the correction of personal information held by the School	<a href="#">Click here</a>
Request for the deletion of person information held by the School	<a href="#">Click here</a>
Request for objection to processing of personal information by the School	<a href="#">Click here</a>

For Official use	
	Tick
Date of request received	
Decision / Action Taken	
Date of request completed	
Information Officer	
Signature	