Amrec
PROJECT SOLUTIONS

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Amrec Project Solutions Pty Ltd
DATA SUBJECT ACCESS REQUEST FORM

Important Information

Amrec Project Solutions Pty Ltd collects, holds, and processes certain personal information about our customers, suppliers, and employees ("data subjects"). As a data subject, you have a legal right, under the Protection of Information Act to find out about our use of your personal information as follows:

- Confirmation that your personal information is being processed by us.
- Access to your personal information.
- How we use your personal information and why.
- Details of any sharing or transfers of your personal information.
- How long we hold your personal information.
- Details of your rights under the Protection of Information Act including, but not limited to, your rights to withdraw your consent to our use of your personal information at any time and/or to object to our processing of it.

No fee is payable under normal circumstances however we reserve the right to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive.
Such charges will be based only on the administrative cost that we will incur to respond.

Please complete the required information and return it to us by email addressed to:
WILLIAM ALFRED CLAPPEN: Information Officer for **Amrec Project Solutions Pty Ltd**

Email address: ALFIE@AMREC.CO.ZA

Telephone number: 082 343 6886

After receiving your subject access request, we may contact you to request additional supporting information and/or proof of your identity. This helps us to safeguard your privacy and personal information.

We will respond to all data subject access requests within one month of receipt and will aim to provide all required information to you within the same period. If we require further proof of ID, or if your request is unusually complicated, we may require more time and will inform you accordingly.

Thank you.

_____
Signature of Information Officer

Amrec Project Solutions Pty Ltd
DATA SUBJECT ACCESS REQUEST FORM – FORM 1

Your Details

Title:	
Name(s):	
Surname:	
Address:	
Telephone Number:	
Email Address:	

Information Being Requested

Please provide specific details (along with any relevant dates) of the information being requested and any additional information that may help us to locate your personal information and to confirm your identity.

By completing this form, you are making a subject access request under the Protection of Personal Information Act for personal information collected, processed, and held about you by us that you are entitled to receive.

_____
_____
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_____

What outcome do you want pertaining to the information requested above?

Purpose	Tick / Provide detail if applicable
Nothing, I just want to know what Personal Information you have of me under your control.	
I want to object against the processing of my Personal Information for the following reasons (provide detailed information / substantiate your request and if necessary, attach additional information to this document):	
I want to request the correction of my Personal Information for the following reasons (provide detailed information / substantiate your request and if necessary, attach additional information to this document):	
I want you to delete or destroy my Personal Information for the following reasons (provide detailed information / substantiate your request and if necessary, attach additional information to this document):	

Declaration

By signing below, you confirm that you are the data subject named in this Data Subject Access Request Form. You warrant that you are the individual named and will fully indemnify **Amrec Project Solutions Pty Ltd** for all losses and expenses incurred if you are not. We cannot accept requests in respect of your personal information from anyone else, including members of your family.

Name:	
Signature:	
Date:	