
PROMOTION OF ACCESS TO INFORMATION MANUAL

COMPILED IN COMPLIANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT (2 OF 2000)

FOR

O AND M HALYARD SOUTH AFRICA PROPRIETARY LIMITED ("**O&M Halyard**")

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Version control

Version	Amendments	Amended by / approved by
1.0 – 23 Sept 2025	First version	Barrie Scott

1. INTRODUCTION

- 1.1 O&M Halyard was a surgical and infection prevention business in South Africa, which officially closed its direct operations in South Africa with effect from March 28th, 2025. A local distributor was appointed to take over O&M Halyard's facial protection, surgical gowns, patient care, exam gloves, and cleanroom gloves business, effective March 1st, 2025. No distributor could be found for the O&M Halyard surgical drapes, surgical packs, apparel and sterilization wrap business, and consequently, these items will no longer be available after March 28th, 2025.
- 1.2 This Manual provides an outline of the type of records and the personal information O&M Halyard holds, within South Africa, or related to South African data subjects, and explains how to submit requests for access to these records in terms of the Promotion of Access to Information Act 2 of 2000 (**PAIA**). In addition, it explains how to access, or object to, personal information held by O&M Halyard, or request correction of the personal information, in terms of paragraphs 23 and 24 of the Protection of Personal Information Act 4 of 2013 (**POPIA**). PAIA and POPIA give effect to everyone's constitutional right of access to information held by private sector or public bodies, if the record or personal information is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 1.3 The aim of this Manual is to facilitate requests for access to records and information held by O&M Halyard, and to assist potential requesters as to the procedure to be followed when requesting access to such records and information.
- 1.4 This Manual has been prepared in accordance with section 51 of PAIA, and reference to any information in this Manual in addition to that specifically required in terms of section 51 of PAIA does not create any right or entitlement to receive such information, other than in terms of PAIA or POPIA.
- 1.5 This Manual may be amended from time to time by O&M Halyard, the latest version of the Manual will be made public as soon as it is finalised.
- 1.6 If any provision in a definition is a substantive provision, conferring rights or imposing obligations on any party, notwithstanding that such provision is only contained in the relevant definition, effect shall be given to that provision as if it were a substantive provision in the body of this Manual.
- 1.7 Where any term is defined within a particular clause other than clause 2, that term shall bear the meaning ascribed to it in that clause wherever it is used in this Manual.
- 1.8 This Manual does not purport to be exhaustive of or comprehensively deal with every procedure provided for in PAIA or POPIA. A requester is advised to familiarise himself with the provisions of PAIA or POPIA before lodging any request with O&M Halyard.

2. INTERPRETATION

- 2.1 In this Manual, unless the context clearly indicates otherwise:
 - 2.1.1 "**Information Officer**" means the person, mentioned in clause 4, duly authorised and appointed to facilitate or assist the Head of O&M Halyard with any request in terms of PAIA and/or POPIA;
 - 2.1.2 "**Manual**" means this document as issued by O&M Halyard, as may be updated from time to time;
 - 2.1.3 "**PAIA**" means the Promotion of Access to Information Act (2 of 2000);
 - 2.1.4 "**POPIA**" means the Protection of Personal Information Act (4 of 2013), including the Regulations relating to the Protection of Personal Information, 2018; and
 - 2.1.5 "**Regulator**" means the Information Regulator established under POPIA.

- 2.2 For the purposes of this Manual, unless the context requires otherwise:
- 2.2.1 the singular shall include the plural, and vice versa;
 - 2.2.2 reference to one gender shall include the other gender; and
 - 2.2.3 reference to a natural person shall include an artificial or juristic person, and vice versa.
- 2.3 Clause headings in this Manual are inserted for convenience only and shall not be taken into account for the purposes of interpreting it.
- 2.4 Any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the release date of this Manual, and as amended or substituted from time to time.

3. **INFORMATION REGULATOR**

- 3.1 The Regulator is an independent body responsible for the promotion and protection of the right to privacy as it relates to the protection of personal information and the right of access to information.
- 3.2 Queries can be directed to the Regulator, using the contact details below:
- Physical address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
- Postal address: P.O. Box 31533, Braamfontein, Johannesburg, 2017
- Telephone number: 010 023 5200
- Email: enquiries@infoeregulator.org.za
- Website: <https://infoeregulator.org.za>
- 3.3 A complaint can be lodged with the Regulator by completing and submitting POPIA/PAIA Form 5 ([accessible here](#)) and submitting it to PAIAComplaints@infoeregulator.org.za.

4. **INFORMATION OFFICER AND CONTACT DETAILS**

- 4.1 **Company name:** **O and M Halyard South Africa Proprietary Limited**
- Registration number: 2017/658990/07
- Postal address: PO BOX 782 244, Sandton City, 2146
- Physical address: 3rd Floor, 54 Melrose Boulevard, Melrose Arch, Melrose North, Johannesburg, 2196
- Website: <https://halyardhealth.eu/>
- 4.2 **Information officer:** Patrick Hogenbirk
- Email:** Patrick.Hogenbirk@owens-minor.com
- With a copy to:** Legal Director, O&M Halyard Ireland Limited at gm-privacy@owens-minor.com

Deputy Information Officer:

Name: Grant Williams (partner at Eversheds Sutherland (SA) Inc.)

Contact number: +27 10 003 1375

Email: informationofficer@eversheds-sutherland.co.za

Postal address: PO BOX 782 244, Sandton City, 2146

Physical address: 3rd Floor, 54 Melrose Boulevard, Melrose Arch, Melrose North, Johannesburg, 2196

5. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 5.1 The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("**Guide**"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 5.2 The Guide can also be obtained:
- 5.2.1 upon request to the Information Officer; or
- 5.2.2 from the website of the Regulator (<https://infoeregulator.org.za/>).

6. RECORDS AVAILABLE IN TERMS OF SECTION 51(1)(a) OF PAIA

- 6.1 As the operations of O&M Halyard in South Africa have been discontinued, O&M Halyard retains no records, information, or documentation, in South Africa. Basic statutory records (e.g., company registration documents, shareholder information, etc.) may be held by our attorneys, Eversheds Sutherland (SA) Inc. on our behalf.

7. RECORDS HELD BY O&M HALYARD IN TERMS OF SECTION 51(1)(b)(iv) OF PAIA

As the operations of O&M Halyard in South Africa have been discontinued, O&M Halyard retains no records, information, or documentation, in South Africa. Basic statutory records (e.g., company registration documents, shareholder information, etc.) may be held by our attorneys, Eversheds Sutherland (SA) Inc. on our behalf.

8. INFORMATION AUTOMATICALLY AVAILABLE

- 8.1 The following categories of records are automatically available for inspection, purchase, or photocopying, and do not need to be requested in terms of PAIA:
- 8.1.1 literature intended for public viewing; and
- 8.1.2 any other information provided on the O&M Halyard website, located at <https://www.owens-minor.com/>.
- 8.2 The records set out in clause 8.1 can be accessed either through the O&M Halyard website, or upon request to the Legal Director, O&M Halyard Ireland Limited who can be reached at gm-privacy@owens-minor.com.

9. PROCESSING OF PERSONAL INFORMATION IN TERMS OF POPIA

- 9.1 O&M Halyard uses personal information to provide healthcare products and solutions to its healthcare customers (including marketing communications, where they have requested them), manage its business (including communications with suppliers), comply with its legal obligations, improve and monitor the performance of its products and solutions, and to operate its business.

- 9.2 O&M Halyard has measures in place to safeguard a person's personal information when it transfers it outside of the United Kingdom, including where necessary, data sharing agreements with relevant third parties.
- 9.3 O&M Halyard takes steps to minimise the amount of personal information it holds and to keep it secure.
- 9.4 O&M Halyard deletes personal information when it no longer needs it, and it has policies in place governing this.
- 9.5 We are happy to answer your questions about any of the above – please send them to Legal Director, O&M Halyard Ireland Limited who can be reached at gm-privacy@owens-minor.com.
- 9.6 For further details about how we process your personal data you can read the appropriate privacy notice available at <https://www.owens-minor.com/privacy-policy/>.

10. **THE PURPOSE OF PROCESSING OF PERSONAL INFORMATION**

- 10.1 We process personal information for a variety of purposes, including but not limited to the following:
- 10.1.1 to provide or manage any information, products and/or services requested by customers and/or data subjects;
 - 10.1.2 to help us identify data subjects when they contact O&M Halyard;
 - 10.1.3 to maintain customer records;
 - 10.1.4 for recruitment and employment purposes;
 - 10.1.5 for general administration, financial, and tax purposes;
 - 10.1.6 for legal or contractual purposes;
 - 10.1.7 for health and safety purposes;
 - 10.1.8 to monitor access, secure, and manage our premises and facilities;
 - 10.1.9 to transact with our suppliers and business partners;
 - 10.1.10 to help us improve the quality of our products and services;
 - 10.1.11 to help us recover debts; and
 - 10.1.12 to identify other products and services which might be of interest to data subjects, and to inform them about our products and services.

11. **SHARING OF PERSONAL INFORMATION**

- 11.1 We do not share the personal information of our data subjects with any third parties, except if:
- 11.1.1 we are obliged to provide such information for legal or regulatory purposes;
 - 11.1.2 we are required to do so for purposes of existing or future legal proceedings;
 - 11.1.3 we are selling one or more of our businesses to someone to whom we may transfer our rights under any customer agreement we have with you;
 - 11.1.4 they perform services and process personal information on our behalf;

- 11.1.5 required to provide or manage any information, products and/or services to data subjects;
- 11.1.6 needed to help us improve the quality of our or the third parties' products and services; or
- 11.1.7 pursuant to contractual arrangements with third parties (e.g. the sharing of data with credit reference agencies).
- 11.2 We will send our data subjects notifications or communications if we are obliged by law, or in terms of our contractual relationship with them.
- 11.3 We will only disclose personal information to government authorities, if we are obliged to do so by law.
- 11.4 Our employees, our agencies, and our suppliers, are required to adhere to data privacy and confidentiality principles.
- 12. **INFORMATION SECURITY MEASURES TO PROTECT PERSONAL INFORMATION**
- 12.1 Reasonable technical and organisational measures have been implemented for the protection of personal information processed by O&M Halyard and its operators. In terms of POPIA, operators are third parties that process personal information on behalf of O&M Halyard.
- 12.2 We continuously implement and monitor technical and organisational security measures to protect the personal information we hold, against unauthorised access, as well as accidental or wilful manipulation, loss, or destruction.
- 12.3 We will take steps to ensure that operators that process personal information on behalf of O&M Halyard apply adequate safeguards as outlined above.
- 13. **TRANS-BORDER FLOWS OF PERSONAL INFORMATION**
- 13.1 We will only transfer personal information across South African borders if the relevant business transactions or situation requires trans-border processing, and will do so only in accordance with South African legislative requirements; or if the data subject consents to transfer of their personal information to third parties in foreign countries.
- 13.2 We will take steps to ensure that operators are bound by laws, binding corporate rules or binding agreements that provide an adequate level of protection, and uphold principles for reasonable and lawful processing of personal information, in terms of POPIA.
- 13.3 We will take steps to ensure that operators that process personal information in jurisdictions outside of South Africa, apply adequate safeguards as outlined in this clause 13.
- 14. **HOW TO REQUEST RECORDS HELD BY O&M HALYARD IN TERMS OF SECTION 53(2) OF PAIA AND 23 OF POPIA**
- 14.1 A data subject may request O&M Halyard:
 - 14.1.1 to confirm whether or not O&M Halyard is processing their personal information;
 - 14.1.2 for a copy of their personal information; and
 - 14.1.3 other supplementary information (for example, how are we using it, who are we sharing it with, and where did we get it from).
- 14.2 A data subject is only entitled to their own personal information, and not to information relating to other people (unless the information is also about them, or they are acting on behalf of someone).

14.3 Requests for access to records:

- 14.3.1 of personal information held by O&M Halyard in terms of POPIA must be made by the requester using the form attached hereto as **Annexure A**. Such request must be made by emailing the completed Annexure A to the Information Officer at gm-privacy@owens-minor.com, and informationofficer@eversheds-sutherland.co.za, including O&M Halyard and POPIA access request in the subject line..
- 14.3.2 held by O&M Halyard in terms of PAIA must be made by the requester using the prescribed Form 02: Request Access to Record, accessible under clause 21. Such request must be made by emailing the completed Form 02: Request Access to Record to the Information Officer at gm-privacy@owens-minor.com, and informationofficer@eversheds-sutherland.co.za, including O&M Halyard and PAIA access request in the subject line.

14.4 Objections to processing of personal information

- 14.4.1 A data subject may in certain instances object, at any time, to the processing of personal information by O&M Halyard, on reasonable grounds relating to their particular situation, unless applicable law provides for such processing.
- 14.4.2 A data subject must complete the prescribed form, attached hereto as **Annexure B**, and submit it to the Information Officer at gm-privacy@owens-minor.com, and informationofficer@eversheds-sutherland.co.za, including O&M Halyard and POPIA objection in the subject line.

14.5 Correction or deletion of personal information

- 14.5.1 A data subject may ask O&M Halyard to correct or delete personal information in O&M Halyard's possession or control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully.
- 14.5.2 A data subject may ask O&M Halyard to destroy or delete a record of personal information about a requester, where O&M Halyard is no longer authorised to retain their records in terms of POPIA.
- 14.5.3 A requester that wishes to request a correction or deletion of personal information, or the destruction or deletion of a record of personal information, must submit a request to the Information Officer at gm-privacy@owens-minor.com, and informationofficer@eversheds-sutherland.co.za, including O&M Halyard and POPIA correction / deletion request in the subject line, on the form attached hereto as **Annexure C**.

14.6 In lodging a request, the requester must:

- 14.6.1 provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester;
- 14.6.2 indicate which form of access is required, and specify a postal address, fax number and/or email address within the Republic of South Africa;
- 14.6.3 indicate whether, in addition to a written response, the requester requests to be informed in any other manner and state the necessary particulars to be so informed; and
- 14.6.4 identify the right that 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 such right.

14.7 If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request, to the satisfaction of the Information Officer.

- 14.8 The Information Officer, as soon as reasonably possible, but in any event within 30 days, after the request has been received, shall decide whether or not to grant the request, and notify the requester of its decision.
- 14.9 If the request for access is granted by the Information Officer, O&M Halyard will specify, in the notice referred to in clause 14.8, the access fee payable, and the form in which access will be given to the requester.
- 14.10 If the Information Officer refuses access, O&M Halyard will provide adequate reasons for the refusal, based on the provisions of PAIA relied upon (and summarised in clause 15 below), in the notice referred to in clause 14.8.
- 14.11 The requester may lodge an application with a court to challenge O&M Halyard's decision, or the contents of the notice referred to in clause 14.8, in accordance with the procedure and time period specified in such notice.

15. **GROUNDINGS FOR REFUSAL IN TERMS OF CHAPTER 4 OF THE PAIA**

- 15.1 In terms of PAIA, there are certain grounds upon which O&M Halyard may refuse to grant a requester access to its records, as certain categories of information may be subject to protection in the interests of privacy. Such records which may be protected would include, but would not be limited to, records containing:
 - 15.1.1 privileged information;
 - 15.1.2 private information of a third party who is a natural person;
 - 15.1.3 commercial information of a third party;
 - 15.1.4 confidential information of a third party, the disclosure of which could reasonably be expected to put that third party at a disadvantage in contractual or other negotiations, or to prejudice that third party in commercial competition;
 - 15.1.5 information that, if disclosed, could endanger the safety of an individual, or could impair a party's protection of their property;
 - 15.1.6 commercial information relating to the private body in question, which would include information regarding trade secrets, financial, commercial, or technical information, the disclosure of which would cause harm to the commercial or financial interests of the body; and
 - 15.1.7 research information of a third party, or of the private body in question.

16. **RECORDS NOT FOUND OR THAT DO NOT EXIST IN TERMS OF SECTION 55 OF PAIA**

- 16.1 If all reasonable steps have been taken to find a record, and such record cannot be found or if the record does not exist, the Information Officer shall notify the requester, by way of an affidavit or affirmation, that it is not possible to give access to the requested record.
- 16.2 The affidavit or affirmation shall provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the Information Officer with every person who conducted the search.
- 16.3 The notice, as set out in clause 16.1, shall be regarded as a decision to refuse a request for access to the record concerned for purposes of PAIA.
- 16.4 If the record in question should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless access is refused by the Information Officer.

- 16.5 The attention of the requester is drawn to the provisions of Chapter 4 of PAIA, as set out in clause 15, in terms of which O&M Halyard may refuse, on certain specified grounds, to provide information to a requester.

17. **INFORMATION REQUESTED ABOUT A THIRD PARTY**

- 17.1 Section 71 of PAIA makes provision for a request for information or records about a third party.
- 17.2 In considering such a request, O&M Halyard will adhere to the provisions of sections 71 to 73 of PAIA, as well as the relevant provisions of POPIA.
- 17.3 The attention of the requester is drawn to the provisions of Chapter 5 of PAIA, in terms of which O&M Halyard is required to notify the third party of the request lodged in respect of information applicable to or concerning such third party. Within 21 days of being informed, the third party has an opportunity to grant their consent to the disclosure of the record, or to make representations (written or oral) as to why the requested record should not be disclosed to the requester. If O&M Halyard decides to grant access to the record, it will notify the affected third party of its decision to do so. In addition, the provisions of Chapter 2 of Part 4 of PAIA entitles the third party to dispute the decision of the Information Officer by referring the matter to the High Court once all internal appeal procedures have been exhausted by the third party. The High Court will then determine whether or not the record should have been disclosed by O&M Halyard.

18. **UPDATING THE MANUAL**

O&M Halyard may update this Manual every six months or at such intervals as may be necessary.

19. **AVAILABILITY OF THIS MANUAL IN TERMS OF SECTION 51(3) OF PAIA**

- 19.1 This Manual is available for inspection, on prior arrangement with the Information Officer, at the offices of O&M Halyard.
- 19.2 Copies of this Manual may be obtained, subject to the prescribed fees, at the offices of O&M Halyard.
- 19.3 This Manual can also be accessed on the website of O&M Halyard at <https://halyardhealth.eu/south-african-entity-closure/>.

20. **PRESCRIBED FEES**

- 20.1 O&M Halyard is entitled, under both POPIA and PAIA, to require a requester to pay a prescribed fee to provide access to records. Upon receipt of a request for records, as described in clause 10, the Information Officer will by notice require the requester to pay the prescribed request fee (if any), before further processing the request.
- 20.2 If, in the opinion of the Information Officer, the search for a record in respect of a request made and the preparation of the record for disclosure would require more than six hours for these purposes, the Information Officer may, in accordance with [Form 3: Outcome of Request and Fees Payable](#), require the requester to pay, as a deposit, a portion of the access fee as prescribed.
- 20.3 Confirmation as to whether or not O&M Halyard is processing a data subject's personal information will be made free of charge.

21. **FORMS**

The forms, as provided by the Regulator, can be accessed at the following links:

- 21.1 [Form 01: Request for a Guide from the Regulator](#) (regulation 2);
- 21.2 [Form 01: Request for a Copy of the Guide from an Information Officer](#) (regulation 3);

- 21.3 [Form 02: Request for Access to Record](#) (regulation 7);
- 21.4 [Form 03: Outcome of Request and of Fees Payable](#) (regulation 8);
- 21.5 [Form 05: Complaint Form](#) (regulation 10);
- 21.6 General - <https://info regulator.org.za/paia-forms>.

22. **REMEDIES**

O&M Halyard does not have internal appeal procedures regarding PAIA and POPIA requests. As such, the decision made by the duly authorised persons is final. If a request is denied, the requestor is entitled to apply to a court with appropriate jurisdiction, or the Regulator, for relief.

Right of Access Request Form

Under section 23 of the Protection of Personal Information Act (4 of 2013) ("**POPIA**"), you have a right to (i) request O&M Halyard to confirm whether or not it holds personal information about you; and (ii) request a copy of the record or a description of the personal information O&M Halyard holds about you, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.

O&M Halyard could hold personal information in a number of different areas. Completing this form will help us to locate the information you are seeking and deal with your request as quickly as possible.

1 Part 1 – About Yourself

SURNAME:	
FIRST NAME(S):	
ALTERNATIVE NAMES:	
IDENTITY NUMBER:	
DATE OF BIRTH:	
CURRENT ADDRESS:	
PHONE NUMBER:	
EMAIL ADDRESS:	
RELATIONSHIP TO DATA SUBJECT:	

2 Part 2 – Are You Requesting Information About Yourself?

IF YES:	Please go to Part 4
IF NO	If you are making the request on behalf of another person you must enclose with the request a signed authority from them to do so. If you are making the application because the data subject lacks capacity to make the application in their own right, please outline your authority to make the application in their stead (for example, Power of Attorney). You should enclose a copy of any evidence that you may have of that authority. The Information Officer of O&M Halyard will contact you if further evidence is required. (please complete Part 3)

3 Part 3 – Details of the Data Subject (if requesting information on behalf of someone else)

If requesting information about an individual:	
SURNAME:	
FIRST NAME(S):	
ALTERNATIVE NAMES:	
IDENTITY NUMBER:	
DATE OF BIRTH:	
CURRENT ADDRESS:	
PHONE NUMBER:	
EMAIL ADDRESS:	

If requesting information about a juristic person:	
NAME OF ENTITY:	
ALTERNATIVE NAMES:	For example, if the entity trades under a name different to its registered name or it has changed its name
REGISTRATION NUMBER:	
REGISTERED ADDRESS:	
PRINCIPAL PLACE OF BUSINESS:	

4 Part 4 - Locating Your Personal Information

In order for us to be able to locate the information you are seeking, please provide some details, if known, as to where you feel information is held about you. If you would like to provide any further information that you feel would be helpful in locating your personal information, please provide this in the box named Additional Information.

DESCRIBE THE INFORMATION YOU ARE REQUESTING:	If you are only seeking certain records, it would be helpful for us to know which types of record you are seeking, any time period to cover, and if you would like to see only specific document(s). Please describe these below with as much detail as you can.
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DATES OF CONTACT: (approximately)	
ADDITIONAL INFORMATION:	

5 **Part 5 – Confirming Your Identity**

We may ask for identification to confirm who you are.

It would therefore be helpful if, at the outset, you could provide, for identification purposes, a copy of any one of the documents listed below. Your document will be returned once the search for your personal data is completed.

- Certified copy of current identity document
- Certified copy of current passport

6 **Part 6 - Declaration**

Please read the following declaration carefully and sign and date it.

I, the undersigned, _____ *[insert full names]*,
 certify that the information provided on this application to O&M Halyard is true and correct. I understand that it is necessary for O&M Halyard to confirm the data subject's identity, and that it may be necessary for O&M Halyard to request more details from me to be able to locate the correct information.

Signature: _____ Date: _____

Please return the completed form and supporting documents to the Information Officer by email at gm-privacy@owens-minor.com, and informationofficer@eversheds-sutherland.co.za, including O&M Halyard and POPIA access request in the subject line.

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF POPIA

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 2]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the objection may 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.*
3. *Complete as is applicable.*

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal, or business address:	
	Postal Code ()
Contact number(s):	
E-mail address:	

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, 2018

[Regulation 3]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the request may 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.*
3. *Complete as is applicable.*

Request for (mark the appropriate box with an X)

	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.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal, or business address:	
	Postal Code ()
Contact number(s):	
E-mail address:	

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Signed at _____ this _____ day of _____ 20____

Signature of data subject/ designated person