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FORM B

**NOTICE OF INTERNAL APPEAL**

(Section 75 of the Promotion of Access to Information Act, 2000) (Regulation 8)

**STATE YOUR REFERENCE NUMBER:**

# PARTICULARS OF DEPUTY INFORMATION OFFICERS

* + Executive Director

Legal Advisor to the Principal Room 12-17

P O Box 392 OR Tambo Building

UNISA Preller Street

0003 Muckleneuk Ridge

PRETORIA

Tel no : (012) 429 – 2551 or (012) 429 – 6908

Fax no : (012) 429 – 6947

e-mail : vwykdh@unisa.ac.za or marodmm@unisa.ac.za

* + Executive Director

University Legal Advisor Room 11-16

P O Box 392 OR Tambo Building

UNISA Preller Street

0003 Muckleneuk Ridge

PRETORIA

Tel no : (012) 429 – 8903

Fax no : (012) 429 – 8902

e-mail : cvanwyk@unisa.ac.za or mroberts@unisa.ac.za

PAIA manual – 02.11.05 - 1 –

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# PARTICULARS OF REQUESTER / THIRD PARTY WHO LODGES THE INTERNAL APPEAL

1. The particulars of the person who lodges the internal appeal must be given below.
2. Proof of the capacity in which appeal is lodged, if applicable, must be attached.
3. If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.

Full names and surname: Identity number: Postal address:

Postal code:

Fax number: ( ) Telephone number: ( )

Cell number:

E-mail address: Capacity in which an internal appeal on behalf of another person is lodged:

# PARTICULARS OF REQUESTER

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

Identity number:

# THE DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED

|  |
| --- |
| Mark the decision against which the internal appeal is lodged with an “**X**” in the appropriate box: |
|  | Refusal of request for access |
|  | Decision regarding fees prescribed in terms of section 22 of the Act |
|  | Decision regarding the extension of the period within which the request must bedealt with in terms of section 26(1) of the Act |
|  | Decision in terms of section 29(3) of the Act to refuse access in the formrequested by the requester |
|  | Decision to grant request for access |

1. **GROUNDS OF APPEAL**

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

State the grounds on which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

# NOTICE OF DECISION ON APPEAL

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

|  |
| --- |
| **CONSENT IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013** 1. I declare that all the information furnished by me on this form is true and correct and I hereby consent that Unisa may collect, use, distribute, process, and communicate my personal information for all required internal administrative purposes related to the request to access records from the University in line with the Promotion of Access to Information Act (PAIA), No.2 of 2000.
2. I undertake to protect and safeguard the record while it is in my possession in line with the conditions and requirements of Protection of Personal Information Act (POPIA), No.4 of 2013.
3. I also consent that Unisa may share my personal information with the Information Regulator (South Africa) as the custodian of PAIA, in line with section 110 and 114 (4) of POPIA.
4. I will not hold the university responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
5. I confirm that I have read the notice and understand the contents thereof.
 |

Signed at this day of 20

|  |
| --- |
|  |

Signature of appellant

**FOR OFFICE USE ONLY**

**OFFICIAL RECORD OF INTERNAL APPEAL**

Appeal received on (date) by

 (state rank, name and surname of information officer/deputy information officer.)

Appeal accompanied by the reasons for the information officer’s/ deputy information officer’s decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on

(date) to the relevant authority.

**OUTCOME OF APPEAL**

Decision of information officer/deputy information officer confirmed/new decision substituted New decision:

Date

Relevant Authority

Received by the information officer/deputy information officer from the relevant authority on (date)