**Undertaking to Delete or Destroy Personal Information processed as an Operator**

**on behalf of a Responsible Party in terms of compliance with the**

**Protection of Personal Information Act, No.4 of 2013.**

**Name and address of Responsible Party:**

Name of company

Registered address

**Name and address of Operator:**

Name of company

Registered address

# Definitions

|  |  |
| --- | --- |
| Term used | Definition source |
| Operator | As defined in Section 1 of the Act |
| Personal information | As defined in Section 1 of the Act |
| Processing | As defined in Section 1 of the Act |
| Responsible Party | As defined in Section 1 of the Act |
| Sub-operator | Authorised sub-contractor working on behalf of the Operator |
| POPI Act | Protection of Personal Information Act, No.4 of 2013. |

In terms of an Agreement between [Responsible Party] and [Operator] of [date], [Operator] in compliance with the POPI Act (section 20(a)) confirms that it has deleted or destroyed all Personal Information supplied to [Operator] in such a way as to prevent its reconstruction in an intelligible form, except where the Personal Information must be retained in terms of other legislation or regulation.

This destruction or deletion includes the original source Personal Information supplied, any modified version of the Personal Information, back-up copies, reports on the data or any other version of the Personal Information whatsoever, whether in paper, electronic or other format.

This undertaking includes any Personal Information processed by approved sub-operators.

Personal Information retained in terms of other legislation or regulation? Yes / No (circle answer)

If Yes state which legislation or regulation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed for [Operator]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_