

Third party notification – considering a request – Section 47

Ref. No. : **Letterhead of institution**

Enquiries :

NOTICE TO THIRD PARTY OF REQUEST IN TERMS OF SECTION 47 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000)

1. You are hereby informed that I am considering a request for access to certain information or records which may affect you if it is / they are disclosed. *This notice confirms the telephone conversation between you and Mr/Ms _____ of this office on _____ .

2. The description of the record requested is the following:

3. The information in the requested record if it is disclosed:

- may be unreasonable towards you, since it might be personal information.
- may affect your commercial information or trade secrets.
- may constitute a breach of a duty of confidence.
- may harm your interests as a third party.

4. The name of the requester is:

Address : _____
Telephone : _____

5. (a) I am of the opinion that the provisions of section 46 of the above-mentioned Act apply/do not apply.*

(b) **Section 46** of the above-mentioned Act determines that access to a record must be granted if such access will reveal evidence of a substantial contravention of, or failure to comply with the law, or an imminent and serious public safety or environmental risk and if the public interest in the disclosure of the record clearly outweighs the harm contemplated in certain sections of the above-mentioned Act.

(c) I am of the opinion that the following circumstances referred to in section 46 of the above-mentioned Act apply, since

- (1) the disclosure of the information will reveal evidence of –
 - (i) a substantial contravention of, or failure to comply with the law; or
 - (ii) an imminent and serious public safety or environmental risk; and
- (2) the public interest in the disclosure of the record clearly outweighs the harm contemplated for the following reasons:

6. You may, **within 21 days** of receipt hereof, inform the information officer at the above-mentioned address/fax No./telephone No./e-mail address by

- (i) making written or oral representations to the information officer why the request for access **should be refused**, or
- (ii) giving **written consent** for the disclosure of the information to the requester.

DEPUTY INFORMATION OFFICER
DATE:

*Delete if not applicable.