



I-PAIA MANUAL (NJENGOBA KUDINGWA YISIGABA 51 SOMTHETHO NO.2 KA-2000,
UMTHETHO WOKUKHUTHAZA UKUFINYELELA OLWAZINI)

NGEMUVA KWALOKHU KUBIZWA NGOKUTHI "UMTHETHO"

USUKU LOKUSEBENZA: 01/03/2021

UKUBUYEKEZWA: 03

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FUTHI NGU: JAN SWANEPOEL (ISIKHULU SOLWAZI
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USUKU LOKUGUNYAZWA: 20 / 02 / 2026

IDOKHUME NTI NO.	Kuvunyelwe ngu:	Igunyaziwe (ilungu le- Exco):	Igunyaziwe (isikhulu esiqokiwe):	Isungulwa ngu- (Inhloko yoMnyango):
	GCOO	GHRM	GIO	GIO
Isiginesha:	<i>Louis Scheepers</i>			
Usuku:	20 / 02 / 2026	19 / 02 / 2026	19 / 02 / 2026	19 / 02 / 2026

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1. INCAZELO

- 1.1 Kulo mbhalo, izihloko zesigatshana zenzelwe lula futhi ngeke zisetshenziswe ekuchazeni kwayo ngaphandle uma umongo ukhombisa ngokusobala inhloso ehlukile; inkulumo ekhombisa –
 - 1.1.1 Noma yibuphi ubulili buhlanganisa namanye amaqembu.
 - 1.1.2 Umuntu wemvelo uhlanganisa umuntu wokufakelwa noma wezomthetho futhi okuphambene nalokho.
 - 1.1.3 I-singular ihlanganisa ubuningi futhi okuphambene nalokho.
- 1.2 Izinkulumo ezilandelayo ziyothwala izincazelo ezabelwe zona ngezansi futhi izinkulumo ezihambisanayo zithwala izincazelo ezihambisanayo –
 - 1.2.1 **"Lo mbhalo"** - lo mbhalo kanye nazo zonke izithasiselo zawo, njengoba kuchitshiyelwe ngezikhathi ezithile.
 - 1.2.2 **"Inkampani"** ibhekisela eqenjini lezinkampani eliqukethe i-HH Dürrhein (Pty) Limited t / a Medipost Pharmacy; I-Medilogistics (Pty) Limited; I-Kawari Wholesalers (Pty) Limited ne-Medi Training Academy (Pty) Limited.
 - 1.2.3 **"uMthetho"** - Umthetho Wokukhuthaza Ukufinyelela Olwazini No. 2 ka-2000, njengoba uchitshiyelwe ngezikhathi ezithile kubandakanya nemithethonqubo emenyezelwe ngokwemigomo yoMthetho.
 - 1.2.4 **"Isikhulu Solwazi Lweqembu"** - umuntu ogunyazwe ngokufanele yi-GCOO futhi oqokwe yiNkampani ukuba enze lula noma asize i-GCOO nganoma yisiphi isicelo ngokwemigomo yoMthetho.
- 1.3 Noma yikuphi ukubhekisela kunoma yimuphi umthetho, umthethonqubo noma omunye umthetho kuzoba ukubhekisela kulowo mthetho, umthethonqubo noma omunye umthetho njengoba usukutyhilwa noma uthathelwe indawo ngezikhathi ezithile.
- 1.4 Uma noma yikuphi ukuhlinzekwa encazelweni kungukuhlinzekwa okubonakalayo okunikeza ilungelo noma ukubeka isibopho kunoma yiliphi iqembu lapho-ke, ngaphandle kokuthi kusencazelweni kuphela, umphumela uzonikezwa kulokho kuhlinzekwa njengokungathi kungukuhlinzekwa okubonakalayo emzimbeni walo mbhalo.
- 1.5 Lapho noma yiliphi igama lichazwa ngaphakathi kwesigatshana esithile ngaphandle kwalokhu, lelo gama liyoba nencazelo enikezwe kulelo sigaba nomaphi lapho lisetshenziswa khona kulo mbhalo.
- 1.6 Lapho noma yiliphi inani lezinsuku kufanele libalwe kusukela osukwini oluthile, lelo nani liyobalwa njengokungabandakanyi lolo suku futhi liqale ngosuku olulandelayo. Uma usuku lokugcina lwaleyo nombolo lubalwa kanjalo luwela ngosuku olungelona usuku lwebhizinisi, usuku lokugcina luyothathwa njengosuku olulandelayo olulandelayo oluwusuku lwebhizinisi.
- 1.7 Noma yikuphi ukubhekisela ezinsukwini (ngaphandle kokubhekisela ezinsukwini zebhizinisi), izinyanga noma iminyaka kuzoba ukubhekisela ezinsukwini zekhalenda, izinyanga noma iminyaka.
- 1.8 Ukusetshenziswa kwagama elithi "kubandakanya" kulandelwa yisibonelo esithile ngeke kuthathwe njengokunciphisa incazelo yamagama ajwayelekile angaphambi kwawo futhi *umthetho we-eiusdem generis* ngeke usetshenziswe ekuchazeni lawo magama ajwayelekile noma lezo zibonelo ezithile.
- 1.9 Uma nje kukhona ukungqubuzana ekuchazeni noma ekusetshenzisweni kwalo mbhalo kanye noMthetho, uMthetho uyosebenza.
- 1.10 Lo mbhalo awusho ukuthi uphelele noma ubhekane ngokuphelele nazo zonke izinqubo

ezihlizwe nguMthetho. Umfakisicelo welulekwa ukuba azijwayeze izinhlinzeko zoMthetho ngaphambi kokufaka noma yisiphi isicelo kwiNkampani.

2. UMTHETHO OSEBENZAYO

<u>Cha</u>	<u>Ref</u>	<u>Isenzo</u>
1	No 61 ka-1973	Umthetho Wezinkampani
2	Inombolo 98 ka-1978	Umthetho we-Copyright
3	Inombolo 55 ka-1998	Umthetho Wokulingana Kokuqashwa
4	No 95 ka-1967	Umthetho Wentela Engenayo
5	No 66 of 1995	Umthetho Wezobudlelwano Zabasebenzi
6	Inombolo 89 ka-1991	Umthetho Wentela Engezwe Ngenani
7	Inombolo 101 KA-1965	Umthetho weMithi Nezinto Ezihlobene (ngaphambili uMthetho Wokulawulwa Kwezidakamizwa)
8	Inombolo 37 ka-2002	Umthetho Wezeluleko Wezezimali Nezinsizakalo Zomphakathi
9	Inombolo 75 ka-1997	Umthetho Wezimo Eziyisisekelo Zokuqashwa
10	Cha 25 ka-2002	Umthetho Wezokuxhumana Nge-elektronikhi Nokuthengiselana
11	Cha 2 ka-2000	Umthetho Wokukhuthaza Ukufinyelela Kolwazi
12	Inombolo 30 ka-1996	Umthetho Womshuwalense Wokungasebenzi
13	Inombolo 53 ka-1974	Umthetho we-Pharmacy

3. ISINGENISO

- 3.1. I-Medipost Holdings iyiNkampani Ezimele (i-Pty limited) "Inkampani" ethathwa ngumthetho waseNingizimu Afrika njengenhlangano esemthethweni ehluke futhi kufanele ibhalise njengomkhokhi wentela ngokwayo. Siqhuba ibhizinisi lethu ngokuphathelele nalokhu:
- a. Umthetho Wezinkampani, Umthetho Wemithi Nezinto Ezihlobene (ngaphambili Umthetho Wokulawulwa Kwezidakamizwa) 101 ka-1965, uMthetho Wekhemisi 53 ka-1974, imihlahlandlela yeBhodi Yamakhemisi yaseNingizimu Afrika kanye neminye imithetho efanele.

3.2 **"Inkampani"** ibhekisela ku-Medipost Holdings Group of Companies equkethe i-HH Dürrhein (Pty) Limited t / a Medipost Pharmacy; I-Medilogistics (Pty) Limited; I-Kawari Wholesalers (Pty) Limited ne-Medi Training Academy (Pty) Limited:

- a) I-HH Dürrhein (Pty) Limited t / a Medipost Pharmacy ikhemisi likazwelonke, eliletha iziguli ezanelisekile ngemithi eNingizimu Afrika. I-Medipost iqasha abasebenzi, abaningi babo abanamakhono kakhulu kanye nabasizi bezokhemisi abanezibopho ezizinikele zohlelo lwezokwelapha futhi bangasebenzisa izinhlelo zokuhlinzeka ngemithi engapheli eziqinisekisa ukuhambisana ne-Good Pharmacy Practices (GPP) kanye nokulula kweziguli.
- b) I-Medilogistics (Pty) Limited ihlinzeka ngezinsizakalo ze-courier ezibandakanya ukuthunyelwa nokusatshalaliswa kwemithi ehluahlukene, i-niche kanye nemikhiqizo ekhethekile egameni lamakhasimende ayo ahluahlukene. Izindawo zokugcina izinto ezilawulwa ngokushisa nezimoto ezifakiwe zingaphatha ukulethwa kwezinto ezizungezile nezibandayo ngaphakathi kwebanga elicacisiwe lokushisa nomswakama. I-Medilogistics ilandela imigomo ye-Good Pharmacy Practice lapho ihambisa imithi.
- c) I-Kawari Wholesalers (Pty) Limited izinsizakalo ezikhethekile zibandakanya ukudayisa, ukusatshalaliswa nokugcinwa kwemithi, amadivayisi ezokwelapha, izinto ezisetshenziswayo zezokwelapha neminye imikhiqizo. Imisebenzi yokugcina impahla ifaka phakathi ukwamukelwa kwesitoko, ukugcinwa endaweni yokugcina impahla elawulwa ngokushisa kanye negumbi elibandayo, ukucubungula ama-oda nokukhetha nokupakisha ama-oda. Konke ngokuhambisana nemihlahlandlela ye-SAHPRA ne-GWDP.
- d) I-Medi Training Academy (Pty) Limited izibophezele ekusebenzeni kahle ekufundiseni nasekufundeni futhi ihlose ukuklama izinhlelo zezifundo ezifanele umongo wayo waseNingizimu Afrika.

4. INHLOSO

4.1. Umthetho wokuvikelwa kolwazi lomuntu siqu (i-POPI) uhlose ukulinganisa izintshisekelo ezimbili ezincintisanayo. Lezi yilezi:

- a) Amalungelo ethu omthethosisekelo wobumfihlo (okudinga ukuthi ulwazi lwethu lomuntu siqu luvikeleke); futhi
- b) Izidingo zomphakathi wethu ukufinyelela nokucubungula (ukusebenza ne) ulwazi lwethu lomuntu siqu ngezinhloso ezisemthethweni, kufaka phakathi inhloso yokwenza ibhizinisi.

4.2. Le ncwajana ibeka uhlaka lokuhambisana kwenkampani yethu ne-POPIA futhi iwusizo emphakathini ukuze:

- a) Hlola izigaba zamarekhodi agcinwe yinhlangano etholalalayo ngaphandle kokuthi umuntu afake isicelo esisemthethweni se-PAIA.
- b) Yiba nokuqonda okwanele kokuthi ungafaka kanjani isicelo sokufinyelela kwirekhodi lomzimba, ngokunikeza incazelo yezifundo lapho umzimba uphethe khona amarekhodi kanye nezigaba zamarekhodi agcinwe esihlokwani ngasinye.
- c) Yazizincazelo yamarekhodi omzimba atholalalayo ngokuhambisana nanoma yimuphi omunye umthetho.
- d) Thola yonke imininingwane yokuxhumana efanele ye-Information Officer kanye nePhini le-Information Officer (s) abazosiza umphakathi ngamarekhodi abahlose ukuwathola.
- e) Yazizincazelo yomhlahlandlela wokuthi ungayisebenzisa kanjani i-PAIA, njengoba ivuselelwe yi-Regulator nokuthi ungayithola kanjani ukufinyelela kuyo.

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- f) Yazi ukuthi umzimba uzocubungula ulwazi lomuntu siqu, inhloso yokucubungula ulwazi lomuntu siqu kanye nencazelo yezigaba zezifundo zedatha kanye neminingwane noma izigaba zolwazi eziphatelene nakho.
- g) Yazi incazelo yezigaba zezifundo zedatha kanye neminingwane noma izigaba zolwazi eziphatelene nalokho.
- h) Yazi abamukeli noma izigaba zabamukeli abanganikezwa ulwazi lomuntu siqu.
- i) Yazi ukuthi ngabe umzimba uhlele ukudlulisa noma ukucubungula ulwazi lomuntu siqu ngaphandle kweRiphabhuliki yaseNingizimu Afrika kanye nabamukeli noma izigaba zabamukeli abanganikezwa ulwazi lomuntu siqu.
- j) Yazi ukuthi ngabe umzimba unezinyathelo ezifanele zokuphepha ukuqinisekisa ubumfihlo, ubuqotho nokutholakala kweminingwane yomuntu siqu okufanele icutshungulwe.

5. IMININGWANE

Iminingwane yokuxhumana esemqoka yokufinyelela kulwazi **lwe-MEDIPOST HOLDINGS:**

5.1. Isikhulu Solwazi Lweqembu:

Igama: **Jan Swanepoel**
 Ucingo: (012) 426 4017 ext 6694
 I-imeyili: medi-popia@medipost.co.za
 Inombolo yefeksi: (012) 335 6764

5.2. Amaphini Ezikhulu Zolwazi:

Inhlangano: HH Dürrhein (Pty) Ltd t / a Medipost Pharmacy
 Igama: **Wilma Truter**
 Ucingo: (012) 426 4017 ext 6526
 I-imeyili: medi-popia@medipost.co.za
 Inombolo yefeksi: (012) 335 6764

Inhlangano: Kawari Wholesalers (Pty) Ltd
 Igama: **Juan Theron**
 Ucingo: (012) 426 4001 ext 6261
 I-imeyili: medi-popia@medipost.co.za
 Inombolo yefeksi: (012) 335 6764

Inhlangano: Medilogistics (Pty) Ltd
 Igama: **Sizwe Mdim**
 Ucingo: (010) 426 4000 ext 6899
 I-imeyili: medi-popia@medipost.co.za
 Inombolo yefeksi: (012) 335 6764

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Inhlangano: Medi Training Academy (Pty) Ltd
Igama: **UMinette Horstmann**
Ucingo: (012) 426 4000 ext 5458
I-imeyili: medi-popia@medipost.co.za
Inombolo yefeksi: (012) 335 6764

5.3. Ukufinyelela kolwazi oxhumana nabo jikelele:

I-imeyili: medi-popia@medipost.co.za

5.4. Ihhovisi eliyinhloko:

Ikheli leposi: PO Box 27140,
Gezina, 0084

Ikheli elibonakalayo: Idolobha laseGezina,
593 Nico Smith Street,
Gezina, 0084.

Ucingo: (012) 426 4017
I-imeyili: info@medipost.co.za
Iwebhusayithi: www.medipost.co.za

5.5. Izinsizakalo:

5.5.1. I-Medipost Pharmacy

Igama eliphelele lebhizinisi:	HH Dürrhein (Pty) Ltd t / a Medipost Pharmacy
Inombolo yokubhalisa:	1997/011099/07
Ikheli leposi:	Ibhokisi le-PO 27140 I-Gezina 0084
Ikheli elibonakalayo:	I-593 Nico Smith Street I-Gezina I-Pretoria 0084

Ucingo:	012 426 4017
Iwebhusayithi:	www.medipost.co.za

5.5.2.Kawari Wholesalers

Igama eliphelele lebhizinisi:	Kawari Wholesalers (Pty) Ltd
Inombolo yokubhalisa:	2004/015737/07
Ikheli leposi:	Postnet Suite 030 Isikhwama sangasese X16 I-Highveld Park 0169
Ikheli elibonakalayo:	Unit 1, Block A, Technohub 59 Roan Crescent Ipaki Yebhizinisi eNyakatho Midrand 1682
Ucingo:	010 426 0120
Iwebhusayithi:	www.kawari.co.za

5.5.3. Medilogistics

Igama eliphelele lebhizinisi:	Medilogistics (Pty) Ltd
Inombolo yokubhalisa:	2011/129984/07
Ikheli leposi:	Ibhokisi le-PO 27140 I-Gezina 0084
Ikheli elibonakalayo:	13 Capricorn Street Isango leKudu I-Pretoria 0186
Ucingo:	012 426 4017
Iwebhusayithi:	www.medilogistics.co.za

5.5.4. Medi Training Academy

Igama eliphelele lebhizinisi:	Medi Training Academy (Pty) Ltd
Inombolo yokubhalisa:	2014/001573/07
Ikheli leposi:	Ibhokisi le-PO 27140 I-Gezina 0084
Ikheli elibonakalayo:	I-593 Nico Smith Street I-Gezina I-Pretoria 0084
Ucingo:	012 426 4017
Iwebhusayithi:	www.meditraining.medipost.co.za

5.6. **Imininingwane yokuxhumana ye-GCOO kanye ne-Group Information Officer:**

a) I-GCOO:

Ucingo: 012 426 4017

I-imeyili: management@medipost.co.za

b) Isikhulu Solwazi Lwegembu:

Ucingo: 012 426 4017

I-imeyili: medi-popia@medipost.co.za

5.6.1. Isikhulu sethu solwazi nguJan **Swanepoel** oyiMenenja yethu Yokuhambisana Nezomthetho esikhundleni esiphezulu sokuphatha esiqokwe futhi sigunyazwe yi-GCOO yethu ngokubhala. Izibopho ze-Information Officer yethu zifaka, kepha kungacini lapho:

- (a) ukuqinisekisa ukuhambisana ne-POPIA;
- b) Ukubhekana nezicelo esizithola ngokwemigomo ye-POPIA; futhi
- c) Ukusebenzisana noMlawuli Wolwazi maqondana nocwaningo.

5.6.2. Isikhulu sethu solwazi kufanele siqoke ngokubhaliwe amaPhini Ezikhulu Zolwazi amaningi njengoba kudingekile ukwenza imisebenzi eshiwo ezigabeni 5.6.1 no-5.6.4.

5.6.3. Isikhulu sethu solwazi kanye namaPhini ethu oLwazi kumele bazibhalise kuMlawuli Wolwazi ngaphambi kokuthatha imisebenzi yabo lapho i-Information Officer inesibophu sokuqinisekisa ukuthi ukubhaliswa okunjalo kwenzeka ngokuhambisana neSigaba 5.6.1 (a).

5.6.4. Ekwenzeni imisebenzi yabo, iPhini leZikhulu zoLwazi kanye namaPhini Ezikhulu zoLwazi kufanele baqinisekise ukuthi:

- a) Le ncwajana iyasebenza;
- b) Ukuhlolwa Komthelela Wolwazi Lomuntu Siqu kwenziwa ukuqinisekisa ukuthi kukhona izinyathelo nezindinganiso ezanele ukuze kuhambisane nemibandela yokucubungula ngokusemthethweni kolwazi lomuntu siqu;
- c) ukuthi le ncwadi ithuthukiswa, ihlolwe, igcinwe futhi itholakale;
- d) ukuthi izinyathelo zangaphakathi zakhiwa kanye nezinhlelo ezanele zokucubungula izicelo zolwazi noma ukufinyelela kolwazi;
- e) ukuthi kuseshini yokuqwashisa yangaphakathi yenziwa maqondana nezinhlinzeko ze-POPIA, iMithethonqubo, amakhodi okuziphatha noma ulwazi olutholwe kuMlawuli Wolwazi; futhi
- f) ukuthi amakhophi ale ncwajana anikezwa abantu ngesicelo sabo, amakhophi aqinile azonikezwa ngokukhokha imali (ezonqunywa nguMlawuli Wolwazi).

5.6.5. Amanothi okuqondisa ngezikhulu zolwazi ashicilelwe yi-Information Regulator (ngomhlaka 1 Ephreli 2021) futhi i-Information Officer yethu kanye namaPhini Ezikhulu zoLwazi kufanele bazijwayeze ngokuqokethwe kwala manothi.

6. UMLAWULI WOLWAZI PAIA "INDLELA YOKUQONDISA"

6.1. Umlawuli wolwazi uhlanganise "Indlela Yokuqondisa", njengoba kucatshangwa esigabeni 10 soMthetho, equkethe ulwazi lokusiza noma yimuphi umuntu ofisa ukusebenzisa noma yiliphi ilungelo njengoba kucatshangwa eMthethweni. Imininingwane yokuxhumana yomlawuli wolwazi yilezi:

Ikheli elibonakalayo:

Indlu ye-JD,
27 Stiemens Street,
Braamfontein,
Johannesburg, 2001.

Ikheli leposi:

Ibhokisi le-PO 31533,
Braamfontein,
Johannesburg, 2017.

Ucingo: 010 023 5200

I-imeyili: enquiries@info regulator.org.za

6.2. Indlela yokusebenzisa i-PAIA nokuthi ungayithola kanjani ukufinyelela kumhlahlandlela:

6.2.1. Umlawuli, ngokwesigaba 10(1) se-PAIA, njengoba kuchitshiyelwe, uvuselele futhi wenza ukuthi kutholakale uMhlahlandlela obukeziwe wokuthi ungayisebenzisa kanjani i-PAIA ("Umhlahlandlela"), ngendlela eqondakalayo nangendlela eqondakalayo, njengoba kungafunwa ngumuntu ofisa ukusebenzisa noma yiliphi ilungelo elicatshangwa ku-PAIA nase-POPIA.

6.2.2. Umhlahlandlela uyatholakala ngolimi ngalunye olusemthethweni.

6.2.3. Umhlahlandlela ongenhla uqukethe incazelo ye-

- a) izinhloso ze-PAIA ne-POPIA;
- b) ikheli leposi nelomgwaqo, inombolo yocingo nefeksi futhi, uma ikhona, ikheli leposi le-elektronikhi le-
 - o Isikhulu sezokwaziswa kwanoma yiluphi uhloko lukahulumeni, futhi
 - o wonke amaPhini Okhulumela Ulwazi azo zonke izinhloso zikahulumeni nezizimele eziqokwe ngokwesigaba 17(1) se-PAIA¹ kanye nesigaba 56 se-POPIA²;

¹Isigaba 17(1) se-PAIA - Ngenhloso ye-PAIA, inhlangotho ngayinye yomphakathi kumele, ngokuya ngomthetho olawula ukuqashwa kwabasebenzi benhlangotho yomphakathi ethintekayo, iqoke inani labantu njengamaphini ezikhulu zolwazi njengoba kudingekile ukwenza umzimba womphakathi ufinyeleleke nangokunokwenzeka kubafakizicelo bamarekhodi awo.

²Isigaba 56(a) se-POPIA - Isigungu ngasinye sikahulumeni nesizimele kufanele sihlaziseke, ngendlela ebekwe esigabeni 17 soMthetho Wokukhuthaza Ukufinyelela Kolwazi, ngezinguqoko ezidingekayo, ukuqokwa kwenani elinjalo labantu, uma likhona, njengamaphini ezikhulu zolwazi njengoba kudingekile ukwenza imisebenzi nemithwalo yemfanelo njengoba kubekwe esigabeni 55(1) se-POPIA.

- c) Indlela kanye nohlobo lwesicelo sokuthi -
 - o ukufinyelela kwirekhodi lesigungu sikahulumeni esicatshangwa esigabeni 11³; futhi
 - o ukufinyelela kwirekhodi lesigungu esizimele esicatshangwa esigabeni 50⁴;
- d) usizo olutholakala ku-IO lwenhlangano yomphakathi ngokwe-PAIA ne-POPIA;
- e) usizo olutholakala kuMlawuli Wolwazi ngokuya nge-PAIA ne-POPIA;
- f) Zonke izixazululo zomthetho ezitholakalayo maqondana nesenzo noma ukwehluleka ukwenza maqondana nelungelo noma umsebenzi onikezwe noma obekwe yi-PAIA kanye ne-POPIA, kubandakanya nendlela yokuhlala-
 - o isikhalazo sangaphakathi;
 - o isikhalazo kuMlawuli Wolwazi; futhi
 - o isicelo enkantolo ngokumelene nesinqumo sesikhulu solwazi senhlangano yomphakathi, isinqumo sokudlulisa isikhalo sangaphakathi noma isinqumo soMlawuli Wolwazi noma isinqumo senhloko yesigungu esizimele;
- g) izinhlinzeko zezigaba 14⁵ no-51⁶ ezidinga ukuthi inhlangano kahulumeni kanye nomzimba ozimele, ngokulandelana, bahlanganise ibhukwana, nokuthi bangathola kanjani ukufinyelela ebhukwini;
- h) izinhlinzeko zezigaba 15⁷ no-52⁸ ezihlinzekela ukudalulwa ngokuzithandela kwezigaba zamarekhodi yinhlangano kahulumeni kanye nenhlangano yangasese, ngokulandelana;
- i) izaziso ezikhishwe ngokwezigaba 22⁹ no-54¹⁰ eziphathelene nemali okufanele ikhokhwe maqondana nezicelo zokufinyelela; futhi
- j) Imithetho eyenziwe ngokwesigaba 92¹¹.

³Isigaba 11(1) se-PAIA- Umfakisicelo kufanele anikezwe ukufinyelela kwirekhodi lenhlangano yomphakathi uma lowo ofake isicelo ehambisana nazo zonke izidingo zenqubo ku-PAIA eziphathelene nesicelo sokufinyelela kulelo rekhodi; futhi ukufinyelela kulelo rekhodi akunqatshelwa ngokwemigomo yanoma yisiphi isizathu sokwenqaba okucatshangwa eSahlukweni 4 sale Ngxenywe.

⁴Isigaba 50(1) se-PAIA- Umfakisicelo kufanele anikezwe ukufinyelela kunoma yiliphi irekhodi lenhlangano yangasese uma-

- a) lelo rekhodi liyadingeka ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo;
- b) lowo muntu uhambisana nezidingo zenqubo ku-PAIA eziphathelene nesicelo sokufinyelela kulelo rekhodi; futhi
- c) ukufinyelela kulelo rekhodi akwenqatshelwe ngokwemigomo yanoma yisiphi isizathu sokwenqaba okucatshangwa eSahlukweni 4 sale Ngxenywe.

⁵Isigaba 14(1) se-PAIA- Isikhulu solwazi senhlangano yomphakathi kumele, okungenani ngezilimi ezintathu ezisemthethweni, senze kutholakale ibhukwana eliqukethe ulwazi olubalwe esigabeni 4 ngenhla.

⁶Isigaba 51(1) se-PAIA- Inhloko yenhlangano yangasese kufanele yenze kutholakale incwajana equkethe incazelo yolwazi olubalwe esigabeni 4 ngenhla.

⁷Isigaba 15(1) se-PAIA- Isikhulu solwazi senhlangano kahulumeni, kufanele senze kutholakale ngendlela enqunyiwe incazelo yezigaba zamarekhodi enhlangano yomphakathi atholakala ngokuzenzakalelayo ngaphandle kokuthi umuntu acele ukufinyelela

⁸ Isigaba 52(1) se-PAIA- Inhloko yenhlangano yangasese, ngokuzithandela, ingenza kutholakale ngendlela enqunyiwe incazelo yezigaba zamarekhodi enhlangano yangasese atholakala ngokuzenzakalelayo ngaphandle kokuthi umuntu acele ukufinyelela

⁹Isigaba 22(1) se-PAIA - Isikhulu solwazi senhlangano yomphakathi esicele ukufinyelela kuso, kufanele ngesaziso sidinge ukuthi umfaki sicelo akhokhe imali enqunyiwe yesicelo (uma ikhona), ngaphambi kokuqhubeka nokucubungula isicelo.

¹⁰Isigaba 54(1) se-PAIA- Inhloko yenhlangano yangasese efaka isicelo sokufinyelela kuyo kufanele ngesaziso idinge ukuthi ofake isicelo akhokhe imali enqunyiwe yesicelo (uma ikhona), ngaphambi kokuqhubeka nokucubungula isicelo.

¹¹ Isigaba 92(1) se-PAIA sihlinzekela ukuthi – "UNgqongqoshe angathi, ngesaziso kuGazethi, enze imithetho maqondana-

- (a) noma yiluphi udaba oludingekayo noma oluvunyelwe yilo Mthetho ukuba lubekwe;
- (b) noma yiluphi udaba oluphathelene nezimali ezicatshangwa ezigabeni 22 no-54;
- (c) noma yisiphi isaziso esidingekayo kulo Mthetho;
- (d) imigomo efanayo okufanele isetshenziswe yisikhulu solwazi senhlangano yomphakathi lapho kunqunywa ukuthi yimiphi imikhakha zamarekhodi okufanele itholakale ngokwesigaba 15; futhi
- (e) noma yiluphi udaba lokuphatha noma lwenqubo oludingekayo ukuze kufezwe izinhlinzeko zalo Mthetho."

6.2.4. Amalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi ezinhlangothini zikahulumeni nezizimele, kubandakanya nehhovisi loMlawuli Wolwazi, ngezikhathi ezijwayelekile zokusebenza.

6.2.5. Umhlahlandlela ungatholakala futhi -

- a) uma kucelwa kuMqondisi Wolwazi;
- b) Kusuka kuwebhusayithi ye-Information Regulator (<https://www.inforegulator.co.za/>).

6.2.6. Ikhophi yoMhlahlandlela iyatholakala nalezi zilimi ezimbili ezisemthethweni ezilandelayo, ukuze zihlolwe ngumphakathi ngezikhathi ezijwayelekile zehhovisi:

- a) IsiNgesi
- b) Isibhunu

7. AMAREKHODI

7.1. **Amarekhodi atholakala** ngokuzenzakalelayo:

7.1.1. La marekhodi alandelayo atholakala ngokuzenzakalelayo kubo bonke abasebenzi futhi akudingeki acelwe ngokuya ngenqubo echazwe esigatshaneni 8:

- a) Abasebenzi banokufinyelela kwirekhodi lolwazi lwabo;
- b) Amarekhodi okulalelwa kwezigwegwe kanye nezindaba ezihlobene nazo ayatholakala kumqashi othintekayo;
- c) Izinqubomgomo Nezinqubo Zenkampani;
- d) Ibhukwana le-Corporate Identity Manual.

7.1.2. La marekhodi alandelayo atholakala ngokuzenzakalelayo emphakathini jikelele kanye nabo bonke abasebenzi futhi akudingeki acelwe ngokuhambisana nenqubo echazwe esigatshaneni 8:

- a) Uhlelo lokulingana kokuqashwa kwenkampani;
- b) Uhlelo lokuthuthukiswa kwamakhono enkampani;
- c) Izincwadi zezindaba;

7.1.3. Izincwajana zemithetho yokuziphatha kanye nemihlahlandlela;

7.1.4. Amafomu okufaka izikhalazo; (mahhala);

7.1.5. Izincwajana zolwazi olujwayelekile; (Mahhala)

7.2. Amarekhodi agcinwe yiNkampani ngokwemigomo yomunye umthetho njengoba kucatshangwa esigabeni 51(1)(d) soMthetho:

7.2.1. La marekhodi alandelayo awatholakali ngokuzenzakalelayo ngaphandle kwesicelo ngokwemigomo yoMthetho (zonke izimbuyiselo zomthetho):

Isigaba samarekhodi
Imemorandamu Yokuhlanganiswa
I-PAIA Manual
I-VAT
Amarekhodi entela yenkampani
Isinxephezelo sabasebenzi
I-UIF
Intela yezinsizakalo zesifunda
Izinkokhelo zokuthuthukiswa kwamakhono

7.3. Ezinye izinhlobo zamarekhodi agcinwe yiNkampani njengoba kucatshangwa esigabeni 51(1)(d) soMthetho:

7.3.1. La marekhodi awatholakali ngokuzenzakalelayo ngaphandle kwesicelo ngokwemigomo yoMthetho. Isicelo ngokwemigomo yalesi sigaba singaphansi kweSigaba 63(1) soMthetho, esihlinzeka ukuthi inhloko yenhlangano yangasese kufanele yenqabe isicelo sokufinyelela kwirekhodi leNkampani uma ukudalulwa kwerekhodi kungabandakanya ukudalulwa okungenangqondo kwemininingwane yomuntu siqu mayelana nomuntu wesithathu kubandakanya umuntu oshonile.

7.3.2. UMnyango Wezabasebenzi

- Imininingwane yabasebenzi kufaka phakathi imininingwane yomuntu siqu, umlando wokuqashwa kanye namarekhodi ezempilo iNkampani engagcina ngezikhathi ezithile;
- ukuqeqeshwa nokuthuthukiswa kokwaziswa; futhi
- Amafayela ajwayelekile aqukethe imininingwane ngezinzuzo zabasebenzi kanye nokuqashwa kwabasebenzi nolwazi lokukhetha.

7.3.3. Ukuphathwa kwephrojekthi

- Izinhlelo zokwakha; futhi
- Ngokuvamile, ulwazi oluhlobene namaphrojekthi aqhutshwa yinkampani ngezikhathi ezithile.

7.3.4. Ubuchwepheshe bolwazi

- a) Izibalo zokusetshenziswa;
- b) Imininingwane yemishini; futhi
- c) Izindleko ze-hardware ne-software.

7.3.5. Imisebenzi nemicimbi

- a) Amarekhodi omsebenzi nezindleko ezihlobene;
- b) Amashidi esitokwe; futhi
- c) Uhlu lwabahlinzeki.

7.3.6. UMnyango Wezezimali / Wama-Akhawunti

- a) Amarekhodi ezezimali;
- b) Uhlu lwabakweletwayo kanye nabakweletwayo benkampani;
- c) Ulwazi lomholo;
- d) Imininingwane ye-akhawunti yasebhange; futhi
- e) Irejista yempahla engaguquguquki.

7.3.7. UMnyango Wezokumaketha

- a) izincwajana zezinkampani nezincwadi;
- b) Imibhalo ephathelene nemicimbi yobudlelwano bomphakathi; futhi
- c) Ukukhishwa kwabezindaba kwenkampani.

7.3.8. Izinsizakalo Zokusekela

7.3.9. Ukulethwa nokuqoqa amashidi

8. INQUBO YOKUCELA ULWAZI AYITHOLAKALI NGOKUZENZAKALELAYO

- 8.1. Isicelo siyofakwa kulokho okubekiwe. Ikhophi yefomu inamathiselwe iSithasiselo "A" ("ifomu elinqunyiwe"). Ifomu liyatholakala futhi kuwebhusayithi ye-Information Regulator.
- 8.2. Ifomu elinqunyiwe lizothunyelwa ku-Group Information Officer ekhelini labo, inombolo yefeksi noma ikheli le-imeyili, elizolidlulisela ku-GCOO yeNkampani.
- 8.3. Inqubo efanayo njengoba ibekwe ku-10.1 no-10.2 isebenza uma ofake isicelo ecela imininingwane egameni lomunye umuntu noma egameni lesisebenzi esihlala njalo seNkampani.
- 8.4. I-GCOO yeNkampani, ngokushesha ngangokunokwenzeka futhi zingakapheli izinsuku ezingamashumi amathathu (30) ngemuva kokutholwa kwesicelo, izothatha isinqumo sokuthi isivume yini isicelo.
- 8.5. Umfakisicelo uzokwaziswa ngesinqumo se-GCOO seNkampani noma i-Group

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Information Officer ngendlela ekhonjiswe ngumfakisicelo.

- 8.6. Uma isicelo sivunyiwe, umfakisicelo uyokwaziswa yi-GCOO yeNkampani noma i-Group Information Officer ngendlela ekhonjiswe ngumfakisicelo ngendlela enqunyiwe.
- 8.7. Ngaphandle kwalokhu okungenhla, iNkampani izokweluleka umfakisicelo ngendlela echazwe ngumfakisicelo ngendlela enqunyiwe:
 - a) Imali yokufinyelela okufanele ikhokhwe ngolwazi;
 - b) Ifomethi lapho ukufinyelela kuzonikezwa khona; futhi
 - c) Iqiniso lokuthi umfaki sicelo angafaka isikhalazo enkantolo enamandla ngokumelene nemali yokufinyelela ekhokhiswayo noma ifomethi okufanele inikezwe ukufinyelela.
- 8.8. Ngemuva kokuthi ukufinyelela kunikeziwe, ukufinyelela kwangempela kwirekhodi eliceliwe kuzonikezwa ngokushesha ngangokunokwenzeka.
- 8.9. Uma isicelo sokufinyelela senqatshelwe, i-GCOO noma i-Group Information Officer izokwazisa umfakisicelo ngokubhala ngokunqaba. Isaziso sokwenqaba siyosho:
 - a) izizathu ezanele zokwenqaba;
 - b) Ukuthi umfakisicelo angafaka isikhalazo enkantolo enamandla ngokumelene nokwenqatshwa kwesicelo (kubandakanya nesikhathi) sokufaka isikhalo esinjalo.
- 8.10. Ngemuva kokwenqatshwa yi-GCOO noma i-Group Information Officer, idiphozi ekhokhwa ngumfakisicelo izobuyiselwa.
- 8.11. Uma i-GCOO noma i-Group Information Officer yehluleka ukuphendula zingakapheli izinsuku ezingamashumi amathathu (30) ngemuva kokutholwa kwesicelo, kuthathwa nje, ngokweSigaba (58) esifundwa kanye neSigaba 56(1) soMthetho, ukuthi i-GCOO noma i-Group Information Officer isinqabile isicelo.
- 8.12. I-GCOO inganquma ukwelula isikhathi sezinsuku ezingamashumi amathathu (30) ("**isikhathi sokuqala**") kwesinye isikhathi esingeqile ezinsukwini ezingamashumi amathathu (30) uma:
 - a) Isicelo senani elikhulu lamarekhodi;
 - b) Ukuseshwa kwamarekhodi kufanele kwenziwe emagcekeni angatholakali edolobheni elifanayo noma edolobheni njengeNhlolo yeNkampani;
 - c) Ukubonisana phakathi kwezigaba noma iminyango, njengoba kungase kube njalo, kweNkampani;
 - d) Umfakisicelo uyavuma ukwelulwa okunjalo ngokubhala; futhi
 - e) Amaqembu avumelana nganoma iyiphi enye indlela ukunwetshwa okunjalo.
- 8.13. Uma iNkampani idinga ukwelulwa kwesikhathi, umfaki sicelo uyokwaziswa ngendlela ebekiwe ngesimo esibekiwe sezizathu zokwelulwa.
- 8.14. Umfakisicelo angafaka isikhalazo enkantolo enamandla ngokumelene nanoma yikuphi ukwelulwa noma ngokumelene nanoma iyiphi inqubo ebekwe kulesi sigaba.

9. UKUCUBUNGULA ULWAZI LOMUNTU SIQU

9.1. Izizathu zokucubungula ulwazi lomuntu siqu ngaphakathi kwenhlangano:

- a) ukuvumela inhlangano ukuhlinzeka ngemikhiqizo nezinsizakalo ezahlukahlukene;
- b) ukunika amandla ukulethwa kwezinsizakalo ezigulini namakhasimende;
- c) Ukuphothula nokuphatha ubudlelwano obudingekayo besivumelwano;
- d) ukuhambisana nezidingo zokuhambisana nomthetho nomthetho;
- e) ukuvikela izintshisekelo ezisemthethweni zenkampani; Abasebenzi kanye / noma izihloko zedatha;
- f) Izinhloso zokumaketha;
- g) Ukuqashwa; HR; kanye nokuphathwa kwabasebenzi jikelele;
- h) ukubika okuphoqelekile ngokwemigomo yomthetho;
- i) Ukwenza ukucwaningwa kwamabhuku kwangaphakathi nangaphandle nokubika njengoba kungadingeka ngezikhathi ezithile.

9.2. Incazelo yezigaba zedatha kanye neminingwane noma imikhakha yolwazi ephathelene nakho:

Uhlobo lwenhlangano	Ulwazi lomuntu siqu olucutshungulwe
Amakhasimende / amaklayenti / osonkontileka / izivakashi: Abantu bemvelo	Amagama; iminingwane yokuxhumana; amakheli abonakalayo neposi; Usuku lokuzalwa; inombolo ye-ID; ulwazi oluhlobene nentela; ubuzwe; ubulili; izincwadi eziyimfihlo; ulwazi lwezokwelapha; Imininingwane yasebhange.
Ikhasimende - Abantu Bezomthetho / Izinhlango	Amagama abantu abathintana nabo; Igama lebhizinisi elisemthethweni; Ikheli lomzimba neleposi kanye neminingwane yokuxhumana; ulwazi lwezezimali; inombolo yokubhalisa; imibhalo yokusungula; ulwazi oluhlobene nentela; abasayine abagunyaziwe; abazuzi; abanikazi abazuzisayo bokugcina; ulwazi lokubamba amasheya; Ulwazi lwe-B-BBEE, ulwazi lwebhange.
Abahlinzeki bezinsizakalo ezinkontileka	Amagama abantu abathintana nabo; Igama lebhizinisi elisemthethweni; Ikheli lomzimba neleposi kanye neminingwane yokuxhumana; ulwazi lwezezimali; inombolo yokubhalisa; imibhalo yokusungula; ulwazi oluhlobene nentela; abasayine abagunyaziwe; abazuzi; abanikazi abazuzisayo bokugcina; ulwazi lokubamba amasheya; Ulwazi lwe-B-BBEE; Imininingwane yasebhange.

Abasebenzi / Abaqondisi	Ubulili; ukukhulelwa; isimo somshado; umbala, uhlanga; ubudala; ulimi; ulwazi lwemfundo; ulwazi lwezezimali; umlando wokuqashwa; amarekhodi obugebengu; inombolo ye-ID; ikheli lomzimba neleposi; imininingwane yokuxhumana; imibono; irekhodi lobugebengu; impilo nenhlalakahle, imininingwane yasebhangeni; Isihlobo esiseduze.

9.3. Abamukeli noma izigaba zabamukeli abanganikezwa ulwazi lomuntu siqu

Isigaba solwazi lomuntu siqu	Abamukeli noma izigaba zabamukeli abanganikezwa ulwazi lomuntu siqu
Inombolo kamazisi kanye namagama okuhlolwa kobugebengu	MIE, MarisIT, Dynamic Profiling, South African Police Services.
Iziqu zokuqinisekiswa kweziqu	South African Qualifications Authority, MIE, MarisIT, Dynamic Profiling
Umlando wesikweletu nomlando wokukhokha, ngolwazi lwesikweletu	Izinkomba Zezikweletu, Izinkomba Zokuhweba
Imininingwane yamalungu ekuphathweni kwezinhlelo zosizo lwezokwelapha kanye nemikhiqizo ehlobene nayo	Izikimu zezokwelapha
Ulwazi njengoba kudingwa ngokomthetho	Izinkampani zeqembu kanye nababambisene nabo

9.4. Izinyathelo zokuphepha kolwazi

9.4.1 Inkampani isebenzise izinyathelo ezifanele zobuchwepheshe nenhlangotho ukuqinisekisa ukuphepha okufanelekile, ubumfihlo, ubuqotho, nokuphepha kwalo lonke ulwazi. Lezi zinyathelo zihlanganisa:

- izinyathelo zokuphepha ngokomzimba;
- Izinyathelo zokulawula ukufinyelela;
- izinyathelo zokubethela;
- Izinyathelo zokuphepha kwe-cyber;
- izinyathelo zokulwa negciwane;

- f) Izicishamlilo zokuphepha;
- g) Ukulawulwa kwephasiwedi;
- h) Ukuqeqeshwa kwabasebenzi;
- i) Izingqubomgomo ezihlukahlukene zobuchwepheshe kanye nezingqubomgomo zokulawula ulwazi.

9.5. Ukugeleza okuhleliwe kolwazi lomuntu siqu

9.5.1. Akukho.

10. IZIBOPHO ZETHU KUMAKHASIMENDE ETHU:

- 10.1. Sizibophezela ukulandela i-OPS ngaso sonke isikhathi esifanele futhi sicubungule ulwazi lomuntu siqu ngokusemthethweni nangokunengqondo, ukuze singaphuli ngokungadingekile ubumfihlo bamakhasimende ethu.
- 10.2. Sizibophezela ukucubungula ulwazi kuphela ngenhloso okuhloswe ngayo, ukusivumela ukuthi senze umsebenzi wethu, njengoba kuvunyelwene namakhasimende ethu.
- 10.3. Noma nini lapho kunesidingo, sizothola imvume yokucubungula ulwazi lomuntu siqu.
- 10.4. Lapho singafuni imvume, ukucubungula ulwazi lomuntu siqu lweklayenti lethu kuzolandela isibopho esingokomthetho esibekwe phezu kwethu, noma ukuvikela intshisekelo esemthethweni edinga ukuvikelwa.
- 10.5. Sizoyeka ukucubungula ulwazi lomuntu siqu uma imvume edingekayo ihoxisiwe, noma uma kuphakanyiswa ukuphikisa okusemthethweni.
- 10.6. Sizozoqqa ulwazi lomuntu siqu ngqo kwiklayenti elidingayo ulwazi lwakhe, ngaphandle kokuthi:
 - a) Ulwazi luyirekhodi lomphakathi, noma
 - b) Iklayenti livumile ukuqoqwa kwemininingwane yalo yomuntu siqu kusuka komunye umthombo, noma
 - c) Ukuqoqwa kolwazi oluvela komunye umthombo akulimazi iklayenti, noma
 - d) ulwazi oluzoqoqwa luyadingeka ukuze kugcinwe umthetho nokuhleleka noma ukuphepha kwezwe, noma
 - e) imininingwane iqoqwa ukuze ihambisane nesibopho esingokomthetho, kubandakanya isibopho ku-SARS, noma
 - f) Ulwazi oluqoqiwe luyadingeka ukuze kuqhutshwe inqubo kunoma iyiphi inkantolo noma inkantolo, lapho lezi zinqubo seziqalile noma zicatshangelwa khona; noma
 - g) ulwazi oludingekayo ukuze silondoloze izintshisekelo zethu ezisemthethweni; noma
 - h) lapho ukucela imvume kungalimaza inhloso yokuqoqwa kolwazi; noma
 - i) Lapho ukucela imvume kungasebenzi kahle ezimweni.
- 10.7. Sizokweluleka amakhasimende ethu ngenhloso yokuqoqwa kwemininingwane yomuntu siqu.
- 10.8. Sizogcina amarekhodi emininingwane yomuntu siqu esiyiqoqe isikhathi esincane njengoba kudingwa ngumthetho ngaphandle kokuthi iklayenti linikeze imvume yalo noma lisiyalele ukuthi sigcine amarekhodi isikhathi eside.
- 10.9. Sizobhubhisa noma sisuse amarekhodi olwazi lomuntu siqu (ukukhomba iklayenti) ngokushesha ngangokunokwenzeka ngemuva kwesikhathi esasinelungelo lokubamba

amarekhodi esiphelelwe yisikhathi.

10.10. Sizovimbela ukucubungula ulwazi lomuntu siqu:

- a) lapho ukunemba kolwazi kuphikiswa, isikhathi esanele ukusivumela ukuthi siqinisekise ukunemba kolwazi;
- b) lapho inhloso eqoqwe ngayo ulwazi lomuntu siqu ifinyelelwe futhi lapho ulwazi lomuntu siqu lugcinwa kuphela ngenhloso yobufakazi;
- c) lapho iklayenti licela ukuthi ulwazi lomuntu siqu lungabujiswa noma lususwe, kodwa kunalokho lugcinwa; noma
- d) Lapho iklayenti licela ukuthi ulwazi lomuntu siqu ludluliselwe kolunye uhlelo lokucubungula idatha oluzenzakalelayo.

10.11. Ukucubungula okuqhubekayo kwemininingwane yomuntu siqu kuzokwenziwa kuphela:

- a) uma izidingo zezigaba 12.1 kuya ku-12.10 ngenhla zihlangabezane;
- b) lapho ukucubungula okuqhubekayo kudingekile ngenxa yosongo empilweni yomphakathi noma ukuphepha komphakathi noma empilweni noma impilo yeklayenti, noma umuntu wesithathu;
- c) lapho ulwazi lusetshenziselwa izinjongo zomlando, izibalo noma zocwaningo futhi ubunikazi beklayenti ngeke budalulwe; noma
- d) lapho lokhu kudingwa nguMlawuli Wolwazi oqokwe ngokwemigomo ye-POPIA.

10.12. Sizibophezela ukuqinisekisa ukuthi ulwazi lomuntu siqu esiluqoqayo futhi olucubungula luphelele, lunembile, aludukisi futhi lusesikhathini samanje.

10.13. Sizibophezela ukugcina ifayela lomzimba kanye nedatha ye-elektronikhi ehlobene nokucubungula ulwazi lomuntu siqu.

10.14. Sizibophezela ukunakekela ngokukhethekile ngemininingwane ye-akhawunti yasebhangwe yeklayenti lethu, futhi asinalo ilungelo lokuthola noma ukudalula noma ukuthola ukudalulwa kwaleyo mininingwane yasebhangwe ngaphandle kokuthi sinemvume ethile yeklayenti.

11. AMALUNGELO AMAKHASIMENDE ETHU

11.1. Ezimweni lapho imvume yeklayenti idingeka ukucubungula imininingwane yabo yomuntu siqu, le mvume ingahoxiswa.

11.2. Ezimweni lapho sicubungula ulwazi lomuntu siqu ngaphandle kwemvume ukuvikela intshisekelo esemthethweni, ukuhambisana nomthetho noma ukuphishekela noma ukuvikela izintshisekelo zethu ezisemthethweni, iklayenti linelungelo lokuphikisana nokucubungula okunjalo.

11.3. Wonke amakhasimende anelungelo lokufaka isikhalazo mayelana nesicelo sethu se-POPIA kuMlawuli Wolwazi.

12. AMAKLAYENTI ACELA AMAREKHODI

12.1. Ekukhiqizeni ubufakazi bokuthi ungubani, noma yimuphi umuntu unelungelo lokucela ukuthi siqinisekise, mahhala, ukuthi sinalo ulwazi lomuntu siqu ngalowo muntu kumarekhodi ethu.

12.2. Uma sibamba ulwazi lomuntu siqu, ngesicelo, futhi ngokukhokha imali sizonikeza umuntu irekhodi, noma incazelo yolwazi lomuntu siqu, kufaka phakathi ulwazi mayelana nobunikazi babo bonke abantu besithathu noma izigaba zabantu besithathu abaye noma abaye bafinyelela olwazini. Sizokwenza lokhu kungakapheli isikhathi

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esifanele, ngendlela efanele nangendlela eqondakalayo.

- 12.3. Iklayenti elicela lolo lwazi lomuntu siqu kufanele lelulekwe ngelungelo labo lokucela ukuthi noma yimaphi amaphutha kulwazi lomuntu siqu alungiswe, okuzokwenziwa kwifomu lesicelo elinqunyiwe.
- 12.4. Ezimweni ezithile, sizophoqeleka ukwenqaba ukudalula irekhodi eliqukethe ulwazi lomuntu siqu kwiklayenti. Kwezinye izimo, sizoba nokuqonda kokuthi kufanele senze kanjalo.
- 12.5. Kuzo zonke izimo lapho ukudalulwa kwerekhodi kuzobandakanya ukudalulwa kwemininingwane eyengeziwe kulwazi lomuntu ocela irekhodi, kuzodingeka imvume ebhaliwe ye-Information Officer (noma isithunywa sakhe), futhi lowo muntu uzothatha isinqumo sakhe ngokubheka izinhlinzeko zeSahluko 4 seNgxenywe 3 ye-PAIA.
- 12.6. Uma isicelo solwazi lomuntu siqu senziwa futhi ingxenye yolwazi oluceliwe ingase yenqatshwe, noma kufanele yenqatshwe, zonke ezinye izingxenye kusamele zidalulwe.

13. UKULUNGISWA KOLWAZI LOMUNTU SIQU

- 13.1. Iklayenti linelungelo lokucela ukuthi silungise noma sisuse imininingwane yomuntu siqu esinayo, engalungile, engabalulekile, eyeqile, ephelelwe yisikhathi, engaphelele, edukisayo, noma etholwe ngokungemthetho.
- 13.2. Iklayenti futhi linelungelo lokucela ukuthi sibhubhise noma sisuse amarekhodi olwazi lomuntu siqu mayelana neklayenti esingasagunyaziwe ukuligcina.
- 13.3. Noma yisiphi isicelo esinjalo kufanele senziwe kwifomu elibekiwe.
- 13.4. Ngemuva kokuthola isicelo esisemthethweni, kufanele sithobele ngokushesha ngangokunokwenzeka.
- 13.5. Uma kuphakama impikiswano maqondana namalungelo eklayenti okulungisa ulwazi, futhi uma iklayenti lidinga kanjalo, kufanele sinamathisele olwazini, ngendlela yokuthi luzohlala lufundwa ngolwazi, inkomba yokuthi ukulungiswa kolwazi kuceliwe kodwa akwenziwanga.
- 13.6. Kufanele sazise iklayenti elenza isicelo sokuthi ulwazi lwabo lomuntu siqu lulungiswe noma lususwe ukuthi yisiphi isenzo esisithathile ngenxa yesicelo esinjalo.

14. AMACALA KANYE NEZIJEZISO

- 14.1. I-POPI ihlinzeka ngeziqeziso ezinkulu ngokwephula imigomo yayo:
 - 14.1.1. Ngamacala amancane, umuntu onecala angathola inhlawulo noma aboshwe izinyanga ezingu-12.
 - 14.1.2. Emacaleni amakhulu, isikhathi sokuboshwa sikhuphuka sifinyelele eminyakeni eyi-10.
 - 14.1.3. Inhlawulo yokuphatha yenkampani ingafinyelela ku-R10 million.
- 14.2. Ukwepulwa kwalesi sivumelwano nakho kuzothathwa njengecala elibi lokuqondiswa kwezigwegwe.
- 14.3. Ngakho-ke kubalulekile ukuthi sihambisane ngokuqinile nemigomo yale Bhukwana futhi sivikele imininingwane yomuntu siqu yamakhasimende ethu ngendlela efanayo njengokungathi ingeyethu.

15. IMALI EKHOKHWAYO

15.1. Imali yokukhiqizwa kabusha kwerekhodi njengoba kushiwo esigabeni 52(3).

16. ULWAZI NOMA AMAREKHODI AWATHOLAKALI

16.1. Uma zonke izinyathelo ezifanele zithathiwe ukuthola irekhodi, futhi irekhodi elinjalo lingatholakali noma uma amarekhodi engekho, khona-ke i-GCOO yeNkampani noma i-Group Information Officer izokwazisa ofake isicelo, ngendlela efungelwe noma isiqinisekiso, ukuthi akunakwenzeka ukunikeza ukufinyelela kwirekhodi eliceliwe.

16.2. I-affidavit noma isiqinisekiso sizohlinzeka nge-akhawunti ephelele yazo zonke izinyathelo ezithathiwe ukuthola irekhodi noma ukuthola ubukhona balo, kufaka phakathi imininingwane yazo zonke ukuxhumana yi-GCOO yeNkampani noma i-Group Information Officer nabo bonke abantu obenze ukusesha.

16.3. Isaziso, njengoba kubekwe ku-11.1, siyothathwa njengesinqumo sokwenqaba isicelo sokufinyelela kwirekhodi elithintekayo ngezinhloso zoMthetho.

16.4. Uma irekhodi okukhulunywa ngalo litholakala kamuva, ofake isicelo uzonikezwa ukufinyelela kwirekhodi ngendlela echazwe ngumfakisicelo ngendlela enqunyiwe ngaphandle kokuthi ukufinyelela kwenqatshelwe yi-GCOO yeNkampani noma i-Group Information Officer.

16.5. Ukunaka komfakisicelo kudonselwa ezinhlinzekweni zeSahluko 4 seNgxenye 3 yoMthetho lapho iNkampani inganqaba, ngezizathu ezithile ezibekiwe, ukunikeza ulwazi kumfakisicelo.

17. ULWAZI OLUCELIWE MAYELANA NOMUNTU WESITHATHU

17.1. Isigaba 71 soMthetho sihlizekela isicelo solwazi noma amarekhodi mayelana nomuntu wesithathu.

17.2. Ekucubunguleni lesi sicelo, inkampani izohambisana nezinhlinzeko zezigaba 71 kuya ku-74 zoMthetho.

17.3. Ukunakwa komfakisicelo kudonselwa ezinhlinzekweni zeSahluko 5 seNgxenye 3 yoMthetho lapho iNkampani ibophezelekile, ezimweni ezithile, ukweluleka abantu besithathu ngezicelo ezifakiwe maqondana nolwazi olusebenzayo noma oluphathelele nalabo bantu besithathu. Ngaphezu kwalokho, izinhlinzeko zeSahluko 2 seNgxenye 4 yoMthetho zinika abantu besithathu ilungelo lokuphikisana nezinqumo zenhloko yenkampani noma isikhulu solwazi ngokudlulisela lolu daba eNkantolo Ephakeme.

18. UKUTHOLAKALA KWEBHUKWANA

18.1. Ikhophi yencwadi iyatholakala-

- a) Kuwo wonke amawebhusayithi asizayo;
 - o www.medipost.co.za
 - o www.medilogistics.co.za
 - o www.kawari.co.za
 - o www.meditraining.co.za
- b) Ihhovisi eliyinhloko le-Medipost Holdings Group ukuhlolwa komphakathi ngezikhathi ezijwayelekile zebhizinisi;
- c) kunoma yimuphi umuntu lapho eceliwe nangokukhokha imali enqunyiwe; futhi
- d) Thumela umlawuli wolwazi uma uceliwe.

18.2. Imali yekhophi yeBhukwana, njengoba kucatshangwe kuSithasiselo B seMithethonkambiso, izokhokha ngekhophi ngayinye ye-A4 eyenziwe.

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19. UKUBUYEKEZWA KWEBHUKWANA

19.1. Isikhulu solwazi esiqokiwe sizobuyekeza njalo le ncwajana.

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