PAIA MANUAL

Ihlaniswe ngokwemigomo yesigaba 51 soMthetho wesibili oGqugquzela ukuTholakala koLwazi kalula owashaywa ngo-2000 (njengokuchitshiyelwa kwawo)

Company logo	"Companies" within the Purple Group of companies
PURPLE GROUP	Purple Group Ltd (1998/013637/06)
EasyEquities	First World Trader (Pty) Ltd t/a EasyEquities (1999/021265/07)
EasyAssetMgmt	EasyAssetManagement (Pty) Ltd (2010/019682/07)
EasyProperties	EasyProperties (Pty) Ltd (2019/184453/07)
<GT247.COM>	GT247 (Pty) Ltd t/a GT247.com (2017/190488/07)
RISE RETIREMENT INVESTMENTS AND SAVINGS FOR EVERYONE	Retirement Investments and Savings for Everyone (Pty) Ltd (2010/022492/07)
EasyCrypto	EasyCrypto SA (Pty) Ltd (2018/351198/07)

EasyETFs	EasyETFs (RF) (Pty) Ltd (2013/078096/07)
EMPEROR ASSET MANAGEMENT	Emperor Asset Management Nominees (RF) (Pty) Ltd (2013/091386/07)
	First World Trader Nominees (RF) (Pty) Ltd (2013/091397/07)
	One World Trader International (Mauritius) (C109007185) (Co No: 088447)
	EasyEquities International Ltd (Ireland) (Co No: 645472)

UHLANGANISWE ngoDisemba 31 ku-2021
UBUYEKEZWE ngoNtulikazi 15 ku-2024

ITHEBULA LOKUQUKETHWE

Inombolo yesahluko	Imininingwane yesahluko
1	UHLA LWAMAGAMA ANQANYULELWE
2	INHLOSO YALO MQINGO WE-PAIA
3	UHLA LWEMININGWANE YOKUXHUMANA NABANTU ONGATHOLA KUBONA ULWAZI EZINKAMPANINI
4	INDLELA YOKUSEBENZISA I-PAIA NENDLELA YOKUTHOLA LO MQINGO
5	UHLA LWAMAREKHODI EZINKAMPANI EZITHOLAKALA NGAPHANDLE KOKUTHI UMUNTU ACELE IMVUME
6	KUCHAZWA AMAREKHODI EZINKAMPANI EZITHOLAKALA NGOKWEMINYE IMITHETHO
7	INCAZELO YEZIHLOKO INHLANGANO ENAMAREKHODI NEMIKHAKHA YAMAREKHODI ESIHLOKO NGASINYE SEZINKAMPANI
8	UKUSETSHENZISWA KWEMININGWANE YOMUNTU
9	UKUTHOLAKALA KOMQINGO
10	UKUBUYEKEZWA KOMQINGO

1. UHLA LWAMAGAMA ANQANYULELWE

1.1 **"CEO"** ISikhulu esiPhezulu;

1.2 **"DIO"** IPhini loQondene noLwazi;

1.3 **"IO"** OQondene noLwazi;

1.4 **"Minister"** UNgqongqoshe wezoBulungiswa nezamaJele;

1.4.1 **"PAIA"** UmThetho wesibili oGqugquzela ukuTholakala koLwazi kalula owashaywa ngo-2000 (ochitshiyelwe);

1.5 **"POPIA"** UmThetho wesine oVikela imiNiningwane yoMuntu owashaywa ngo-2013;

1.6 **"Regulator"** UmLawuli; ne

1.7 **"Republic"** IZwe.

2. INHLOSO YOMQINGO WE-PAIA

Umqingo we-PAIA usiza umphakathi ukwazi:

2.1 ukubheka uhla lwamarekhodi agcinwe yinhlangano ethile ngaphandle kokuthi umuntu afake isicelo salokhu esebenzisa umThetho oGqugquzela ukuTholakala koLwazi kalula;

2.2 ukuqonda kahle ukuthi usifaka kanjani isicelo sokuthola amarekhodi enhlangano ngokuchaza kahle lezo zinto noma ulwazi olugcinwe yinhlangano ethile kanjalo nohla lalawo marekhodi esihloko ngasinye;

2.3 ukwazi ukuchaza amarekhodi enhlangano atholakalayo njengokusho komthetho;

2.4 ukwazi ukuthola yonke imininingwane yokuxhumana noQondene noLwazi nePhini loQondene noLwazi ongasiza umphakathi ngamarekhodi abafisa ukuwathola;

2.5 ukukwazi ukuchaza indlela yokusebenzisa umThetho wokuThola uLwazi kaLula ngendlela osubhalwe ngayo ngoLawula uLwazi nokuthi utholakala kanjani;

2.6 ukwazi ukuthi leyo nhlangano izoyisebenzisa yini imininingwane yakho, inhloso yokuyisebenzisa nokuchaza uhla lwezihloko noma ulwazi okuhambisana nalo noma okuphathelene nalo;

2.7 ukukwazi ukuchaza uhla lwezihloko oluzosetshenziselwa zona noma uhla lolwazi oluhambisana nalo;

2.8 ukwazi labo okungenzeka imininingwane yabantu idluliselwe kubona;

2.9 ukwazi ukuthi leyo nhlangano ihlela ukudlulisela imininingwane yabantu kwabangaphandle kwaseNingizimu Afrika kanjalonohla lwalabo okungenzeka imininingwane yabantu inikezwe bona;

2.10 nokukwazi ukuthi leyo nhlangano inazo yini izindlela ezifanele zokuqikelela ukuvikela imininingwane yabantu eyimfihlo nendlela le mininingwane esetshenziswa ngayo.

3. INDLELA ONGAXHUMANA NGAYO NABANGAKUSIZA UTHOLE ULWAZI NGEZINKAMPANI

3.1. OQondene noLwazi

Igama:	Langelihle kabinde
Inombolo yocingo:	+27 71 391 4067
I-*email*:	lnkabinde@purplegroup.co.za
Inombolo ye-*fax*:	ayikho

3.2. IPhini loQondene noLwazi

Igama:	Dingimuzi Ndhlovu
Inombolo yocingo:	+27 72 234 1170
I-email:	dndlovu0@purplegroup.co.za
Inombolo ye-*fax*:	ayikho

3.3 Enye indlela yokuxhumana nabangakusiza uthole ulwazi

I-*email*: HelpMe@easyequities.co.za

3.4 **Ihhovisi lakomkhulu**

Ikheli leposi:	PostNet Suite 247, Private Bag X1, Melrose Arch, Gauteng, South Africa, 2076
Ikheli abakulo:	WeWork Co-Working Office Space 173 Oxford Road Rosebank Gauteng 2196
Inombolo yocingo:	+27 82 412 3241
I-*email*:	HelpMe@easyequities.co.za
I-website:	http://www.purplegroup.co.za/

4. INDLELA YOKUSEBENZISA UMTHETHO OGQUGQUZELA UKUTHOLAKALA KOLWAZI KALULA NEYOKUTHOLA UMQINGO

4.1. Umlawuli woLwazi usebuyekeze futhi wachibiyela umQingo ochaza ngomThetho oGqugquzela ukuTholakala koLwazi kaLula ngokwemigomo yesigaba 10 (1) salo mThetho ukuze ufundeke futhi uqondeke kalula ngodinga ukusebenzisa ilungelo elikuwo nomThetho wesine oVikela imiNiningwane yoMuntu.

4.2. UmQingo utholakala ngazo zonke izilimi ezisemthethweni nendlela okufunda ngayo izimpumputhe, i-*braille*.

4.3. Lo mQingo uchaza:

4.3.1. Injongo yomThetho oLawula ukuTholakala koLwazi kaLula nomThetho wesine oVikela imiNiningwane yoMuntu;

4.3.2. Ikheli ongaposela nekheli okutholakala kulo, inombolo yocingo, i-*fax* ne-*email*:

4.3.2.1. YoQondene noLwazi kuleyo nhlangano kahulumeni;

4.3.2.2. NePhini loQondene noLwazi kuleyo nhlangano kahulumeni nezimele njengokwemigomo yesigaba 17 (1) somThetho oLawula ukuTholakala kaLula koLwazi nesigaba 56 somThetho wesine oVikela imiNiningwane yoMuntu;

4.3.3. Indlela yokufaka isicelo:

4.3.3.1. sokuthola irekhodi lenhlangano kahulumeni njengokusho kwesigaba 11;

4.3.3.2. nesokuthola irekhodi lenhlangano ezimele ngokwesigaba 50 (1);

4.3.4. usizo olutholakala koQondene noLwazi lwenhlangano kahulumeni njengokoMthetho oGqugquzela ukuTholakala koLwazi kaLula nomThetho oVikela ukuseTshenziswa kwemiNiningwane yoMuntu;

4.3.5. usizo olutholakala koLawula uLwazi ngokomThetho oGqugquzela ukuTholakala kaLula koLwazi nomThetho oVikela ukuseTshenziswa kwemiNiningwane yoMuntu;

4.3.6. konke ongakwenza uma kwenzeka kukhona ilungelo elingahlonishwa ngokomThetho oGqugquzela ukuTholakala koLwazi kaLula nomThetho oVikela ukuseTshenziswa kwemiNiningwane yoMuntu nendlela yokufaka:

4.3.6.1. isicelo sangaphakathi sokudlulisela isikhalo;

4.3.6.2. isikhalo koLawula uLwazi;

4.3.6.3. nesicelo enkantolo ukuphikisa isinqumo soqondene nolwazi enhlanganweni yomphakathi, isinqumo esiphume kade udlulisela icala ngaphakathi noma isinqumo soLawula uLwazi noma isinqumo senhloko yenhlangano ezimele;

[1] *Isigaba 17(1) somThetho oGqugquzela ukuTholakala kaLula koLwazi – Njengokwezinhloso zalo mthetho, yonke inhlangano kahulumeni kumele njengokusho komthetho olawula ukuqashwa kwezisebenzi zaleyo nhlangano ibe nesibalo sabantu abafana nephini loqondene nolwazi esidingekayo ukuqinisekisa ukuthi uma abantu becela amarekhodi noma ulwazi kuleyo nhlangano kuyatholakala kalula.*

[2]Isigaba 56(a) somThetho weSine oVikela imiNiningwane yoMuntu – Yonke inhlangano kahulumeni nenhlangano ezimele kumele ihlinzeke ngokusho kwesigaba 17 somThetho oGqugquzela ukuTholakala koLwazi kaLula ukuthi yenze izinguquko ezidingekayo ukuze kube nesibalo esanele sabantu abafana nephini loqondene nolwazi abazokwenza yonke imisebenzi edingekayo njengokusho kwesigaba 55 (1) somThetho weSine oVikela imiNiningwane yoMuntu.

[3]Isigaba 11(1) somThetho oGgqugqhuzela ukuTholakala koLwazi kaLula – Ocela ulwazi kumele anikezwe amarekhodi aleyo nhlangano kahulumeni uma kungukuthi uzifezile zonke izimfanelo zenqubo yokucela njengokusho kwalo mthetho futhi lesi sicelo asinganqatshwa njengokusho kwemigomo yokunqaba ebhaliwe eSihlokweni seSine sale Ngxenye.

[4] Isigaba 50(1) somThetho oGqugquzela ukuTholakala koLwazi kaLula – Ocelayo kumele anikezwe lelo rekhodi alicelayo kuleyo nhlangano uma-

a) lelo rekhodi lidingeka ukuvikela amalungelo athile;

b) lowo muntu ezigcine zonke izimfanelo njengokusho zokufaka isicelo njengokusho komThetho oGqugquzela ukuTholakala koLwazi kaLula;

c) futhi leso sicelo singeke sanqatshwa ngokwemigomo ebhalwe eSihlokweni seSine sale Ngxenye.

4.3.7. imigudu yesigaba 14 (1) nesigaba 51(2) ezithi kudingeka inhlangano kahulumeni nenhlangano ezimele ihlanganise umqingo futhi ichaze ukuthi utholakala kanjani;

4.3.8. imigudu yesigaba 15 (1) nesigaba 52 (2) ezikhulula inhlangano kahulumeni nenhlangano ezimele ukuthi zizidalulele zona amarekhodi olwazi akuzona;

4.3.9. izaziso ezikhishwayo ngokwemigomo yesigaba 22 (1) nesigaba 54 (2) mayelana nemali ekhokhwayo uma ufaka isicelo sokuthola ulwazi;

4.3.10. nemibandela ebekiwe ngokwemigomo yesigaba 92(1).

4.4. Amalungu omphakathi angahlola noma enze amakhophi omQingo emahhovisi kahulumeni nawezinhlangano ezizimele nehhovisi lomLawuli woLwazi ngezikhathi zokusebenza ezejwayelekile.

4.5. Lo mQingo ungatholakala:

4.5.1. ngokucela koQondene noLwazi;

[5]Isigaba 14(1) somThetho oGqugquzela ukuTholakala kaLula koLwazi – Oqondene nolwazi lwenhlangano kahulumeni kumele enze umqingo onolwazi olubhalwe esigabeni esingenhla ngenhla utholakale okungenani ngezilimi ezintathu ezisemthethweni

[6]Isigaba 51(1) womThetho oGqugquzela ukuTholakala kaLula koLwazi – Oyinhloko yenhlangano ezimele kumele enze umqingo onolwazi olubhalwe esigabeni sesine ngenha utholakala.

[7]Isigaba 15(1) somThetho oGqugquzela ukuTholakala kaLula koLwazi – Oqondene nolwazi enhlanganweni kahulumeni kumele enze uhla lwamarekhodi emininingwane atholakala ngaphandle kokufaka isicelo atholakale ngale ndlela okushiwo ngayo

[8]Isigaba 52(1) somThetho oLawula ukuTholakala kaLula koLwazi – Oyinhloko yenhlangano ezimele angakwenza ngokuzithandela kwakhe ukuthi uhla lwamarekhodi emininingwane atholakala ngaphandle kokufaka isicelo atholakale ngale ndlela okushiwo ngayo

[9] Isigaba 22(1) somThetho oGqugquzela ukuTholakala kaLula koLwazi – Oqondene nolwazi enhlanganweni kahulumeni nokunguye okufakwa kuye isicelo sokutholakala kolwazi, kumele azise ocelayo ukuthi imali okufanele ayikhokhe (uma ikhona) ngaphambi kokuqhubeka nesicelo sakhe.

[10]*Isigaba 54(1) somThetho oGqugquzela ukuTholakala kaLula koLwazi – Oyinhloko yenhlangano ezimele nokunguye okufakwa kuye isicelo sokutholakala kolwazi, kumele azise ocelayo ukuthi imali okufanele ayikhokhe (uma ikhona) ngaphambi kokuqhubeka nesicelo sakhe.*

[11] *Isigaba 92(1) somThetho oGqugquzela ukuTholakala kaLula koLwazi uthi –"UNgqongqoshe wezobuLungiswa angafaka isaziso eMqulwini wemiThetho eSanda Kushaywa, ashaye imithetho mayelana -*
- *(a) noma yini edingeka noma evunywa umThetho osuke uzobekwa;*
- *(b) noma yini mayelana nemali okucatshangwa ukuthi izokhokhwa ezigabeni 22 no54;*
- *(c) noma yisiphi isaziso njengokusho kwalomThetho;;*
- *(d) indlela okufanele isetshenziswe oqondene nolwazi enhlanganweni kahulumeni uma enquma uhla lwamarekhodi angatholakala ngokwemigomo esesigabeni 15;*
- *(e) noma ngabe iyiphi enye inqubo noma indlela yokuhlela umsebenzi edingekayo ukuze lo mThetho usebenze."*

4.5.2 kwi-*website* yomLawuli woLwazi ethi (https://www.justice.gov.za/inforeg/).

4.6 Ikhophi yalo mQingo iyatholakala nangalezi zilimi ezimbili uma umphakathi ufisa ukuwuhlola ngezikhathi zokusebenza ezejwayelekile –

4.6.1 IsiNgisi nesiBhunu

5. AMAREKHODI EZINKAMPANI ATHOLAKALA NGAPHANDLE KOKUTHI UMUNTU ACELE IMVUME

5.1. Amarekhodi abhalwe ngezansi atholakala ngaphandle kokuthi umuntu acele imvume yokuwathola

Uhla lwamarekhodi	**Izinhlobo zamarekhodi**	Okutholakala kwi-*website*	Okutholakala ngoba ukucelile
Imininingwane ngenkampani	Imigudu nemigomo yezikhalo Umgomo olawula ukushayisana kwemisebenzi nokubhaliswa UmQingo wePAIA Ukuhlonishwa kwemininingwane yomuntu Imigomo nemibandela	X	X
Imininingwane yenkampani	Eminye imigomo		X
Ukushicilelwa	Ukukhangisa Imiqingo yolwazi Okukhangiswa ngakho	X	X

	Amapheshana ezindaba Okwethulwayo/izethulo Izitatimende ezithunyelwa kwabezindaba Izinkundla zokuxhumana Ama-*video* Ama-*website* nokubhaliwe		

6. KUCHAZWA INHLOBO YEZINKAMPANI EZITHOLAKALA NGOKWEMINYE IMITHETHO

6.1. Okubhalwe ngezansi kutholakala ngokweminye imithetho

Uhla lwamarekhodi	**Umthetho osebenzayo**
Imininingwane yenkampani	Umthetho 71 olawula iziNkampani owashaywa ngo-2008
Ulwazi ngokutshala imali ndawonye noma niwumfelandawonye	Umthetho 45 wokuTshala iMali ndawonye noma niwumfelandawonye owashaywa ngo-2002
Ukuvikela imininingwane nomgomo wokugada imininingwane yomuntu yangasese Isaziso ngemininingwane yangasese	UmThetho 36 wezokuXhumana ngobuChwepheshe owashaywa ngo-2005 UmThetho 25 wezokuXhumana ngobuChwepheshe nokuDayiselana owashaywa ngo-2002 Umgomo 70 wokuCupha iNkulumo nokuHlinzekwa kwezokuXhumana owashaywa ngo-2002
Ulwazi ngezokuncintisana	UmThetho 89 wezokuNcintisana owashaywa ngo-1998
Ulwazi ngobunikazi bempahla	UmThetho 98 ngobuNikazi Bento owashaywa ngo-1978
Ulwazi ngokukweleta	UmThetho 24 olawula ukuthi ungakweletelwa kanjani owashaywa ngo-2012

	UmThetho 34 olawula ukuHlinzekwa kweziKweletu owashaywa ngo-2005
Imininingwane ngokuqashwa	UmThetho 75 olawula izimo okufanele abantu baqashwe ngaphansi kwazo owashaywa ngo-1977 UmThetho 53 ogqugquzela ukuThuthukiswa kwaBantu abaMnyama kwezomnotho owashaywa ngo-2003 UmThetho 130 olawula ukuNxephezela umuntu olimale emsebenzini nothole izifo owashaywa ngo-1993 UmThetho 55 olawula ukunikwa amathuba kwababencishiwe emSebenzini owashaywa ngo-1998 UmThetho 66 olawula ukuqashwa kwabantu owashaywa ngo-1995 UmThetho 97 wokuThuthukiswa kwamaKhono owashaywa ngo-1998 UmThetho 63 wokukhokhwa kweMpesheni owashaywa ngo-2001
Ulwazi ngokushintshwa kwemali	UmThetho 9 ngokuShintshwa kweMali owashaywa ngo-1993
Ulwazi ngobugebengu obuthinta imali	UmThetho 38 olawula uLwazi ngokusetshenziswa kweMali ukuNqanda ubuGebengu owashaywa ngo-2001 UmThetho 12 wokuNqanda iZenzo zeNkohlakalo owashaywa ngo-2004 UmThetho 121 mayelana nobuGebengu obuHleliwe owashaywa ngo-1998 UmThetho 33 oVikela iNtandoyabantu eZenzweni zobuShokobezi owashaywa ngo-2004
UmQingo ngomThetho oGqugquzela ukuTholakala kaLula koLwazi Ukuvikelwa kolwazi	UmThetho 2 oGqugquzela ukutholakala koLwazi owashaywa ngo-2000 UmThetho 26 oLawula ukuDalula uLwazi owashaywa ngo-2000

	UmThetho 4 oLawula ukuDalula imiNiningwane yoMuntu owashaywa ngo-2013
Imigomo nenqubo yokufaka isikhalo Ulwazi ngabahlinzeka ngemali	UmThetho 37 oLawula ukweLuleka ngeMali owashaywa ngo-2002
Imininingwane ngezinhlangano zemali	UmThetho 28 oVikela ukuGcina iMali owashaywa ngo2001 UmThetho 9 oLawula iMboni yeMali owashaywa ngo-2017
Imininingwane ngezimakethe zemali	UmThetho 19 oLawula iziMakethe zeMali owashaywa ngo-2012
Imininingwane ngezempilo	UmThetho 58 oLawula imali eKhokhiswa iziNkampani zoMshwalense wezeMpilo owashaywa ngo-2000 UmThetho 131 oLawula iziNkampani zoMshwalense wezeMpilo owashaywa ngo-1998 UmThetho 85 oLawula ezeMpilo nokuPhepha emSebenzini owashaywa ngo-1993 UmThetho 83 oLawula imiKhiqizo yoGwayi owashaywa ngo-1993
Ulwazi ngemishwalense	UmThetho 18 oLawula imiShwalense owashaywa ngo-2017 UmThetho 52 oLawula umShwalense oQondene neMpilo owashaywa ngo-1998 UmThetho 53 oLawula umShwalense oBheke iMpahla yakho owashaywa ngo-1998
Ulwazi ngomthetho	UmThetho 33 wokuTolika owashaywa ngo-1957 UmThetho 16 oLawula ukuqoka abasiza ukuXazulula amaCala angenzima noKhomishana oneGunya lokuGxiviza iNcwadi eFungelwe owashaywa ngo-1963 UmThetho 28 oLawula ukusebenza kwabammeli owashaywa ngo-2014 UmThetho 3 oGqugquzela ukuPhathwa koBulungiswa owashaywa ngo-2000

	UmThetho 61 oLawula iziNkantolo eziThetha amaCala eMali eNcane owashaywa ngo-1984
Ulwazi ngabantu	UmThetho 51 oLawula ukuBhalisa ukuZalwa nokuFa koMuntu owashaywa ngo-1992 UmThetho 38 oBhekelele iziNgane owashaywa ngo-2005 UmThetho 17 oLawula ukushada kwabaThandana noBulili oBufanayo owashaywa ngo-2006 UmThetho 68 oVikela abaThengi owashaywa ngo-2008 UmThethosisekelo waseNingizimu Afrika (njengokokubuyekezwa kwawo) UmThetho 99 oLawula iSondlo owashaywa ngo-1998 UmThetho 99 oLawula imiShado owashaywa ngo-1998 UmThetho 4 oGqugquzela ukuLingana futhi nokuVikela uCwasa owashaywa ngo-2000
Ulwazi ngezikhwama zempesheni	UmThetho 25 oLawula iziNhlangano eziNgenzi iNzuzo eziLekelela abaXakekile ezibizwa ngama-*Friendly Societies* owashaywa ngo-1956 UmThetho 16 oLawula iMpesheni yeZisebenzi zikaHulumeni (1996) UmThetho 24 oLawula iziKhwama zeMpesheni owashaywa ngo-1956
Ulwazi ngentela	UmThetho 26 oKhuthaza ukuKhokha iNtela kwabaQashiwe owashaywa ngo-2013 UmThetho 58 oLawula ukuKhokhwa kweNtela eMholweni owashaywa ngo-1962 Ukubika nokwabelana ngolwazi oluthinta ama-akhawunti emali njengokusho komfelandawonye wohulumeni, i-OECD UmThetho 25 oLawula iNtela ekhokhiswa iNkampani uma kukhona imali ezoyikhokhela abanikazi bayo enzuzweni ekupheleni noma

	phakathi nonyaka weziMali owashaywa ngo-2007 UmThetho 26 oLawula ukuKhokhwa kweNtela ekhokhishwa iNkampani esuke ikhokhela abanikazi bayo inzuzo owashaywa ngo-2007 UmThetho 9 oLawula ukuKhokha iMali esetshenziswa ukuthuthukisa amakhono owashaywa ngo-1999 UmThetho 28 oLawula ukuKhokha iNtela owashaywa ngo-2011 UmThetho 38 oLawula iNtela eBanjwa eziKhwameni zeMpesheni owashaywa ngo-1996 UmThetho 4 oLawula ukuKhokhwa kweMali eya esiKhwameni seMpesheni owashaywa ngo-2002 UmThetho oLawula ukuthi iziNkampani zeMali zibike ngabantu baseMelika abanempahla kwamanye amazwe (iFATCA) UmThetho 89 oLawula ukuKhokha iNtela yeMpahla owashaywa ngo-1991
Ulwazi nge-Trust	UmThetho 57 oLawula ukuSebenza kweTrust owashaywa ngo-1988

7. KUCHAZWA IZINHLOBO ZOLWAZI EZITHOLAKALA ENHLANGANWENI NOHLA LWAMAREKHODI LWAZO ZONKE IZIHLOKO EZINKAMPANINI

7.1. Amarekhodi abhalwe ngezansi angacelwa kulandelwa imigomo yomThetho oGqugquzela ukuTholakala koLwazi kaLula kodwa kungenzeka kunqatshwe nengxenye yawo noma wona wonke. **Bheka umQingo ochaza ngokusebenza kwalo mthetho.**

7.2. INkampani inelungelo lokunqaba ukukunika la marekhodi uma loko kuzophazamisa izinsizakusebenza zayo kakhulu igcine isigxile kulesi sicelo.

7.3. INkampani inelungelo lokunqaba namarekhodi uma kuwukuthi lawo marekhodi aphoqa ukuthi kuvikelwe:

7.3.1. Ilungelo lomunye umuntu lokugcina izinto ezithile ziyimfihlo, ukuwakhipha kungadalula imininingwane yomuntu kabi/kungafanele

7.3.2. Imininingwane ephathelene nezithinta imali namabhizinisi komunye umuntu, uma lawo marekhodi enezimfihlo zebhizinisi lomunye umuntu, imininingwane ngemali, amabhizinisi nokunye ukuphuma kwayo okungona isimo semali namabhizinisi omunye umuntu neminingwane omunye umuntu ayidalulele iNkampani ngoba eyithemba besebenzisana ukuphuma kwayo okungamlimaza lowo muntu

7.3.3. imininingwane eyimfihlo yomunye umuntu uma kufanele ivikelwe ngokwesivumelwano noma umthetho othile

7.3.4. ukuphepha komuntu nokuphepha kwempahla

7.3.5. amarekhodi ayimfihlo noma anolwazi okungesilona olungatholwa yinoma wubani kalula, ezintweni ezithinta umthetho

7.3.6. imininingwane yomuntu, njengokusho kwemigomo yomThetho weSine oVikela imiNiningwane yoMuntu

7.3.7. umsebenzi weNkampani okungasho izimfihlo zomsebenzi, imininingwane ngemali, ibhizinisi, ezobuchwepheshe nezinye izinhlelo ezisungulelwe yona kuphela leyo Nkampani nokunye.

7.4. INkampani ingasichitha isicelo sakho uma singathi shu noma inhloso yaso kuwukona nokuhlupha.

7.5. OQondene noLwazi nePhini lakhe bangavuma namarekhodi uma ukudalulwa kwalolo lwazi kuzoveza ubufakazi bokuphulwa komthetho futhi uma kuwukuthi isidingo sokuthi umphakathi wazi ngalo sidlula lowo monakalo okuthiwa ungenzeka uma ekhishwa.

Izinhlobo zolwazi inhlangano engaba nawo	**Uhla lwamarekhodi**
Amarekhodi eNkampani	Izincwadi zokubhaliswa kwayo Isivumelwano sokubhaliswa kwayo Amaminithi emihlangano

Izinhlobo zolwazi inhlangano engaba nawo	Uhla lwamarekhodi
	Izinqumo zemihlangano Amarekhodi ezinkampani ezingaphansi kwayo Ukubhaliswa kwabaqondisi nabanye Ukubhaliswa kobunikazi benkampani nokunye Ukuqinisekisa noma ukuvuselela okwenziwa minyaka yonke okusho ukuthi inkampani isasebenza Ukuvuselela nokwezinye izinto Imigomo nenqubo Amarekhodi mayelana nokuqokwa kwabaqondisi, abacwaningimabhuku, unobhala webhodi, oqondene nokukhokha intela yenkampani nabanye.
Amarekhodi amabhuku nezimali	Amabhuku enkampani Ukuphathwa komsebenzi Izitatimende eziveza isimo sezimali ngonyaka Ukubhaliswa kwempahla yenkampani Imibiko yomcwaningimabhuku Okuthinta amabhange Isabelomali Ubunikazi bempahla Imininingwane ngemali ekhokhiwe nangemali ekhokhelwe ikhasimende elibuyise impahla Izivumelwano zokuqasha indawo Izivumelwano zokukhokha irenti Izivumelwano zokudayiselana Imininingwane nokuhambisana namabhuku emali
Amarekhodi ngentela	Ukubanjwa kwentela ekhokhwa ngokwenzuzo ekhokhelwa abanikazi benkampani Intela ekhokhwa ngokwemali engenile Intela ekhokhwa ngokomholo womuntu Imali ekhokhwa esiKhwameni sokuThuthukisa amaKhono Imali ekhokhwa esiKhwameni sikaPoyinandi Imali ekhokhelwa ukunxephezela abalimala emsebenzini Intela ekhokhelwa impahla

Izinhlobo zolwazi inhlangano engaba nawo	Uhla lwamarekhodi
Amarekhodi omthetho	Imininingwane mayelana namacala noma imibango esenkantolo nokudinga umxazululi Izivumelwano nezinkontileka Amalayisensi, izimvume namanye amagunya Izincwadi eziqhamuka komLawuli
Amarekhodi omshwalense	Izicelo zokukhokhelwa umshwalense Imininingwane yemishwalense, okungakhokhelwa nezinkampani zomshwalense Imishwalense
Amarekhodi ezisebenzi	Izinqumo zamacala abedinga umxazululi Ukubhalisa ukuza kwabantu emsebenzini Izisebenzi eziyitoho Okwenzeka kwiKhomishini exazulula izinkinga zezisebenzi nabaqashi, iCCMA Indlela yokuziphatha Ukukhokhwa kwentela yezisebenzi (intela ebanjwa emholweni, ekhokhelwa ukuthuthukisa amakhono neya esikhwameni sikapoyinandi) Izivumelwano eziyimfihlo Ukuthathelwa izinyathelo zokuqondisa izigwegwe nokubuyekezwa komsebenzi ngaphakathi Imininingwane yezisebenzi Imigomo nezimo okusetshenzwa ngaphansi kwazo Izivumelwano zokuqashwa kwezisebenzi Uhlelo olusetshenziswayo ukuqasha ababencishwe amathuba kudala Izincwadi ngokuxoxwa ngaphakathi Imigomo yangaphakathi nenqubo Ukuhlaba ikhefu Imiqingo yokusebenza Ezinye izivumelwano nezinkontileka Okunye kokungenelela Umshwalense wezempilo

Izinhlobo zolwazi inhlangano engaba nawo	Uhla lwamarekhodi
	Imininingwane elethwa yizisebenzi Ukuteleka Imiholo neminye imihlomulo Izivumelwano ezilawula ukungakwazi ukwenza imisebenzi ethile njengenkampani okuncintiswana nayo Izikhwama zempesheni Iminyaka oyisebenzayo Yilapho kubhaliswa khona ukwabiwa kwezabelo zobunikazi benkampani Imithetho elawula ukwabiwa kwezabelo Yilapho kubhaliswa khona ukuthengwa kwezabelo zobunikazi benkampani Imithetho elawula ukuthengwa kwezabelo Izikhathi nemiqingo esetsehenziswayo ukuqeqesha Ukuqinisekiswa kwemibiko (kungaba owezikweletu, ubugebengu, uma ungumeluleki wezimali, imininingwane ngokuthi ungubani nezitifiketi zakho zemfundo)
Amarekhodi amakhasimende	Izivumelwano zamakhasimende namafomu Izikhalo noma imibuzo Imininingwane yamakhasimende nolunye ulwazi Iziphakamiso ngezinhlelo ezintsha zomsebenzi Ukudayisa nemininingwane ehambisana nakho Imibiko yokuqinisekisa
Amarekhodi okuthengwa kubona nabanye	Indlela yokuziphatha Ukushayisana komsebenzi Ukucelwa kolwazi Izivumelwano nokuthengwa kubona nabanye abantu (kanjalo nezivumelwano zokuthi umsebenzi uzokwenziwa kanjani) Amathenda Imigomo nemibandela yokusebenzisana nokuthengwa kubona Ukudayiselana nemininingwane ehambisana nako
Ezobuchwepheshe	Ukukhishwa kwempaha nolwazi ngoqondene nokuyigada

Izinhlobo zolwazi inhlangano engaba nawo	Uhla lwamarekhodi
	Ukugcinwa kolwazi kwezinye izindawo ukuze kube namakhophi Ukuhlola ukuthi kutholakala kanjani uma kuba nenhlekelele Izigameko nezicelo zokusizwa Imigomo nemibandela yezokuxhumana ngobuchwepheshe Ukunakekela ingqalasizinda Imibiko ngomsebenzi Izivumelwano zokusebenzisana Imininingwane yendlela ubuchwepheshe obusebenza ngayo nendlela esetshenziswayo ukuthola inkinga uma bungasebenzi Okwenziwayo uma kusetshenziswa ubuchwepheshe Uhla lokuhlolwayo ukuthi yonke into ihamba kahle yini Imiqingo yokwenziwayo ukuze ubuchwepheshe busebenze kahle
Ukushicilela	Izikhangiso zokudayisa imikhiqizo Imiqingo yolwazi Ukukhangisa onhloso yakho wukuba nobudlelwano obuhle namakhasimende Amapheshana ezindaba Izethulo Izitatimende ezithunyelelwa abezindaba Ezinkundleni zokuxhumana Ama-*video* Ama-*website* nokuhlanganisiwe

8. UKUSETSHENZISWA KWEMINININGWANEE YOMUNTU

8.1 **Inhloso yokuSetshenzisa imiNiningwane yoMuntu**

8.2 INkampani ingasebenzisa imininingwane yomuntu ngalezi zindlela:

8.2.1 Ngokusebenzisa noma ukugcina izimfanelo zayo ngokwemigomo yomThetho oGqugquzela ukuTholakala koLwazi kaLula noma umThetho weSine oVikela ukuseTshenziswa kwemiNiningwane yoMuntu

8.2.2 Ngokusebenzisa noma ukugcina izimfanelo ngokwemigomo yeminye imithetho ethintekayo

8.2.3 Ngokusebenzisa noma ukugcina izivumelwano ezisayiniwe

8.2.4 Ukusebenza ngemininingwane yezisebenzi noma abangase baqashwe

8.2.5 Ukugcina ama-akhawunti namarekhodi

8.2.6 Izinhlelo zokuthenga impahla

8.2.7 Yabahambela amahhovisi eNkampani

8.3 Izinhlobo zemininingwane engahluziwe nolwazi noma uhla lolwazi oluhlobene nalo

INkampani ingazisebenzisela yona ulwazi, abanikazi bayo (nolwamakhasimende), izisebenzi (nalwamakhasimende), olwalabo ababahlinzeka ngomsebenzi (nalwamakhasimende) nolwabathenga kubo imikhiqizo (nolwamakhasimende).

Izinhlobo zolwazi	ImiNiningwane yoMuntu engasetshenziswa
Eyamakhasimende	Amagama aphelele; imininingwane yokuxhumana naye (izonombolo zocingo; i-*fax*; ikheli le-*email*); ikheli lalapho ehlala khona; ikheli lalapho engaposelwa khona; Indlela yokumhlukanisa; izinombolo zepasi nokubhalisa; izincwadi athunyelelwa zona; imininingwane ngentela; imininingwane yenkampani; imininingwane edingakayo ngokomThetho oLawula ukuLulekwa ngokweMali nomThetho oNhloso yawo ukuNqanda ubuGebengu obuThinta iMali
Abenza umsebenzi nabadayisa imikhiqizo (neyamakhasimende)	Amagama aphelele omuntu okuxhunyanwa naye; amagama abhalisiwe nasetshenziswayo ezinkampani; amagama aphelele abaqondisi nabanikazi bezinkampani; ikheli lalapho izinkampani zikhona; amakheli okuposelwa kuwo; imininingwane yokuxhumana (izinombolo zocingo ne-*fax*, namakheli e-*email*); imininingwane ngezezimali; izinombolo zikamazisi/i-*passport*/nezokubhalisa; imininingwane yokwavunyelwana ngakho kusungulwa inkampani;

Izinhlobo zolwazi	ImiNiningwane yoMuntu engasetshenziswa
	imininingwane ngentela; imininingwane ngabanegunya lokusayina; imininingwane yokuthi ikleliswe kanjani ngokomThetho wokuFukula amaBhizinisi amNyama; izinkampani esebenzisana nazo; amaqhinga ebhizinisi; imininingwane edingakalayo ngokomThetho oLawula ukuLulekwa ngokweMali nomThetho oNhloso yawo ukuNqanda ubuGebengu obuThinta iMali (nokunye okuhlobene nakho)
Izisebenzi/Abanye abantu abamqoka (kanjalo nawamakhasimende)	Ubulili bakho; ukhulelwe noma cha; ushadile noma cha; uhlanga lwakho; iminyaka yakho; ulimi olukhulumayo; imininingwane ngemfundo (izitifiketi zakho); imininingwane ngezimali; umlando wokuqashwa kwakho; inombolo yakho kamazisi/eye-*passport*/nobhaliswe ngayo; ikheli ohlala kulo; ikheli oposelwa kulo; imininingwane yokuxhumana nawe (izinombolo zocingo; inombolo ye-*fax*; ikheli lokukuthumelela i-*email*); irekhodi lokukweleta kwakho; imininingwane edingekayo ngokomThetho wokuLulekwa ngeMali; irekhodi elibheka ukuthi uyathinteka yini ezenzweni zobugebengu; isimo sempilo sabakini; umlando wezempilo; ubuzwe bakho; isizwe sakho; isimo sempilo yakho mzimbeni nasengqondweni; ukhubazekile noma cha; amanyela akho; izinhlangano zomsebenzi wakho oyingxenye yazo; okungaxhunyanwa nabo abasebenze nawe; umlando wokusebenza kwakho; imininingwane edingekayo ngokomThetho oLawula ukuLulekwa ngokweMali nomThetho oNhloso yawo wukuNqanda ubuGebengu obuthinta iMali (neminye imithetho enjalo)

8.4 Abanganikezwa noma uhla lwabanganikezwa imininingwane yomuntu

8.4.1 INkampani ingadlulisela imininingwane yabantu ezinkampanini ezihlinzeka ngemisebenzi engezansi:

8.4.1.1 Ukuhlelwa kwezinto zomsebenzi (isibonelo, amakhasimende, ukutshala imali, umshwalense wezempilo, izikhwama zempesheni)

8.4.1.2 Ababheka amabhuku noma/abacwaningimabhuku

8.4.1.3 Abathatha, babhale futhi bahlele ngononina imininingwane yomuntu

8.4.1.4 Ababheke ukugcinwa kwemithetho

8.4.1.5 Ababuyekeza imininingwane yomuntu

8.4.1.6 Abezobuchwepheshe

8.4.1.7 Abagcina imininingwane yomuntu

8.4.1.8 Abaqinisekisa imininingwane (isibonelo, ngezikweletu (nomlando wendlela okhokha ngayo), ngobugebengu, umlando walapho owake wasebenza khona, okuthinta imigomo yomThetho wokweLulekwa ngeMali, usuke wansinywa ngokwemali, imininingwane yomuntu othi unguyena, izitifiketi onazo nezithinta ubushokobezi)

8.4.2 INkampani kumele ihlinzeke imininingwane yomuntu:

8.4.2.1 EziNkantolo lapho izinto zisuke zidinga ukubuyekezwa ngabezobulungiswa

8.4.2.2 Ngabagcina umthetho uma kunophenyo ngezinsolo zobugebengu (isibonelo, uPhiko lwezokuShushisa uMphakathi, amaPhoyisa)

8.4.2.3 Abantu okufakwe izikhalo ngabo

8.4.2.4 Abalawula ulwazi, abaxazululi noma izigcawu zokuxazulula uma kuwudaba okuyibona abanegunya lokululalela

Uhla lwemininingwane yomuntu	**Abantu okuyibona imininingwane yomuntu ingadluliselwa kubona**
Izinombolo zomazisi/ ze-passport/zokubhaliswa komuntu, usuku lokuzalwa, usuku lokubhaliswa kwenkampani, amagama	Ikhomishini okubhaliswa kuyo izinkampani nobunikazi bazo, umNyango wezaseKhaya, uPhiko lokuNqanda ubuGebengu beMali, amaPhoyisa, iNhlangano yeZizwe, nabakwazi ukuqinisekisa imininingwane
Izitifiketi zemfundo	UPhiko olugunyaza iziTifiketi zeMfundo (iSAQA) nabanye abakwazi ukuqinisekisa

Uhla lwemininingwane yomuntu	Abantu okuyibona imininingwane yomuntu ingadluliselwa kubona
Olwezikweletu, nomlando wokukhokha	Abagcina amarekhodi ezikweletu nabakwazi ukuqinisekisa
Imininingwane yentela	UPhiko lwabaQoqintela (iSARS)

8.5 **Ukudlulisela imininingwane yomuntu kwelinye izwe okuhleliwe**

8.5.1 INkampani ayinazinhlelo zokudlulisela imininingwane yomuntu kwelinye izwe.

8.5.2 Uma kudingeka kudluliselwe imininingwane yomuntu kwelinye izwe ngoba kuphoqa umthetho, iNkampani iyoqinisekisa ukuthi lowo muntu (okungaba wumuntu noma abantu) imininingwane ezodluliselwa kubona kunomthetho, imithetho yenkampani angakwazi ukuyiphula/izivumelwano zenkampani angakwazi ukuziphula ezizoyivikela imininingwane futhi nokuthi lowo muntu uyavuma ukuthi imininingwane yomuntu iNkampani emnika yona uzoyivikela ngokwemigomo yomThetho weSine oVikela imiNiningwane yoMuntu.

8.5.3 Ukudlulisa imininingwane yomuntu kwelinye izwe kuyokwenziwa ngokuthi kutholakale imvume kumnikazi wayo. Nokho uma ingeke itholakale imvume, iNkampani iyoyidlulisa imininingwane uma loko kuzomsiza umnikazi wayo, futhi uma umnikazi wayo ebezoyikhipha imvume ukuba bekufinyelelekile kuye.

8.5 **Kuchazwa iZinyathelo zokuVikela iMininingwane okumele zithathwe ngoqondene nakho ukuqinisekisa ukuthi imininingwane igcinwa iyimfihlo**

8.5.4 INkampani isungule izindlela ezifanele ukugwema ukulahleka, ukonakala kwemininingwane yomuntu nokuthi kube khona oyitholayo kungafanele noma ayisebenzise.

8.5.5 Lezi zinyathelo ezifanele iNkampani ezithathile zithinta:

8.5.5.1 Ukulawula othola imininingwane

8.5.5.2 Izivumelwano nokusetshenziswana nabo ukuqinisekisa ukuthi benza konke futhi banezindlela zokuvikela imininingwane ezifanele.

8.5.5.3 Uhlelo oluvikela ukuhlaselwa kwamakhompyutha

8.5.5.4 Uhlelo lokuvikela abafuna ukungena kumakhompyutha ngaphandle kwegunya

8.5.5.5 Ukuvula amehlo kwabasebenzisa amakhompyutha

8.5.5.6 Ukugcina imininingwane nakwezinye izindawo

8.5.5.7 Uhlelo lokuthi imininingwane ingafundeki kongafanele ayibone

8.5.5.8 Izinyathelo zokuzivikela

8.5.6 Lezi zinyathelo zikhona ukuqikelela ukuthi iNkampani:

8.5.6.1 Ikwazi ukubona ingozi (ngaphakathi nangaphandle) ngemininingwane yomuntu ekuyona/eyilawulayo

8.5.6.2 Isungule futhi igcine izindlela ezifanele zokugada ingozi enyelelayo

8.5.6.3 Ivame ukuqinisekisa ukuthi lezi zindlela zisebenza kahle

8.5.6.4 Yengeze izindlela ezintsha zokuvikela uma kuqhamuka ingozi entsha noma kubonakala ukuthi lezi zindlela ezikhona azisenele

9. UKUTHOLAKALA KWALO MQINGO

9.1 Ikhophi yalo mQingo itholakala-

9.1.1 ku: **http://www.purplegroup.co.za/**, noma;

9.1.2 noma kunoma yiliphi ikomkhulu lalezi **Nkampani** ukuze umphakathi uwubone ngezikhathi zokusebenza ezijwayelekile;

9.1.3 kunoma yimuphi umuntu owucelayo futhi emva kokuthi ekhokhile imali ebekiwe; futhi

9.1.4 komLawuli uma kuceliwe.

9.2 Imali ekhokhwayo ukuze uthole ikhophi yomQingo inqunywa njengokusho kokubhalwe emigomweni ngaphansi kuka-B, umuntu uzokhokhishwa ngokwekhophi ngayinye ka-A4 eyenziwe.

10. UKWENGEZWA KOKUSHA EMQINGWENI

Inhloko ye**Zinkampani** izohlale ihlale yengeze okusha kulo mqingo.

Ukhishwe:

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Wu-Langelihle Nkabinde

Inhloko yezokuThobela