



PROMOTION OF ACCESS TO INFORMATION MANUAL

Ihlanganiswe ngokweSigaba 51 se
Promotion of Access to Information
Act, 2 of 2000 ne Zigaba 11 no 24 ze
Protection of Personal Information
Act, 4 of 2013



Okuqukethwe

1.	Izincazelo kanye Nohumusho	1
2.	Isingeniso	2
3.	Ukutholakala kweziqondiso zeMithetho	2
4.	Imininingwane yokuxhumana ye-APSA	3
5.	Amarekhodi atholakala ngokuzenzakalelayo.....	4
6.	Amarekhodi aphethwe ngokuhambisana neminye imithetho.....	4
7.	Izigaba zamarekhodi.....	5
8.	Ukucutshungulwa kolwazi lomuntu siqu.....	6
9.	Okucatshangelwa ngaphambi kokufaka isicelo.....	8
10.	Inqubo yesicelo.....	9
11.	Isikhathi esibekiwe sokucubungula isicelo sakho	99
12.	Izizathu zokwenqaba isicelo sokufinyelela kumarekhodi	10
13.	Izindlela zokulungisa uma kunqatshwe isicelo sokufinyelela	10
14.	Amarekhodi e-APSA angatholakali noma angekho	10
15.	Ulwazi oluceliwe mayelana nomuntu wesithathu.....	11
	Isithasiselo 1: Ifomu lesicelo	12
	Isithasiselo 2: Izimali ezikhokhwayo maqondana Nezikhungo Ezizimele	17

1. Izincazelo kanye Nohumusho

- 1.1 Kulemanuwali, amagama alandelayo anencazelo ebekwe ngezansi:
 - 1.1.1 "Imithetho" kusho, ngokuhlanganyela, i-PAIA kanye ne-POPIA;
 - 1.1.2 "APSA" ichaza i-Air Products South Africa Proprietary Limited, inkampani ezimele ebhaliswe ngokusemthethweni ngokwemithetho yenkampani yaseRiphabhulikhi yaseNingizimu Afrika, enenombolo yokubhalisa 1969/003571/07, enendawo yayo eyinhloko yebhizinisi e-1st Floor, Building 3, 10 Muswell Road South, Bryanston, Johannesburg, Republic of South Africa;
 - 1.1.3 "**Isihloko Sedatha**" sisho Umuntu Ulwazi Lomuntu Siqu oluhlobene naye;
 - 1.1.4 "**iNhloko**" kanye "**neSikhulu soLwazi**" kushiwo, esimweni se-APSA, isikhulu esiPhezulu noma isikhulu esilinganayo se-APSA nanoma yimuphi umuntu ogunyazwe ngokusemthethweni yilesi sikhulu ukuba enze imisebenzi yesikhulu soLwazi ngezinhloso zale Manuwali;
 - 1.1.5 "**Imanuwali**" isho le manuwali eyakhiwe ngokweSigaba 51 se-PAIA kanye neSigaba 11 no-24 se-POPIA;
 - 1.1.6 "**PAIA**" ichaza Promotion of Access to Information Act No. 2 of 2000;
 - 1.1.7 "**Umuntu**" uhlanganisa noma yimuphi umuntu wemvelo noma ngokomthetho, inhlango, ubambiswano, ibhizinisi elihlanganyelwe, i-trust, inhlango yokuzithandela, inkampani yebhodi nanoma iyiphi inhlango efanayo;
 - 1.1.8 "**Ulwazi Lomuntu Siqu**" lunencazelo enikezwe leli gama kuPOPIA
 - 1.1.9 "**POPIA**" ichaza Protection of Personal Information Act No. 4 of 2013;
 - 1.1.10 "**Processing**" "**Ukucubungula**" kunencazelo enikezwe leli gama kuPOPIA kanye
 - 1.1.11 "Inqubo" nakho konke ukuhluka kwayo kuzohunyushwa ngokufanele ;
 - 1.1.12 "**Umfakisicelo**" kusho noma yimuphi Umuntu ocela ukufinyelela erekhodini
 - 1.1.13 ngaphansi kolawulo lwe-APSA; futhi and
 - 1.1.14 "**SAHRC**" ichaza the South African Human Rights Commission.
- 1.2 Inkulumbo echaza noma yibuphi ubulili ihlanganisa nobunye ubulili, umuntu wemvelo uhlanganisa umuntu wokwenziwa noma wongokomthetho futhi okuphambene nalokho futhi ubunye buhlanganisa ubuningi futhi ngokuphambene nalokho.
- 1.3 Noma imuphi umthetho, umthethonqubo noma omunye umthetho kuyoba ireferensi yalowo mthetho, umthethonqubo, noma omunye umthetho kusukela ngosuku lokuqala kokusebenza kwalo Manuwali futhi njengoba uchitshiyelwe, uhlanganiswe, ushaywe kabusha noma ushintshiwe ngokuhamba kwesikhathi.
- 1.4 Noma yikuphi ukubhekisela emshweni othi "kufaka Phakathi" kufanele kuthathwe njengokusho ukuthi "kufaka phakathi ngaphandle komkhawulo" futhi konke ukuhluka kwalokhu kusho kufanele kuthathwe ngokufanele.
- 1.5 Izihloko zezigaba zenzelwe ukuba kube lula futhi ngeke zisetshenziswe ekuhumusheni le Manyali.

- 1.6 Uma noma yisiphi isimiso esikuchazeni siyisimiso esibalulekile esinikeza ilungelo noma esiphoqa isibopho kunoma yimuphi umuntu, khona-ke, yize kuyisimiso kuphela, leso simiso kufanele sinikezwe amandla njengokungathi siyisimiso esibalulekile emzimbeni wale Manyuali.
- 1.7 Lapho noma yiliphi igama lichazwa ngaphakathi kwesigatshana esithile, ngaphandle kwalesi sigatshana, lelo gama liyoba nencazelo ehlongozwe kulo kuleso sigaba somthetho nomaphi lapho lisetshenziswe khona kule Manuwali ngaphandle uma kuvela okuphambene engqikithini.

- 1.8 Lapho noma iyiphi inombolo yezinsuku kufanele ibalwe kusukela osukwini oluthile, leyo nombolo izobalwa njengokungafaki lolo suku futhi kuqalwe ngosuku olulandelayo. Uma usuku lokugcina lwaleyo nombolo ebalwe kanjalo luwela osukwini okungelona usuku lwebhizinisi, usuku lokugcina luzothathwa njengosuku olulandelayo olulandelayo oluwusuku lwebhizinisi.
- 1.9 Noma yikuphi ukubhekisela ezinsukwini (ngaphandle kokubhekisela ezinsukwini zebhizinisi), ezinyangeni noma eminyakeni kufanele kube ukubhekisela ezinsukwini zekhalenda, ezinyangeni noma eminyakeni, njengoba kungenzeka. Noma yikuphi ukubhekisela ezinsukwini zokusebenza kuyibhekisele osukwini olungeyona iSonto, uMgqibelo noma iholide lomphakathi eRiphabhuliki yaseNingizimu Afrika.
- 1.10 Uma kunokungqubuzana ekuchazeni noma ekusetshenzisweni kwale manyuali kanye nemithetho, imithetho izoba namandla.
- 1.11 Le Manuwali ayisho ukuthi iphelele noma isebenzisana ngokugcwele nayo yonke inqubo ehlinzekwe eMthethweni. Umfakisicelo uyalulekwa ukuba azijwayeze nezinhlizeko zeMithetho ngaphambi kokufaka noma yisiphi isicelo ku-APSA.

2. Isingeniso

- 2.1 I-APSA yinkampani ezimele eNingizimu Afrika eqhuba ibhizinisi lokukhiqiza, ukuhlinzeka nokusabalalisa izinhlobo eziningi zemikhiqizo yegesi ekhethekile kanye neyezimboni esifundeni saseNingizimu Afrika..
- 2.2 I-APSA iyaqophaa futhi iyaqonda ukuthi izinjongo ze-PAIA ukufeza ilungelo lomthethosisekelo lokufinyelela kunoma yiluphi ulwazi kumarekhodi agcinwe yiyo futhi oludingekayo ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo ngomunye.
- 2.3 I-APSA iphinde iqophe ukuthi nakuba inhloso yayo kuwukuphumelelisa leli lungelo elishiwo ngenhla, okufanayo kuyoba ngaphansi kwemikhawulo ezwakalayo, okuhlanganisa nemikhawulo ehloselwe ukuvikelwa okunengqondo kobumfihlo, ubumfihlo bezentengiselwano kanye nokuphatha okuphumelelayo nokuhle.
- 2.4 Le Manuwali iphinde iveze izinhlobo zamarekhodi kanye Nolwazi Lomuntu Siqu oluphethwe yi-APSA futhi ibeka inqubo yokucela ukufinyelela kulawa marekhodi kanye Nolwazi Lomuntu Siqu, izidingo lesi sicelo okufanele sihlangabezane nazo kanye nezizathu zokwenqaba noma ukwenqatshwa ingxenye yaleso sicelo.
- 2.5 Le Manuwali ihlanganiswe ngokuhambisana nezidingo ze-PAIA futhi iqukethe ulwazi olushiwo eSigabeni 51(1) se-PAIA.
- 2.6 Ikhophi yale Manuwali ingatholwa mahhala Kusekela Lesikhulu Solwazi (PAIA).
- 2.7 Le Manuwali izobuyekezwa njalo ngokuhambisana nezidingo zeSigaba 51(2) se-PAIA.

3. Ukutholakala kweziqondiso zeMithetho

- 3.1 I-SAHRC, ngokweSigaba 10 se-PAIA, ishicilele imihlahlandlela ukusiza Abantu abafisa ukusebenzisa noma imaphi amalungelo ngokwe-PAIA.

- 3.2 Amakhophi eMithetho, imithethonqubo efanele kanye neziqondiso zingatholakala kwa-SAHRC noma ku-Information Regulator futhi imibuzo kufanele iqondiswe ku-SAHRC:

SAHRC	Umlawuli Lolwazi
South African Human Rights Commission	Umlawuli Wolwazi (South Africa)
Promotion of Access to Information Act Unit Research and Documentation Department	Mr Marks Thibela Umphathi Omkhulu
Private Bag 2700, Houghton, Johannesburg, 2041	
Braampark, Forum 3, 33 Hoofd Street, Braamfontein, Johannesburg, 2001	Braampark, Forum 3, 33 Hoofd Street, Braamfontein, Johannesburg, 2001
Inombolo Yocingo: +27 (0)11 877 3600	Inombolo Yeselula: (082) 746 4173
Inombolo Yefeksi: +27 (0) 11 484 7146/7	
I-imeyili: info@sahrc.org.za	I-imeyili: MThibela@justice.gov.za/ info@justice.gov.za
Iwebhusayithi: www.sahrc.org.za	Iwebhusayithi: www.justice.gov.za/info@justice.gov.za/contact.html

4. Imininingwane yokuxhumana ye-APSA

IPhini lesiKhulu soLwazi (PAIA):

Mrs. Arthi Govender

Physical Address:

4 Spencer Street, Spartan
Kempton Park
1619

Postal Address:

Private Bag 784090
Sandton
2146

Tel: +27 (0)11 977 6480

Email: informationofficer@airproducts.co.za

Website: www.airproducts.co.za

IPhini lesiKhulu soLwazi (POPIA):

Mr. Gift Nyambe

Physical Address:

Building 3, Silverstream Business Park
10 Muswell Road South
Bryanston
2191

Postal Address:
Private Bag 784090
Sandton
2146

Tel: +27 (0)11 570 5180
I-imeyili: informationofficer@airproducts.co.za
Iwebhusayithi: www.airproducts.co.za

IPhini lesiKhulu soLwazi (
Ukuvikeleka Kwemininingwane ye-POPIA):

Mr. Nishaan Singh
Physical Address:
Building 3, Silverstream Business Park
10 Muswell Road South
Bryanston
2191

Postal Address:
Private Bag 784090
Sandton
2146

Tel: +27 (0)11 570 5136
I-imeyili: informationofficer@airproducts.co.za
Iwebhusayithi: www.airproducts.co.za

5. Amarekhodi atholakala ngokuzenzakalelayo

- 5.1 Azikho izaziso ezihlobene ne-APSA ezishicilelwe nguNgqongqoshe ngokweSigaba 52 (2) se-PAIA.
- 5.2 Amanye amarekhodi ayatholakala kuwebhusayithi ye-APSA ethi www.airproduct.co.za. La marekhodi ahlanganisa:
 - izinto zokuphromotha ukuze zibukwe ngumphakathi;
 - ulwazi lomkhiqizo;
 - • Isitifiketi se-SACGA se-APSA;
 - amaphepha edatha okuphepha;
 - izinketho zokuhlinzeka; futhi
 - • Isitifiketi se-APSA esinesisekelo esibanzi sokuthuthukiswa kwabamnyama kwezomnotho.
- 5.3 Ngaphandle kwalokhu okungenhla, awekho amarekhodi atholakalayo ngaphandle kwesidingo sokucelwa ngokuya ngezinqubo zokucela ezibekwe ku-PAIA futhi ezihlinzekelwe kule Manual.

6. Amarekhodi aphethwe ngokuhambisana neminye imithetho

- 6.1 Amanye amarekhodi e-APSA ayatholakala ngokomthetho, ngaphandle kwe-PAIA. Amarekhodi akhethekile atholakalayo ngokwemigomo yalowo mthetho abekwe kuwo futhi la marekhodi angafinyelelwa ezimweni ezithile kuphela ngabantu abachazwe emthethweni ofanele..

Umthetho unjengokulandelayo.:

Umthetho
Basic Conditions of Employment Act No. 75 of 1997
Companies Act No. 71 of 2008
Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
Employment Equity Act No. 55 of 1998
Income Tax Act No. 58 of 1962
Insolvency Act No. 27 of 1943
Labour Relations Act No. 66 of 1995
Medical Schemes Act No. 131 of 1998
National Credit Act No. 34 of 2005
Occupational Health & Safety Act No. 85 of 1993
Pension Funds Act No. 24 of 1956
Skills Development Levies Act No. 9 of 1999
Tax Administration Act No. 28 of 2011
Unemployment Insurance Act No. 63 of 2001
Unemployment Insurance Contributions Act No. 4 of 2002
Value Added Tax No. 89 of 1991

6.2 Uma kungekho ukuhlinzekwa okuqondile kulowo mthetho wokuthi umuntu angaluthola kanjani ulwazi olushiwo kulowo mthetho, umfakisicelo kuyodingeka ukuthi alethe isicelo ngokwe-PAIA.

6.3 Nakuba i-APSA isebenzise imizamo yayo engcono kakhulu ukuhlinzeka ngohlu oluphelele lwemithetho esebenzayo, kungenzeka ukuthi lolu hlu lungase lungaphelele. Nomaphi lapho i-APSA iqaphela ukuthi umthetho okhona noma omusha uvumela Umfakisicelo ukuba afinyelele isisekelo esingesona esibekwe ku-PAIA, isigatshana 6.1 ngenhla sizobuyekezwa..

7. Izigaba zamarekhodi

7.1 I-APSA, ngaphansi kolawulo lwayo inezigaba zamarekhodi abhalwe ngezansi, angachitshiyelwa isikhathi nesikhathi. Isicelo sokufinyelela kulwazi olunjalo ngeke samukelwe ngokuzenzakalelayo kodwa sizohlolwa ngokuhambisana nezinhlinzeko ze-PAIA kanye nanoma yiziphi ezinye izidingo zomthetho..

Isigaba sokuqopha	Rekhoda incazelo yesigaba
UNobhala Wenkampani	I-APSA Corporate Uhlolajikelele Amaminithi ebhodi Umshwalense womqondisi/isibopho Umqondisi imibhalo ye-FICA Izivumelwano Zokusabalalisa Umshwalense wesikhathi esifushane nowesikhathi eside Izivumelwano (JV) Ezomshwalense Imemorandamu Yokungeniswa (MOI) Amaminithi Esikhwama Somhlalaphansi Izivumelwano zabaninimasheya Ulwazi lwe-Scam Stop/WiseCall kanye nemibhalo eyisekelayo

Ingozi Yebhizinisi	Irejista yengozi yebhizinisi Ukuhlola ubungozi bokufakwa kwamakhasimende Izinto zamakhemikhali eziyingozi Ulwazi Lwezemvelo, Impilo Nokuphepha (EH&S).
Ubunjiniyela	Amarekhodi okuqeqeshwa kwabafundi Amarekhodi ocwaningo lwesayithi yekhasimende Iziphakamiso zobuchwepheshe zeKhasimende Izitifiketi zoMsebenzi Wegesi namaphothifoliyo obufakazi

Izinsiza	<p>Ukuphatha nokuphepha kwezokwakha Izivivinyo eziphuthumayo Imishini yomlilo Izixhangiso ze-MHI emaphephandabeni endawo Ukuhlola umsindo</p>
Amarekhodi ezezimali	<p>Amafomu ezicelo zamakhredithi amakhasimende kanye nemibhalo ehambisanayo Amaphrofayili wesikweletu samakhasimende Izitatimende zezimali Ama-akhawunti okuphatha Izincwadi Zokubhaliswa Kwezimpahla Izitatimende Zasebhange Imininingwane yasebhange nama-akhawunti asebhange Izitatimende zababolekisi/ababolekisi nama-invoyisi Izincwadi eziwayelekile nezincwadi ezisizayo Ukubuyisana okujwayelekile Izinqubomgomo nezinqubo Izivumelwano Zokuhwebelana Izimbuyiselo Zentela Izimbuyiselo zeNtelantengo</p>
Amarekhodi akwa-HR	<p>Incwadi yokuma okuhle Imibhalo esemthethweni yabasebenzi Amanye amarekhodi abasebenzi Isikhwama somhlalaphansi sika- Alexander Forbes Uhlelo losizo lwezokwelapha luka Discovery Izicelo zangaphakathi nezangaphandle zokuqashwa nemibhalo esekelayo Amadokhumenti okufaka isicelo semali yesikole kanye namadokhumenti asekelayo</p>
Ukuthengwa kwempahla	<p>Imininingwane yokuncintisana kanye nemibhalo esekelayo Imininingwane yomhlinzeki kanye nemibhalo esekelayo Isizindalwazi Sabathengisi</p>
Ukuthengisa	<p>Imibiko yokuhlola indawo yamakhasimende Iziphakamiso zobuchwepheshe zamakhasimende Amarekhodi okuthengiselana kwamakhasimende</p>
Ezobuchwepheshe	<p>Ukubuyezwa kokwakhiwa Ukuhlola ubungozi obuningi be-MHI Imibiko ye-MHI ethunyelwe kuMqondisi wesiFundazwe kanye noMnyango wezeMisebenzi (Department of Employment & Labour (DEL)) I-OPHR (Operating Plant Hazard Review) ibika i-South Africa Compressed Gases Association (SACA) Imithethonqubo Yemishini Engaphansi Kwengcindezi (PER) Ukukhululwa Amarekhodi okuqeqeshwa kwezobuchwepheshe</p>

Ulwazi oluqokethwe kuleli thebula elingenhla luhloselwe ukukhomba izigaba eziyinhloko zamarekhodi aphethwe ngaphakathi kwe-APSA. Usizo olwengeziwe ekutholeni amarekhodi aphethwe yi-APSA lungatholakala kuMsizi woMqondisi woLwazi (i-PAIA).

8. Ukucutshungulwa kolwazi lomuntu siqu

8.1 8.1 I-APSA ibuthatha ngokungathi sína ubumfihlo nokuvikelwa Kolwazi Lomuntu Siqu futhi izocubungula Ulwazi Lomuntu Siqu kuphela ngokuhambisana ne-POPIA kanye nanoma yimuphi omunye umthetho osebenzayo ophathelene namalungelo obumfihlo.

8.2 *Inhloso Yokucutshungulwa Kwemininingwane Yomuntu yi-APSA*

I-APSA icubungula Ulwazi Lomuntu Siqu ngezinhloso ezahlukahlukene lapho kunesizathu esingokomthetho sokwenza kanjalo. I-APSA inenqubomgomo yobumfihlo ehlukele efaka izinhloso zokuCubungula futhi inqubomgomo yobumfihlo iyatholakala kuwebhusayithi ye-APSA (www.airproducts.co.za/privacy-notice) ("**Inqubomgomo Yobumfihlo**").

8.3 *Izigaba Zabantu Okuqondene Nabo Idatha Neminingwane Yomuntu Ecutshungulwa I-APSA*

Izigaba Zabantu Okuqondene Nabo Idatha kanye Neminingwane Yomuntu Ecutshungulwa yi-APSA zifaka okulandelayo:

Izigaba Zezihloko Zedatha	Ulwazi lomuntu siqu lucutshunguliwe
Abaninimasheya	Ulwazi lomuntu siqu lwabanikazi
Abaqondisi	Umqondisi Ulwazi lomuntu siqu
Amakhasimende (kubandakanya amakhasimende angahle abe khona, akhona kanye nalabo ababengamakhasimende esikhathini esidlule	Ulwazi lomuntu siqu lwekhasimende (njenge igama, inombolo ekhombayo, amakheli, njll.) Izinkontileka zamakhasimende Ulwazi lwendawo yekhasimende Imininingwane yebhange lekhasimende Ulwazi lomuntu siqu lwabamele amakhasimende Ulwazi lwekhasimende lomuntu wesithathu (njenge kusuka ku-credit bureau kanye ne-CIPC)
Abahlinzeki/abahlinzeki bezinsizakalo (kubandakanya abahlinzeki/abahlinzeki bezinsizakalo abangaba khona, abakhona nabadlule)	Ulwazi lomuntu siqu lomhlinzeki/umhlinzeki wesevisi Ulwazi lomuntu siqu lwe-COVID 19 lomhlinzeki/umhlinzeki wesevisi Izinkontileka zabahlinzeki/abahlinzeki besevisi Imininingwane yasebhange yomhlinzeki/umhlinzeki wesevisi Ulwazi lomuntu siqu lomhlinzeki /abameli bomhlinzeki
Abasebenzi (okuhlanganisa abazoba khona, abasebenzi bangaphambili nabakhona)	Ulwazi lomuntu siqu lomsebenzisi Amarekhodi emfundo yabasebenzi Ulwazi lwezokwelapha lwabasebenzi Imininingwane yasebhange yesisebenzi Intela yabasebenzi nolwazi lwezezimali Izinkontileka zabasebenzi Ulwazi lwabahlomuli babasebenzi Amarekhodi okusebenza kwabasebenzi Amarekhodi okukhokha

	Amarekhodi okuqeqesha Umlando Wokusebenza
Abafake izicelo zomsebenzi	I-CV namafomu okufaka isicelo Ukuhlolwa kwesizinda
Izivakashi	Amarekhodi okufinyelela ngokomzimba Amarekhodi okuqapha (njengezithombe ze-CCTV)

8.4 *Abamukeli noma izigaba okwabelwana ngazo Ulwazi Lomuntu Siqu*

I-APSA ingase yabelane ngemininingwane yomuntu siqu yezihloko zedatha, lapho kufanele ngokomthetho ukwenza kanjalo noma nganoma yiziphi izinjongo ezishiwo kuNqubomgomo Yobumfihlo nabalandelayo, phakathi kwabanye.:

8.4.1 Abahlinzeki/abahlinzeki bezinsizakalo be-APSA;

8.4.2 Izikhungo eziqinisekisa ukuthotshelwa komthetho nezinqanda ukukhwabanisa;

- 8.4.3 Iziphathimandla ezilawulayo, iminyango kahulumeni, iziphathimandla zentela zasekhaya nezamazwe ngamazwe;
 - 8.4.4 Izikhungo zezikweletu;
 - 8.4.5 Abantu i-APSA enikela kubo amalungelo ayo noma idlulisele kubo izibopho zayo ngaphansi kwezivumelwano engena kuzo namakhasimende ayo;
 - 8.4.6 Izinkantolo zomthetho nezinkantolo; futhi
 - 8.4.7 Abantu besithathu uma kwenzeka ukuhlelwa kabusha, ukuhlanganiswa, ukudayiswa, ibhizinisi elihlanganyelwe, isabelo, ukudluliselwa noma okunye ukukhishwa kwakho konke noma iyiphi ingxenye yebhizinisi le-APSA, izimpahla noma amasheya.
- 8.5 *Ukudluliselwa kolwazi lomuntu siqu kwamanye amazwe*
- I-APSA izodlulisela kuphela imininingwane yomuntu kuyo yonke imingcele yaseNingizimu Afrika uma ukuthengiselana okufanelekile kudinga Ukucutshungulwa kwemingcele noma uma izinsizakalo ezinikezwa i-APSA ngabahlinzeki bayo bezinsizakalo zibandakanya Ukucutshungulwa kwemingcele. Ezimweni ezinjalo, i-APSA idinga ukuthi Ukucutshungulwa Kolwazi Lomuntu Siqu kwelinye izwe kungaphansi kwezinhlinzeko zeNqubomgomo Yobumfihlo kanye ne-POPIA.
- 8.6 *Izinyathelo Zokuphepha Kolwazi Zokuvikela Ulwazi Lomuntu Siqu*
- 8.6.1 I-APSA isebenzisa izivikelo ezinengqondo zobuchwepheshe nezenhlangano eziklanyelwe ukuvikela Ulwazi Lomuntu Siqu Ekucutshungulweni okungagunyaziwe noma okungekho emthethweni, ekulahlekeni, ekusetshenzisweni kabi nasekuguqulweni okungagunyaziwe. I-APSA futhi isebenzisa izimiso zokuphepha ezijwayelekile kanye nezindlela zokushintshisana ngokudluliswa kolwazi olubucayi, njengemininingwane ye-akhawunti yasebhangwe.
 - 8.6.2 Uma ulwazi lomuntu siqu lwesihloko sedatha lutholwa, noma kukholakala ukuthi lutholwe umuntu ongagunyaziwe, futhi isaziso siyadingeka ngokomthetho osebenzayo, i-APSA izokwazisa Isihloko Sedatha ngokufanele.

9. Okucatshangelwa ngaphambi kokufaka isicelo

Ngaphambi kokuba kuthunyelwe isicelo esisemthethweni sokufinyelela olwazini, lokhu okulandelayo kudinga ukucatshangelwa:

- 9.1 *Ingabe isicelo sifakwe ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo omfakisisicelo angokomthetho?*

Ukusetshenziswa kwamalungelo oMceli kungaphansi kwemikhawulo efanelekile, kufaka phakathi ukuvikelwa okunengqondo kobumfihlo, ukuvikelwa kwamalungelo empahla, kanye nokuphathwa okuhle kwezinkampani. I-PAIA ayikwazi ukusetshenziselwa ukufinyelela irekhodi lamacala wobugebengu noma wombango.

- 9.2 *9.2 Ingabe ulwazi oludingekayo lungaphansi kokulawulwa yi-APSA futhi lube ngendlela eqoshiwe?*

I-PAIA isebenza kuphela kumarekhodi asevele enziwe ngosuku lwesicelo futhi angaphansi kokulawulwa yi-APSA. I-APSA ayiphokelekile ukuthola noma yimaphi amarekhodi angasalawulwa yiyo, ngisho noma i-APSA idale irekhodi.

9.3 9.3 Ingabe kunelungelo elingokomthetho lokuthola irekhodi?

- 10.** Isicelo singenziwa kuphela ukuze kusetshenziswe ilungelo loMceli, noma lapho isicelo senziwa egameni lomunye uMuntu, umMceli kufanele alethe ubufakazi begunya lakhe lokuthatha isinyathelo egameni loMuntu isicelo esenziwe egameni lakhe ngendlela eyanelisa iPhini lesiPhathimandla soLwazi (i-PAIA) (okungukuthi, amandla ommeli kufanele alethwe kanye nesicelo lapho ummeleli osemthethweni enza isicelo sokufinyelela kulwazi egameni leklayenti lakhe).

11. Inqubo yesicelo

Uma umfakisiselo enelisekile ukuthi unelungelo lokwenza isicelo sokufinyelela kumarekhodi ngaphansi kwe-PAIA, kufanele alandele inqubo echazwe ngezansi:

11.1 Ifomu lesicelo

Asikho isicelo esiyocutshungulwa ngaphandle uma senziwe ngefomu elinqunyiwe, eliqukethwe kuSithasiselo 1 sale Manuwali. Isicelo kufanele sihanjisiwe kuPhini Lomphathi Wolwazi (PAIA) ngokusebenzisa imininingwane equkethwe esigabeni sesi-4 ngenhla.

Sicela uqinisekise ukuthi ulwazi olwanele luyanikezwa ukuze i-APSA ikwazi ukusungula:

- Ulwazi lomuntu siqu lomfakisiselo
- Imininingwane yerekhodi eliceliwe
- Uhlobo lwerekhodi
- Ifomu lokufinyelela
- Indlela yokufinyelela

11.2 Ukuchazwa kwamalungelo omfakisiselo

Umfakisiselo kufanele achaze ngokugcwele ilungelo afuna ukulivikela ngokuhambisana nokucatshangelwa okuchazwe esigabeni 9 ngenhla.

11.3 Ukukhokhwa kwemali ebekiwe

Kunezinhlobo ezimbili zemali ekhokhwayo:

- mali yesicelo: R250.00
- Imali yokufinyelela: Lokhu kubalwa ngokucabangela izindleko zokuphatha, zokunyathelisa nezokuposa. Lezi zimali zibekwe kuSithasiselo 2.

11.4 Isinqumo Sesikhulu Solwazi

11.4.1 Uma isicelo samukelwe, iPhini Lesikhulu Esibhekele Ulwazi (i-PAIA) lizokwazisa umfakisiselo ngendlela ekhonjwe ngumfakisiselo efomini elinqunyiwe. Ngemva kokuvunyelwa kokufinyelela, ukufinyelela kwangempela kwirekhodi eliceliwe kuzonikezwa ngokushesha ngangokunokwenzeka.

11.4.2 Uma isicelo sokufinyelela sinqatshiwe, iPhini Lesikhulu Solwazi (i-PAIA) liyokwazisa Umfakisiselo ngokubhala ngokwaliwa. Isaziso sokwenqaba sizosho izizathu ezanele zokwenqaba kanye nezinyathelo uMfakisiselo angazithatha uma engavumelani nesinqumo.

12. Isikhathi esibekiwe sokucubungula isicelo sakho

- 12.1 Izicelo zizocutshungulwa zingakapheli izinsuku eziwu-30, ngaphandle uma isicelo siqukethe izinto ezinjengokwandiswa kwesikhathi esiyizinsuku eziwu-30.

- 12.2 12.2 Uma kwenzeka kudingeke ukwelulwa kwesikhathi, uMfakisicelo uzokwaziswa, kanye nezizathu ezichaza ukuthi kungani kudingeka ukwelulwa.
- 12.3 Uma iPhini leSikhulu soLwazi (i-PAIA) lihluleka ukuphendula isicelo sakho zingakapheli izinsuku eziwu-30 ngemuva kokuthola isicelo, kuthathwa ngokuthi, ngokweSigaba 58 esifundwa kanye neSigaba 56(1) se-PAIA, ukuthi iPhini Lesikhulu Solwazi (PAIA) linqabile isicelo sakho.

13. Izizathu zokwenqaba isicelo sokufinyelela kumarekhodi

Izizathu eziyinhloko lapho i-APSA ingase (noma ezimweni ezithile) yenqabe ukufinyelela kumarekhodi zihlanganisa:

- 13.1 13.1 Lokho kufinyelela kuzoholela ekudalulweni okungenangqondo Kolwazi Lomuntu Siqu mayelana nomuntu wesithathu
- 13.2 13.2 Isidingo sokuvikela imininingwane eyimfihlo ye-APSA ngokwayo noma umuntu wesithathu;
- 13.3 Isidingo sokuvikela ukuphepha kwabantu nokuvikela impahla;
- 13.4 Ukuthi irekhodi lihlanganisa ulwazi oluyilungelo ngenjongo yezinyathelo zomthetho;
- 13.5 Isidingo sokuvikela imininingwane yobunikazi ye-APSA noma yenkampani yangaphandle, engabandakanya:
 - 13.5.1 Izimfihlo zohwebo;
 - 13.5.2 Ulwazi lwezezimali, lwezohwebo noma lobuchwepheshe, ukudalulwa kwalo okungahle kulimaze izithakazelo zezezimali noma zezohwebo ze-APSA noma omunye umuntu.;
 - 13.5.3 Ulwazi okuthi, uma ludalulwa, lungabeka i-APSA noma umuntu wesithathu kusimo esingesihle ezingxoxweni noma emiqhudelwaneni yezohwebo; futhi
 - 13.5.4 Izinhlelo zamakhompiyutha kanye nesoftware yobuchwepheshe bolwazi ehlobene okungeye-APSA noma ilayisensi ye-APSA noma umuntu wesithathu futhi evikelwe yilungelo lokushicilela;
- 13.6 Isidingo sokuvikela ulwazi locwaningo lomuntu wesithathu noma i-APSA uqobo; futhi
 - 13.6 Izicelo zokufinyelela kumarekhodi anonya ngokusobala, avusa inkanuko kanye/noma angenangqondo.

14. Izindlela zokulungisa uma kunqatshwe isicelo sokufinyelela

I-APSA ayinazo izinqubo zangaphakathi zesikhalazo ezingase zilandelwe uma isicelo sokufinyelela olwazini senqatshwa. Isinqumo esenziwe yiPhini Lesikhulu Solwazi (i-PAIA) siwujuqu. Uma umfakisicelo engagculisekile ngomphumela wesicelo sakhe, unelungelo lokufuna usizo lwezomthetho.

15. Amarekhodi e-APSA angatholakali noma angekho

- 15.1 Uma zonke izinyathelo ezifanele zithathwe ukuze kutholwe irekhodi, futhi lelo rekhodi lingatholakali noma uma irekhodi lingekho, khona-ke iPhini Lesikhulu Solwazi (i-PAIA) liyokwazisa Umfakisicelo, ngendlela ye-afidavithi noma isiqinisekiso, ukuthi akwenzeki ukunikeza ukufinyelela kurekhodi eliceliwe..

- 15.1 15.2 I-afidavithi noma isiqinisekiso sizohlinzeka nge-akhawunti ephelele yazo zonke izinyathelo ezithathiwe ukuthola irekhodi noma ukuthola ukuthi likhona yini, kuhlenganisa neminingwane yakho konke ukuxhumana okwenziwa yiPhini Lesikhulu Solwazi (PAIA) nawo wonke umuntu owenze uphenyo..
- 15.2 15.3 Isaziso, njengoba kubekwe esigabeni 14.1 ngenhla, sizothathwa njengesinqumo sokwenqaba isicelo sokuthola irekhodi elithintekayo ngezinjongo ze-PAIA.
- 15.3 Uma irekhodi kufanele litholakale ngokuhamba kwesikhathi, Umfakisicelo uzonikezwa ithuba lokufinyelela irekhodi ngendlela ebekwe ngumfakisicelo efomini elinqunyiwe ngaphandle uma ukufinyelela kwenqatshiwe yiPhini Lesikhulu Solwazi (PAIA).

16. Ulwazi oluceliwe mayelana nomuntu wesithathu

- 16.1 15.1 Isigaba 71 se-PAIA sihlinzekela isicelo solwazi noma amarekhodi mayelana nomuntu wesithathu.
- 16.2 Ekucubunguleni leso sicelo, i-APSA izothobela izinhlinzeko zeSigaba 71 kuya ku-74 se-PAIA.
- 16.3 Umfakisicelo udonswa ukunaka ezinhlinzekweni zeSahluko sesi-5 seNgxenywe 3 ye-PAIA ngokwemibandela lapho i-APSA ibophekile, ezimeni ezithile, ukweluleka abantu besithathu ngezicelo ezifakiwe mayelana nolwazi olusebenzayo noma oluphathelele nalabo bantu besithathu. Ukwengeza, izinhlinzeko zeSahluko sesi-2 seNgxenywe yesi-4 ye-PAIA zivumela abantu besithathu ukuthi baphikisane nezinqumo zePhini Lesikhulu Solwazi (i-PAIA) ngokudlulisela udaba eNkantolo Ephakeme.

Isithasiselo 1: Ifomu lesicelo

IFOMU 2

ISICELO SOKUFINYELELA KUMAREKHODI

(Umthethonqubo 7)

QAPHELA:

1. Ubufakazi bokuthi ungubani kumele bufakwe ngumfakisicelo.
2. Uma izicelo zenziwe egameni lomunye umuntu, ubufakazi balokho kugunyazwa, kufanele bufakwe kuleli fomu.

IYA: Isikhulu Solwazi

(Ikheli)

Ikheli le-imeyili:

--

Inombolo yefeksi:

--

Maka ngo "X"

Isicelo senziwa egameni lami

Isicelo senziwa egameni lomunye umuntu

ULWAZI LOMUNTU SIQU			
Amagama Aphelele			
Inombolo kamazisi			
Amandla okwenza isicelo (uma senziwa egameni lomunye umuntu)			
Ikheli Leposi			
Ikheli lesitaladi			
Ikheli le-imeyili			
Izinombolo Zokuthintana	Ucingo (B)		Ifeksi

	Iselula			
Amagama aphelele omuntu isicelo esenziwa egameni lakhe (uma kusebenza):				
Inombolo kamazisi				
Ikheli Leposi				
Ikheli lesitaladi				
Ikheli le-imeyili				
Izinombolo Zokuthintana	Ucingo.(B)		Ifeksi	
	Iselula			
IMINININGWANE YEREKHODI ECELIWE				
<p>Nikeza imininingwane egcwele yerekhodi okucelwe ukufinyelela kulo, kuhlanganisa nenombolo yereferensi uma uyazi, ukuze irekhodi litholakale. (Uma isikhala esinikeziwe singanele, sicela uqhubeke ekhasini elihlukile bese ulinamathisela kuleli fomu. Wonke amakhasi engeziwe kufanele asayinwe.)</p>				
Incazelo yerekhodi noma ingxenye efanele yerekhodi				
Inombolo yereferensi, uma ikhona				
Noma yimiphi eminye imininingwane yerekhodi				
UHLOBO LWEREKHODI				

(Maka ibhokisi elisebenzayo ngo "X")

13

Irekhodi libhalwe phansi noma liprintiwe

Irekhodi lihlanganisa izithombe ezibonakalayo (lokhu kuhlanganisa izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe ezikhiqizwe ngekhompuyutha, imidwebo, njll.)

Irekhodi liqukethe amagama aqoshiwe noma ulwazi olungaphinde lwenziwe ngomsindo

Irekhodi ligcinwe kukhompuyutha noma nge-elektronikhi, noma ifomu elifundeka ngomshini

IFOMU LOKUFINYELELA

(Maka ibhokisi elisebenzayo ngo-"X")

Ikhophi ephrintiwe yerekhodi (okuhlanganisa namakhophi anoma yiziphi izithombe ezibonakalayo, okulotshiweyo kanye nolwazi olugcinwe kukhompuyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini)

Okulotshiweyo okubhaliwe noma okuphrintiwe kwezithombe ezibonakalayo (lokhu kuhlanganisa izithombe, amaslayidi, amavidiyo arekhodiwe, izithombe ezikhiqizwe ngekhompuyutha, imidwebo, njll)

Ukulotshwa kwengoma yomsindo (imibhalo ebhaliwe noma ephrintiwe)

Ikhophi yerekhodi ku-flash drive (okuhlanganisa izithombe ezibonakalayo namaculo)

Ikhophi yerekhodi ku-compact disc drive (okuhlanganisa izithombe ezibonakalayo namaculo)

Ikhophi yerekhodi elondolozwe kuseva yesitoreji samafu

MANNER OF ACCESS

(Mark the applicable box with an "X")

Ukuhlolwa komuntu siqu kwerekhodi ekhelini elibhalisiwe lenhlangano yomphakathi/ezimele (okuhlanganisa nokulalela amagama aqoshiwe, ulwazi olungaphinda lukhiqizwe ngomsindo, noma ulwazi olugcinwe kukhompuyutha noma nge-elektronikhi noma ifomu elifundeka ngomshini)

Amasevisi eposi ekhelini leposi

Amasevisi eposi ekhelini lomgwaqo

Amasevisi e-courier ekhelini lomgwaqo

Ifeksi yolwazi ngefomethi ebhaliwe noma ephrintiwe (okuhlanganisa nokulotshiweyo)

I-imeyili yolwazi (okuhlanganisa namaculo uma kungenzeka)

Ukwabelana kwamafu/ukudlulisa ifayela



Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sivunyiwe noma siinqatshiwe futhi uma sivunyiwe izindleko eziphathele nesicelo sakho, uma zikhona. Sicela ubonise indlela oyithandayo yokuxhumana.

15

Ikheli leposi	Ifeksi	Ukuxhumana ngogesi (<i>Sicela ucacise</i>)

Kusayinwe e _____ ngezi _____ langa lango _____ 20 _____.

Isiginesha Yomfakisicelo/Umuntu ofakelwa isicelo egameni lakhe

Isithasiselo 2: Izimali ezikhokhwayo maqondana Nemigwamanda Ezimele

INTO	INCAZELO	IMALI
1.	Imali yesicelo ekhokhwa yiwo wonke umfakisiselo	R250.00
2.	Ikhophi yekhasi elingusayizi we-A4	u-R5.00 ikhasi ngalinye noma ingxenye yalo.
3.	Ikhophi ephrintiwe yekhasi elingusayizi we-A4	u-R5.00 ikhasi ngalinye noma ingxenye yalo
4.	Ukuze uthole ikhophi efomini elifundeka ngekhompuyutha ku:	R200.00
5.	Okokulotshwa kwezithombe ezibukwayo ekhasini ngalinye elingusayizi we-A4	Isevisi izonikezwa ngaphandle. Kuzoncika kwikhotheshini evela kumnikezeli wesevisi.
6.	Ikhophi yezithombe ezibonakalayo	Isevisi izonikezwa ngaphandle. Kuzoncika kwikhotheshini evela kumnikezeli wesevisi.
7.	Ukulotshwa kwerekhodi lomsindo, ekhasini ngalinye elingusayizi we-A4	R100.00
8.	Ikhophi yerekhodi lomsindo ku: (i) I-flash drive (ezohlinzekwa nguMfakisiselo)	R200.00
9.	Ukusesha nokulungisa irekhodi ukuze lidalule ihora ngalinye noma ingxenye yehora, ngaphandle kwehora lokuqala, elidingekayo ngokunengqondo kulokho kusesha nokulungiselela.	R200.00
10.	Iposi, i-imeyili, nanoma yikuphi okunye ukudlulisa ngogesi	Izindleko zangempela, uma zikhona.