IMANUWALI YOMTHETHO WOKUKHUTHAZA UKUFINYELELEKA KOLWAZI (“PAIA”).

Ilungiselelwe ngokuvumelana nesigaba 14 soMthetho 2 Wokukhuthaza Ukufinyeleleka Kolwazi ka-2000 (njengoba uchitshiyelwe)

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IManuwali ye-PAIA ibuyekeziwe ukuze iqondaniswe nethempulethi yeManuwali Ye-PAIA Yomlawuli Wolwazi

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1. INHLOSO YEMANUWALI YE-PAIA

Le Manuwali ye-PAIA isiza umphakathi ukuba:

- uhlole uhlobo lwamarekhodi okungenzeka akhona kakade e-DBSA, ngaphandle kwesidingo sokuthumela isicelo esisemthethweni se-PAIA;
- ukuqonda ukuthi senziwa kanjani isicelo sokufinyelela irekhodi le-DBSA;
- ufinyelele yonke imininingwane efanele yokuxhumana nabantu abazosiza umphakathi ngamarekhodi ahloseukuwafinyelela;
- wazi zonke izixazululo ezitholakala e-DBSA mayelana nesicelo sokufinyelela amarekhodi, ngaphambi kokuya kuMlawuli noma Ezinkantolo;
- incazelo yamasevisi avela e-DBSA angatholwa amalungu omphakathi , kanye nendlela yokuthola lawo masevisi;
- incazelo yomhlahlandlela wendlela yokusebenzisa i-PAIA, njengoba ibuyekezwe nguMlawuli nendlela yokuwufinyelela;
- uma inhlangano izocubungula ulwazi lomuntu siqu, inhloso yokucubungula ulwazi lomuntu siqu kanye nencazelo yezigaba zabanikazi bedatha kanye nolwazi noma izigaba zolwazi oluhlobene nalo;
- wazi uma i-DBSA ihlele ukudlulisa noma ukucubungula ulwazi lomuntu siqu ngaphandle kweRiphabhulikhi yaseNingizimu Afrika kanye nabamukeli noma izigaba zabamukeli abangase banikezwe ulwazi lomuntu siqu; kanye
- nokwazi ukuthi i-DBSA inazo yini izinyathelo zokuphepha ezifanele zokuqinisekisa ubumfihlo, ubuqotho kanye nokutholakala kolwazi lomuntu siqu okufanele lucutshungulwe.

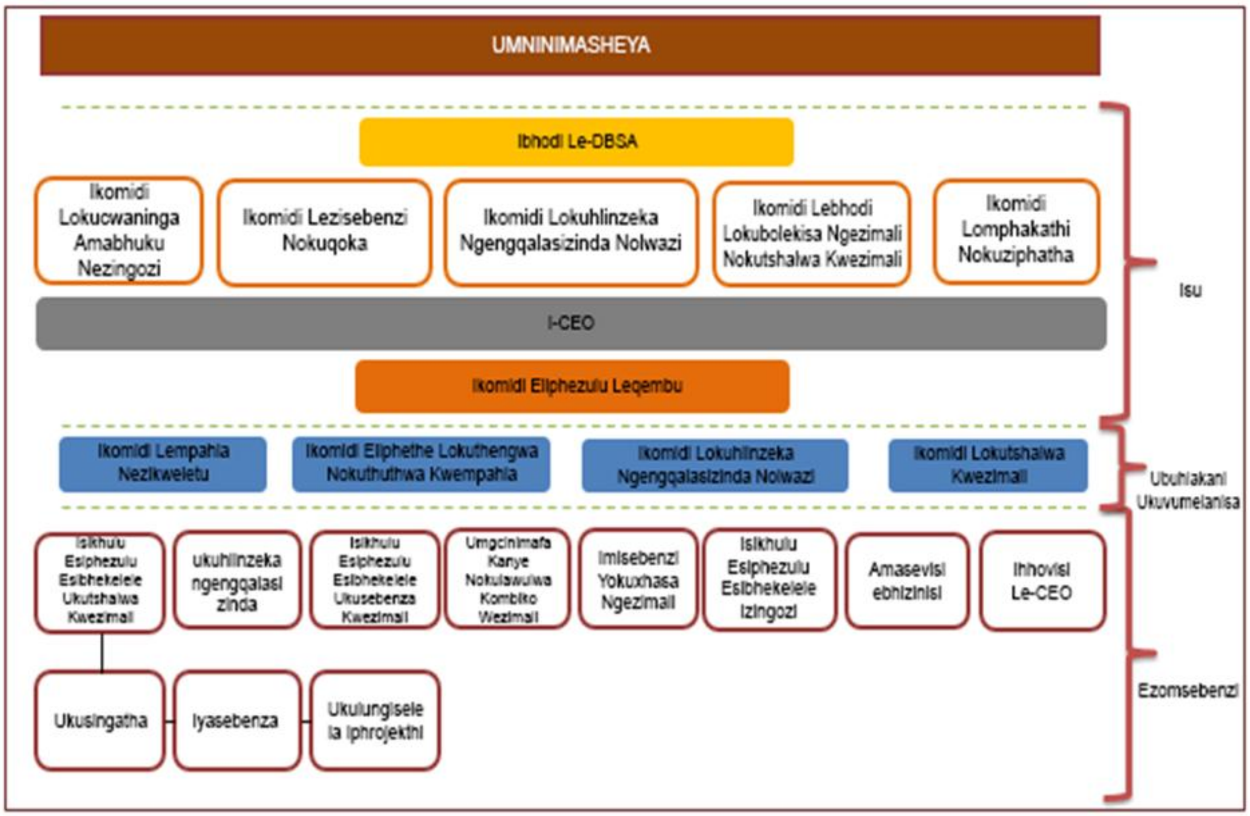
2. UKUSUNGULWA KANYE NEZINHLOSO ZE-DBSA

I-DBSA yinhlangano yomphakathi eyasungulwa ngokuvumelana noMthetho No. 13 weBhange Lokuthuthukisa LaseNingizimu Afrika, ka-1997 (“uMthetho we-DBSA”). Umsebenzi oyinhloko we-DBSA ukuhlinzeka ngosizo lwezezimali, ezobuchwepheshe kanye nolunye usizo ukuze kufezwe izinjongo ze-DBSA njengoba kuchazwe esigabeni 3 soMthetho we-DBSA. Isigaba 3(1) soMthetho we-DBSA sichaza ukuthi “izinhloso eziyinhloko zeBhange kuzoba ukugqugquzela ukuthuthukiswa nokukhula komnotho, ukuthuthukiswa kwezisebenzi, ukwakhiwa kwamakhono enhlangano okufeza imigomo yayo kanye nokwesekwa kokuthuthukiswa kwezinhlelo

namaphrogremu esifundeni." Imisebenzi yayo yokutshala izimali igxile ekuxhaseni ngezimali ingqalasizinda. Lapho ichazwa kabanzi, ihlose ukusebenza njengento eyandisa ukufinyelela kwezinkampani ezizimele emathubeni aphathelene nokuhlinzekwa ngezimali zikahulumeni.

3. UKWAKHEKA KWE-DBSA

Umthethosisekelo kanye nokuziphatha kweBhodi Labaqondisi be-DBSA kulawulwa ngokuyinhloko uMthetho we-DBSA futhi kubuye kulawulwe uMthetho Wokuphathwa Kwezimali Zikahulumeni No. 1 ka-1999. Ukwakheka kwe-DBSA kubandakanya iBhodi Labaqondisi, Izigaba eziyi-10 kanye neHhovisi Lomphathi Omkhulu. Umdwebo ongezansi ukhombisa ukwakheka kwamanje kwe-DBSA.



4. IMININGWANE EYINHLOKO YOKUXHUMANA UKUZE UFINYELELE ULWAZI LWE-DBSA

Ngokwe-PAIA, iSikhulu Esiphezulu se-DBSA yiSikhulu soLwazi ("IO'"), futhi i-IO iqoke futhi yaphathisa amaSekela amabili Ezikhulu Zolwazi ("DIO"s).

Igama	Isikhundla	Ucingo	I-imeyili	Ikheli

Boitumelo Mosako	IO	0113133075	PAIA@dbsa.org	*Iposi* PO Box 1234 Halfway House Midrand 1685 *Isakhiwo* 1258 Lever Road Headway Hill Midrand
Amanda Chetty	DIO	0113133937		
Carina Oosthuizen	DIO	0113133417		

Lapho uthumela isicelo, sicela usiqondise kumaSekela Ezikhulu Zolwazi achazwe ngenhla.

5. UMHLAHLANDLELA WENDLELA YOKUSEBENZISA I-PAIA NENDLELA YOKUFINYELELA UMHLAHLANDLELA

- UMlawuli, ngokwesigaba 10(1) se-PAIA, ubuyekeze futhi wenza Umhlahlandlela obuyekeziwe ochaza indlela yokusebenzisa i-PAIA ("Umhlahlandlela") watholakala ngendlela nangohlobo oluqondakala kalula, ngokuvumelana nalokho okungase kudingwe umuntu ofisa ukusebenzisa noma yiliphi ilungelo elichazwe ku-PAIA naku-POPIA.
- Umhlahlandlela utholakala ngolimi ngalunye olusemthethweni.
- Lo Mhlahlandlela ochazwe ngenhla uqukethe incazelo –
    - yezinjongo ze-PAIA ne-POPIA;
    - yekheli leposi nelomgwaqo, inombolo yocingo neyefeksi kanye, uma likhona, ikheli le-imeyili -
        - le-IO yazo zonke izinhlangano zomphakathi, kanye
        - nayo yonke i-DIO yawo yazo zonke izinhlangano zomphakathi nezizimele eziqokwe ngokuvumelana nesigaba 17(1) se-PAIA kanye nesigaba 56 se-POPIA;
    - indlela kanye nohlobo lwesicelo -
        - sokufinyelela irekhodi senhlangano yomphakathi esichazwe esigabeni 11; kanye
        - nesokufinyelela irekhodi lenhlangano ezimele esichazwe esigabeni 50;
    - sosizo olutholakala eSikhulwini Solwazi senhlangano yomphakathi ngokuvumelana ne-PAIA kanye ne-POPIA:
        - sosizo olutholakala kuMlawuli ngokuvumelana ne-PAIA ne-POPIA;
        - sazo zonke izixazululo ezikhona ezihlinzekwa umthetho ngokuphathelene nesenzo noma ukwehluleka ukwenza okuthile maqondana nelungelo noma isibopho esinikeziwe noma esibekwe yi-PAIA kanye ne-POPIA, kuhlanganisa nendlela yokuthumela -
            - ✓ isikhalo sangaphakathi;
            - ✓ isikhalazo kuMlawuli; kanye

- ✓ nesicelo enkantolo esiphikisana nesinqumo sesikhulu solwazi senhlangano yomphakathi, isinqumo sangaphakathi sokudlulisa icala noma isinqumo soMlawuli noma isinqumo senhloko yenhlangano ezimele;
  - okuhlinzekwa yisigaba 14 no-51 ezidinga ukuba kokubili inhlangano yomphakathi nenhlangano ezimele ibhale imanuwali, kanye nendlela yokufinyelela imanuwali;
  - okuhlinzekwa yisigaba 15 no-52 ezivumela ukudalulwa ngokuzithandela kwezigaba zamarekhodi okwenziwa kokubili yinhlangano yomphakathi kanye nenhlangano ezimele;
  - izaziso ezikhishwe ngokuvumelana nesigaba 22 no-54 mayelana nezimali okufanele zikhokhwe maqondana
    nezicelo zokufinyelela; kanye
  - nemithethonqubo eyenziwe ngokuvumelana nesigaba 92.
- Amalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi ezinhlangano zomphakathi noma ezinhlangano ezizimele, kuhlanganise ihhovisi loMlawuli, ngezikhathi zokusebenza ezijwayelekile. UMhlahlandlela ungaphinde utholakale –
  - lapho ucelwa eSikhulwini Solwazi;
  - ewebhusayithini Yomlawuli (https://www.justice.gov.za/inforeg/).

6. IZIBOPHO SESIKHULU SOLWAZI – Umthethonqubo 3

- Isikhulu solwazi kufanele sibe nekhophi yomhlahlandlela, okungenani ngezilimi ezimbili ezisemthethweni, ehhovisi laso elikhulu elibhalisiwe, ukuze lihlolwe ngumphakathi ngezikhathi zomsebenzi ezijwayelekile.
- Lapho umuntu ethumela isicelo esibhaliwe ngefomu elihambisana neFomu 1 (InfoRegSA-PAIA-Form01-Reg2.pdf) leSithasiselo A seMithethonqubo, isikhulu solwazi kumelwe senze kutholakale inani lamakhophi omhlahlandlela ngezilimi ezisemthethweni, ngokuvumelana nesicelo.
- Isikhulu solwazi ngeke sifune inkokhelo –
  - yekhophi lomhlahlandlela elenziwe latholakala ngokuvumelana nokungaphansi komthethonqubo (2); noma
  - lapho umuntu ehlola ikhophi yomhlahlandlela ehhovisi lesikhulu solwazi.

7. UKUFINYELELA AMAREKHODI EZINHLANGANO EZISECELENI AGCINWE YI-DBSA

(a) Inqubo yokufaka isicelo eyenziwa ofaka isicelo

- Ofaka isicelo kumelwe asebenzise ifomu elinqunyiwe, iFomu 2 (InfoRegSA-PAIA-Form02-Reg7.pdf), ukuze afake isicelo sokufinyelela irekhodi. Isicelo kufanele siqondiswe kwelinye lamaSekela Esikhulu Solwazi ongathola imininingwane yawo yokuxhumana ebhalwe ku-4 ngenhla.
- Ofake isicelo kumelwe anikeze imininingwane eyanele efomini lesicelo ukuze iSekela leSikhulu Solwazi likwazi ukuhlonza amarekhodi aceliwe.
- Ofake isicelo kufanele futhi abonise ukuthi yiluphi uhlobo lokufinyelela oludingekayo.
- Ofake isicelo kumelwe asho ukuthi irekhodi elithintekayo lifuneka ngolimi oluthile yini.
- Ofake isicelo kufanele abonise nokuthi uyathanda yini ukwaziswa ngesinqumo sesicelo nganoma iyiphi enye indlela futhi asho leyo ndlela kanye nemininingwane edingekayo ukuze aziswe.
- Uma isicelo senziwa egameni lomunye umuntu, ofake isicelo kumelwe athumele ubufakazi isicelo usenzela yena noma omunye umuntu yini, ngendlela egculisa iSekela Lesikhulu Solwazi.
- ISekela Lesikhulu Solwazi lizokwazisa ofake isicelo (ngaphandle komuntu ozicelela ulwazi oluqondene naye) ngesaziso, licele ukuba ofake isicelo akhokhe imali enqunyiwe (uma ikhona) ngaphambi kokuthi kuqhutshekwe nokucubungula isicelo.
- Ofake isicelo, okuye kwagunyazwa isicelo sakho sokufinyelela irekhodi, kumelwe akhokhele izindleko zokufinyelela ukuze kukhiqizwe kabusha, kuseshwe futhi kulungiselelwe amakhophi noma ukuthengiswa kokuqukethwe kwerekhodi eliceliwe kanye nesikhathi esidingekayo esingaphezu kwamahora anqunyiwe okucinga nokulungiselela irekhodi ukuze lidalulwe.
- ISekela Lesikhulu Solwazi lizokwazisa ofake isicelo ngesinqumo sakhe zingakapheli izinsuku ezingama-30 ngemva kokuthola isicelo noma linganweba leso sikhathi ngesinye isikhathi esingeqile ezinsukwini ezingama-30. Isikhathi iSekela Lesikhulu Solwazi elizokwazisa ngaso ofake isicelo ngesinqumo salo sincike ukunwetshweni okunjalo kuye ngesidingo ukuze kunikezwe inhlangano eseceleni ithuba lokwenza izethulo eSekeleni Lesikhulu Solwazi lapho irekhodi eliceliwe limayelana namarekhodi aleyo nhlangano eseceleni.

- Uma isicelo sokufinyelela irekhodi senqatshiwe, sibambezelekile noma sinikeziwe ngenxa yezindleko ezingafanele noma ifomu elingamukeleki ngokusho kwesigaba (b) senhlangano yomphakathi, isigaba 78(2) se-PAIA sinikeza ofake isicelo amandla okufaka isicelo enkantolo ukuze athole usizo olufanele zingakapheli izinsuku ezingama-30 kuthathwe isinqumo.
- Uma inkantolo iyalela i-DBSA ukuthi ivumele ofake isicelo afinyelele amarekhodi aceliwe, ofake isicelo kufanele akhokhe imali yokufinyelela ngaphambi kokuba kunikezwe lawo marekhodi.

(b) Inqubo yokufaka isicelo, ilekelelwa Isikhulu Solwazi

- Umthethonqubo 7(2): Isikhulu solwazi kumelwe –
  - sisize ofake isicelo nganoma yisiphi isicelo mayelana nesicelo sokufinyelela olwazini; futhi
  - uma isicelo sokufinyelela irekhodi senziwa ngomlomo ngenxa yokungakwazi ukufunda nokubhala noma ngenxa yokukhubazeka kofake isicelo, gcwalisa Ifomu lesi-2 egameni lofake isicelo bese unikeza ofake isicelo ikhophi yalo, njengoba kuchazwe esigabeni 18(3) se-PAIA.
- Umthethonqubo 8 – Umphumela wesicelo kanye nezimali ezikhokhwayo
  - isikhulu solwazi, uma isicelo sokufinyelela irekhodi okukhulunywa ngaso emthethweninqubo 7 sivunywa noma senqatshwa, kumelwe sitshele ofake isicelo -
    - ✓ isinqumo saso; kanye
    - ✓ nezimali ezikhokhwayo njengoba kuchazwe eSithasiselweni B seMithethonqubo, efomini elihambisana kakhulu neFomu 3 (Ifomu-3-PAIA.pdf) kuye ngokuthi isicelo sokuthola ikhophi yomhlahlandlela singase senqatshwe.

(c) Izizathu zokwenqaba ukufinyelela amarekhodi

ISekela Lesikhulu Solwazi, ngokuvumelana nokunye okuhlinzekwa yi-PAIA, senqabe isicelo solwazi noma irekhodi uma lolo lwazi noma irekhodi lihlobene nalokhu:

- Isivikelo esiyimpoqo sobumfihlo benhlangano eseceleni ongumuntu ongokoqobo, okubandakanya ukudalulwa okungafanele kolwazi lomuntu siqu lwalowo muntu ongokoqobo;
- Ukuvikelwa okuyimpoqo kolwazi lwezentengiso lwenhlangano eseceleni, uma irekhodi liqukethe:

- Izimfihlo zohwebo zaleyo nhlangano eseceleni;
- Ulwazi lwezezimali, lwezohwebo, lwesayensi noma lobuchwepheshe okungenzeka ukuthi ukudalulwa kwalo kungabangela ukulimala kwezezimali noma kwezohwebo zaleyo nhlangano eseceleni;
- Ulwazi oluhlinzekwe ngokwethembana yinhlangano eseceleni ku-DBSA, uma ukudalulwa kwalo kungase kubeke leyo nhlangano eseceleni esimweni esingesihle ezingxoxweni noma ekuncintisaneni kwezohwebo.

- Ukuvikelwa okuyisibopho kolwazi oluyimfihlo lwezinhlangano eziseceleni uma luvikelwe ngokuvumelana nanoma yisiphi isivumelwano;
- Ukuvikelwa okuyimpoqo kokuphepha kwabantu kanye nokuvikelwa kwempahla;
- Ukuvikelwa okuyimpoqo kwamarekhodi azobhekwa njengayimfihlo lapho kuqulwa icala;
- Ulwazi mayelana nomuntu ocwaningwayo noma ucwaningo oluzokwenzelwa inhlangano eseceleni lapho khona ukudalulwa kolwazi kuzodalula leyo nhlangano eseceleni noma umuntu ozokwenza ucwaningo enzela inhlangano eseceleni noma umuntu ocwaningwayo kubabeke esimweni esingesihle.
- ISekela Lesikhulu Solwazi lingenqaba isicelo solwazi noma serekhodi uma lolo lwazi noma irekhodi lihlobene:
    - nolwazi olunikezwe inhlangano eseceleni, ngokwethembana, okungalindeleka ukuthi ukudalulwa kwalo kulimaze ukuhlinzekwa kolwazi olunjalo esikhathini esizayo, noma ulwazi oluvela emthonjeni ofanayo futhi kube kuwuzuzisa umphakathi uma lolo lwazi, noma ulwazi oluvela emthonjeni ofanayo luqhubeka lunikezwa;
    - ukuvikelwa okuyimpoqo kokuphepha kwabantu ngabanye kanye nokuvikelwa kwempahla;
    - ukuvikelwa okuyimpoqo kwezinqubo zomthetho kanye nezezinkantolo;
    - imisebenzi yezohwebo ye-DBSA, engahlanganisa:
        (i) Izimfihlo zohwebo ze-DBSA;
        (ii) ulwazi lwezezimali, lwezohwebo, lwesayensi noma lobuchwepheshe okungenzeka ukuthi ukudalulwa kwalo kungabangela ukulimala kwezezimali noma kwezohwebo kwe-DBSA;
        (iii) ulwazi okungathi, uma ludalulwa, lubeke i-DBSA esimweni esingesihle ezingxoxweni noma ekuncintisaneni kwezohwebo;
        (iv) uhlelo lwekhompyutha oluphethwe yi-DBSA, noluvikelwa yilungelo lobunikazi.
    - ulwazi mayelana nocwaningo olwenziwa noma oluzokwenziwa egameni le-DBSA noma lwenziwe yiyo, lapho khona ukudalulwa kolwazi kungase kudalule i-DBSA noma

umuntu owenza noma ozokwenza ucwaningo egameni le-DBSA noma isihloko socwaningo, futhi kubabeke esimweni esibucayi kakhulu.

- umbono, iseluleko, umbiko noma izincomo ezitholiwe noma ezilungiselelwe, noma i-akhawunti yokubonisana, ingxoxo noma izingxoxo ezenzekile, okuhlanganisa kodwa kungagcini lapho, amaphuzu omhlangano, ngenjongo yokusiza ekwakheni inqubomgomo noma ukuthatha isinqumo ekusebenziseni amandla noma ukwenziwa komsebenzi onikezwe noma obekwe umthetho.
- izicelo ezingenangqondo noma ezicasulayo noma ezibandakanya ukuphambukiswa ngendlela engafanele kwezinsiza ze-DBSA.

8. INCAZELO YABANIKAZI BAMAREKHODI KANYE NEZIGABA ZAMAREKHODI AGCINWE YI-DBSA

ABANIKAZI BAMAREKHODI	IZIGABA ZAMAREKHODI
Amadokhumenti Amasu	- Imibiko yaminyaka yonke - Uhlelo lwesu - Uhlelo lomsebenzi wonyaka - Amarekhodi okumaketha - Izinqubomgomo nezinqubo zangaphakathi
Amakhono Ezisebenzi	- Izinqubomgomo nezinqubo ze-HC - Imisebenzi ekhangisiwe - Amarekhodi ezisebenzi - Ukufunda nokuthuthuka isibonelo, ukuthuthukiswa kwamakhono nezinhlelo zokuqeqesha - Uhlelo lokuqashwa kwabantu ngokulinganayo nezibalo
Ukuphathwa Kwezimali	- Amarekhodi okubalwa kwezimali, izinhlelo nezincwadi zama-akhawunti - Isitatimende sezimali sonyaka, ukuhlanganiswa kwamanani - Ama-invoyisi nama-ledger wababolekisi - Ama-invoyisi nama-ledger wobolekayo - Amarejista amafa angashintshi - Imininingwane yasebhange
Ukuthengwa Nokugcinwa Kwempahla	- Amadokhumenti ahlobene namathenda - Amadokhumenti omthengisi nolwazi oluhlobene - Ama-oda okuthenga, izicelo namajenali - Uhlaka lwama-oda - Amarekhodi eKomiti e-SCM - Amathenda angaphumelelanga kanye nalo lonke ulwazi oluhlobene

Ukuphathwa Kwendawo Nezakhiwo	- Izinqubo Zomtholampilo Wezempilo Nokuphepha Emsebenzini - Amatayitela, Izitifiketi Zokuhambisana - Amarekhodi omshwalense ahlanganisa imibiko yezingozi, izimangalo, imibiko kanye nezincwadi - Amarekhodi okunakekela okuhleliwe kanye namarekhodi okunakekela okungahleliwe, imibiko yezobuchwepheshe, imibiko yesayithi, iziphakamiso, imidwebo, amakhadi omsebenzi - Amarekhodi okulimala emsebenzini - Idatha yokufinyelela kwezivakashi, imibiko yokufinyelela kwezisebenzi - Ukuhlolwa kobungozi nokuba sengozini
Ulwazi, Ezokuxhumana kanye Nobuchwepheshe	- Izinqubo ezisekela okuyinhloko - Izinqolobane ze-imeyili - Imidwebo yenethiwekhi kanye namadokhumenti okuhlela - Amalogi nemibiko - Uhlu lwempahla ye-ICT (ihadiwe, isofthiwe namalayisense)
Amasevisi Ezomthetho	- Izivumelwano zemalimboleko - Izivumelwano zokubonisana - Izivumelwano zamalayisense - I-MOU/MOA - Imibono yezomthetho
Uhlaka Lomthetho Nokulawula	- Imininingwane egcinwe yinhlangano ngokuphathelene nayo yonke imithetho efanele - Imithethonqubo nezinhlaka

9. IZIGABA ZAMAREKHODI E-DBSA ATHOLAKALA NGAPHANDLE KOKUTHI UMUNTU ACELE UKUFINYELELA.

Lezi zigaba zolwazi zihlobene nolwazi olutholakala emphakathini okungukuthi ngaphakathi nangaphandle. Ulwazi olunjalo akudingeki lucelwe ngokwe-PAIA. Ngokwesibonelo, ulwazi olulandelayo olurekhodiwe lungatholakala ngokuzenzakalelayo ngaphandle kwenqubo esemthethweni yokucela ye-PAIA:

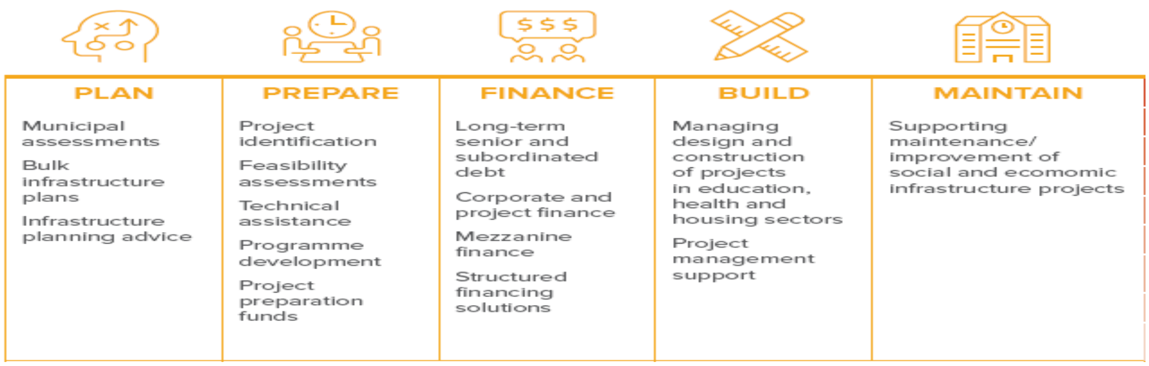
- Umthetho (Umthetho we-DBSA, Umthetho Wokuchibiyela we-DBSA)
- Imibiko yaminyaka yonke
- Okushicilelwe kwaphrintwa kwe-DBSA (Izincwajana, Amabhukwana njll.)
- Olunye ulwazi olushicilelwe ewebhusayithini ye-inthanethi ye-DBSA.

10. AMASEVISI ATHOLAKALA EMALUNGWINI OMPHAKATHI AVELA E-DBSA NENDLELA YOKUFINYELELA KULA MASEVISI

I-DBSA iyisikhungo sezezimali sokuthuthuka esingaphansi kukaHulumeni waseNingizimu Afrika ngokuphelele futhi esinikezwe igunya lokugqugquzela ukukhula komnotho kanye nokuhlanganiswa kwesifunda ngokuhlanganisa izimali kanye nezinye izinsiza ezivela embonini yamazwe ngamazwe kanye nezamazwe ngamazwe ezizimele kanye nezomphakathi ukuze kube nemiklamo nezinhlelo zentuthuko esimeme eNingizimu Afrika kanye nezwekazi lase-Afrika ngobubanzi. Lokhu kuhlanganisa izimali nentuthuko yengqalasizinda, ukuthuthukiswa kwezisebenzi kanye nokwakhiwa kwamakhono ezikhungweni.

Amasevisi e-DBSA ahlolwa ngezicelo ezisemthethweni nangezinqubo zokuhlola ezenziwa amakomiti afanele. Imininingwane eyengeziwe yendlela yokufinyelela amasevisi e-DBSA ingatholakala ewebhusayithini ye-DBSA ethi www.dbsa.org.

Imisebenzi eyinhloko enqamula uchungechunge lwenani lengqalasizinda imi kanje:



11. UKUBANDAKANYWA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO NOMA EKUSETSHENZISWENI KWAMANDLA NOMA UKWENZA IMISEBENZI YE-DBSA

NgokoMthetho we-DBSA, amalungu omphakathi angakhetha abantu abazoqokwa eBhodini le-DBSA.

12. UKUCUTSHUNGULWA KOLWAZI LOMUNTU SIQU

a) Inhloso Yokucubungula

Ngokwe-POPIA, idatha kufanele icutshungulwe ngenjongo eqondile. Injongo ebangela ukuba i-DBSA icubungule idatha izoncika ohlotsheni lwedatha kanye nesihloko sedatha ethile. Le njongo ivame ukudalulwa, ngokusobala noma ngokungagunci, ngesikhathi kuqoqwa idatha.

b) Incazelo yezigaba Zezihloko Zedatha kanye nolwazi noma izigaba zolwazi oluhlobene nakho

I-DBSA iphethe ulwazi namarekhodi ezigabeni ezilandelayo zezihloko zedatha:

- Izisebenzi / abantu abaqashwe yi-DBSA;
- Amaklayenti e-DBSA;
- Noma iyiphi inhlangano eseceleni i-DBSA esebenza nayo kwezebhizinisi;
- Osonkontileka be-DBSA;
- Abahlinzeki be-DBSA;kanye
- Nabahlinzeki bezinkonzo be-DBSA;

(Lolu hlu lwezigaba zezihloko zedatha aluphelele.)

Ithebula elingezansi libeka izigaba zezihloko zedatha kanye nencazelo yohlobo noma yezigaba zolwazi lomuntu siqu okufanele lucutshungulwe.

Izigaba Zezihloko Zedatha	Ulwazi lomuntu siqu olungase lucutshungulwe
Abantu Abangokoqobo	Amagama nesibongo; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili); Ikheli lendawo yokuhlala, leposi noma lebhizinisi; Isikhombi esihlukile/Inombolo Kamazisi kanye nezincwadi eziyimfihlo.
Abantu Abasemthethweni	Amagama abantu okuxhunyanwa nabo; Igama lebhizinisi elisemthethweni; ikheli lendawo kanye neleposi; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili); inombolo yokubhalisa; ezezimali, ezohwebo, ezesayensi noma ezobuchwepheshe ulwazi kanye nezimfihlo zohwebo.

Izisebenzi	Ubulili, ukukhulelwa; isimo sakho somshado; Iminyaka yohlanga, ulimi, ulwazi lwezemfundo (iziqu); ulwazi lwezezimali; Umlando Wokusebenza; inombolo kamazisi; ikheli lendawo kanye neleposi; imininingwane yokuxhumana(izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili); ukuziphatha kobugebengu; inhlalakahle nezihlobo zabo (amalungu omndeni) uhlanga, ubudokotela, ubulili, ubuzwe, uhlanga noma inhlalo, ukukhetha ubulili, ubudala, impilo yomzimba noma yengqondo, inhlalakahle, ukukhubazeka, inkolo, unembeza, inkolelo, isiko, ulimi, ulwazi lwebhayomethrikhi yomuntu

c) Abamukeli noma izigaba zabamukela ulwazi lomuntu siqu olunganikezwa kubo

Kuye ngohlobo lwedatha, i-DBSA ingase inikeze ulwazi noma amarekhodi ezigabeni ezilandelayo zabamukeli:

- Izinhlaka zokwengamela ezisemthethweni, abalawuli noma amakhomishana amajaji ophenyo enza isicelo sedatha;
- Noma iyiphi inkantolo, inkundla yokuphatha noma yokwahlulela, ukulamula, ikhomishana yomthetho, noma umxazululi owenza isicelo sedatha noma ukutholwa ngokwemithetho esebenzayo;
- Izinkonzo Zentela zaseNingizimu Afrika, noma esinye isiphathimandla esifanayo;
- Noma ubani owenza isicelo esiyimpumelelo sokufinyelela ngokuvumelana ne-PAIA noma ne-POPIA; futhi
- Kuye ngalokho okuhlinzekwa yi-POPIA kanye noMthetho Kazwelonke Wezikweletu, 2005, i-DBSA ingase yabelane ngolwazi mayelana nokufaneleka kwekhasimende nanoma iyiphi i-credit bureau noma inhlangano yemboni yabahlinzeki bezikweletu noma enye inhlangano yemboni lapho i-DBSA isebenza khona.

d) Ukudluliselwa okuhleliwe kolwazi lomuntu kwamanye amazwe

Uma isihloko sedatha sivakashela amawebhusayithi e-DBSA sivela kwelinye izwe okungelona izwe lapho amaseva e-DBSA etholakala khona (iNingizimu Afrika – okwamanje ethi wwww.dbsa.org), ukuxhumana okuhlukahlukene kuyoholela ekudluliswení kolwazi kuyo yonke imingcele yamazwe ngamazwe. I-DBSA ingase idinge ukudlulisa ulwazi lwesihloko sedatha kubahlinzeki besevisi emazweni angaphandle kweNingizimu Afrika, lapho i-DBSA izohambisana ngokugcwele nomthetho osebenzayo wokuvikela idatha. Lokhu kungenzeka uma amaseva e-

DBSA noma abahlinzeki kanye nabahlinzeki bezinsizakalo bezinze ngaphandle kweNingizimu Afrika, noma uma amasevisi e-DBSA esingathwe ezinhlelweni noma amaseva angaphandle kweNingizimu Afrika kanye/noma uma ophethe idatha esebenzisa amasevisi nemikhiqizo ye-DBSA ngenkathi evakashele amazwe angaphandle kwale ndawo. Lawa mazwe angahle angabi nayo imithetho yokuvikela idatha efana neyaseNingizimu Afrika. Noma kunjalo, sizoqinisekisa ukuthi noma ubani esidlulisela kuye ulwazi lwakho, uyavuma ukuphatha ulwazi lwakho ngezinga elifanayo lokuvikela njengokungathi sibhekene nalo.

e) Incazelo Ejwayelekile Yezinyathelo Zokuvikeleka Kolwazi okufanele zisetshenziswe yinhlangano ebophezelekile ukuze kuqinisekiswe ubumfihlo, ubuqotho kanye nokutholakala kolwazi.

I-DBSA izibophezele ekusebenziseni ukuvikela kwedatha okuhamba phambili. I-DBSA inamaqembu ezokuphepha akhethekile ahlala ebuyekeza futhi ethuthukisa izindlela ze-DBSA zokuvikela imininingwane yomuntu siqu yesihloko sedatha ekufinyeleleni okungagunyaziwe, ekulahlekeni kwengozi, ukudalulwa noma ukucekelwa phansi. Uma i-DBSA inenkontileka nenye inhlangano yokuhlinzeka i-DBSA ngamasevisi noma isevisi egameni le-DBSA ukuze icubungule ulwazi lomuntu siqu lwesihloko sedatha, i-DBSA izoqinisekisa ukuthi inezinyathelo zokuphepha ezifanele futhi icubungule ulwazi ngendlela i-DBSA ebagunyaze ngayo. Lezi zinhlangano ngeke zibe nelungelo lokusebenzisa ulwazi lomuntu siqu lwezifundo zedatha ngezinjongo zazo. Uma kunesidingo, amathimba onogada e-DBSA azowabheka ukuze aqinisekise ukuthi ayahlangabezana nezidingo zokuphepha ezibekwe yi-DBSA. Ukuxhumana nge-inthanethi (okufana nama-imeyili) akuvikelekile ngaphandle uma ebethelwe. Ukuxhumana kwesihloko sedatha kungase kudlule emazweni amaningana ngaphambi kokulethwa njengoba lokhu kuwuhlobo lwe-inthanethi olungaphezu kwamandla e-DBSA.

I-DBSA isebenzise izinyathelo zokuphepha zedatha ezilandelayo:

- izinqubomgomo, izinqubo, namazinga okuphepha achaziwe futhi abhalwe phansi;
- ama-firewall akhona ukuze kulawulwe ithrafikhi engenayo nephumayo;
- amakhophi avamile edatha ukuze avikele ekulahlekeni kwedatha;
- ubuchwepheshe nezinqubomgomo zokuvimbela ukulahleka kwedatha;
- ukuphoqelela izilawuli zokufinyelela ngokucophelela ukuze kukhawulwe ukuthi ubani ongafinyelela idatha eyimfihlo kumadivayisi namasistimu;
- idatha ebucayi ibethelwe ukuvimbela ukufinyelela okungagunyaziwe;

- ukuqapha okuqinile, ukuhlola, kanye namakhono okubika ukuze kutholwe futhi kuphendule izigameko zokuphepha;
- ukusetshenziswa kwezixazululo ze-antivirus kanye ne-anti-malware ukuvimbela ukuhlaselwa okunonya;
- ukuhlolwa ngezikhathi ezithile (ubungozi, ukuhlolwa kokungena, i-cyber njll.)
- izivikelo ezingokomzimba zokuvikela "imiqhele yamagugu" ngokomzimba;
- I-VPN ukudala ukuxhumana okuphephile, okubethelwe phakathi kwabasebenzisi abakude nenethiwekhi ye-DBSA; kanye
- nohlelo lokuqwashisa ngezokuphepha ukuze kuqinisekiswe ukuthi abasebenzi be-DBSA bahlala beqaphile futhi benolwazi ngezingozi zokuphepha nezindlela ezingcono kakhulu.

13. IZIXAZULULO EZITHOLAKALAYO MAYELANA NOMTHETHO NOMA UKWEHLULEKA UKWENZA NGOKUVUMELANA NE-DBSA.

- **Ukufaka isikhalaso Kumlawuli Wolwazi noma kunomoya iyiphi inhlangano elawulayo**
  Isikhalazo singafakwa ku-IR ngokugcwalisa i-PAIA Form 5 (https://inforegulator.org.za/paia-form-5/). Isikhalazo kufanele sigcwaliswe ngokubhaliwe bese sithunyelwa kokuthi PAIAComplaints@informationregulator.org.za
- **Ukuya eNkantolo enegunya lokulawula ukuze uthole usizo olufanele**
  Noma yimuphi ofaka isicelo onganelisekile nganoma yisiphi isinqumo mayelana nesicelo sokufinyelela irekhodi le-DBSA angaya enkantolo ePhakeme noma enye inkantolo enesimo esifanayo ukuze athole usizo.

14. AMACALA NEZIJEZISO

Isikhulu solwazi esikhokhisa inhlawulo ngamabomu noma ngobudedengu obukhulu ngaphandle kwemali enqunyiwe ngokweMithethonqubo, sinecala futhi uma silahlwa yicala sizokhokha inhlawulo noma sigqunywe ejele isikhathi esingeqile eminyakeni emibili.

15. UKUTHOLAKALA KWEMANUWALI

- Le Manuwali itholakala ngezilimi ezintathu ezilandelayo ezisemthethweni:
  - IsiNgisi
  - isiZulu
  - Sepedi

- Ikhophi yale Manuwali iyatholakala futhi ngale ndlela elandelayo –
    - ewebhusayithini ye-DBSA, www.dbsa.org
    - ehhovisi elikhulu le-DBSA, ukuze ihlolwe umphakathi ngezikhathi zomsebenzi ezijwayelekile
    - kunoma yimuphi umuntu lapho efaka isicelo nangemva kokukhokha imali enqunyiwe efanele
    - kuMlawuli Wolwazi lapho ecela lokho
- Imali yekhophi yeManuwali, njengoba kuhlongozwe kuSithasiselo B seMithethonqubo, izokhokhwa ngekhophi ngayinye yosayizi ongu-A4 eyenziwe.

16. UKUBUYEKEZWA KWEMANUWALI

I-DBSA, uma kunesidingo, izobuyekeza futhi ishicilele le Manuwali minyaka yonke.