



INQUBOMGOMO YOKUFUNDA ULWAZI

**Ilungiselelwe ngokuhambisana nesigaba 51
soMthetho Wokuphakanyiswa Kokufinyelela
Ulwazi
uMthetho onguNombolo 2 ka-2000 (njengoba
ushintshiwe)**

*Isebenza kuwo wonke ama-brand, iminyango, ama-joint venture, amagatsha, abahlinzeki,
abaqondisi, nabasebenzi beTsebo*

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Inqubomgomo Yokufinyelela Ulwazi

Njengoba kudingwa uMthetho Wokuphakanyiswa Kokufinyelela Ulwazi No. 2 ka-2000 ("PAIA")

Tsebo Solutions Group (Pty) Ltd.
("Tsebo")

1. Uhlu lwama-akhronimu nezifinyezo

- 1.1 "CEO" kusho uMqondisi Omkhulu
- 1.2 "DIO" kusho uMqondisi Wolwazi Osekela
- 1.3 "IO" kusho uMqondisi Wolwazi
- 1.4 "UMphathiswa" kusho uMphathiswa Wezobulungiswa Nezokuhlaliswa Kwezigwegwe
- 1.5 "PAIA" kusho uMthetho Wokuphakanyiswa Kokufinyelela Ulwazi No. 2 ka-2000
- 1.6 "POPIA" kusho uMthetho Wokuvikelwa Kolwazi Lomuntu Siqu No. 4 ka-2013
- 1.7 "Umlawuli" kusho uMlawuli Wolwazi
- 1.8 "IRiphabhulikhi" kusho iRiphabhulikhi yaseNingizimu Afrika

2. Isingeniso

Inhloso ye-PAIA wukukunikeza ukufinyelela kumarekhodi eTsebo ngaphansi kwezimo ezithile. I-PAIA ihlose ukukhuthaza umphakathi onolwazi ukuze ukwazi ukusebenzisa nokuvikela amalungelo akho, kanye nokuthuthukisa isiko lokusobala nokubekwa emlandweni.

Isigaba 51 se-PAIA sidinga ukuthi wonke amaqembu azimele ahlanganise umhlahlandlela oqukethe ulwazi oluhlukahlukeni kuhlanganise neminingwane yeTsebo, incazelo yamarekhodi eTsebo, kanye nezindlela ezihlukahlukene zokufinyelela kulowo rekhodi.

ITsebo iyiqembu elizimele ngakho lo mhlahlandlela uhlanganyelwe ngokuya nangokuhambisana nesigaba 51 se-PAIA.

3. Inhloso yenqubomgomo ye-PAIA

Lo Mhlahlandlela we-PAIA uwusizo emphakathini ukuze –

- 3.1 kuhlolwe izinhlobo zamarekhodi agcinwe yinhlangano angatholakala ngaphandle kwesidingo sokufaka isicelo esisemthethweni se-PAIA;

3.2 kutholakale ukuqonda okwanele kokuthi kungenziwa kanjani isicelo sokufinyelela ekurekhodini kwenhlangano, ngokunikeza incazelo yezihloko lapho inhlangano igcina khona amarekhodi kanye nezigaba zamarekhodi ezihambisana nesihloko ngasinye;

3.3 kufundwe incazelo yamarekhodi eTsebo atholakala ngaphansi komunye umthetho;

3.4 kutholwe imininingwane yokuxhumana noMqondisi Wolwazi kanye noMqondisi Wolwazi Osekela;

3.5 kutholwe ulwazi ngomhlahlandlela wokusebenzisa i-PAIA owenziwe nguMlawuli Wolwazi;

3.6 kufundwe ulwazi mayelana nokuqhutshwa kolwazi lomuntu siqu kanye nencazelo yezigaba zolwazi oluqoqwayo;

3.7 kuqondwe abemukeli noma izigaba zabemukeli bolwazi lomuntu siqu;

3.8 kuhlolwe ukuthi kukhona yini uhlelo lokudlulisela ulwazi lomuntu siqu ngaphandle kweRiphabhulikhi;

3.9 kutholakale ulwazi mayelana nezinyathelo zokuphepha ezithathiwe ukuqinisekisa ubumfihlo, ubuqotho, kanye nokutholakala kolwazi lomuntu siqu;

3.10 kufundwe imininingwane egciniwe enikezwe iTsebo ngezimo ezihlukahlukene zokulawulwa kolwazi lomuntu siqu ukuze kuqinisekiswa ukuhambisana ne-PAIA ne-POPIA.

4. Imininingwane Ebalulekile Yokuxhumana Ne-Tsebo Mayelana Nokufunda Ulwazi

4.1 Imininingwane yeHhovisi Elikhulu leTsebo imi kanje:

Inombolo Yokubhaliswa	2016/224394/07
Ikheli Lezincwadi	Private Bag 52660, Saxonwold 2196, Johannesburg, South Africa
Ikheli Lomzimba	Tsebo Office Park, Block B, 85 Protea Road, Chislehurst, Sandton, Johannesburg, 2196
Inombolo Yocingo	(011) 441 5300
Ikheli le-imeyili elijwayelekile leTsebo	info@tsebo.com
Iwebhusayithi	www.tsebo.com

4.2 uMqondisi Wolwazi Oyinhloko

Igama: Timothy Walters

Ucingo: (011) 441 5300

I-imeyili: POPI@tsebo.com

4.3 uMqondisi Wolwazi Osekela

Igama: Justine Densem

Ucingo: (011) 441 5300

I-imeyili: POPI@tsebo.com

4.4 Oxhumana nabo jikelele mayelana nokufinyelela ulwazi

I-imeyili: PAIA@tsebo.com

5. Umhlahlandlela Mayelana Nokusetyenziswa Kwe-Paia Kanye Nokuthola Ukufikelela Kulo Mhlanhlandlela

5.1 Umlawuli, ngokohlelo lwesigaba 10(1) se-PAIA njengoba kushintshiwe, ubuyekeze futhi wenza watholakala uMhlahlandlela obuyekeziwe mayelana nendlela yokusebenzisa i-PAIA ("uMhlahlandlela"),

ngendlela elula futhi eqondakalayo, njengoba kungadingeka ngokwengqondo ngumuntu ofisa ukusebenzisa noma yiliphi ilungelo elihlinzekwe ngaphansi kwe-PAIA ne-POPIA.

5.2 Lo Mhlahlandlela utholakala kuzo zonke izilimi ezisemthethweni nangesiBraille.

5.3 Lo Mhlahlandlela uqukethe incazelo ye:

5.3.1 izinhloso ze-PAIA ne-POPIA;

5.3.2 ikheli lezincwadi, ikheli lomgwaqo, inombolo yocingo, inombolo yefeksi, nekheli le-imeyili uma likhona lika:

5.3.2.1 uMqondisi Wolwazi wanoma iyiphi inhlangano yomphakathi; kanye no

5.3.2.2 Mqondisi Wolwazi Osekela wanoma iyiphi inhlangano yomphakathi nezimele oqokwe ngaphansi kwesigaba 17(1) se-PAIA nesigaba 56 se-POPIA;

5.3.3 indlela nefomethi yokufaka isicelo sokufinyelela ku:

5.3.3.1 irekhodi lenhlangano yomphakathi njengoba kuchaziwe esigabeni 11; kanye

5.3.3.2 irekhodi lenhlangano ezimele njengoba kuchaziwe esigabeni 50;

5.3.4 usizo olutholakala kuMqondisi Wolwazi wenhlangano yomphakathi ngaphansi kwe-PAIA ne-POPIA;

5.3.5 usizo olutholakala kuMlawuli ngaphansi kwe-PAIA ne-POPIA;

5.3.6 zonke izindlela zomthetho ezitholakalayo maqondana nesenzo noma ukwehluleka ukwenza maqondana nelungelo noma umsebenzi owanikezwa noma ofakwe ngaphansi kwe-PAIA ne-POPIA, okuhlanganisa nendlela yokufaka:

5.3.6.1 isikhalo sangaphakathi;

5.3.6.2 isikhalazo kuMlawuli; kanye

5.3.6.3 isicelo enkantolo ngokumelene nesinqumo soMqondisi Wolwazi wenhlangano yomphakathi, isinqumo sesikhalo sangaphakathi noma isinqumo soMlawuli noma isinqumo senhloko yenhlangano ezimele;

5.3.7 izinhlinzeko zesigaba 14 no-51 ezidinga inhlangano yomphakathi nenyanga ezimele, ngokulandelayo, ukuthi ihlanganise umhlahlandlela, kanye nendlela yokuthola ukufinyelela kuwo;

5.3.8 izinhlinzeko zesigaba 15 no-52 ezihlinzeka ngokudalulwa kokuzithandela kwezigaba zamarekhodi yinhlangano yomphakathi nenyanga ezimele, ngokulandelayo;

5.3.9 izaziso ezikhishwe ngaphansi kwezingxenye 22 no-54 maqondana nezimali okufanele zikhokhwe maqondana nezicelo zokufinyelela; kanye

5.3.10 imithethonqubo eyenziwe ngaphansi kwesigaba 92.

5.4 Amalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi ezinhlangano zomphakathi nezizimele, kuhlanganise nehhovisi loMlawuli, phakathi nezikhathi ezijwayelekile zomsebenzi.

5.5 Lo Mhlahlandlela ungatholakala futhi:

5.5.1 ngokucela kuMqondisi Wolwazi;

5.5.2 kuwebhusayithi yoMlawuli (<https://www.justice.gov.za/infoleg/>).

5.6 Ikhophi loMhlahlandlela itholakala nangalezi zilimi ezimbili ezisemthethweni, ukuze ihlolwe esidlangalaleni phakathi nezikhathi ezijwayelekile zomsebenzi – isiZulu nesiBhunu (Afrikaans).

6. Amarekhodi E-Tsebo

Incazelo yamarekhodi agcinwa yi-Tsebo, njengoba kudingwa isigaba 51(1)(e) soMthetho i-PAIA, ichazwe etafuleni elingezansi elibizwa ngokuthi "Incazelo Yamarekhodi":

Izigaba Zamarekhodi Kuwo Wonke Umkhakha	Ifomethi Yokugcina	Ukutholakala
1. Amarekhodi Ezobumeli Benkampani		
Amadokhumenti Okubhaliswa Kwenkampani	Ku-elektronikhi nangesandla	Kuyatholakala ngokuzenzakalelayo

Amagama Abaqondisi	Ku-elektronikhi nangesandla	Kuyatholakala ngokuzenzakalelayo kuwebhusayithi www.tsebo.com
Iholo Labaqondisi	Ku-elektronikhi nangesandla	Akutholakali ngokuzenzakalelayo
2. Amarekhodi Ezezimali eTseboFS		
Izitatimende Zezimali	Ku-elektronikhi nangesandla	Yebo, ngokohlelo lweMithetho yeNkampani
Amadokhumenti Apathhelene Nentela yeTsebo	Ngesandla kuphela	Akutholakali ngokuzenzakalelayo
Izivumelwano Zezezimali	Ngesandla kuphela	Akutholakali ngokuzenzakalelayo
Imininingwane Yasebhangwe	Ku-elektronikhi nangesandla	Kuyatholakala ngokuzenzakalelayo
3. Ukuqinisekiswa Kwenkampani		
Izivumelwano Zomshwalense Ezibanjwe iTsebo	Izivumelwano Zomshwalense Ezibanjwe iTsebo	Izivumelwano Zomshwalense Ezibanjwe iTsebo
4. Abasebenzi		
Uhlu Lwabasebenzi	Ku-elektronikhi nangesandla	Akutholakali ngokuzenzakalelayo
Imininingwane Yobuqu Yabasebenzi	Ku-elektronikhi nangesandla	Akutholakali ngokuzenzakalelayo
Izinkontileka Zokuqashwa Kwabasebenzi	Ku-elektronikhi nangesandla	Akutholakali ngokuzenzakalelayo
Izinhlelo Zemhlalaphansi Nezokonga	Ku-elektronikhi nangesandla	Akutholakali ngokuzenzakalelayo
Imihlo Yabasebenzi	Ku-elektronikhi nangesandla	Akutholakali ngokuzenzakalelayo
Amarekhodi Wemvume Yokungasebenzi	Ngesandla kuphela	Akutholakali ngokuzenzakalelayo
5. Izinqubomgomo Nezincwadi Zenkampani		
Ezangaphakathi Ezihlobene Nabasebenzi NeTsebo	Ku-elektronikhi nangesandla	Akutholakali ngokuzenzakalelayo
Ezangaphandle Ezihlobene Namakhasimende Nabanye	Ku-elektronikhi nangesandla	Kuyatholakala ngokuzenzakalelayo
6. Izinkontileka Nezivumelwano		
Izinkontileka Ezijwayelekile	Ngesandla kuphela	Akutholakali ngokuzenzakalelayo
Izinkontileka Ezibhalwe Namakhasimende	Ngesandla kuphela	Akutholakali ngokuzenzakalelayo
Izinkontileka Zezinkampani Zangaphandle	Ngesandla kuphela	Akutholakali ngokuzenzakalelayo
Izinkontileka Zabahlizeki	Ngesandla kuphela	Akutholakali ngokuzenzakalelayo

7. Ulwazi Olutholakala Ngaphansi Komthetho Omunye

I-Tsebo igcina ulwazi ngokuhambisana nemithetho elandelayo, kodwa alukhawulelwanga kuyo kuphela:

Isigaba Samarekhodi	Umthetho Osebenzayo
Amadokhumenti okubhaliswa kwenkampani, i-MOI, izinqumo zebhodi	Umthetho Wezinkampani No. 71 ka-2008
Izimemezelo zonyaka, izitatimende zezimali, izincwadi zabatshalizimali	Umthetho Wezinkampani No. 71 ka-2008
Izinkontileka zokuqashwa, iholo, amarekhodi weleave	Umthetho Wezimo Eziyisisekelo Zokuqashwa No. 75 ka-1997
Imibiko yokulingana kokuqashwa, amaphrofayili e-demographic	Umthetho Wokulingana Kokuqashwa No. 55 ka-1998
Izinhlelo zokuthuthukiswa kwamakhono namarekhodi oqeqesho	Umthetho Wokuthuthukiswa Kwamakhono No. 97 ka-1998; Umthetho Wezikweletu Zokuthuthukiswa Kwamakhono No. 9 ka-1999
Amarekhodi wokunikela ku-UIF	Umthetho Womshuwalense Wokungasebenzi No. 63 ka-2001
Izimpapasho zentela, amarekhodi e-VAT, i-PAYE, ama-IRP5	Umthetho Wentela Yengeniso No. 95 ka-1967; Umthetho Wentela Eyengeziwe No. 89 ka-1991
Izimangalo zomonakalo nokubika okuhlobene	Umthetho Wokulimala Emsebenzini No. 130 ka-1993
Amarekhodi ezingozi zokuphepha kwempilo, ukuhlolwa kobungozi	Umthetho Wezempilo Nokuphepha Emsebenzini No. 85 ka-1993
Amarekhodi okujeziswa, izinqubo zokukhononda, izindaba ze-CCMA	Umthetho Wezobudlelwano Emsebenzini No. 66 ka-1995
Izinkontileka zabahlinzeki, ama-tender, amarekhodi wokuthenga	Umthetho Wokuncintisana No. 89 ka-1998; Umthetho Wezinkampani No. 71 ka-2008
Uhlaka lokuhambisana ne-POPIA, amafomu evume, izicelo zezihloko zedatha	Umthetho Wokuvikelwa Kolwazi Lomuntu Siqu No. 4 ka-2013 (POPIA)
Uhlelo lwe-PAIA namarekhodi wezicelo zokufinyelela	Umthetho Wokukhuthazwa Kokufinyelela Olwazi No. 2 ka-2000 (PAIA)
Izinqubomgomo ze-ICT nezokuphepha kwedijithali, amarekhodi okusetshenziswa kwe-imeyili	Umthetho Wezokuxhumana Ngogesi Nezohwebo No. 25 ka-2002
Izinkontileka zesikweletu (lapho kufanelekile), ukuhlola amakhredithi amaklayenti	Umthetho Wezivumelwano Zesikweletu No. 75 ka-1980
Amarekhodi okubuyiselwa kwezikweletu	Umthetho Wabaqoqi Bezikweletu No. 114 ka-1998
Izincwadi zokulawula izibhamu (i-Thorburn Security Solutions, uphiko lwe-Tsebo)	Umthetho Wokulawula Izibhamu No. 60 ka-2000

Imibhalo yokuhambisana ne-B-BBEE	Umthetho We-Broad-Based Black Economic Empowerment No. 53 ka-2003
Imibiko yezemvelo nokusimama	Umthetho Wokuphathwa Kwemvelo Kazwelonke No. 107 ka-1998

8. Ukuqhubeka Kokuqoqwa Kolwazi Lomuntu Siqu

8.1 Inhloso Yokusebenza Kolwazi Lomuntu Siqu

- I-Tsebo isebenzisa ulwazi lomuntu siqu njengengxenye ejwayelekile yokufeza izinhloso zayo zebhizinisi nokuhambisana nemithetho esebenzayo, izindinganiso zomkhakha, kanye nezinqubo zangaphakathi. Ulwazi lomuntu siqu lusebenza ngezinhloso ezihlanganisa, kodwa ezingagcini nje ngalokhu okulandelayo:
 - Ukuhambisana nezibopho zomthetho kanye nezinqubo zangaphakathi, kufaka phakathi i-POPIA, i-PAIA, imithetho yentela, imithetho yokuqashwa, nemithetho yokuthengwa kwempahla.
 - Ukuphathwa kwenqubo yokuthengwa kwempahla, kufaka phakathi ukuhlola abahlinzeki, ukuqokwa, ukuhlolwa, kanye nokuphathwa kwezinkontileka.
 - Ukuphathwa kobudlelwano nabasebenzi, okuhlanganisa ukuqashwa, iholo, izinzuzo, ukuqeqeshwa, kanye nokuhlolwa kokusebenza.
 - Ukuvikelwa kwezintshisekelo ze-Tsebo, okuhlanganisa ukutholakala nokuvimbela inkohlakalo, inkohliso, nokwenziwa komphumela ongekho emthethweni.
 - Ukuqinisekisa amakhono omuntu siqu, kufaka phakathi amarekhodi wesikweletu, umlando wobugebengu, izinqumo zomphakathi, kanye nokuqinisekiswa kweziqu, lapho kudingekile.
 - Ukuphendula imibuzo yezihloko zedatha kanye nezicelo ezihlobene nezinsizakalo, kanye nokugcina ukuxhumana kwebhizinisi okuvamile.
 - Ukunikezwa kolwazi oluhlobene ne-Tsebo, abaqondisi bayo, abasebenzi, izimpahla, izinsizakalo, nezibuyekezo zebhizinisi ezingahleliwe.
 - Ukwenziwa kwemisebenzi yezibalo nezokuhlaziya, okuhlanganisa ukuhlolwa, ukuhlaziywa kwedatha, ucwaningo, ukubuyekizwa kokulethwa kwezinsizakalo, kanye nokuthuthukiswa kwemikhiqizo.
 - Ukuphathwa kwemisebenzi yangaphakathi yebhizinisi, okuhlanganisa imisebenzi yezezimali njengokukhokha, izikweletu, izikweletu ezikhokhwayo, ukubika, nokulinganisa.
 - Ukuqinisekisa ukuphepha, ukuzinza, nokusebenza okuhle kwezakhiwo, abasebenzi, abahlinzeki, namakhasimende (isb. ngokusebenzisa i-CCTV, ukulawulwa kokungena, amarekhodi wobungozi).
 - Ukulethwa kwezinsizakalo zomthetho nokuhambisana nemithetho, okuhlanganisa ukubuyekizwa kwezinkontileka, ukuhlolwa kobungozi bezomthetho, uphenyo, kanye nokubika okudingwa imithetho.

8.2 Incazelo Yezihloko Okugcinwa Kuzo Amarekhodi nezigaba Zamarekhodi Agcinwe Kuwo Wonke Umkhakha

I-Tsebo igcina amarekhodi ezindaweni ezahlukene zokusebenza kanye nemisebenzi yebhizinisi ukusekela izibopho zomthetho, ukusebenza kwebhizinisi, kanye nezidingo zokuphatha. Leli tafula elingezansi lichaza izihloko ezibalulekile lapho kugcinwa khona amarekhodi, kanye nezigaba zamarekhodi ezigcinwe ngaphansi kwesihloko ngasinye:

Izihloko Zamarekhodi eTsebo	Izigaba Ezijwayelekile Zamarekhodi
Ukuphathwa Kwebhizinisi Necebo	MOI; Imizuzu yamakhomidi; Amaphakheji ebhodi; Amacebo wesu; Izinqubomgomo nezincwadi zemigomo; Igunya lokudluliselwa kwamalungelo
Ezomnotho	Izitatimende zezimali zonyaka; Ama-akhawunti okuphatha; Amabhajethi; Izintela (VAT, PAYE, Intela Yomholi); Igunya lasebhange; Amarekhodi ezimali atshalwe; Uhlu lwezimpahla
Ukuhlinzekwa Nempahla	Uhlu lwabahlizeki abagunyaziwe; Amadokhumenti e-tender; Izinkontileka; Ama-oda; Amanothi ezimpahla ezamukelwe; Izitifiketi ze-B-BBEE
Ezabasebenzi	Izinqubomgomo ze-HR; Amasakhiwo enhlangano; Imisebenzi efakwe esidlangalaleni; Izinkontileka zokuqashwa; Amarekhodi eholidi & iholo; Amacebo oqeqesho; I-Workplace Skills Plan; Imibiko ye-Employment Equity; Amarekhodi okujeziswa
Ezokusebenza	Izincwadi zokusebenza; Izinkontileka zamakhasimende; Amakhadi emisebenzi; Ukuhlolwa kwekhwalithi yensizakalo; Amarekhodi okugcinwa kwemishini
Ikhwalithi, Ezempilo, Ezokuphepha Nemvelo	Ukuhlolwa kobungozi be-OHS; Amarekhodi ezenzakalo (COIDA); Imizuzu yekhomidi yokuphepha; Ukuhlolwa kwemithelela kwemvelo; Amarekhodi okuphathwa kukadoti; Izinhlelo ze-ISO/QMS; Amarekhodi wokuhlolwa kwangaphakathi/nangaphandle; Amarekhodi okungahambisani; Amaphuzu okulungisa/preventive action
Ezomthetho Nokuhambisana	Uhlu lwezinkontileka; Amafayela ezinsolo; Uhlu lwezingozi zokuhambisana; Amarejista e-PAIA/POPIA; Amarekhodi okuhlola inkohlakalo; Amalaysense kanye nemvume
Ezobuchwepheshe	Izinqubomgomo ze-IT; Amarekhodi okufinyelela; Amarekhodi ezigameko ze-cybersecurity; Imidwebho yesakhiwo sohlelo; Amalungelo esoftware
Ezokumaketha	Imithetho yomkhiqizo; Amasu wokumaketha; Izinto zokukhangisa; Izitatimende zezindaba; Amarekhodi ezokuxhumana nomphakathi
Uhlelo Lwezingozi Nomshuwalense	Uhlelo lwe-ERM; Ukuhlolwa kwezingozi; Amalaysense omshuwalense; Amadokhumenti ezimangalo
Ikhwalithi Nokuthuthuka Okuqhubekayo	Amarekhodi wokuhlolwa kwangaphakathi; Amarekhodi e-ISO/SABS; Ukuhlolwa kokwaneliseka kwamakhasimende; Amaphuzu okulungiswa

8.3 Abamukeli (noma Izigaba Zabamukeli) Ongabanikeza Ulwazi Lomuntu Siqu

sigaba Solwazi Lomuntu Siqu	Abamukeli / Izigaba Zabamukeli
Izinombolo zokuhlonza & ulwazi lobugebengu	Amaphoyisa aseNingizimu Afrika (SAPS) noma izinhlangano eziphenyayo
Iziqu & ubulungu kochwepheshe	I-South African Qualifications Authority (SAQA) kanye nezinkampani eziqinisekisiwe zokuhlola
Umlando wokukhokha & wesikweletu	Ama-ejensi abhalisiwe wesikweletu
Ulwazi lwentela	I-South African Revenue Service (SARS)
Amarekhodi eholidi & izinzuzo	Amabhangane, abaphathi bepenshini / abaphathi be-provident fund, izinhlelo zokwelashwa
Amarekhodi ezingozi / ukulimala	UMnyango Wezokuqashwa Nezabasebenzi; IKomishini Yomshwalense Wokulimala
Amarekhodi wokusebenza kwamakhasimende	Amakhasimende asebenzisana nawo (ngokwesivumelwano senkonzo)

8.4 Ukugeleza Kolwazi Ngaphandle Kwezwe

Izinhlelo ezithile ze-cloud ezisetshenziswa i-Tsebo (isb. i-Microsoft 365, SAP SuccessFactors) zigcina noma zisebenzise i-back-up yedatha kuma-server atholakala e-European Union nase-United Kingdom. Lezi zindawo zinikeza amazinga okuvikelwa afanayo ne-POPIA, futhi kunezivumelwano zokudlulisela idatha phakathi kwamazwe ezifaka i-European Commission Standard Contractual Clauses. Izigaba zedatha ezigcinwayo zifaka amarekhodi e-HR abasebenzi, okuqukethwe kwe-imeyili, nolwazi lokuxhumana namakhasimende.

8.5 Izinyathelo Zokuvikela Ulwazi

I-Tsebo isebenzisa izinyathelo ezihlukahlukene ukuqinisekisa imfihlo, ubuqiniso, nokutholakala kolwazi lomuntu siqu, okuhlanganisa:

- Uhlelo Lokuphathwa Kwezokuphepha Kolwazi oluhambisana ne-ISO 27001 (ISMS)
- Ukulawula ukufinyelela okuhlobene nezindima zomsebenzisi
- Ukuqinisekiswa okunezinyathelo eziningi (multi-factor authentication)
- Ukuqinisekiswa kolwazi (encryption) ngesikhathi sokugcinwa nasenkambeni
- Izivimbelamhlaba (firewalls), ama-virus scanners, nezixazululo ze-anti-malware
- Ukuhlolwa kokuvuleka kwezinhlelo & ukuhlolwa kokuhlaselwa (penetration testing)
- Ama-back-up aphephile angaphandle kwesiza kanye nezinhlelo zokubuyiselwa ezimeni eziphuthumayo
- Ukuqeqeshwa kwabasebenzi ngokuqwashisa nge-cybersecurity ne-POPIA
- Izinqubo ezisemthethweni zokuphendula izigameko & izaziso zokwephulwa kolwazi

9. Ukutholakala Komhlahlandlela

9.1 Ikhophi yalo Mhlahlandlela itholakala kuwebhusayithi: <https://www.tsebo.com> (engxenyeni yoLwazi Olusemthethweni).

9.2 Ingahlolwa, mahhala, phakathi nezikhathi ezijwayelekile zomsebenzi ehhovisi elikhulu le-Tsebo; Tsebo Office Park, Block B ku-85 Protea Road, Chislehurst, Sandton, 2196.

9.3 Ikhophi yedijithali noma ephrintiwe izonikezwa kunoma imuphi umuntu owenza isicelo esibhaliwe kuMphathi Wemininingwane futhi ngemva kokukhokhwa kwemali ebekiwe (bheka iSengezo B kwiMithethonqubo ye-PAIA).

9.4 Ikhophi izonikezwa kuMlawuli Wezokulawula uma efuna.

9.5 Njengesibonakaliso kuSengezo B seMithethonqubo, imali yefotokhophi ye-A4 iyakhokhwa ngekhasi ngalinye elikopishiwe.

10. Izikhathi Zokucubungula Isicelo Sakho

I-Tsebo izophendula kungakapheli izinsuku ezingu-30 kusukela kutholakala yonke imininingwane edingekayo. I-Tsebo inganweba lesi sikhathi esiyizinsuku ezingu-30 kanye kuphela, ngesinye isikhathi esingadluli izinsuku ezingu-30, uma:

- Isicelo sihlobene nenani elikhulu lamarekhodi noma sidinga ukusesha amarekhodi amaningi okungathikameza umsebenzi we-Tsebo.
- Isicelo sidinga ukusesha amarekhodi ezindaweni ezihlukene ze-Tsebo noma eqoqwa kusuka ehovisi elingekho edolobheni noma edolobheni elifanayo nalelo lekhandla eliyinhloko futhi okungenakwenzeka ukuthi kuphothulwe phakathi nesikhathi sokuqala.
- Kudingeka noma kuyafaneleka ukubonana phakathi kwezigaba ze-Tsebo noma nenye inhlango ezimele ukuze kuthathwe isinqumo ngesicelo.

Uma isikhathi sinwetshiwe, i-Tsebo kumele yazise lowo owenze isicelo ngokushesha okukhulu okungenzeka, kepha kungakapheli izinsuku ezingu-30, mayelana nokunwetshwa, nobude besikhathi esengeziwe, kanye nezizathu zokunwetshwa. Iphinde imazise ukuthi angafaka isicelo enkantolo ephikisana nokunwetshwa, kanye nenqubo (efaka isikhathi) yokufaka leso sicelo.

11. Isinqumo Ngesicelo Namarekhodi Angatholakali

I-PAIA inikeza izisekelo eziningi lapho i-Tsebo ingala khona ukufinyelela kwakho kumarekhodi. Lezi zizathu zokwenqaba zihlanganisa ukuvikela:

- Ubumfihlo bomunye umuntu
- Ulwazimagama lwebhizinisi lomunye umuntu
- Ulwazimagama olubucayi lwabanye abantu
- Ukuphepha kwabantu nezindawo
- Amarekhodi ahambisana nenqubo yezomthetho

Uzokwaziswa ngokubhaliwe uma isicelo sakho sivunyelwe noma senqatshiwe kungakapheli izinsuku ezingu-30 kusukela kutholakala ifomu lesicelo eligcwele. Uma irekhodi olifunayo le-Tsebo lingatholakali noma lingekho, i-Tsebo izokwazisa ngesifungo sokuthi akukwazi ukufinyelela kuleli rekhodi.

12. Izixazululo Ezitholakala Uma Isicelo Senqatshiwe

I-Tsebo ayinazo izindlela zokufaka izikhalazo zangaphakathi. Ngakho-ke, isinqumo esenziwe uMphathi Wezokuvikelwa Kolwazi lomuntu siqu siyisokugcina, futhi kuzofanele usebenzise izixazululo zangaphandle ezitholakalayo uma unganelisekile ngesinqumo.

Ngokuhambisana ne-PAIA, uma wena noma umuntu wesithathu engekho ejabulile ngesinqumo sikaMphathi Wezokuvikelwa Kolwazi, angafaka isicelo enkantolo kungakapheli izinsuku ezingu-180 kusukela kwaziswa ngesinqumo.

13. Ukubuyekezwa Komhlahlandlela

Inhloko ye-Tsebo izobuyekeza lo Mhlahlandlela ngezikhathi ezithile.

Kukhishwe ngu:

Tim Walters

uMqondisi Omkhulu

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

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Fax number:

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Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made (when made on behalf of another person)				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile: <table border="1"><tr><td></td></tr></table>	
Cellular:				
Full names of person on whose behalf request is made (if applicable):				
Identity Number				
Postal Address				

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED <i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer