

IMANUWALI NGOKWESIGABA 51 UQOBO
UMTHETHO WOKUKHUTHAZWA KOKUFINYELELA OLWAZINI, WESI-2 KA-2000
(“PAIA”)

Njengoba uchtshiyelwe uMthetho Wokuvikela Ulwazi Lomuntu Siqu, 4 ka
(“POPIA”)

Yakwa

MÉDECINS SANS FRONTIÈRES SOUTHERN AFRICA (NPC)
(REG. NO.: 2007/008324/08)
(“MSF-SA”)

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INKOMBA

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1. Isingeniso se-PAIA

- 1.1. Uhlelo lukahulumeni waseNingizimu Afrika, ngaphambi komhla zingama-27 kuMbaso 1994, lwabangela isiko eliyimfihlo nelingaphenduli ngaphakathi kwezinhlelo zikahulumeni nezizimele, okwakuvame ukuholela ekusetshenzisweni kabi kwamandla kanye nokwepholwa kwamalungelo abantu.
- 1.2. I-PAIA, kanye nayo yonke imithetho efanele, ikunikeza ilungelo lokufinyelela olwazini olugcinwe yizinhlangano zikahulumeni nezizimele lapho ucela lolo lwazi ngokuhambisana nezinhlinzeko ze-PAIA, ukuze usebenzise noma uvikele noma yimaphi amalungelo akho noma omunye umuntu.
- 1.3. Uma wenza isicelo esinjalo, inhlangotho yomphakathi noma ezimele kufanele ikhiphe ulwazi ngaphandle uma i-PAIA noma yimuphi omunye umthetho ofanelekile uthi amarekhodi aqakethe lolo lwazi angeke akhishwe.
- 1.4. Ngezinjongo zale Manuwali, sizibiza ngokuthi “MSF-SA”, “thina”, “yethu” noma “wethu”.
- 1.5. Sihlanganise le Manuwali ukuze sikwazise, futhi sikuqondise, ngenqubo kanye nezinye izidingo isicelo se-PAIA okufanele sihambisane nazo.

2. Amalungi ebhodi lethu

- 2.1. Sibone kubalulekile ukuthi, ngaphambi kokuba singene eminingwaneni yokuthi wenza kanjani ngokuthumela isicelo se-PAIA kithi, sikwethule kumalungu ebhodi lethu. Ngesikhathi sokushicilela lolu hlobo lwemanuwali yethu ye-PAIA, amalungu ebhodi ye-MSF-SA yilawa:
 - 2.2. Bhelekazi Mdlalose - Umongameli
 - 2.3. Maximina Kazetu - Iphini likamongameli
 - 2.4. Mncedisi Mpungose - Unobhala
 - 2.5. Walter Taderera - Umgcinimafa
 - 2.6. Amir Shroufi - Ilungu
 - 2.7. Munyaradzi Dhodho - Ilungu
 - 2.8. Gugulethu Ngidi - Ilungu
 - 2.9. Nkanyiso Gambu - Ilungu
 - 2.10. Spencer Botolo - Ilungu

Amalungu ebhodi angashintsha ngezikhathi ezithile. Sicela uvakashele iwebhusayithi yethu ethi <https://www.msf.org.za/about-us/msf-board-members> ukuze uthole ukuthi kube khona yini izinguquko.

3. Uhlu lwezinkampani esisebenzisana nazo

I-MSF-SA iyinxusa le-Médecins Sans Frontières. Uma unesicelo se-PAIA ongathanda ukusihambisa kuso, kufanele ulandele izingqubo ezibekwe kule Manuwali, njengoba izosebenza nakuyo.

4. Mayelana Nathi

1.1. I-MSF-SA iyingxenye yenhlangano yosizo lwamazwe ngamazwe ehlinzeka ngosizo emazweni angaphezu kwangu-70, kubantu abacindezelekile, izisulu zezinhlekelele zemvelo noma ezibangelwa abantu kanye nezisulu zezingxabano zezikhali, ngaphandle kokucwaswa futhi kungakhathalekile ngohlanga, ngenkolo, ngezivumokholo, noma ngenhlangano yezombangazwe.

Uma ungathanda ukuthola okwengeziwe ngathi, okuhlenganisa nemisebenzi yethu eyinhloko yebhizinisi, vakashela ku-<https://www.msf.org.za/about-us>

5. Imininingwane yethu yokuxhumana ¹

I-PAIA idinga ukuthi sikunikeze imininingwane ethile yokuxhumana. Sibeke imininingwane yethu yokuxhumana lapha ngezansi.

Ikheli Leposi	PO Box 61624 Marshalltown 2107
Ikheli lesitaladi	9 th Floor, Zurich House, 70 Fox Street, Marshalltown, Johannesburg, South Africa
Inombolo yocingo yokuxhumana	+27 (0) 11 403 4440/1/2
Isikhulu solwazi i-PAIA	Zoya Naidoo privacy@joburg.msf.org

¹ Section 51(1)(a) of PAIA

IPhini lesikhulu solwazi	N/A
Inhloko	UMqondisi Jikelele – Andrew Mews

6. Ungasitholaphi isiqondiso mayelana nokuhambisa isicelo se-PAIA ²

- 6.1. Inqubo yokuthumela isicelo se-PAIA ingaba nzima kakhulu, ngisho nakubameli abaqeqeshiwe. Ukuze usize labo abangazazi izicelo ze-PAIA, Isigaba se-10 se-PAIA siyalele Umlawuli Wolwazi ukuthi alungise UMhlahlandlela oqukethe ulwazi oluzokusiza ekuqondeni ukuthi ungasebenzisa kanjani amalungelo akho ngaphansi kwe-PAIA Itholakala ngazo zonke izilimi ezisemthethweni zaseNingizimu Afrika kanye ne-braille.
- 6.2. Uma unanoma yimiphi imibuzo, noma udinga ikhophi yoMhlahlandlela, sicela uthinte I-Information Regulator ngokuqondile:

The Information Regulator

Braampark Forum 3,

33 Hoofd Street,

Braamfontein

Tel: +27 10 023 5200

Email: complaints.IR@justice.gov.za

Website: <https://www.justice.gov.za/inforeg/>

- 6.3. Ikhophi yalo Mhlahlandlela iyatholakala futhi ngezilimi ezimbili zaseNingizimu Afrika ehhovisi lethu, ukuze ihlolwe ngumphakathi ngezikhathi zomsebenzi ezijwayelekile.
- 6.4. Sicela usebenzise ifomu elikuSengezo 1 ukuze ucele ikhophi yoMhlahlandlela kwa-MSF-SA. Ayikho imali ekhokhwayo uma ucela ikhophi yoMhlahlandlela.

7. Ulwazi olutholakala ngokuzenzakalelayo ngaphandle kwesicelo se-PAIA³

² Section 51(1)(b)(i) of PAIA once amended by section 110 of POPIA.

³ Section 51(1)(b)(ii) of PAIA once amended by section 110 of POPIA.

- 7.1. I-PAIA izama ukwenza ukufinyelela olwazini kube lula kuwo wonke umuntu. Lokhu ikwenza ngokuphakamisa ukuthi amabhizinisi, afana ne-MSF-SA, ahlanganise ngokuzithandela izigaba zamadokhumenti nolwazi (amarekhodi) ongase uwacele, ngaphandle kokungena ohlelweni olusemthethweni lwesicelo se-PAIA.⁴
- 7.2. Ulwazi olukuwebhusayithi se-MSF-SA lutholakala ngokuzenzakalelayo futhi aludingi ukucelwa ngokusemthethweni ngokwenqubo yesicelo se-PAIA. Izincwajana zethu, ukukhishwa kwezindaba, okushicilelwe kanye nezinto zokumaketha nazo zitholakala ngokuzenzakalelayo.
- 7.3. Ungacela ikhophi yaleli rekhodi, lapho ukhokha imali yokukhiqiza kabusha njengoba kubekwe kuSithasiselo 3.

8. Amarekhodi agcinwe ngokomunye umthetho ⁵

- 8.1. Singaphansi kwemithetho nemithethonqubo eyahlukene, eminye yayo idinga ukuthi sigcine amarekhodi athile. Sibeke, ngezansi, imithetho okungenzeka sibe ngaphansi kwayo, futhi engadinga ukuthi sigcine amarekhodi athile.

- Basic Conditions of Employment Act 75 of 1997
- Broad Based Black Economic Empowerment Act 53 of 2003 and Codes of Good Practice
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Copyright Act 98 of 1978
- Consumer Protection Act 68 of 2008
- Electronic Communications Act 36 of 2005
- Employment Equity Act 55 of 1998
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Insolvency Act No. 24 of 1936
- Labour Relations Act 66 of 1995

⁴ This is set out in section 52(2) of PAIA.

⁵ Section 51(1)(b)(ii) of PAIA once amended by section 110 of POPIA.

- National Credit Act 34 of 2005
- Occupational Health & Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- POPIA
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Standards Act 8 of 2008
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 30 of 1966
- Tobacco Products Control Act 83 of 1993
- Value Added Tax Act 89 of 1991

8.2. Nakuba siye sazama ngakho konke okusemandleni ethu ukuze sinikeze uhlu lwemithetho esebenzayo, kungenzeka ukuthi lolu hlu aluphelele. Noma nini lapho kufika ezindlebeni zethu ukuthi umthetho okhona noma omusha uvumela umfakisicelo ukuba afinyelele kwelinye isisekelo ngaphandle kwalokhu kubekwe ku-PAIA, sizobuyekeza uhlu ngendlela efanele. Uma ukholelwa ukuthi ilungelo lokuthola irekhodi likhona ngokomunye umthetho osohlwini olungenhla nanoma yimuphi omunye umthetho, kudingeka ukuthi uveze ukuthi yiliphi ilungelo elisemthethweni isicelo esisekelwe kulo, ukuze uvumele Isikhulu Sezolwazi ithuba lokucubungula isicelo ukukhanya kwayo.

9. Incazelo yezihloko esinamarekhodi kuzo kanye nezigaba zamarekhodi ⁶

9.1. I-PAIA idinga ukuthi senze ukufinyelela kumarekhodi ethu kube lula. Ukwenza kanjalo, sichaze ngezansi, ezinye zezihloko ezibalulekile esiphethe amarekhodi ngazo, zihlukaniswe izigaba:

Subject matter	Category
Corporate documents	<ul style="list-style-type: none"> • Documents of incorporation; • Memorandum of Incorporation; • Minutes of board of director's meetings and general meetings;

⁶ Section 51(1)(b)(iv) of PAIA once amended by section 110 of POPIA.

	<ul style="list-style-type: none"> • Written resolutions; • Records relating to the appointment of directors / auditors / company secretary public officer and other officers; and • Other statutory records.
Financial records and tax records	<ul style="list-style-type: none"> • Annual financial statements; • Tax returns; • Accounting records; • Banking records; • Bank statements; • Paid cheques; • Asset register; • Rental agreements; • Invoices; • PAYE records; • Documents issued to employees for income tax purposes; • Records of payments made to SARS on behalf of employees; • All other statutory compliances; • VAT records; • Regional services levies; • Skills development levies; • UIF; and • Workmen's compensation.
Personnel records	<ul style="list-style-type: none"> • Employment contracts; • Employment policies and procedures; • Employment equity plan; • Medical aid records; • Pension fund records; • Internal evaluations and disciplinary records; • Salary records; • Disciplinary codes; • Leave records; • Training records and manuals; • Operating manuals;

	<ul style="list-style-type: none"> • Personal records provided by personnel; • Other statutory records; and • Related correspondence.
Health and safety, and sustainability records	<ul style="list-style-type: none"> • Health and safety records • Occupation certificates of all buildings • Fire clearance certificates of all buildings • Sustainability policy and operational plan • Project feasibilities • Environmental authorisations • Environmental plans • Environmental audit records
Procurement records	<ul style="list-style-type: none"> • Standard terms and conditions for supply of services and products • Contractor, client and supplier agreements • Lists of suppliers, products, services and distribution • Policies and procedures • Proposal and tender documents • Project plans
Operations records	<ul style="list-style-type: none"> • Access control records • Service level agreements • General correspondence • Patents and trade mark documents • Insurance documentation
Marketing records	<ul style="list-style-type: none"> • Advertising and donation material • Proposal documents • Brand information management • Marketing strategies
Risk audit records	<ul style="list-style-type: none"> • Audit reports • Risk management frameworks and plans
Information and Technology records	<ul style="list-style-type: none"> • Computer/mobile device usage policy documentation • Disaster recovery plans • Hardware asset registers • Information technology policies/standards/procedures/manuals • Software licensing

Fundraising records	<ul style="list-style-type: none"> • Schedule of projects/record of organisations that receive funding • Reports, books, publication and general information related to fundraising and expenditure • Records and contracts of agreement with funded or funder organisations
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10. Ulwazi lokuthi ungasenza kanjani isicelo se-PAIA kithi ⁷

- 10.1. Uma ungasithanda ukwenza isicelo se-PAIA ku-MSF-SA, kufanele wenze kanjalo kwiFomu 2 lesiThasiselo A seSaziso Sikahulumeni No. R 757 samhla zingama-27 kuNcwaba 2021, noma ifomu elifanayo kakhulu. Ukuze kube lula kuwe, sifake ifomu kule Manuwali. Lifakwe njengeSithasiselo 2.
- 10.2. Kubalulekile ukuthi ubhekise noma yiziphi izicelo zokufinyelela kumarekhodi kuSikhulu Sezolwazi se-MSF-SA ekhelini, inombolo yefeksi noma ikheli le-imeyili elinikezwe ngenhla kule Manuwali.
- 10.3. Kubalulekile ukuthi usinikeze imininingwane eyanele efomini lesicelo ukuze sikwazi ukukuhlonza kanye nerekhodi olidingayo kithi. Kufanele futhi usazise ukuthi iyiphi indlela ongathanda ukufinyelela ngayo kumarekhodi, isibonelo amakhophi aprintiwenoma ifomethi ye-elektronikhi. Sicela usazise ukuthi, ngaphezu kwempendulo ebhaliwe, ungasithanda yini ukuthi sikuthinte ngenye indlela, isibonelo ngocingo noma nge-imeyili. Uma kunjalo, sicela usinikeze imininingwane yakho yokuxhumana eyengeziwe.
- 10.4. Kubalulekile ukuthi uhlonze ilungelo ofuna ukulisebenzisa noma ukulivikela futhi usinikeze incazelo yokuthi kungani irekhodi eliceliwe lidingeka ukuze kusetshenziswe noma kuvikelwe lelo lungelo.
- 10.5. Uma wenzela omunye umuntu isicelo, kufanele ulethe ubufakazi besikhundla osona ngaso isicelo. Loba bufakazi buyoba ngaphansi kokwaneliseka kweSikhulu Sezolwazi se-MSF-SA.

⁷ Section 51(1)(b)(iv) of PAIA once amended by section 110 of POPIA and section 53 of PAIA.

- 10.6. Uma ungalisebenzisi ifomu elijwayelekile (eliyisithasiselo sesi-2 esinamathiselwe kule Manuwali), isicelo sakho singanqatshwa ngenxa yokuntula ukuthobela izinqubo, sinqatshwe (uma ulwazi olwanele lunganikezwanga noma ngenye indlela) noma sibambezeleke.
- 10.7. Sicela wazi ukuthi kuzodingeka futhi ukuthi ukhokhe izimali ezinqunyiwe. Uhlu lwezimali ezikhokhwayo ezinqunyiwe maqondana nezicelo, kanye maqondana nokufinyelela kumarekhodi (uma isicelo samukelwe) lubalulwe kuSithasiselo sesi-3 sale Manuwali.
- 10.8. Uma udinga usizo lokugcwalisa ifomu lesicelo, i-MSF-SA izokusiza mahhala.
- 10.9. Uma ucela amarekhodi angahlobene nesicelo sakho, sizokwazisa kuqala ngemali enqunyiwe (uma ikhona) ngaphambi kokucubungula isicelo futhi. Ungafaka isikhalazo sangaphakathi noma isicelo eNkantolo, ngokumelene nemfuneko yethu yokuthi ukhokhe imali yesicelo.
- 10.10. Sizobe sesithatha isinqumo ngesicelo futhi sikwazise ngefomu elibekwe kuSithasiselo sesi-4.
- 10.11. Uma isicelo sakho samukelwe, kufanele kukhokhwe enye imali yokufinyelela ukuze kukhiqizwe kabusha, kuseshwe futhi kulungiswe irekhodi, nanoma yisiphi isikhathi eseqe amahora anqunyiwe okucinga nokulungisa irekhodi ukuze lidalulwe..
- 10.12. Uma ukucinga noma ukulungiswa kwerekhodi, ngokubona kweSikhulu Esibhekele Ulwazi, kuzodinga amahora angaphezu kwayisi-6, sizodinga ukuthi ukhokhe njengediphozithi, ingxenye yemali yokufinyelela. Sizokwazisa ngefomu elihambisana nefomu elikuSithasiselo sesi-4.
- 10.13. Sicela wazi ukuthi zonke izicelo esizitholayo, zizocutshungulwa futhi zicutshungulwe ngokuhambisana ne-PAIA. Kubalulekile ukukhumbula ukuthi, nakuba silishicilele le Manuwali futhi sachaza izigaba nesihloko solwazi noma amarekhodi esiwaphethe, lokhu akukuniki noma yimaphi amalungelo okufinyelela lolo lwazi noma amarekhodi, ngaphandle kwemibandela ye-PAIA. Amarekhodi ongeke ube nelungelo lokuwafaka lawo ezinkampani zangaphandle ezingabantu bemvelo (okungukuthi abantu), ulwazi lwezohwebo lwezinkampani zangaphandle, ukuphepha kwabantu noma ukuvikelwa kwempahla, lawo anikwe ilungelo lokukhiqizwa ezinkantolo zomthetho, ezohwebo, ulwazi lwebandla elizimele kanye nolwazi locwaningo lomuntu wesithathu kanye nebandla elizimele.

11. Ulwazi oluhlobene ne-POPIA⁸

11.1. Isingeniso

11.1.1. I-POPIA idinga ukuthi sikunikeze ulwazi oluthile oluhambelana nendlela yolwazi lomuntu siqu esilucubungulayo, phakathi kokunye, olusetshenziswa ngayo, oludalulwayo futhi olucekelwa phansi. Sibeke imininingwane edingekayo ngezansi.

11.2. Izicelo zolwazi ezenziwe ngaphansi kwe-POPIA

11.2.1. I-POPIA ihlinzeka ngokuthi, ngemva kobufakazi bokuthi ungubani, ungase usicele ukuthi siqinisekise, mahhala, ukuthi sinalo yini ulwazi lomuntu siqu ngawe noma cha. Ungase futhi ucele irekhodi noma incazelo yolwazi lomuntu siqu olumayelana nawe, okuhlanganisa ulwazi mayelana nobunikazi bezinkampani zangaphandle ezikwazile ukufinyelela noma eziye zafinyelela kulwazi olunjalo.

11.2.2. Izicelo zolwazi lomuntu siqu ngaphansi kwe-POPIA kufanele zenziwe ngokuhambisana nezinhlinzeko ze-PAIA.⁹ Lolu hlelo luvezwe endimeni ye-10 ngenhla.

11.2.1. Uma sikuhlinzeka ngolwazi lomuntu siqu lwakho, unelungelo lokucela ukulungiswa, ukususwa noma ukucekelwa phansi kolwazi lwakho siqu, ngefomu elinqunyiwe. Uma ufisa ukucela ukulungiswa, ukususwa noma ukucekelwa phansi kolwazi lomuntu siqu, kufanele ulethe isicelo kwisikhulu solwazi ekhelini leposi noma lendawo, inombolo yefeksi noma ikheli le-imeyili elibekwe ngenhla efomini elifakwe lapha njengeSithasiselo 5.

11.2.2. Ngaphansi kwezimo ezithile, ungase futhi uphikise ukucutshungulwa ngolwazi lomuntu siqu lwakho efomini elinqunyiwe. Ukuze kube lula kuwe, sifake ifomu kule Manuwali. Lifakwe njengeSithasiselo 6.⁹

11.2.3. Sizokunikeza isilinganiso esibhaliwe semali yokukuhlinzeka ngolwazi lomuntu siqu lwakho, ngaphambi kokukunikeza ngamasevisi. Singase futhi sidinge ukuthi usinikeze idiphosi yakho yonke noma ingxenye yemali ngaphambi kokukunikeza imininingwane yomuntu siqu eceliwe.¹⁰

11.3. Inhloso yokucubungula ¹¹

⁸ Section 51(1)(c) of PAIA once amended by section 110 of POPIA.

⁹ Form 2 of the Regulations Relating to the Protection of Personal Information.

¹⁰ Section 23(3)(a) and (b) of POPIA.

¹¹ Section 51(1)(c)(i) of PAIA once amended by section 110 of POPIA.

- 11.3.1. I-POPIA ihlinzeka ngokuthi ulwazi lomuntu siqu kufanele lucutshungulwe ngenjongo ethile.
- 11.3.2. Injongo yokucubungula ulwazi izoncika ohlotsheni lolwazi lomuntu siqu esiluqoqayo kanye nobudlelwano bethu nawe njengesihloko sedatha. Injongo lapho ulwazi lwakho lucutshungulwa khona ngokuvamile budalulwa, ngokusobala noma ngokungagunci ngesikhathi sokuqoqwa.
- 11.4. Uma ufisa ukuphikisa i-MSF-SA, noma abahlinzeki besevisi beqembu lesithathu le-MSF-SA, ukucubungula ulwazi lomuntu siqu lwakho, sicela ugcwalise Isithasiselo 6.
- 11.5. **Ulwazi lomuntu siqu olucutshungulwayo** ¹²
- 11.5.1. Sicela ubheke ithebula elingezansi ukuze uthole uhlu olungaphelele lolwazi olucutshungulwe yi-MSF-SA.

Category of Data Subject	Category of Personal Information
Natural Persons	Names; contact details; physical and postal addresses; date of birth; age; ID number; tax related information; nationality; gender; banking details; and confidential correspondence
Juristic Persons / Entities	names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners.

¹² Section 51(1)(c)(ii) of PAIA once amended by section 110 of POPIA. The information provided under this section refers to broad categories of information. This list is not exhaustive.

Foreign Persons / Entities	names; contact details; physical and postal, financial information addresses; date of birth; passport number tax related information; nationality; gender; confidential correspondence; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
Contracted Service Providers	names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
Intermediary / Advisor	names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
Employees / Directors / Potential personnel / Shareholders / Volunteers / Employees' family members / Temporary Staff	gender, pregnancy; marital status; race, age, language, education information; financial information; employment history; ID number; next of kin; children's name, gender, age,; physical and postal address; contact details; opinions, criminal behaviour and/or criminal records; well-being; trade union membership; external commercial interests; medical information:
Website end-users / Application end-users	Names, electronic identification data: IP address; log-in data, cookies, electronic localization data; cell phone details, GPS data.

11.6. **Izigaba zabamukeli ngezinjongo zokucubungula ulwazi lomuntu siqu** ¹³

11.6.1. Singase sinikeze ulwazi lomuntu siqu kulaba abangaba abamukeli:

- Izinhlangano zangaphakathi kwenethiwekhi yezomhlaba jikelele ya-MSF;
- Abahlinzeki bethu, abahlinzeki bezinsizakalo, abathengisi, ama-ejenti kanye nabameleli abasihlinzekelayo;;
- Izinkampani zangaphandle zokuqinisekisa kanye nama-credit bureau;
- Ama-ejensi wokuqoqa;
- Amabhange nezinye izikhungo zezimali; futhi
- Ozakwethu bebhizinisi abasenzela imisebenzi yebhizinisi.

11.6.2. Singase sidalule ulwazi lomuntu siqu esiluqoqile kunoma yibaphi abahlinzeki bethu besevisi bezinkampani zangaphandle, esizibandakanya nabo ebhizinisini noma labo amasevisi noma imikhiqizo yabo esikhetha ukuyisebenzisa, okuhlanganisa nezinsizakalo zefu ezisingathwa ezindaweni zamazwe ngamazwe.

11.6.3. Singase sidalule ulwazi lomuntu siqu kunoma yiziphi iziphathimandla ezilawulayo nezikahulumeni noma ombudsmen, noma ezinye iziphathimandla, okuhlanganisa iziphathimandla zentela.

11.6.4. Sizama ukungena ezivumelwaneni ezibhaliwe ukuze siqinisekise ukuthi abanye abathintekayo bathobela ubumfihlo bethu kanye nezidingo zobumfihlo. Imininingwane yomuntu siqu ingase idalulwe lapho sinesibopho esingokomthetho noma sinelungelo elingokomthetho lokwenza kanjalo.

11.7. **Incazelo ejwayelekile yezinyathelo zokuphepha kolwazi** ¹⁴

I-MSF-SA isebenzisa izinyathelo ezifanele, ezinengqondo zobuchwepheshe kanye nenhlangano ukuze kuvinjelwe ukulahleka, ukulimala noma ukucekelwa phansi okungagunyaziwe kolwazi lomuntu siqu kanye nokufinyelela okungekho emthethweni noma ukucutshungulwa kolwazi lomuntu siqu. Lezi zinyathelo zihlanganisa:

- Firewalls;
- Virus protection software and update protocols;

¹³ Section 51(1)(c)(iii) of PAIA once amended by section 110 of POPIA.

¹⁴ Section 51(1)(c)(v) of PAIA once amended by section 110 of POPIA.

- Information security policies;
- Logical and physical access control; and
- Secure setup of hardware and software making up our information technology infrastructure.

ISITHASISELO 1

IFOMU 1
ISICELO SEKHOPI YOMHLAHLANDLELELA

Kuya: *The Information Regulator
P.O Box 31533
Braamfontein,
2017
E-mail address: infoereg@justice.gov.za
Tel number: +27 (0) 10 023 5200

OR

Kuya: *The Information Officer
[insert email]

I,

Amagama Aphelele:				
Ngokwesikhundla sami njengo (maka ngo "x"):	Ulwazi Isikhulu		Okunye	
Igama *lenhlangano yomphakathi/eyimfihlo (uma likhona):				
Ikheli Leposi:				
Ikheli lesitaladi:				
Ikheli lesitaladi:				
Ifeksi:				
Izinombolo zokuxhumana:	Ucingo.(B):		Iselula	

Ngicela amakhophi alandelayo omhlahlandlela:

Ulimi (maka ngo-"x")	Inombolo Yamakhophiof Copies	Ulimi (maka ngo-"x")	Inombolo Yamakhophiof Copies
Sepedi		Sesotho	
Setswana		siSwati	
Tshivenda		Xitsonga	

	Afrikaans			English	
	isiNdebele			isiXhosa	
	isiZulu				
Indlela Yokuqoqwa (maka ngo-"x"):					
Iqoqo Siqu	Lomuntu	Ikheli Leposi	Ifeksi	Ukuxhumana (sicela ucacise)	ngogesi

Kusayinwe e-/o..... ngalolusuku lomhlaziNgonyaka
we20.....

.....

Isiginesha yomfakisicelo

*Susa noma yikuphi okungasebenzi.

ANNEXURE 2

UFOMU 2 ISICELO SOKUFINYELELEKA KWIREKHODI

QAPHELA:

1. Ubufakazu bokuthi ungubani bufanele bufakwe ngunfakisicelo.
2. Uma izingicelo ezenziwe egameni lomunye umuntu, ubufakazi balokho kugunyazwa, bufanele bufakwe kuleli fomu

TO: The Information Officer
MSF SA – Doctors Without Borders
9th Floor, Zurich House
70 Fox Street
Marshalltown
Johannesburg
2001

Ikheli le-email:

Inombolo yefeksi:

Phawula u "X"

Isicelo senziwa egameni

Isicelo senziwa egameni lomunye umuntu.

ULWAZI LOBUQU			
Amagama Aphelele			
Inombolo Kamazisi			
Isikhundla isicelo esenziwa ngaso (uma senzela omunye umuntu)			
Ikheli Leposi			
Ikheli Lomgwaco			
Ikheli Le-emeyili			
Izinombolo zokuxhumana	Ucingo. (B):		Ifeksi:
	Iselula:		
Amagama aphelele omuntu ofakelwa isicelo (uma ekhona)			
Inombolo Kamazisi			
Ikheli Leposi			
Ikheli Lomgwaqo			

Ikheli Le-emeyili			
Izinombolo zokuxhumana:	Ucingo: (B)		Ifeksi:
	Umakhalek hukhwini		
IMINININGWANE YEREKHODI ELICELIWE			
<p><i>Nikeza ngemininingwane ephelele yerekhodi okucelwa ukufinyeleleka kulo, kumbandakanya inombolo yereferensi uma uyazi, ukwenzela ukuthi litholakale irekhodi. (Uma isikhala osinikiwe sisincane, sicela uqhubekele kwelinye ikhasi bese ulinamathisela kuleli fomu. Ikhasi ngalinye olufakile lifanele lisayindewe.)</i></p>			
Ukuchazwa kwerekhodi noma izingxenye ezifanele zerekhodi:			
Inombolo yereferensi, uma ikhona			
Nanoma ngabe imiphi eminye imininingwane yerekhodi			
ULOBO LWEREKHODI (Phawula U-"X" ebhokisini elifanele.)			
Irekhodi linguhlobo olubhaliwe noma olugayiwe			
Irekhodi lakhiwe imifanekiso ebukwayo (kubandakanya izithombe, amaslayidi, okuqoshiwe kwevido, imifanekiso eyakhiwe ngekhompyutha, imidwebo, njll.)			
Irekhodi lakhiwe ngamagama noma ulwazi olungakhiqizwa futhi ngomsindo			
Irekhodi ligcinwe kwikhompyutha noma nge-elekhtronikhi, noma ngohlobo olufundeka ngomshinin			
UHLOBO LOKUFINYELELEKA (Faka uphawu u-"X" ebhokisini elifanele.)			

Ikhophi ephrintiwe yerekhodi (kubandakanya amakhophi anoma yiziphi izithombe ezibonakalayo, okulotshiweyo okususelwa emsindweni kanye nolwazi olugcinwe kukhompuyutha noma ngendlela ye-elekhtronikhi noma efundeka ngomshini)	
Imibhalo noma okubhaliwe okususelwa kokuqoshiwe kwemifanekiso ebukwayo (kubandakanya izithombe, amaslayidi, okuqoshiwe kwevideo, imifanekiso eyakhiwe ngekhompuyutha, imidwebo, njll.)	
umbhalo womsindo oqoshiwe (umbhalo obhaliwe noma ogayiwe)	
Ikhophi yerekhodi eliku-flash drive (kubandakanya izithombe ezibonakalayo namaculo emibukiso)	
Ikhophi yerekhodi eliku-compact disc (kubandakanya izithombe ezibonakalayo namaculo emibukiso)	
Ikhophi yerekhodi elondolozwe kwiseva egcina izinto kwi-inthanethi	

INDLELA YOKUFINYELEKA (Faka uphawu u-"X" ebhokisini elifanele.)	
Ukuhlolwa kwerekhodi lobuqu ekhelini elibhalisiwe lohlaka lukahulumeni/lwangesese (kubandakanya ukulalela amagama aqoshiwe, ulwazi olungakhiqizwa ngomsindo, noma ulwazi olugcinwe kukhompuyutha noma ngendlela ye-elekhtronikhi noma efundeka ngomshini)	
Izinsizakalo zeposi ziya ekhelini leposi	
Izinsizakalo zeposi ziya ekhelini lomgwaqo	
Izinsizakalo zokuthutha amaphasela ziya ekhelini lomgwaqo	
Ifeksi yolwazi ngohlobo olubhaliwe noma olugayiwe (kubandakanya okulotshwe kususelwa kokulalelwayo)	
E-imeyili yolwazi (kubandakanya namaculo emibukiso uma kungenzeka)	
Ukwabelana nge-inthanethi/ukudlulisa ifayela	
Ulimi oluthandwayo (Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kungatholakala ngolimi irekhodi elitholakala ngalo)	

IMININGWANE YELUNGELO ELIZOSETSHENZISWA NOMA LIVIKELWE	
Uma isikhala osinikiwe sisincane, sicela uqhubekele kwelinye ikhasi bese ulinamathisela kuleli Fomu. Umfakisicelo ufanele asayinde onke amaphepha angeziwe.	
Shono ukuthi iliphi ilungelo elizosetshenziswa noma livikelwe	

Chaza ukuthi kungani irekhodi lidingeka ukuze kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla: :	

IZIMALI EZIKHOKHWAYO	
a) Imali yesicelo ifanele ikhokhwe ngaphambi kokuthi isicelo sicutshungulwe. b) Uzokwaziswa ngenani lemali yokufinyelela okufanele ikhokhwe. c) Imali ekhokhwayo yokufinyelelka kwirekhodi ilele ohlotsheni ukufinyeleleka okudingeka ngalo futhi nasesikhathini esidingekayo esifanele ukucinga nokulungisa irekhodi. d) Uma ufaneleka ukuba udedelwa ukuba ukhokhe nanoma ngabe iyiphi imali ekhokhwayo, sicela usho isizathu sokudedelwa	
Isizathu:	

Uzokwaziswa ngokubhalwe phansi ukuthi isicelo sakho sivunyiwe noma senqatshiwe futhi uma sivunyiwe izindleko eziphathelele nesicelo sakho, uma zikhona. Sicela usho indlela oyithandayo yokwaziswa:

Ikheli leposi/address	Ifeksi	Ukuxhumana nge-elekhtronikhi (Sicela ukucacise)

Kusayinwe e-/o..... ngalolusuku lomhlazi

Ngonyaka we20

Isiginesha Yomfakisicelo/yomuntu owenzelwa isicelo

LE NGXENYE ISETSHENZISWA NGUMNYANGO

Inombolo yereferensi:	
Isicelo sitholwe ngu: (Shono Isikhundla, Igama kanye Nesibongo soMgcinilwazi)	
Usuku esitholwe ngalo:	
Imali yokufinyeleleka:	
Idiphosi (uma ikhona):	

Isiginesha yoMgcinilwazi

ISIQEPHU 3

IZINKOKHELO MAYELANA NEZINKHIMBA EZISEMELENI NGOKWEMIBANDELA YE-PAIA

Item	Incazelo	Inani
1.	Imali yesicelo ekhokhwa yiwo wonke umfakisicelo	R140.00
2.	Ikhophi/ikhophi ephrintiwe emnyama & emhlophe yekhasi elingusayizi we-A4	R2.00 ikhasi ngalinye noma ingxenye yalo.
3.	Ikhophi ephrintiwe yekhasi elingusayizi we-A4	R2.00 ikhasi ngalinye noma ingxenye yalo.
4.	Ukuze uthole ikhophi efomini elifundeka ngekompuyutha ku: i. I-Flash drive (izohlinzekwa ngumceli) ii. I-compact disc • Uma kuhlinzekwe ngumfakisicelo • Uma kuhlinzekwe kumfakisicelo	R40.00 R40.00 R60.00
5.	Okokulotshwa kwezithombe ezibukwayo ekhasini elingusayizi we-A4 ngalinye	Isevisi izonikezwa ngaphandle. Kuzoncika kwikhotheshini evela kumnikezeli wesevisi.
6.	Ikhophi yezithombe ezibonakalayo	
7.	Ukulotshwa kwerekhodi lomsindo, ekhasini ngalinye elingusayizi we-A4	R24.00
8.	Ikhophi yerekhodi lomsindo ku: i.I-Flash drive (izohlinzekwa ngumceli) ii.I-compact disc • Uma kuhlinzekwe ngumfakisicelo • Uma kuhlinzekwe kumfakisicelo	R40.00 R40.00 R60.00
9.	Ukusesha nokulungisa irekhodi ukuze lidalulwe ihora ngalinye noma ingxenye yehora, ngaphandle kwehora lokuqala, elidingekayo ngokunengqondo kulokho kusesha nokulungiselela. Ukuze ungeqi isamba sezindleko:	R145.00 R435.00
10.	Idiphozithi: Uma ukusesha kudlula amahora angu-6	Ingxenye eyodwa kwezintathu yenani lesicelo ngasinye esibalwe ngokwephuzu lesi-2 ukuya ku-8.
11.	Iposi, i-imeyili nanoma yikuphi okunye ukudlulisa ngogesi	Izindleko zangempela, uma zikhona.

ISIQEPHU 5

ISICELO SOKULUNGISWA NOMA UKUSUSWA KOLWAZI LOMUNTU NOMA UKUKHISHWA NOMA UKUSUSWA KWEREKHODI LOLWAZI LOMUNTU NGEMIBANDELA YESIGABA 24(1) SOMTHETHO WOKUVIKELWA KOLWAZI LOMUNTU, 2013 (UMTHETHO NO. 4 KA-2013)

RIMITHETHO EPHATHELENE NEKUVIKELA ULWAZI LOBUQU, 2018

[Umthetho 3]

Qaphela:

1. *Ama-afidavithi noma obunye ubufakazi bamadokhumenti njengoba busebenza ekusekeleni isicelo bungananyathiselwa.*
2. *Uma isikhala esihlinzekwe kuleli fomu singanele, thumela imininingwane njengeSithasiselo saleli fomu bese usayina ikhasi ngalinye.*
3. *Gcwalisa njengoba kufanele*

Maka ibhokisi elifanele ngo-"x".

Isicelo sokuthi:

Ukulungiswa noma ukususwa kolwazi lomuntu siqu mayelana nesihloko sedatha esiphethwe noma ngaphansi kokulawulwa yinhlangano enesibopho.

Ukucekela phansi noma ukususwa kwerekhodi lolwazi lomuntu siqu mayelana nesihloko sedatha esiphethwe noma esilawulwa yilowo ophethe futhi ongasagunyaziwe ukugcina irekhodi lolwazi.

A	IMINININGWANE YESIHLOKO SEDATHA
Amagama nesibongo / igama elibhalisiwe ledatha isihloko:	
Isihlonzi esiyinqayizivele/ Inombolo kamazisi:	
Indawo yokuhlala, yeposi noma ikheli lebhizinisi	
	Ikhodi ()
Izinombolo zoxhumana naye:	
Inombolo yefeksi/l-imeyili ikheli:	
B	IMINININGWANE YEQEMBU ELIPHENDULE
Amagama nesibongo / igama elibhalisiwe le	

iqembu elinomthwalo wemfanelo:	
Indawo yokuhlala, yeposi noma ikheli lebhizinisi:	
	Ikhodi ()
Inombolo yefeksi/l-imeyili ikheli:	
Inombolo yefeksi/ l-imeyili ikheli:	
C	ULWAZI LUZOLUNGISWA/KUSUSWA/KUBHEKWE/KUBHEKWE
D	IZIZATHU ZOKULUNGISWA NOMA UKUSUSWA KOLWAZI LOBUQU MAYELANA NESIHLOKO SEDATHA NGOKWEMIBANDELA YESIGABA 24(1)(a) OKUMANDLA NOMA NGAPHANSI KOKULAWULWA IQEMBU ELIBHEKENE NOMTHETHO; futhi noma IZIZATHU NOMA *UKUKHISHWA NOMA UKUSUSWA KWEREKHODI LOMUNTU ULWAZI NGESIHLOKO SEDATHA NGEMIBANDELA YESIGABA 24(1)(b) OKUTHI IQEMBU ELIBOPHEZELEYO AYISAGUNYAZIWE UKUYIGCINA. (Sicela unikeze izizathu ezineminingwane zesicelo)

Kusayinwe e-/o..... ngalolusuku lomhlazi

Ngonyaka we20

.....
Isiginesha yesihloko sedatha/umuntu oqokiwe

ISIQEPHU 6

UKUPHILA KOKUQUQUZWA KOLWAZI LOMUNTU NGOKWESIGABA 11(3) SOMTHETHO WOKUVIKELWA KOLWAZI LOBUQU, 2013 (UMTHETHO NO. 4 KA-2013)

IMITHETHO EPHATHELENE NEKUVIKELA ULWAZI LOBUQU, 2018

[Umthetho 2]

Qaphela:

1. *Ama-afidavithi noma obunye ubufakazi bamadokhumenti njengoba busebenza ukweseka ukuphikisa bungananyathiselwa.*
2. *Uma isikhala esihlinzekwe kuleli fomu singanele, thumela imininingwane njengeSithasiselo saleli fomu bese usayina ikhasi ngalinye.*
3. *Gcwalisa njengoba kufanele.*

A	IMININGWANE YOMNIKAZI WEDATHA
Amagama kanye isibongo/ obhalisiwe Igama lesihloko sedatha:	
Isihlonzi esiyinqayizivele/ Inombolo kamazisi:	
Indawo yokuhlala, yeposi noma ikheli lebhizinisi	
	Ikhodi ()
Izinombolo zoxhumana naye:	
Inombolo yefeksi/ I-imeyili ikheli:	
B	IMININGWANE YEQEMBU ELIPHENDULE
Amagama kanye isibongo/ Ubhalisiwe igama lomuntu onesibopho iphathi:	
Indawo yokuhlala, yeposi noma ikheli lebhizinisi:	
	Ikhodi ()
Izinombolo zokuxhumana	
Inombolo yefeksi/ I-imeyili ikheli:	
C	IZIZATHU ZOKUPHIKA NGOKWESIGABA 11(1)(d) ukuya ku (f) (Sicela unikeze izizathu ezinemininingwane zokuphikisa)

