

## Anglo American South Africa Proprietary Ltd ("AASA")

**Usuku:** Ndasa 2026

Ikhophi yencwadi yemiyalelo izotholakala ukuze ihlolwe ehhovisi elikhulu le-Anglo American South Africa Proprietary Limited (ekhelini elingezansi) futhi iyatholakala kwiwebhusayithi yenKampani [ku-  
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## 1 Imigomo Nezincazelo

Isisho	Izincazelo
Idatha	Ulwazi olugcinwe ngogesi, kukhompuyutha noma ezinhlelweni ezithile zokugcina amadokhumenti ephepheni.
Abantu Abathintekayo Kudatha	Ngenjongo yalo mhlahlandlela, lesi sihlelo sokuhlukanisa sifaka bonke abantu abangaziwa ngokucacile kanye nezinkampani ezibhalisiwe esinazo ngazo idatha yomuntu siqu. Ubuzwe bomuntu odathayo abubalulekile. Bonke abantu abathintekayo badatha banamalungelo asemthethweni maqondana nedatha yabo yomuntu siqu.
Idatha Yomuntu Siqu	Idatha noma ulwazi oluhlobene nomuntu wemvelo ongaziwa ngqo noma ngokungaqondile, ikakhulukazi ngokubhekisela kusibonakaliso esifana negama, inombolo yokuhlonda, idatha yendawo, kanye nesibonakaliso se-inthanethi noma Umuntu wemvelo ongaziwa ngokwayo ngokuqondile noma ngokungaqondile, kwezici ezithile zobunjalo bomzimba, zokuphila komzimba, zofuzo, zengqondo, zezomnotho, zamasiko noma zenhlalo zomuntu wemvelo. Kwezinye izifunda zomthetho, kuhlanganise neNingizimu Afrika, idatha yomuntu siqu ichazwa ngokubanzi ukuze ifake phakathi idatha ephathelene nezikhungo zomthetho ezingaziwa, ezikhona.
Ukuqhuba	Noma yimuphi umsebenzi ohlanganisa ukusetshenziswa kwedatha yomuntu siqu. Kuhlanganisa ukuthola, ukuqoqa, ukurekhoda noma ukugcina idatha, noma ukwenza noma yimuphi umsebenzi noma uchungechunge lwemisebenzi kule datha okuhlanganisa ukuhlela, ukulungisa, ukubuyisa, ukusebenzisa, ukwembula, ukusula noma ukubhubhisa. Ukuqhuba futhi kuhlanganisa ukudlulisela idatha yomuntu siqu kubantu besithathu.
ISikhulu Sezolwazi (Information Officer)	Umuntu ngaphakathi kwe-AASA oqinisekisa ukuthi inKampani iyahambisana ne-PAIA ne-POPIA.

## 2 Isitatimende Sokuhambisana Nemithetho

I-Anglo American South Africa Proprietary Limited izibophezele ekuqinisekiseni ukuthi imisebenzi yayo yokucubungula idatha yomuntu siqu yenziwa ngokuhambisana noMthetho Wokugqugquzela Ukutholakala Kolwazi 2 -wezi -2000, ("PAIA") kanye noMthetho Wokuvikela Ulwazi Oluqondene Nomuntu Siqu 4 wezi -2013, ("POPIA").

## 3 Isingeniso

Lencwadi yemiyalelo ilungiselelwe ngokuhambisana nesiSigaba 51 se-PAIA, esaqala ukusebenza ngomhlaka 9 Mashi 2001, ifundwa nezigaba ezifanele ze-POPIA. I-PAIA iqinisekisa ilungelo lomthethosisekelo lokufinyelela olwazini, njengoba kuchazwe kwiSigaba 32 soMthethosivivinywa Wamalungelo.

ISigaba 51 ye-PAIA idinga ukuthi izinhlangano ezizimele zihlanganise incwadi yemininingwane echaza, phakathi kwezinye izinto, izinhlobo nezigaba zamarekhodi agcinwe yilowo mzimba ozimele. Ngaphezu kwalokho, futhi ngokwe-POPIA, le ncwadi kumele ifake imininingwane ethile ephathelene nokucubungula imininingwane yomuntu siqu, okuhlanganisa inhloso yokucubungula, izigaba zabantu abathintekayo, ukuhamba okuhleliwe kwemininingwane yomuntu siqu ngaphesheya kwemingcele, kanye nencazelo ejwayelekile yezinyathelo zokuphepha kolwazi ezisetshenziswayo.

Ngakho-ke, lencwadi yemiyalelo isetshenziswe ukuhlinzeka ngereferensi kumarekhodi agcinwe yi-Anglo American South Africa Proprietary Limited (kanye nezinye izinhlangano eziphansi kolwazi lwale ncwadi yemiyalelo). Ngaphezu kwalokho, le ncwadi yemiyalelo ihlose ukuveza obala ngokunikeza iziqondiso ngezindlela okufanele zilandelwe lapho kufakwa isicelo sokufinyelela emarekhodini agcinwe yi-AASA kanye/noma izinkampani zayo ezingaphansi kwayo. Ichaza izinhlobo zolwazi ezitholakalayo, inqubo yokufaka izicelo zokufinyelela, namalungelo nezibopho zombili zomfakisicelo ne-AASA (noma inkampani engaphansi kwayo ).

Ngaphansi kwe-PAIA, abantu (ababizwa ngokuthi izihloko zedatha, lapho kufanelekile, noma abaceli) banikezwa amalungelo athile, ahlanganise nalawa alandelayo:

- a. Ilungelo lokucela ukufinyelela kumarekhodi agcinwe yizikhungo zikahulumeni noma ezizimele, inqobo nje uma isicelo sihambisana nezimfuneko zenqubo futhi, esimweni sezinkampani ezizimele, senziwa ngenhloso yokusebenzisa noma ukuvikela ilungelo.
- b. Ilungelo lokwaziswa ngomphumela wesicelo sokufinyelela, kuhlanganise nezizathu zokwenqaba lapho kudingeka khona.
- c. Ilungelo lokufaka isikhalazo kwiSikhulu Sezolwazi noma ukufaka isicelo enkantolo sokuthola isinxephezelo esifanele uma unqatshelwa

Lencwadi yemiyalelo iphinde ibonise izichibiyelo ezethulwe yi-POPIA, iqinisekisa ukuthi ukufinyelela olwazini kulinganiswa nelungelo lobumfihlo kanye nokucubungula ngokusemthethweni kolwazi lomuntu siqu.

Lencwadi itholakala ngesiNgisi nangesiZulu ngenhloso yokufinyeleleka. Le nguqulo yesiNgisi iyinguqulo esemthethweni nebophayo ngokomthetho. Uma kwenzeka ukungahambisani, ukungacaci, noma impikiswano mayelana nencazelo noma ukuchazwa kwanoma yimuphi umthetho, le nguqulo yesiNgisi iyona ezobusa.

I-PAIA ne-POPIA zibizwa ngokuhlangene kulo mbhalo ngokuthi "uMthetho."

**Leli dokhumenti lisebenza njengencwadi yemiyalelo ye-Anglo American South Africa Proprietary Limited ngokwemithetho ekhulunywe ngayo ngenhla.**

## 4 Incazelo Yenkampani

I-Anglo American South Africa Proprietary Limited (ezobizwa ngokuthi "AASA") yasungulwa eNingizimu Afrika ngo-1917 futhi iyinkampani engaphansi kwe-Anglo American plc ngokuphelele, eyasungulwa e-United Kingdom.

I-AASA izuza kakhulu embonini yezimayini, nemithombo yemvelo futhi ngezinkampani zayo ezingaphansi kawyo, inesibopho sokuphathwa kwemisebenzi yebhizinisi le-Anglo Corporate Division, i-Anglo Technical Division kanye ne-Exploration Division.

## 5 Ububanzi Nezinjongo

Ububanzi balomhlahlandlela bufaka i-AASA kanye nezinkampani zayo ngokuphele, nangokungaphelele ngqo, eNingizimu Afrika, njengoba kuchazwe ngezansi:

- a. Anglo South Africa Proprietary Limited
- b. Anglo South Africa Capital Proprietary Limited
- c. Anglo American SA Finance Proprietary Limited
- d. Anglo Corporate Enterprises Proprietary Limited
- e. Anglo Corporate Services South Africa Proprietary Limited kaye nezigaba zayo zokusebenza, okuyilezi
  - i. I-Anglo Technical Division
  - ii. Ihhovisi lika-CEO
  - iii. Izinsizakalo Zenkampani
  - iv. Uxhumano Lwenkampani
  - v. Ukuhlola

- vi. Ezokwezimali
  - vii. Izindaba Zabantu
  - viii. Ubuchwepheshe Bolwazi
  - ix. Ezomthetho
  - x. Intela
  - xi. Mncinimafa
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- f. Anglo American EMEA Shared Services Proprietary Limited
  - g. Anglo American Group Employee Shareholder Nominees Proprietary Limited
  - h. Anglo American South Africa Investments Proprietary Limited
  - i. Anglo American Technical and Sustainability Services Limited (Ebhaliswe eNgilandi naseWales)
  - j. Ambase Investment Africa (DRC) Proprietary Limited
  - k. Ambase Investment Africa (Botswana) Proprietary Limited
  - l. Ambase Investment Africa (Tanzania) Proprietary Limited
  - m. Ambase Investment Africa (Zambia) Proprietary Limited
  - n. Balgo Nominees Proprietary Limited
  - o. Dido Nominees Proprietary Limited
  - p. Longboat Proprietary Limited
  - q. Newshelf 480 Proprietary Limited
  - r. Resident Nominees Proprietary Limited
  - s. Spectem Air Proprietary Limited
  - t. Tenon Investment Holdings Proprietary Limited
  - u. Anglo American Zimele Loan Fund Proprietary Limited
  - v. Anglo American Zimele Proprietary Limited
  - w. Anglo American Sefa Mining Fund Proprietary Limited
  - x. Anglo American Prospecting Services Proprietary Limited

Ububanzi balencwadi yemiyalelo awuhlanganisi imisebenzi ye-AASA ngaphandle kweNingizimu Afrika.

## 5.1 Inhloso Yencwadi Yemiyalelo

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Lencwadi yemiyalelo isiza umphakathi kulokhu:

- a. ukuhlola izigaba zamarekhodi agcinwe yiQembu atholakala ngaphandle kokuthi umuntu afake isicelo esisemthethweni se-PAIA;
- b. ukuze baqonde ngokwanele indlela yokwenza isicelo sokufinyelela kumarekhodi eQembu, ngokunikeza incazelo yezihloko lapho iQembu ligcina amarekhodi kanye nezigaba zamarekhodi agcinwe ngesihloko ngasinye;
- c. ukwazi incazelo yemibhalo yeQembu etholakala ngokuhambisana nanoma yiluphi olunye umthetho;
- d. ukuthola yonke imininingwane yokuxhumana efanele yeSikhulu Sezolwazi kanye neSekela lakhe abazosiza umphakathi ngama-rekhodi abafuna ukufinyelela kuwo;
- e. ukwazi incazelo yomhlahlandlela wokuthi i-PAIA isetshenziswa kanjani, njengoba ivuselelwe nguMlawuli nokuthi ungayithola kanjani;
- f. ukwazi ukuthi ingabe iQembu licubungula imininingwane yomuntu siqu, inhloso yokucubungula imininingwane yomuntu siqu kanye nencazelo yezigaba zabantu abathintekayo kanye nolwazi noma izigaba zolwazi ezihlobene nalokho;
- g. ukwazi abamukeli noma izigaba zabamukeli abangahlinzekwa ngolwazi lomuntu siqu;
- h. ukwazi ukuthi iQembu lenza noma lihlela ukudlulisa noma ukucubungula imininingwane yomuntu siqu ngaphandle kweRiphabhulikhi yaseNingizimu Afrika; kanye
- i. azi ukuthi iQembu linezinyathelo zokuphepha ezifanele ukuqinisekisa ubumfihlo, ubuqotho nokutholakala kolwazi lomuntu siqu oluzocutshungulwa.

## 6 Imininingwane Yokuxhumana Ebalulekile

Isikhulu esiPhezulu (i-CEO) se-AASA sigunyaze ngokusemthethweni futhi sadlulisela umthwalo wemfanelo wokuphatha, nokuhambisana nemithetho kwiSikhulu Sezolwazi njengoba kuvezwe ngezansi. Zonke izicelo ngokuhambisana nezinhlinzeko zemithetho kufanele ziqondiswe ngale ndlela elandelayo:

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iSikhulu Sezolwazi: Michael Schottler

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iSekela LeSikhulu Sezolwazi: Irma Ruocchio

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Ikheli leposi: Postnet Suite 153, Private Bag X31, Saxonwold, 2132

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Ikheli Lendawo: 144 Oxford Road, Rosebank, Melrose, 2196

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Inombolo Yocingo: +27 11 638 4197

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## 7 Umhlahlandlela wabaceli

I-PAIA inika umfakisisicelo ukufinyelela kumarekhodi omzimba ozimele, uma irekhodi lidingeka ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo. Uma umzimba womphakathi ufaka isicelo solwazi kuQembu, umzimba womphakathi we kufanele usebenze ngenxa yezintshisekelo zomphakathi. Izicelo ngaphansi kwe-PAIA kumele zenziwe ngokuhambisana nezinqubo ezibekiwe, ngemali ebekiwe.

Umlawuli, ngokweSigaba 10(1) se-PAIA, usebenzise futhi wethule Umhlahlandlela ovuselelwe wokuthi ungawusebenzisa kanjani i-PAIA ("Umhlahlandlela"), ngendlela elula yokuqonda, njengoba kungadingeka ngumuntu ofuna ukusebenzisa noma yiliphi ilungelo elibhekiswe ku-PAIA ne-POPIA.

Umhlahlandlela uyatholakala ngesiNgisi, isiZulu kanye nesiBhunu.

Lo Mhlahlandlela okhulunywe ngawo unezincazelo ze:

- a. Izinhloso ze-PAIA ne-POPIA;
- b. Ikheli leposi nekheli lomgwaqo, inombolo yocingo ne-feksi, futhi uma itholakala, ikheli le-imeyili yeSikhulu Sezolwazi nesevela lakhe womzimba womphakathi ngamunye;
- c. Indlela nefomu yesicelo sokuthi:
  1. ukufinyelela kumarekhodi omzimba womphakathi okucatshangelwe esigabeni 11; kanye
  2. ukufinyelela kumarekhodi enhlangano yangasese ebhekiselwe kuso esigabeni 50;
- d. Usizo olutholakala kumphathi wolwazi womzimba womphakathi ngokwe-PAIA ne-POPIA;
- e. Usizo olutholakala kuMlawuli ngokwe-PAIA ne-POPIA;
- f. Zonke izindlela zokulungisa ezisemthethweni ezitholakalayo maqondana nesenzo noma ukungasebenzi ngokuhambisana nelungelo noma isibopho esinikeziwe noma esibekwe yi-PAIA ne-POPIA, kuhlanganise nendlela yokufaka-
  1. Isicelo sokuphikisa sangaphakathi;
  2. Isikhalazo kuMlawuli; kanye
  3. Isicelo enkantolo ngokumelene nesinqumo somphathi wolwazi womzimba womphakathi, isinqumo sokuphikisa kwangaphakathi noma isinqumo soMlawuli noma isinqumo senhloko yomzimba ozimele;
- g. Izinhlinzeko zezigaba 14 no-51 ezidinga umzimba womphakathi nomzimba wangasese, ngokulandelana, ukuthi baqoqe incwadi yemiyalelo, nokuthi ungayithola kanjani incwadi yemiyalelo;

- h. Izinhlinzeko zezigaba 15 no-52 ezinikeza ithuba lokudalula ngokuzithandela izigaba zamarekhodi ngumzimba womphakathi nomzimba wangasese, ngokulandelana;
- i. Izaziso ezikhishwe ngokwezigaba 22 no-54 mayelana nemali ekhokhwayo ephathelene nezicelo zokufinyelela; kanye
- j. Imigomo eyenziwe ngokweSigaba 92.

Amalungu omphakathi bangahlola noma benze amakhophi weMihlahlandlela emahhovisi ezikhungo zikahulumeni nezizimele, kuhlanguanise noHhovisi loMlawuli, phakathi namahora avamile okusebenza.

Umhlahlandlela ungatholakala futhi-

- a. Ngesicelo esibhaliwe sithunyelwe iSikhulu Sezolwazi nesekele lakhe ku-[dataprotection@angloamerican.com](mailto:dataprotection@angloamerican.com);
- b. ikhhophi yomhlahlandlela iyatholakala futhi ngezilimi ezimbili ezisemthethweni ezilandelayo, ukuze umphakathi uyibuke ngesikhathi samahora avamile ehhovisi le-AASA: isiNgisi nesiBhunu; futhi
- c. kusuka kwiwebhusayithi yoMlawuli <https://info regulator.org.za>

**Sicela uqondise noma yimiphi imibuzo ku:**

Umlawuli Wolwazi

Usihlalo: Adv Pansy Tlakula

Ukuze uthole ulwazi olujwayelekile xhumana no:

- Imeyili: [enquiries@info regulator.org.za](mailto:enquiries@info regulator.org.za)
- Ucingo: 010 023 5200
- Isango Lezinsizakalo Zikagesi: <https://eservices.info regulator.org.za/user/login.aspx>

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Johannesburg

2191

**Ikheli leposi:**

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Braamfontein

Johannesburg

2017

## 8. Ukutholakala okuzenzakalelayo kwamarekhodi athile

- a. Amarekhodi afakwe ngokwezidingo zikahulumeni ezinhlangeni ezahlukene ezisemthethweni, kuhlangukane noMbhali Wezinkampani, ayatholakala ukuze ahlolwe, athengwe noma akopishwe kwiwebhusayithi ye-AASA noma emahhovisi afanele eQembu (ngemva kokuhlela ukubonana neSikhulu Sezolwazi / uSekela LeSikhulu Sezolwazi), ngaphandle kwesidingo sokucela ukufinyelela ngokwezinqubo zokucela ezichazwe ku-PAIA futhi ezichazwe ngezansi kule ncwadi yemiyalelo.
- b. Izigaba zamarekhodi eQembu ezotholakala kumuntu ngaphandle kokucela ukufinyelela ngokwe-PAIA; kuhlangukane kabanzi lokhu: (i) imibhalo yokubhalisa inkampani, (ii) izitifiketi ze-B-BBEE (uma kunesidingo), (iii) imibiko yonyaka, (iv) imibiko yezezimali, (v) izitatimende zomphakathi nokuxhumana, kanye (vi) nolwazi jikelele oluhlobene neQembu.

## 9. Amarekhodi agcinwa ngokuhambisana nemithetho

- a. Amarekhodi agcinwa yiQembu ngokuhambisana, futhi atholakala ngaphansi kwemithetho ethile, ngaphandle kwe-PAIA, esebenza eQembjini ngezikhathi ezithile. Amarekhodi athile atholakala ngokweMithetho enjalo, njengoba ishintshwa ngezikhathi ezithile, achazwe kule mithetho. Kwezinye izimo, ukufinyelela kula marekhodi kunqunyelwe kubantu abathile abachazwe emthethweni ofanele.
- b. Ngokwezomthetho, iGqulu igcina imininingwane ne/noma ulwazi njengoba kuchazwe ngezansi. Sicela uqaphele ukuthi lolu hlu aluphelele:

<b>Umthetho (njengoba ushintshiwe)</b>	<b>Isithenjwa: Izihloko nezigaba zemibhalo egcinwe yi-AASA</b>
Umthetho Wokulamula No. 42 ka-19658 (Arbitration Act No. 42 of 19658)	10.13
Umthetho Wokwabiwa Kwezimali Zokulimala No. 34 ka-1956 (Apportionment of Damages Act No. 34 of 1956)	10.3
Umthetho Wokuhlola Izinhlawulo No. 9 ka-1969 (Assessment of Damages Act No. 9 of 1969)	10.3
Umthetho Wokuvimbela Ukungcoliswa Komoya No. 45 ka-1965 (Atmospheric Pollution Prevention Act No. 45 of 1965)	10.10
Umthetho Wezindiza No. 74 ka-1962 (Aviation Act No. 74 of 1962)	10.10
Umthetho Wezimo Eziyisisekelo Zokuqashwa No. 75 ka-1997	10.13

<b>Umthetho (njengoba ushintshiwe)</b>	<b>Isithenjwa: Izihloko nezigaba zemibhalo egcinwe yi-AASA</b>
(Basic Conditions of Employment Act No. 75 of 1997)	
Umthetho Wokuthuthukiswa Komnotho Kwabamnyama Ngokubanzi No. 53 ka-2003 (Broad Based Black Economic Empowerment Act No. 53 of 2003)	10.12
UMthetho Wokusakaza No. 4 ka-1999 (Broadcasting Act No. 4 of 1999)	10.12
Umthetho Wezinkampani No. 71 ka-2008 (Companies Act No. 71 of 2008)	10.3
Umthetho Wokubuyiselwa Kwezimali Ngezilimele Nezifo Zomsebenzi No. 130 ka-1993 (Compensation for Occupational Injuries and Disease Act No. 130 of 1993)	10.10
Umthetho Wokuncintisana No. 89 ka-1998 (Competition Act No. 89 of 1998)	10.2, 10.6
Umthetho Wezijezi Ezivamile No. 15 ka-1962 (Conventional Penalties Act No. 15 of 1962)	10.2, 10.3
Umthetho Wokulungiswa Kwemithetho Yezinkampani, 2006 (Corporate Laws Amendment Act, 2006)	10.3
Umthetho Wokulondolozwa Kwezinsiza Zokulima No. 43 ka-1983 (Conservation of Agricultural Resources Act No. 43 of 1983)	10.10
Umthetho woMthethosisekelo waseNingizimu Afrika, uMthetho No. 108 ka-1996 (Constitution of South Africa Act No. 108 of 1996)	Zonke
Umthetho Wamalungelo Okushicilela No. 98 ka-1978 (Copyright Act No. 98 of 1978)	10.12
Umthetho Wezimali Nokushintshana No. 9 ka-1933 (Currency and Exchanges Act No. 9 of 1933)	10.2
Umthetho Wezintela Zokungenisa Nezokuthengisa No. 91 ka-1964 (Customs and Excise Act No. 91 of 1964)	10.2
Umthetho Wezirejista Zezivumelwano No. 47 ka-1937 (Deeds Registries Act No. 47 of 1937)	10.12
Umthetho Wokuphathwa Kwezinhlekelele No. 57 ka-2002	10.10

<b>Umthetho (njengoba ushintshiwe)</b>	<b>Isithenjwa: Izihloko nezigaba zemibhalo egcinwe yi-AASA</b>
(Disaster Management Act No. 57 of 2002)	
Umthetho Wokulungiswa Kwezokuxhumana Kagesi No. 1 ka-2014 (Electronic Communications Amendment Act No. 1 of 2014)	10.12
Umthetho Wezokuxhumana Nokuthengiselana Kagesi No. 25 ka-2002 (Electronic Communications and Transactions Act No. 25 of 2002)	10.3
Umthetho Wokulingana Emsebenzini No. 55 ka-1998 (Employment Equity Act No. 55 of 1998)	10.13
Umthetho Wokulondolozwa Kwemvelo No. 73 ka-1989 (Environment Conservation Act No.73 of 1989)	10.10
Umthetho Wokuhlela Kabusha Imithetho Yemvelo No. 51 ka-1997 (Environmental Laws Rationalisation Act No. 51 of 1997)	10.10
Umthetho Wezibhamu Zokudubula No. 15 ka-2003 (Explosives Act No. 15 of 2003)	10.10
Umthetho Wezinsizakalo Zokweluleka Nezokuhweba Ngezimali No. 37 ka-2002 (Financial Advisory and Intermediary Services Act No. 37 of 2002)	10.2
Umthetho weSikhungo Sezazi Ezimali No. 38 ka-2001 (Financial Intelligence Centre Act No. 38 of 2001)	10.2, 10.3
Umthetho Wezimakethe Zezimali No. 19 ka-2012 (Financial Markets Act No. 19 of 2012)	10.2
Umthetho Wokulawula Izimakethe Zezimali No. 55 ka-1989 (Financial Markets Control Act No. 55 of 1989)	10.2
Umthetho Wezinsizakalo Zezicishamlilo No. 99 ka-1987 (Fire Brigade Services Act No. 99 of 1987)	10.10
Izinkambiso eziphathelene noMthetho Wezivumelwano Zokuqasha Umhlaba No. 18 ka-1969 (Formalities in respect of Leases of Land Act No. 18 of 1969)	10.12

<b>Umthetho (njengoba ushintshiwe)</b>	<b>Isithenjwa: Izihloko nezigaba zemibhalo egcinwe yi-AASA</b>
Umthetho Wezinto Eyingozi No. 15 ka-1973 (Hazardous Substances Act No. 15 of 1973)	10.10
uMthetho Wezempilo No. 63 ka-1977 (Health Act No. 63 of 1977)	10.10
Umthetho Wezomsebenzi Wezempilo No. 56 ka-1974 (Health Professions Act No. 56 of 1974)	10.10
Umthetho Wezimpahla Engashukumiseki (Ukususwa noma Ukuguqulwa Kwezithiyo) No. 94 ka-1965 (Immovable Property (Removal or Modification of Restrictions) Act No. 94 of 1965)	10.12
Umthetho Wentela Yemali engenayo No. 58 ka-1962 (Income Tax Act No. 58 of 1962)	10.2
Umthetho Wokungakwazi Ukukhokha Izikweletu No. 24 ka-1936 (Insolvency Act No. 24 of 1936)	10.2
Umthetho Wezicelo Zokuhlola Izizathu Zokufa No. 58 ka-1959 (Inquests Act No. 58 of 1959)	10.2
Umthetho Wobudlelwano Bezabasebenzi No. 66 ka-1995 (Labour Relations Act No. 66 of 1995)	10.13
Umthetho Wokuhlola Umhlaba No. 8 ka-1997 (Land Survey Act No. 8 of 1997)	10.11, 10.12
Umthetho We-Inshorensi Yesikhathi Eside No. 52 ka-1998 (Long-Term Insurance Act No. 52 of 1998)	10.3
Umthetho Wezibambiso Ezithengiswayo No. 32 ka-1948 (Marketable Securities Act No. 32 of 1948)	10.2, 10.3
Umthetho Wezinhlelo Zezempilo No. 131 ka-1998 (Medical Schemes Act No. 131 of 1998)	10.13
Umthetho Wezempilo Nokuphepha Ezigodini Zokumbiwa Phansi No. 29 ka-1996 (Mine Health and Safety Act No. 29 of 1996)	10.10
Umthetho Wezimayini No. 50 ka-1991 (Minerals Act No. 50 of 1991)	10.11, 10.12
Umthetho Wokuthuthukiswa Kwezinsiza Zemayini Nezepetroleum No. 28 ka-2002	10.10, 10.11, 10.12

Umthetho (njengoba ushintshiwe)	Isithenjwa: Izihloko nezigaba zemibhalo egcinwe yi-AASA
(Mineral and Petroleum Resources Development Act No. 28 of 2002)	
Umthetho Wezibhanki Zokubambisana No. 124 ka-1993 (Mutual Banks Act No. 124 of 1993)	10.2
Umthetho Kazwelonke Wezikweletu No. 34 ka-2005 (National Credit Act No. 34 of 2005)	10.2
Umthetho Kazwelonke Wokuphathwa Kwemvelo No. 107 ka-1998 (National Environmental Management Act No. 107 of 1998)	10.10
Umthetho Kazwelonke Wokuphathwa Kwemvelo: Umthetho Wekhwalthi Yomoya No. 39 ka-2004 (National Environmental Management: Air Quality Act No. 39 of 2004)	10.10
UkuLawulwa Kwemvelo Kazwelonke: Umthetho Wezinhlobonhlobo Zokuphila No. 10 ka-2004 (National Environmental Management: Biodiversity Act No. 10 of 2004)	10.10
Ukuphathwa Kokusingqongileyo Kazwelonke: Umthetho Wokuphathwa Okuhlanganisiwe Kwezindawo Zogwini No. 24 ka-2008 (National Environmental Management: Integrated Coastal Management Act No. 24 of 2008)	10.10
Ukuphathwa Kwemvelo Kazwelonke: Umthetho Wezindawo Ezivikelwe No. 57 ka-2003 (National Environmental Management: Protected Areas Act No. 57 of 2003)	10.10
Ukuphathwa Kwemvelo Kazwelonke: Umthetho Wezidilikizwa No. 59 ka-2008 (National Environmental Management: Waste Act No. 59 of 2008)	10.10
Umthetho Kazwelonke Wezinhlelo Zokukhokha No. 78 ka-1998 (National Payment Systems Act No. 78 of 1998)	10.2
Umthetho Kazwelonke Womlilo Wezinkambu Nehlathi No. 101 ka-1998 (National Veld and Forest Fire Act No. 101 of 1998)	10.10
Umthetho Kazwelonke Wamanzi No. 36 ka-1998 (National Water Act No. 36 of 1998)	10.10

Umthetho (njengoba ushintshiwe)	Isithenjwa: Izihloko nezigaba zemibhalo egcinwe yi-AASA
Umthetho Wezifo Zomsebenzi Emayini Nasezindaweni Zokusebenza No. 78 ka-1973 (Occupational Diseases in Mines and Works Act No. 78 of 1973)	10.10
Umthetho Wezempilo Nokuphepha Emsebenzini No. 85 ka-1993 (Occupational Health and Safety Act No. 85 of 1993)	10.10
Umthetho Wezimali Zomhlalaphansi No. 24 ka-1956 (Pension Funds Act No. 24 of 1956)	10.13
Umthetho Wokuvimbela Nokulwa Nemisebenzi Yobuqili, uMthetho No. 12 ka-2004 (Prevention and Combating of Corrupt Activities Act No. 12 of 2004)	10.3
Umthetho Wokuvimbela Ukususwa Okungekho Emthethweni Emhlabathini Nokuhlala Okungekho Emthethweni Emhlabathini, uMthetho No. 19 ka-1998 (Prevention of Illegal Eviction from and Unlawful Occupation of Land Act No. 19 of 1998)	10.2
Umthetho Wezinsimbi Eziyigugu No. 37 ka-2005 (Precious Metals Act No. 37 of 2005)	10.12
Umthetho Wezikweletu Ezisuliwe No. 68 ka-1969 (Prescription Act No.68 of 1969)	10.3
Umthetho Wokukhuthaza Ukufinyelela Olwazini No. 2 ka-2000 (Promotion of Access to Information Act No. 2 of 2000)	10.3
Umthetho Wokukhuthaza Ukulingana Nokuvimbela Ucwasa Olungafanele No. 4 ka-2000 (Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000)	10.13
Umthetho Wokuvikelwa Kolwazi Lomuntu Siqu No. 4 ka-2013 (Protection of Personal Information Act No. 4 of 2013)	10.3
Umthetho Wezokuthutha Ngomgwaqo No. 74 ka-1977 (Road Transportation Act No. 74 of 1977)	10.10
Umthetho Wezimpahla Ezusetshenziwe No. 23 ka-1955 (Second Hand Goods Act No. 23 of 1955)	10.2

Umthetho (njengoba ushintshiwe)	Isithenjwa: Izihloko nezigaba zemibhalo egcinwe yi-AASA
Umthetho Wentela Yokudluliswa Kwezibambiso No.25 ka-2007 (Securities Transfer Tax Act 25 of 2007)	10.2
Umthetho Wokuphathwa Kwentela Yokudluliswa Kwezibambiso No. 26 ka-2007 (Securities Transfer Tax Administration Act No. 26 of 2007)	10.2
Umthetho Wezintela Zokuthuthukiswa Kwamakhono No. 9 ka-1999 (Skills Development Levies Act No. 9 of 1999)	10.13
Umthetho Wokuthuthukiswa Kwamakhono No. 97 ka-1998 (Skills Development Act No. 97 of 1998)	10.13
Umthetho weBhange Elikhulu laseNingizimu Afrika No. 90 ka-1989 (South African Reserve Bank Act No. 90 of 1989)	10.2
Umthetho Wokulawula Izimakethe Zezabelo No. 1 ka-1985 (Stock Exchanges Control Act No. 1 of 1985)	10.3
Umthetho Wokuphathwa Kwentela No. 28 ka-2011 (Tax Administration Act No. 28 of 2011)	10.2
Umthetho Wezimpawu Zokuhweba No. 194 ka-1993 (Trademarks Act No. 194 of 1993)	10.3
Umthetho Wentela Yokudlulisela No. 40 ka-1949 (Transfer Duty Act No. 40 of 1949)	10.12
Umthetho Wokulawula Impahla Yetrasti No. 57 ka-1988 (Trust Property Control Act No. 57 of 1988)	10.3
Umthetho We-Inshorensi Yokungasebenzi No. 63 ka-2001 (Unemployment Insurance Act No. 63 of 2001)	10.13
Umthetho Wezibonelelo Zomshwalense Wokungasebenzi No. 4 ka-2002 (Unemployment Insurance Contributions Act No. 4 of 2002)	10.13
Umthetho Wentela Ekhulisalwani No. 89 ka-1991 (Value-Added Tax Act No. 89 of 1991)	10.2
Umthetho Wezinsizakalo Zamanzi No. 108 ka-1997 (Water Services Act No. 108 of 1997)	10.10

## 10 Izihloko nezigaba zamarekhodi agcinwe yiQembu yenKampani

Ngenhloso yokwenza kube lula isicelo ngaphansi kwe-PAIA, lesi sigaba sihlose ukuhlonza izihloko iQembu elinazo amarekhodi kanye nezigaba eziyinhloko lapho lawa angaphansi kwazo.

Ukufinyelela kumarekhodi kuzovunyelwa ngokuhambisana nezinhlinzeko ze-PAIA, ngokuya ngezithiyo nezizathu zokwenqaba ezichazwe kuMthetho. Amarekhodi atholakalayo ahlobene nalezi zindawo (ezingaphellele) zebhizinisi nemisebenzi yeQembu:

### a. Ihovisi Lomphathi Omkhulu

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Amarekhodi eHhovisi loMphathi Omkhulu ahlanganisa lezi zigaba ezilandelayo :

- Amarekhodi Asemthethweni
- Amarekhodi Okuqondisa
- Amarekhodi Kahulumeni
- Amarekhodi Ocwaningo
- Amarekhodi Okuxhasa

### b. Imali yenKampani

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UMnyango Wezezimali Zenkampani uhlinzeka ngezinsizakalo zezimali ezikhethekile kuQembu. Amarekhodi ezezimali zenkampani aqukethe lezi zigaba ezibalulekile:

- Amarekhodi Obuchwepheshe
- Amarekhodi Okuqondisa Omnyango
- Izincwadi Zobuchwepheshe
- Amarekhodi Enkampani Okucaphuna

### c. Intela yeQembu lenKampani

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I-Group Tax inikeza iQembu izeluleko kuyo yonke imikhakha yentela. Amarekhodi e-Group Tax ahlanganisa zigaba ezibalulekile:

- Amarekhodi Entela
- Amarekhodi Ezinkampani, Izihloko kanye Nezwe
- Amarekhodi Okuqondisa

#### **d. I-Anglo Technical Division (ATD)**

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I-ATD inikeza izinsizakalo zokwelulekakwezobuchwepheshe kanye nezobuchwepheshe kanye nokusekela izigaba zokusebenza zeQembu yeKampani. Amarekhodi e-ATD aqukethe izigaba ezilandelayo eziyinhloko:

- Ukuxhumana Okujwayelekile
- Izibophezelo Nezivumelwano
- Amarekhodi Okubala Imali
- Ukuxhumana Okujwayelekile
- Amarekhodi Obuchwepheshe, Ubunjiniyela, Okuhlobene Nezimayini, Ezemvelo kanye Nokuphepha, Ezempilo Nemvelo (SHE)
- Amarekhodi Ezinsizakalo Zephrojekthi
- Amarekhodi Elungelo Lobunikazi
- Amarekhodi Omshwalense
- Amarekhodi Wokuhlola e-SHE (Ukuphepha, Impilo Nemvelo)
- Imibiko Yokuhlolwa Kwe-SHE
- Amarekhodi eQembu yeKampani e-SHE

#### **e. Izinsizakalo zenKampani**

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UMnyango Wezinsizakalo Zenkampani ubamba iqhaza ekuphathweni okuphelele kwezimpahla nezakhiwo zeQembu yeKampani. Amarekhodi eZinsizakalo Zenkampani aqukethe lezi zigaba ezibalulekile:

- Amarekhodi Ezokuthutha Nokuphathatha Ajwayelekile
- Izinkontileka Nezivumelwano
- Izincwadi Ezijwayelekile
- Amarekhodi Okuphatha Ajwayelekile
- Amarekhodi Ezakhiwo Nezimpahla

#### **f. Ukuhlolwa KweQembu lenKampani**

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Inhloso ye-Group Audit ukuhlinzeka Amahhovisi eQembu kanye nemisebenzi eyenziwa nge-AASA ngesiqiniseko esizimele sokuthi ubungozi bulawulwa ngendlela efanele kulo lonke iQembu.

Amarekhodi Okuhlolwa KweQembu aqukethe izigaba ezilandelayo eziyinhloko:

- Amarekhodi Okuphathwa Kwengozi
- Ukuxhumana Okujwayelekile
- Amarekhodi Okusebenza Kokuhlolwa KweQembu
- Amarekhodi Okuphatha Okujwayelekile
- Imibiko Yokuhlola Namaphepha Okusebenza Asekelayo

## **g. Ukubalwa kwezimali zenKampani, ubuchwepheshe bezimali nezokutshalwa kwezimali**

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UMnyango Wezokubalwa Kwezimali Zenkampani ugcina amarekhodi ezezimali nokuphatha eQenjini futhi uhlinzeka ngemisebenzi yasehhovisi esekela ukuphathwa kwezezimali kanye nemali okuhlanganisiwe. Amarekhodi Ezezimali Zenkampani aqukethe lezi zigaba ezilandelayo: Okubalwa Kwezimali zeqQembu ahlanganisa lezigaba ezibalulekile:

- Amarekhodi Ezokubalwa Kwezimali
- Amarekhodi Okutshalwa Kwezimali
- Ukuxhumana Okujwayelekile
- Imibiko Yobuphathi
- Amarekhodi Okusebenza Kwezimali kanye Nokukhokhelwa Kwezimali
- Amarekhodi Okuthengiselana
- Amarekhodi e-VAT
- Amarekhodi e-PAYE
- Amarekhodi Entela
- Amarekhodi Okuhlanganisa

## **h. UNobhala Wenkampani**

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UNobhala WenKampani unikeza izinsizakalo zobunobhala benkampani eqenjini. Amarekhodi kaNobhala WenKampani ahlanganisa lezi zigaba ezilandelayo:

- Izinkontileka Nezivumelwano Ezithile
- Ukuxhumana Okujwayelekile
- Amarekhodi Okutshalwa Kwezimali
- Amarekhodi Okubhalisa Izabelo
- Amarekhodi Asemthethweni

## **i. Ukuxhumana kwenKampani**

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Ukuxhumana kwenKampani lunikeza izinsizakalo zobudlelwano nomphakathi kwiQembu futhi lunomthwalo wemfanelo kubo bonke abezindaba kanye nobudlelwano nabatshalizimali. Amarekhodi oxhumano lwenkampani ahlanganisa lezi zigaba ezilandelayo:

- Izindaba Ezikhishwe/Izitatimende
- Izicucu Zabezindaba

## **j. Umnyango Wabasebenzi (HR)**

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Inhloso yoMnyango Wabasebenzi (HR) ukuthuthukisa nokusebenzisa isu lokuthola nokugcina abasebenzi elincintisanayo elizosekela iQembu. Amarekhodi e-HR aqukethe lezi zigaba ezilandelayo:

- Ukuxhumana Okujwayelekile
- Amarekhodi Abasebenzi
- Izingqubomgomo Nezingqubo Ezijwayelekile Ze-HR
- Amarekhodi Okuqeqeshwa
- Amarekhodi Empensheni
- Amarekhodi Emihlomulo Yabasebenzi
- Amarekhodi Obudlelwano Bezabasebenzi
- Amarekhodi Asemthethweni
- Amarekhodi Okuqashwa Ngokulingana
- Izinkontileka

## **k. Uphiko Lomthetho Wezabasebenzi Nezemvelo**

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Uphiko Lomthetho Wezabasebenzi Nemvelo linikeza izeluleko zomthetho eQenjini kanye nezinkampani ezihambisana nazo ikakhulukazi emikhakheni yokuqashwa, yezempilo, yokuphepha kanye nomthetho wezemvelo. Amarekhodi Ophikho Lomthetho Wezabasebenzi Nezemvelo ahlanganisa lezi zigaba ezilandelayo:

- Ukuxhumana Okujwayelekile

## **l. Umnyango Wezomthetho**

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Umnyango Wezomthetho uhlinzeka ngosizo kuyo yonke imicimbi yezomthetho yenkampani ebalulekile eQenjini. Amarekhodi womnyango wezomthetho aqukethe lezi zigaba ezilandelayo:

- Ukuxhumana Okujwayelekile
- Amarekhodi Ezakhiwo
- Amarekhodi Amalungelo Amaminerali
- Izimpawu zokuhweba

## **m. Ukuphathwa Kolwazi (IM)**

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Ukuphathwa Kolwazi kunomthwalo wemfanelo wokuthuthukisa, ukusekela nokuqinisekisa ukusetshenziswa kwezingqubomgomo ze-IM, i amazinga kanye nemikhuba emihle yokuphathwa kolwazi eQenjini. Amarekhodi e-IM ahlanganisa lezi zigaba ezilandelayo:

- Ukuxhumana Okujwayelekile
- Izinkontileka Nezivumelwano
- Amarekhodi Okusebenza
- Amamephu Nemidwebo
- Amarekhodi Ezimpahla
- Amarekhodi Ezinqubomgomo

## **n. Umnyango Wezocwaningo (EAD)**

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Amarekhodi aqukethe lezi zigaba ezilandelayo:

UMnyango Wezomthetho Nezokubhala

- Amarekhodi Wezokubalwa Kwezimali
- Izinkontileka Nezivumelwano
- Ukuxhumana Okujwayelekile
- Amarekhodi Abasebenzi
- Amarekhodi Okutshala Izimali
- Amarekhodi Ezakhiwo
- Amarekhodi Okubhalisa Izabelo
- Amarekhodi Asemthethweni
- Amarekhodi Wentela

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- Amarekhodi Wezokubalwa Kwezimali
- Amarekhodi Wentela
- Amarekhodi e-VAT

Umnyango we-Forex nezinkampani ezincane

- Amarekhodi e-Forex
- Amarekhodi EnKampanini
- Umnyango Wezokuphatha, Wezokuhambisa Nokuthenga
- Amarekhodi Wezokubalwa Kwezimali
- Izinkontileka Nezivumelwano
- Ukuxhumana Okujwayelekile
- Amarekhodi Abasebenzi
- Amarekhodi wepenshoni
- Amarekhodi Okuqondisa
- Amarekhodi Jikelele Ezokuthutha Nezimoto

UMnyango Wonobhala Wezezimali

- Amarekhodi Wezokubalwa Kwezimali

- Izinkontileka Nezivumelwano
- Okuxhumana Okujwayelekile
- Amarekhodi Abasebenzi
- Amarekhodi Omthetho
- Amarekhodi Wentela

#### Umnyango WeGeology

- Amarekhodi Wezinhlelo Zolwazi Lwendawo
- Izinkonzo zeGeology
- Amarekhodi Ezinhlelo Zolwazi Lomhlaba

## 11. Ulwazi Lomuntu Siqu

I-POPIA ichaza imininingwane yomuntu siqu kanje:

"imininingwane yomuntu siqu" kusho imininingwane ephathelene nomuntu ongokwemvelo ophilayo ongaziwa kalula, futhi lapho kufanelekile, umuntu wezomthetho ongaziwa kalula, kuhlenganisa, kodwa kungacini nje kulokhu—

- ulwazi oluhlobene nobuhlanga, ubulili, impilo yokuzala, ukukhulelwa, isimo somshado, ubuzwe, ubuhlanga noma imvelaphi, ibala, ukuthandana ngokocansi, iminyaka, impilo yomzimba noma yengqondo, inhlalakahle, ukukhubazeka, inkolo, umqondo, inkolelo, isiko, ulimi, nokuzalwa komuntu;
- ulwazi oluhlobene nemfundo noma ezempilo, ezezimali, ubugengu/amacala kanye nomlando wokuqashwa/ukusebenza komuntu.
- noma iyiphi inombolo yokuhlonza, uphawu, ikheli le-imeyili, ikheli lomzimba, inombolo yocingo, imininingwane yendawo otholakala kuyo, umhlonzi we-inthanethi, noma olunye ukwabelwa okukhethekile kumuntu;
- ulwazi lwe-biometric lomuntu. 'i-biometrics' kusho ubuchwepheshe bokuhlonza umuntu ngokomuntu siqu obususelwa ekuchazweni kwesimo somzimba, sezempilo, noma sokuziphatha okuhlenganisa ukuhlolwa kwegazi, ukuthwebula iminwe, ukuhlaziywa kwe-DNA, ukuskena i-retina, nokuhlonza izwi;
- izimvo, imibono noma izintandokazi zomuntu;
- izincwadi ezithunyelwe ngumuntu ezingokwemvelo noma ngokusobala ezingasese noma eziyimfihlo noma ezinye izincwadi ezengeziwe ezingavezela okuqukethwe kwezincwadi zokuqala;
- imibono noma izimvo zomunye umuntu ngomuntu; kanye

- h. igama lomuntu uma livela nezinye imininingwane yomuntu siqu ephathelene naye noma uma ukudalulwa kwegama uqobo kungaveza imininingwane ngaye.

Ngokuhambisana neSigaba 23 (1) (a) se-POPIA, umfakisicelo okuthile kolwazi lomuntu siqu kumayelana naye angacela i-AASA noma yinkampani ezezeka ngaphakathi kweQembu ukuthi iqinisekise, mahhala, ukuthi ingabe igcina ulwazi lomuntu siqu ngalowo mfakisicelo noma cha.

### **a. Injongo yokucubungula**

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Inhloso yokucubungula imininingwane yomuntu siqu yi-AASA kanye/noma iQembu izoncika ohlotsheni lwemininingwane. Ngokuvamile, imininingwane yomuntu siqu icutshungulwa yi-AASA kanye/noma iQembu ngezinjongo zokuphatha ibhizinisi, okuhlanganisa:

- ukwenza izenzo zokuphuthula noma zokufeza isivumelwano;
- ukuhambisana nezibopho ezibekwe ngumthetho;
- ukuvikela izintshisekelo ezisemthethweni zabantu abathintekayo kudatha; noma
- lapho kudingeka ukulandela izintshisekelo ezifanele ze-AASA kanye/noma zeQembu.

Uhlu olungehla aluphelele.

### **b. Izigaba zabantu abathintekayo ngezolwazi**

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I-AASA kanye/noma iQembu licubungula imininingwane yomuntu siqu ephathelene nezigaba ezilandelayo zabantu abathintekayo:

Izigaba Zabantu Abathintekayo Kudatha

- Abasebenzi;
- Abafake izicelo zomsebenzi;
- Izivakashi;
- Abacebisi;
- Izinkontileka
- Amakhasimende;
- Abahlinzeki bezinsizakalo;
- Abahlinzeki;
- Abatshalizimali;
- Abaphathi;
- Abanimasheya;
- Abazuzi;
- Abasebenzisi beWedsite
- Ezinye izinhlangothi zangaphandle i-AASA kanye/noma iQembu abenza nazo ibhizinisi.

Uhlu olungehla aluphelele.

### **c. Izigaba Zolwazi**

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Mayelana nabantu bemvelo, izigaba zolwazi lomuntu siqu olucutshunguliwe zingabandakanya:

- igama
- inombolo yokuhlonza (inombolo yobunikazi noma yephasiphothi)
- usuku lokuzalwa
- ubuzwe
- iminyaka
- ubulili
- ubuhlanga
- isimo somshado
- ulimi alukhulumayo
- inombolo yocingo (noma izibalo)
- ikheli le-imeyili (ama-imeyili)
- ikheli lomzimba nekheli leposi
- inombolo yentela yemali engenayo
- imininingwane yebhange
- imininingwane ngokukhubazeka
- umlando womsebenzi
- irekhodi lezokwelapha
- ukuhlolwa komlando
- ukuthwebula iminwe
- izithombe
- ama-CV
- umlando wemfundo
- imininingwane yokukhokhelwa nezinzuzo
- imininingwane ephathelene nokusebenza komsebenzi nezinqubo zokuziphatha
- okuxhumana okuvamile.

Mayelana nezinkampani, izinhlobo zolwazi lomuntu siqu olucutshunguliwe zingabandakanya:

- igama
- inombolo yokubhalisa
- imininingwane yentela
- imininingwane yokuxhumana
- ikheli lwangempela nekheli leposi
- Imibhalo ye-FICA
- Izitifiketi ze-BEE
- imininingwane yokukhokha (kufaka phakathi ama-akhawunti asebhange), ama-invoyisi nezivumelwano zekhontiraka
- okuxhumana okuvamile.

Uhlu olungehla aluphelele.

#### **d. Izigaba zabamukeli abangase banikezwe ulwazi lomuntu siqu**

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Izigaba zabamukeli iQembu elingabanika imininingwane yomuntu siqu zizoncika ohlotsheni lwemininingwane. Ngokuvamile, lezi zigaba zabamukeli zifaka phakathi:

- Ezinye izinkampani eQenjini;
- Abahlinzeki bezinsizakalo;
- Usizo lwezempilo, umhlalaphansi noma izimali zokonga;
- Izinhlangothi zokuhlola nokubalwa kwezimali (zangaphakathi nezangaphandle);
- Abacebisi abaqeqeshiwe kuhlangukisa abameli kanye/noma abacebisi bezintela;
- Izinhlangothi zangaphandle i-AASA kanye/noma iQembu ezisayine nazo izivumelwano zokugcinwa kwedatha;
- Iziphathimandla ezifanele, iminyango kahulumeni, izikhungo ezisemthethweni noma abalawuli;
- Inkantolo, inkundla yokuphatha noma yezomthetho, ukulamula noma ikhomishini esemthethweni eyenza isicelo ngokwezomthetho noma imithetho esebenzayo.

Uhlu olungenhla aluphelele.

#### **e. Ukuhamba okuhleliwe kwemininingwane yomuntu siqu ngaphesheya**

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I-AASA kanye/noma izinkampani eziqenjini zibona ukuthi zingase zidlulisele imininingwane yomuntu siqu kwabanye abantu besithathu noma kwezinye izinkampani zeQembu ezikwamanye amazwe. Mayelana nokudluliselwa okunjalo, i-AASA kanye/noma izinkampani ezifanele eziqenjini zizobhekwa futhi zizohlangabezana nezimfuneko ezifanele ze-POPIA futhi, lapho kufanelekile, i-General Data Protection Regulation (GDPR).

#### **f. Izinyathelo zokuphepha kolwazi**

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AASA kanye/noma iQembu bazozama ukusebenzisa izivikelo zobuchwepheshe nezokuhlala ezifanele nezifanele ukuze kuqinisekise ubuqotho nokuyimfihlo kolwazi lomuntu siqu abalugcinile noma abalulawulayo. Lezi zinyathelo zingabandakanya:

- Ukugcinwa kwedatha okwengeziwe
- Ukufihla idatha
- Ukugcinwa okukhuselekile kwedatha
- Izilawuli zokufinyelela kudatha
- i-Firewall ne-anti-virus
- Ukubopha abantu ngokuzibophezela okufanele kokugcina imfihlo
- Ukwethula ukuqeqeshwa
- Ukwamukela nokusebenzisa izinqubomgomo zokuphepha kolwazi

## 12. Izicelo Zokufinyelela

Lesi sigaba sihlose ukuqondisa abacelayo nezinqubo ezidingekayo ukuze bacele ukufinyelela kumarekhodi aqinwe yiQembu.

Kubalulekile ukuqaphela ukuthi isicelo sokufinyelela singanqatshwa uma singahlangabezani nezimfuneko zenqubo ezibekwe ku-PAIA. Ngaphezu kwalokho, ukugcwalisa nokuhambisa Ifomu Lesicelo Sokufinyelela (Ifomu 2) akusiniki ngokuzenzakalelayo umfakisisicelo ilungelo lokufinyelela kulowo mrekhodi oceliwe.

Qaphela: Uma kunokungabaza okwanele ukuthi ukufinyelela kumarekhodi eQembu kutholwe ngokuthumela ulwazi olungamanga noma oludidayo, kungathathwa izinyathelo zomthetho ngokumelene nomfakisisicelo.

### a. Inqubo Yesicelo Sokufinyelela

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#### i. Ukugcwaliswa kwe-Fomu Lesicelo Sokufinyelela

- a. Ukuze iQembu lenKamapani lizokwazi ukuphendula izicelo zokufinyelela ngokushesha nangokufanele, abaceli kudingeka bagcwalise Ifomu Lesicelo Sokufinyelela, banake ngokucophelela le miyalelo elandelayo:
  - a.1 Ifomu Lesicelo Sokufinyelela elinamathiselwe njenge**Fomu 2** lapha kumele ligcwaliswe ngesiNgisi.
  - a.2 Bhala noma ushicilele ngezinhlamvu ezinkulu (BLOCK LETTERS) impendulo kuyo yonke imibuzo
  - a.3 Uma umbuzo ungabhekiseli kuwe, bhala "N/A" njengempendulo kulowombuzo
  - a.4 Uma kungekho okufanele ukudalule ekuphenduleni umbuzo obuziwe, bhala "nil" kube impendulo yolowombuzo.
  - a.5 Uma isikhala esiphrintiwe sokuphendula umbuzo singenele, ulwazi olwengeziwe lungahlinzekwa ekhasini elengeziwe.
  - a.6 Uma kudingeka ukusebenzisa ikhasi elengeziwe, qala impendulo ngayinye ngesihloko esifanele lowombuzo.
  - a.7 Ukuqinisekisa ukuthi lowo ofake isicelo ungubani, kufanele kunikezwe ubufakazi bokuthi ungubani. Ngaphezu kokugcwalisa Ifomu Lesicelo Sokufinyelela, abantu kudingeka bahambise ikhophi eqinisekisiwe kamazisi wabo noma ipasipoti esemthethweni. Uma umfakisisicelo eyinhlangotho esemthethweni, kufanele kunikelwe ikhophi eqinisekisiwe yesitifiketi sokubhaliswa kweNkampani.
  - a.8 Uma isicelo senziwa egameni lomuntu wesithathu, umfakisisicelo kumele futhi ahlinzeke ngobufakazi bokuthi kwenziwa ngaphansi kwasiphi isikhundla (isb., amandla omthetho asebenzayo).

## ii. Ukufakwa kweFomu Lesicelo Sokufinyelela

- a. Ifomu Lesicelo Sokufinyelela eligcwalisiwe, elihambisana nanoma yimiphi imibhalo esekelayo efanele, kuhlenganisa njengoba kubekwe ngenhla, kufanele lihanjisiwe kwiSikhulu Sezolwazi noma uSekela LeSikhulu Sezolwazi. Ukuthumela kungenziwa ngeposi elivamile, nge-imeyili, noma nge-fax, kusetshenziswa imininingwane yokuxhumana ekhonjisiwe esigabeni<sup>6</sup> salencwadi engumhlahlandlela.
- b. Imali yokucela yokuqala engabuyiseki **engu-R140.00** kumele ikhokhwe lapho kufakwa isicelo. Le mali ayisebenzi kubaceli bomuntu siqu, okusho noma ubani ofuna ukufinyelela kumarekhodi aqukethe imininingwane yakhe siqu.

## iii. Ukukhokha Izimali

- a. Imininingwane yokukhokha ingatholwa kwiSikhulu Sezolwazi noma uSekela LeSikhulu Sezolwazi esifanelekile njengoba kushiwo kule ncwajana futhi inkokhelo ingenziwa ngediphozithi eqondile, noma nge-oda lokuposa. Ubufakazi bokukhokha kumele buhanjisiwe nge-imeyili ku [-cosec.aqjhb@angloamerican.com](mailto:cosec.aqjhb@angloamerican.com).
- b. Uma isicelo sokufinyelela siphumelele, kungadingeka imali yokufinyelela yokusesha, yokukopisha nokulungiselela amarekhodi, futhi izobalwa ngokusekelwe ezimali ezibekiwe njengoba kuchazwe **kuFomu 3**. Imali yokufinyelela kumele ikhokhwe ngaphambi kokuba kunikezwe ukufinyelela kumarekhodi aceliwe.

## iv. Isaziso

1. kungakapheli izinsuku ezi-30 (ezingamashumi amathathu) kusukela ekwamukelweni kwesicelo, iSikhulu Sezolwazi noma uSekela LeSikhulu Sezolwazi boyonquma ukuthi basivuma noma bayasala isicelo futhi banikeze isaziso nezizathu (uma kudingeka).
2. Lesi sikhathi sezinsuku ezingama-30 (ezingamashumi amathathu) singanwetshwa kwesinye isikhathi esingadluli ezinsukwini ezingama-30 (ezingamashumi amathathu), uma isicelo sifuna inqwaba yezinhlobo zolwazi, noma isicelo sidinga ukusesha ulwazi olugcinwe kwezinye izikhungo zenye noma ezingaphezu kwezinkampani ezingaphansi kweQembu futhi ulwazi alunakutholakala ngokufanele phakathi nesikhathi sokuqala sezinsuku ezingama-30 (ezingamashumi amathathu).
3. Umfakisicelo uzokwaziswa ngokubhala uma kufunwa ukunwetshwa, kufakwe izizathu ezanele zokunwetshwa, futhi aziswe ukuthi umfakisicelo

angafaka isicelo enkantolo siphikisana nokunwetshwa kanye nenqubo, kuhlanganise nesikhathi esinqunyiwe sokufaka lesi sicelo.

#### v. Ukukhokhwa kwediphozithi (uma kudingeka)

1. Umfakisicelo angaziswa ukuthi idiphozithi iyadingeka yini. Idiphozithi izodingeka kuye ngezici ezithile ezifana nomthamo wolwazi oludingekayo, noma ifomethi yolwazi oluceliwe kanye nesikhathi esidingekayo sokusesha nokulungiselela amarekhodi. Isaziso sizobeka lokhu:
  - i. Inani lediphozithi okufanele likhokhwe (uma kudingeka); kanye nokuthi
  - ii. Umfakisicelo angangenisa isicelo enkantolo okuphikisa ukukhokha idiphozithi kanye nenqubo, kuhlanganise nesikhathi, sokungenisa isicelo.
2. Uma ukufinyelela kumarekhodi aceliwe kungatshelwe, idiphozithi ephelele izobuyiselwa kumfakisicelo.

#### vi. Izizathu Zokwenqaba Ukufinyelela Kumarekhodi

1. Izizathu ezibalulekile okwenqaba isicelo solwazi yilezi:
  - i. Isivikelo esiyisibopho sobumfihlo bomuntu wesithathu ongumuntu wemvelo, lapho irekhodi lingabandakanya ukudalulwa okungenangqondo kolwazi lomuntu siqu lwalowo muntu wemvelo;
  - ii. Ukuvikelwa okuyimpoqo kolwazi lwezohwebo lomuntu wesithathu, uma irekhodi liqukethe:
    1. Izimfihlo zohwebo zalelo Qembu;
    2. Ulwazi lwezezimali, lwezohwebo, lwesayensi noma lobuchwepheshe, ukudalulwa kwalo okungenzeka kubangele umonakalo ezintshiselweni zezimali noma ezohwebo zalelo Qembu; kanye
    3. Ulwazi oludalulwe ngumuntu wesithathu kunoma iyiphi yezinkampani ezingaphansi kweQembu uma ukudalulwa kungabeka lowo muntu wesithathu engcupheni ekuxoxisaneni noma emqhudelwaneni wezohwebo;
      - iii. Ukuvikelwa okuphoqelekile kolwazi oluyimfihlo lwabantu besithathu uma luvikelwe ngaphansi kwanoma yiliphi

isivumelwano – izinhlinzeko ze-PAIA zizosebenza maqondana namalungelo abantu besithathu abathintekayo;

- iv. Ukuvikelwa okuphoqelekile kokuphepha kwabantu nokuvikelwa kwempahla;
- v. Ukuvikelwa okuphoqelekile kwamarekhodi angabhekwa njengamarekhodi anelungelo lokungadalulwa ezinqubweni zomthetho; kanye
- vi. Imisebenzi yezohwebo yazo zonke izinkampani ezingaphansi kweQembu, engabandakanya:

- 1. Imfihlo yokuhweba yezinkampani ezifanele; kanye
- 2. Ulwazi lwezezimali, lwezohwebo, lwesayensi noma lobuchwepheshe oluthi, uma lwembulwa, lungabangela umonakalo ezintshisekelweni zezimali noma zohwebo zezinkampani ezifanele.

#### vii. Isicelo Sokuphikisa Ukunqatshelwa Kokunikezwa Ukufinyelela

- 1. IQembu lenKampani alinayo inqubo yangaphakathi yesikhalazo. Ngakho-ke, isinqumo esenziwe yiSikhulu Sezolwazi siyisiphetho, futhi abaceli kuzodingeka basebenzise izindlela zangaphandle abazitholayo uma isicelo solwazi siinqatshwa, futhi umceli engajabule ngempendulo enikezwe ngumphathi wolwazi.
- 2. Uma umfakisicelo engavumelani nesinqumo seSikhulu Sezolwazi noma uSekela LeSikhulu Sezolwazi siqaba ukunikeza ukufinyelela kumarekhodi, lapho ethola isaziso ngesinqumo noma esimweni esithathwa njengokwaliwa. Kungenjalo, umfakisicelo angafaka isicelo enkantolo ukuze athole usizo olufanele, phakathi nesikhathi esinqunyiwe yi-PAIA.

## IFomu Lokucela Ukufinyelela Kumarekhodi –

QAPHELA:

1. *Ubufakazi bokuthi ungubani kumele bunamathiselwe ngumfakisisicelo.*
2. *Uma izingicelo ezenziwe egameni lomunye umuntu, kufanele kufakwe ubufakazi bokugunyazwa okunjalo kuleli fomu.*

KU:

ISikhulu Sezolwazi  
Postnet Suite 153, Private Bag X31, Saxonwold, 2132  
144 Oxford Road, Rosebank, Melrose, 2196  
+27 11 638 4197

Ikheli le-imeyili: [dataprotection@angloamerican.com](mailto:dataprotection@angloamerican.com)

*Phawula ngo- "X"*

Isicelo senziwa egameni lami

Isicelo senziwa egameni lomunye umuntu.

### IMININGWANE YOMFAKAZI

AMAGAMA AGCWELE	
INOMBOLO YOBUNIKAZI	
ISIMO LAPHO ISICELO SENZIWA KHONA (LAPHO KWENZIWA EGAMENI LOMUNYE UMUNTU)	
IKHELI LEPOSI	
IKHELI LOMGWAQO	
IKHELI LE-IMEYILI	
AMANOMBOLO OXHUMANA	Ucingo: _____ Ifeksi: _____ Ucingo _____

NAWO

Iweselula:

AMAGAMA APHELELE  
OMUNTU OKWETHULWA  
NGAYE ISICELO (UMA  
KUDINGEKA):

I-IDENTITY INOMBOLO

### IMIHLABO YOMBHALO OCELIWE

*NIKEZA YONKE IMINININGWANE YEREKHODI OFUNA UKUFINYELELA KUYO, KUHLANGANISE NENOMBOLO YOKUBHEKISELA UMA UYAZI, UKUZE KUBE LULA UKUTHOLA LELO REKHODI. (UMA ISIKHALA ESINIKEZIWE SINGANELE, QHUBEKA EKHASINI ELIHLUKILE BESE ULINAMATHISELA KULE FOMU. WONKE AMAKHASI ANAMITHISIWE KUMELE ASAYINWE.)*

INCAZELO  
YEREKHODI NOMA  
YENGXENYE  
EBALULEKILE  
YEREKHODI:

INOMBOLO  
YEREFERENSI, UMA  
ITHOLAKALA

NOMA IYIPHI  
EMINYE  
IMINININGWANE  
YEREKHODI

### UHLU LWERIKODI

*(PHAWULA IBHOKISI ELIFANELE NGO "X")*

*IREKHODI ELIBHALIWE NOMA ELIPHINTIWE*

*IREKHODI LIQUKETHE IZITHOMBE EZINGOKOQOBO  
(LOKHU KUFAKA PHAKATHI IZITHOMBE, AMA-SLIDE, UKUQOSHWA KWEVIDIYO,  
IZITHOMBE EZIKHIQIZWE YIKHOMPYUTHA, IMIDWEBO, NJLL.)*

*IREKHODI LIQUKETHE AMAZWI AREKHODIWE NOMA ULWAZI ONGAKHISHWA  
KABUSHA NGOMSINDO.*

*IREKHODI LIGCINWE KWIKHOMPYUTHA NOMA NGE-ELECTRONICI, NOMA IFOMU ELIFUNDA UMSHINI*

**UHLELO LOKUTHOLA**  
(PHAWULA IBHOKISI ELIFANELE NGO "X")

*IKHOPHI EPRINTIWE YEREKHODI (KUHLANGANISA AMAKHOPHI EZITHOMBE EZINGOKOQOBO/EZI-VIRTUAL, IMIBHALO KANYE NOLWAZI OLUGCINWE KUKHOMPYUTHA. NOMA NGEFOMU LE-ELEKTRONIKI NOMA ELIFUNDA UMSHINI)*

*UKUBHALWA NOMA UKUPHRINTWA KOKUGUQULWA KWEZITHOMBE EZINGOKOQOBO (LOKHU KUHLANGANISA IZITHOMBE, AMA-SLIDE, AMAREKHODI EVIDIYO, IZITHOMBE EZENZIWE YIKHOMPYUTHA, IMIDWEBO, NJLL.)*

*UKUBHALWA PHANSI KOMCULO WESIZINDA/SOUNDTRACK (IDHOKUMENTI EBHALIWE NOMA EPHRINTIWE)*

*IKHOPHI YEREKHODI KU-FLASH DRIVE (KUFAKA PHAKATHI IZITHOMBE EZINGOKOQOBO NE-SOUND TRACK)*

*IKHOPHI YEREKHODI KWI-COMPACT DISC (KUHLANGANISA IZITHOMBE EZI-VIRTUAL NE-SOUNDTRACK)*

*IKHOPHI YEREKHODI EGCINWE KWI-CLOUD STORAGE SERVER*

**INDLELA YOKUFIKELA**  
(PHAWULA IBHOKISI ELIFANELE NGO "X")

*UKUHLOLWA KOMUNTU KWEREKHODI EKHENINI ELIBHALISIWE LOMPHAKATHI/UMZIMBA OZIYIMVA (KUHLANGANISA UKULALELA AMAGAMA AREKHODIWE, ULWAZI ONGAKHISHWA KABUSHA NGOMSINDO, NOMA ULWAZI OLUGCINWE KWIKHOMPYUTHA NOMA NGEFOMU LE-ELEKTRONIKI NOMA ELIFUNDA UMSHINI)*

*IZINKONZO ZEPOSI ZIKUTHUMELE EKHELINI LEPOSI*

*IZINKNOZO ZEPOSI ZIKUTHUMELE KWIKHELI LOMGWAQO*

*INKONZO YE-COURIER ITHUMELE KWIKHELI LOMGWAQO*

*I-FASCMIMILE NOMA ULWAZI NGEFOMU EBHALIWE NOMA EPHRINTIWE (KUFAKA PHAKATHI UKUGUQULWA KOMBHALO)*

*I-IMEYILI YOLWAZI (KUFAKA PHAKATHI I-SOUNDTRACK, UMA KUNGENZEKA)*

I-CLOUD FILE

ULIMI OLUKHETHWAYO  
(QAPHELA UKUTHI UMA IREKHODI LINGATHOLAKALI NGOLIMI OLUKHETHAYO,  
UKUFINYELELA KUNGAVUNYELWA NGOLIMI IREKHODI ELITHOLAKALA NGALO)

**IMIBA EMABANGELA OKUFANELE ASETSHENZISWE NOMA AVIKELWE**

*UMA ISIKHALA ESINIKEZIWE SINGANELE, QHUBEKA EKHASINI ELIHLUKILE BESE ULINAMATHISELA KULE FOMU. WONKE AMAKHASI ANAMITHISIWE KUMELE ASAYINWE.)*

KHOMBA ILUNGELO  
ELIZOSEBENZISWA  
NOMA  
ELIZOVIKELWA

**IZIMALI**

- A) *IMALI YESICELO KUMELE IKHOKHWE NGAPHAMBI KOKUBA ISICELO SICATSHANGELWE.*
- B) *UZOZAZISWA NGENANI LEMALI YOKUFINYELELA OKUFANELE IKHOKHWE.*
- C) *IMALI EKHOKHWAYO YOKUFINYELELA IREKHODI INCIKE ENDLELENI YOKUFINYELELA EDINGEKAYO KANYE NESIKHATHI ESIFANELE ESIDINGEKAYO SOKUSESHA NOKULUNGISA IREKHODI.*
- D) *UMA UFANELEKILE UKUKHULULWA EKUKHOKHENI, SICELA UCHAZE ISIZATHU SOKUKHULULWA.*

ISIZATHU

Uzokwaziswa ngokubhala ukuthi isicelo sakho sivunyiwe noma siinqatshiwe, futhi uma sivunyiwe, izindleko eziphathelele nesicelo sakho, uma zikhona. Sicela ukhombise indlela oyikhetayo yokuxhumana:

Ikheli leposi

Ifeksi

Ukuxhumana nge-elektroniki  
(Sicela uchaze)

Isiginesha somfakisicelo noma  
somuntu egameni lakhe kwenziwa  
isicelo:

Usuku:

OKUSETYENZISWA NGOKUSEMTHETHWENI EHOVISINI LEKAMPANI

*INOMBOLO YEREFERENSI:*

<i>ISICELO SIMUKELWE NGU: SITHOLWE NGU: (CACISA ISKHUNDLA, IGAMA NESIBONGO SESIKHULU SOLWAZI)</i>	
<i>USUKU LOKWAMUKELWA:</i>	
<i>IMALI YOKUFINYELELA:</i>	
<i>IDIPHOSITHI (UMA IKHONA):</i>	

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Isiginesha yeSikhulu Solwazi:

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Usuku:

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