

IMANUWALI YE-PAIA

UMthetho Wokukhuthaza Ukufinyelela Olwazini 2 ka-2000

Ilungiswe ngokwesigaba 51, njengoba sichitshiyelwe, futhi ihlanganisa izidingo ezifanele ze-POPIA

Ulwazi lwedokhumenti	
Inguqulo yedokhumenti	2.1
Usuku lokukhishwa	22 Julayi 2026
Isimo sedokhumenti	Uhlaka lokucina lokugunyazwa
Ukuhlukaniswa	Okomphakathi
Umnikazi wedokhumenti	Isikhulu Sezolwazi

Ukulawulwa kwedokhumenti

Ukulawula	Imininingwane
Isihloko sedokhumenti	Imanuwali yoMthetho Wokukhuthaza Ukufinyelela Olwazini (i-PAIA)
Uhlaka oluzimele	Invictus Outsourcing Solutions
Isikhulu Sezolwazi	Peter McDermott
Inguqulo	2.1
Usuku lokukhishwa	22 Julayi 2026
Isimo	Uhlaka lokugcina lokugunyazwa
Umjikelezo wokubuyekeza	Minyaka yonke kanye / noma noma nini lapho kuba noshintsho olubalulekile
Ukubuyekeza okulandelayo	Kungakapheli izinyanga eziyi-12 ngemva kokugunyazwa
Ukuhlukaniswa	Okomphakathi

Idokhumenti elawulwayo: Inguqulo ye-elektronikhi eshicilelwe yi-Invictus iyikhophi elawulwayo. Amakhophi aphrintiwe noma alandiwe angaphelelwa yisikhathi futhi kufanele ahlolwe ngokuqhathaniswa nenguqulo yakamuva eshicilelwe.

Ukugunyazwa

Into yokugunyazwa	Imininingwane
Igunya lokugunyaza	Peter McDermott - Isikhulu Sezolwazi / Umqondisi
Isiginesha	
Usuku lokugunyazwa	01/09/2026

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1. Isingeniso nenhloso

UMthetho Wokukhuthaza Ukufinyelela Olwazini 2 ka-2000, njengoba uhitshiyelwe (i-PAIA), ufezekisa ilungelo lomthethosisekelo lokufinyelela olwazini olugcinwe nguMbuso kanye nolwazi olugcinwe ngomunye umuntu / ezinye izinhlangano lapho lolo lwazi ludingeka ukuze kusetshenziswe noma kuvikelwe ilungelo. Le Manuwali ihlanganiswe yi-Invictus Outsourcing Solutions (i-Invictus) njengohlaka oluzimele ngokwesigaba 51 se-PAIA.

Le Manuwali iphinde ichaze ukucutshungulwa kolwazi lomuntu siqu yi-Invictus njengoba kudingwa yisigaba 51(1)(c) se-PAIA, sifundwa kanye noMthetho Wokuvikela Ulwazi Lomuntu Siqu 4 ka-2013 (i-POPIA). Inhloso yayo ukusiza amalungu omphakathi aqonde ukuthi yimaphi amarekhodi agcinwe yi-Invictus, indlela yokucela ukufinyelela kuwo kanye nendlela i-Invictus ecubungula futhi ivikele ngayo ulwazi lomuntu siqu.

Le Manuwali yenza umfakisicelo akwazi:

- ukuhlonza amarekhodi atholakala ngaphandle kwesicelo esisemthethweni se-PAIA;
- ukuqonda izihloko i-Invictus egcina amarekhodi ngazo kanye nezigaba zamarekhodi agcinwayo;
- ukufaka isicelo esigcwaliswe ngendlela efanele sokufinyelela erekhodini;
- ukuhlonza Isikhulu Sezolwazi esibhekele ukuphatha izicelo;
- ukuqonda izimali ezisebenzayo, izikhathi, izizathu zokwenqaba kanye namakhambi okulungisa isimo; futhi
- ukuqonda izigaba, izinhloso, abamukeli, ukugeleza kolwazi kweqa imingcele kanye nezindlela zokuvikela eziphathelele nolwazi lomuntu siqu olucutshungulwa yi-Invictus.

Okubalulekile: Le Manuwali ayakhi ilungelo lokufinyelela elingaphezu kwamalungelo ahlinzekwa yi-PAIA, i-POPIA kanye nomunye umthetho osebenzayo. Isicelo ngasinye sizobhekwa ngokwamaqiniso aso.

2. Ububanzi nesimo sale Manuwali

Le Manuwali isebenza kumarekhodi aphethwe noma alawulwa yi-Invictus, kungakhathaliseki ukuthi lawo marekhodi adalwe yi-Invictus noma cha. Ihlanganisa amarekhodi aphaathelene nokusebenza kwe-Invictus uqobo kanye namarekhodi acutshungulwa lapho ihlinzeka ngezinsizakalo zangaphandle zabasebenzi, ubudlelwano bezimboni, iholo, ukuqashwa ngokulingana, ukuthuthukiswa kwamakhono, impilo nokuphepha emsebenzini, i-B-BBEE, ukuqasha, ukuqeqesha kanye nezinye izinsizakalo zebhizinisi ezihlobene.

Mayelana nolwazi lomuntu siqu, i-Invictus ingase isebenze njengohlangothi olunesibopho emisebenzini yayo yebhizinisi noma njengomqhubi ocubungula ulwazi lomuntu siqu lwekhasimende ngaphansi kwenkontileka. Indima esebenzayo incike ekutheni ubani onquma inhloso nezindlela zokucubungula. Isicelo esiphathelene nerekhodi elilawulwa yikhasimende singadinga ukubonisana nalelo khasimende noma olunye uhlangothi lwesithathu oluthintekayo.

Le Manuwali kufanele ifundwe kanye nezaziso zobumfihlo ze-Invictus, izibopho zobumfihlo zenkontileka, imithetho yokugcina amarekhodi kanye nezinqubomgomo zokuphepha kolwazi. Uma kukhona ukungqubuzana, umthetho osebenzayo uyabusa.

3. Izincazelo

Igama	Incazelo
Imali yokufinyelela	Imali enqunyiwe ekhokhwayo, lapho kufanele, yokukhiqiza kabusha, ukusesha nokulungiselela irekhodi ukuze lidalulwe.
Ikhasimende	Umuntu wemvelo noma wezomthetho othola noma owake wathola izinsizakalo ze-Invictus.
Umnikazi wolwazi	Umuntu ulwazi lomuntu siqu oluphathelele naye.
Isekela Lesikhulu Sezolwazi noma i-DIO	Umuntu, uma ekhona, oqokwe futhi wabhaliswa ngokusemthethweni ukusiza Isikhulu Sezolwazi ngemisebenzi ye-PAIA ne-POPIA.
Umlahlandlela	Umlahlandlela wendlela yokusebenzisa i-PAIA olungiswe futhi ubuyekwezwe nguMlawuli Wolwazi ngaphansi kwesigaba 10 se-PAIA.
Inhloko Yohlaka Oluzimele	Umuntu obhekwa njengenhloko yohlaka oluzimele ngaphansi kwe-PAIA. Kule Manuwali, lo msebenzi wenziwa Isikhulu Sezolwazi esikhonjwe ngezansi.
Isikhulu Sezolwazi noma i-IO	Umuntu obhekele ukukhuthaza nokuqinisekisa ukuthotshelwa kwe-PAIA ne-POPIA futhi obhaliswe kuMlawuli Wolwazi njengoba kudingeka.
Invictus	Invictus Outsourcing Solutions.
Umqhubi	Umuntu ocubungula ulwazi lomuntu siqu egameni lohlangothi olunesibopho ngaphansi kwegunya noma inkontileka, ngaphandle kokuba ngaphansi kwegunya eliqondile lalolo hlangothi olunesibopho.
PAIA	UMthetho Wokukhuthaza Ukufinyelela Olwazini 2 ka-2000, njengoba uchitshiyelwe, kanye nemithethonqubo yawo.
Ulwazi lomuntu siqu	Ulwazi oluphathelele nomuntu wemvelo ophilayo ongahlonzwa kanye, lapho kufanele, nomuntu wezomthetho okhona ongahlonzwa, njengoba kuhlangezwe ku-POPIA.
Umfakisiselo womuntu siqu	Umfakisiselo ofuna ukufinyelela erekhodini eliqukethe ulwazi lomuntu siqu ngalowo mfakisiselo.
Abasebenzi	Izisebenzi, abaqondisi, abasebenzi besikhashana, osonkontileka, abeluleki kanye nabanye abantu abasebenzela noma abamela i-Invictus.
POPIA	UMthetho Wokuvikela Ulwazi Lomuntu Siqu 4 ka-2013 kanye nemithethonqubo yawo.
Ukucutshungulwa	Noma yimuphi umsebenzi noma isenzo esiphathelene nolwazi lomuntu siqu, okuhlanganisa ukuqoqwa, ukwamukelwa, ukuqoshwa, ukugcinwa, ukusetshenziswa, ukudalulwa, ukushintshwa, ukuvinjelwa, ukusulwa noma ukubhujiswa.
Irekhodi	Ulwazi oluqoshiwe nganoma yiluphi uhlobo noma indlela oluphethe noma olulawulwa yi-Invictus, kungakhathaliseki ukuthi i-Invictus yaludala noma cha.
Umlawuli	Umlawuli Wolwazi osungulwe ngaphansi kwe-POPIA.
Umfakisiselo	Umuntu owenza isicelo sokufinyelela erekhodini ngaphansi kwe-PAIA, okuhlanganisa umuntu omele omunye umuntu.
Uhlangothi olunesibopho	Umuntu, eyedwa noma ekanye nabanye, onquma inhloso nezindlela zokucubungula ulwazi lomuntu siqu.
Ulwazi olukhethekile lomuntu siqu	Ulwazi lomuntu siqu oluphathelele nezinkolelo zenkolo noma zefilosofi, ubuhlanga noma imvelaphi yobuzwe, ubulungu benyunyana, inkolelo yezepolitiki, impilo, impilo yezocansi, ulwazi lwebhayomethrikhi noma ukuziphatha kobugebengu okusolwayo noma okufakazelwe.
Uhlangothi lwesithathu	Umuntu ngaphandle komfakisiselo ne-Invictus irekhodi elicelwayo eliphathelene naye.

4. Imininingwane yenkampani neyesiKhulu Sezolwazi

Into	Imininingwane
Uhlaka oluzimele	Invictus Outsourcing Solutions
Isikhulu Sezolwazi	Peter McDermott
Isikhundla	Umqondisi / Isikhulu Sezolwazi / Inhloko Yohlaka Oluzimele
Ucingo	086 173 7263
I-imeyili	peter@invictusgroup.co.za
I-imeyili ejwayelekile ye-PAIA	admin@invictusgroup.co.za
Ikheli leposi	Ibhokisi Leposi 1127, Cresta, 2118
Ikheli lendawo	Ground Floor, Wrigley Building, The Campus, 57 Sloane Street, Bryanston, 2021
Iwebhusayithi	www.invictusgroup.co.za
Amahora ehhovisi	Amahora ebhizinisi ajwayelekile (08:00 kuya ku-17:00), ngaphandle kwezimpelasonto namaholide omphakathi

Izicelo: Zonke izicelo ze-PAIA kufanele zithunyelwe esiKhulwini Sezolwazi noma ekhelini le-imeyili elijwayelekile le-PAIA. Umuntu akufanele athumele isicelo se-PAIA kumeluleki ngamunye ongagunyaziwe ukusisingatha.

Isikhulu Sezolwazi siqokwe ngokuhambisana ne-POPIA futhi sibhaliswe kuMlawuli Wolwazi.

Isekela Lesikhulu Sezolwazi, uma liqokwe futhi labhaliswa ngokusemthethweni, lingasiza Isikhulu Sezolwazi. Ngaphandle uma kukhulunywe ngenye indlela, abafakisicelo kufanele basebenzise imininingwane yokuxhumana engenhla. Ngosuku lokushicilelwa, alikho Isekela Lesikhulu Sezolwazi eliqokiwe.

5. Umhlahlandlela we-PAIA kanye noMlawuli Wolwazi

UMlawuli Wolwazi ulungise futhi wenza ukuba kutholakale Umhlahlandlela ochaza indlela yokusebenzisa amalungelo ngaphansi kwe-PAIA ne-POPIA. Umhlahlandlela uchaza izinhloso zomthetho, amafomu anqunyiwe, izimali, usizo olutholakalayo, izikhalazo kanye namakhambi asenkantolo. Utholakala ngezilimi ezisemthethweni nangezindlela ezifinyelelekayo ezishicilelwe nguMlawuli.

Ikhophi yoMhlahlandlela ingatholakala:

- esiKhulwini Sezolwazi kusetshenziswa imininingwane yokuxhumana esigabeni 4;
- ukuze ihlolwe ngumphakathi ehhovisi elikhulu le-Invictus ngezikhathi zebhizinisi ezijwayelekile, ngesiNgisi nangesiBhunu; noma
- kuwebhusayithi yoMlawuli Wolwazi.

Ukuxhumana	Imininingwane
Igama	UMlawuli Wolwazi (eNingizimu Afrika)

Ukuxhumana	Imininingwane
Ikheli lendawo	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191
Ikheli leposi	Ibhokisi Leposi 31533, Braamfontein, Johannesburg, 2017
Ucingo	010 023 5200
Ucingo lwamahhala	0800 017 160
I-imeyili ejwayelekile	enquiries@infoeregulator.org.za
Izikhazelo ze-PAIA	PAIAComplaints@infoeregulator.org.za
Iwebhusayithi	www.infoeregulator.org.za

Ulwazi namaformu asemthethweni e-PAIA: [Ingosi ye-PAIA yoMlawuli Wolwazi](#)

6. Amarekhodi atholakala ngaphandle kwesicelo esisemthethweni se-PAIA

I-Invictus ayikashicileli isaziso esihlukile ngaphansi kwesigaba 52(2) se-PAIA. Nokho, amarekhodi alandelayo abhekiswe emphakathini angafinyelelwa ngaphandle kokugcwalisa isicelo esisemthethweni se-PAIA, kuye ngokutholakala kwawo, ilungelo lobunikazi kanye nezindleko ezifanele zokukhiqiza kabusha.

Isigaba	Amarekhodi	Ukufinyelela
Ulwazi lwe-PAIA nobumfihlo	Imanuwali ye-PAIA yamanje; izaziso zobumfihlo zomphakathi; imigomo yomphakathi yewebhusayithi	Kuwebhusayithi nangokucela
Ulwazi lwenkampani	Iphrofayili yenkampani; ulwazi lokuxhumana lomphakathi; incazelo ejwayelekile yezinsizakalo	Kuwebhusayithi nangokucela
Okushicilelwe	Izincwadi zezindaba; izihloko; izitatimende zabezindaba; izibuyekezo zomphakathi	Kuwebhusayithi nangokucela
Izinto zokumaketha	Izincwajana zomphakathi; izincazelo zezinsizakalo; ulwazi lwemicimbi noma ukuqeqeshwa	Kuwebhusayithi nangokucela
Ulwazi lokuqasha	Izikhala zemisebenzi ezikhangiswe emphakathini nemiyalelo yokufaka izicelo	Kuwebhusayithi noma esiteshini esifanele sokuqasha
Ulwazi lwabaphakeli nokuthobela	Isitifiketi noma isifungo somphakathi se-B-BBEE samanje kanye nolwazi lomphakeli olutholakala emphakathini, lapho kufanele	Ngokucela
Imininingwane yesiKhulu Sezolwazi	Igama, indima kanye neminingwane yokuxhumana eshicilelwe	Kule Manuwali nangokucela

Amarekhodi ayimfihlo: Amafayela abasebenzi, amarekhodi okuqondiswa kwezigwegwe, ulwazi lwamaholo, amarekhodi amakhasimende kanye nolwazi lomuntu siqu lwezinhlangothi zesithathu akutholakali ngokuzenzakalela. Ukufinyelela kudinga isicelo esisemthethweni futhi kusalokhu kungaphansi kwe-PAIA, i-POPIA kanye nezibopho zobumfihlo.

7. Amarekhodi atholakala ngokweminye imithetho

I-Invictus idala, yamukela futhi igcine amarekhodi ngaphansi kwemithetho esebenza ebhizinisini layo nasezinsizakalweni ezihlinzekayo. Uhlu olungezansi luyinkomba futhi kufanele lufundwe kucatshangelwa izichibiyelo nokusebenza komthetho ngamunye kwirekhodi noma insizakalo ethile.

Umthetho	Amarekhodi ayinkomba
UMthetho Wezinkampani 71 ka-2008	Amarekhodi okusungulwa nokuphathwa; iMemorandumu Yokusungulwa; amarejista; izinqumo; izimbuyiselo zonyaka; amarekhodi ezezimali
UMthetho Wezimo Eziyisisekelo Zokuqashwa 75 ka-1997	Izinkontileka; amarekhodi esikhathi sokusebenza, inkokhelo, ikhefu nokunqanyulwa komsebenzi; amarekhodi amaholo
UMthetho Wobudlelwano Bezabasebenzi 66 ka-1995	Izivumelwano ezihlangene; amarekhodi okuqondiswa kwezigwegwe nezikhalazo; izindaba zenyunyana; amarekhodi ezingxabano nawe-CCMA
UMthetho Wokuqashwa Ngokulingana 55 ka-1998	Izinhlelo nemibiko yokuqashwa ngokulingana; amaphrofayili abasebenzi; amarekhodi okuboniswa nawamakhomidi
UMthetho Wokuthuthukiswa Kwamakhono 97 ka-1998	Amarekhodi okuqeqesha, ukufundela umsebenzi, ukuhlelwa kwamakhono, ukuhlola nawe-SETA
UMthetho Wezintela Zokuthuthukiswa Kwamakhono 9 ka-1999	Amarekhodi entela yamakhono, oHlelo Lwamakhono Emsebenzini kanye noMbiko Wokuqeqesha Wonyaka
UMthetho Womshwalense Wokungasebenzi 63 ka-2001 kanye noMthetho Weminikelo Yomshwalense Wokungasebenzi 4 ka-2002	Izimemezelo ze-UIF, iminikelo, amarekhodi abasebenzi kanye nezicelo zemihlomulo
UMthetho Wokunxeshezela Ngokulimala Nezifo Emsebenzini 130 ka-1993	Amarekhodi okubhalisa, izimbuyiselo zemihlo, ukulimala emsebenzini, izicelo kanye nokunxeshezela
UMthetho Wezempilo Nokuphepha Emsebenzini 85 ka-1993	Ukuhlolwa kobungozi; ukuqokwa; ucwaningomabhuku; ukuhlolwa; izigameko; amarekhodi okuqeqesha nawamakhomidi
UMthetho Womholo Omncane Kazwelonke 9 ka-2018	Amarekhodi esikhathi sokusebenza nenkokhelo ahlobene nokuthobela umholo omncane
UMthetho Wentela Yengeniso 58 ka-1962 kanye noMthetho Wokuphathwa Kwentela 28 ka-2011	Izimbuyiselo zentela; izitifiketi ze-IRP5; amarekhodi e-PAYE; amadokhumenti asekelayo; ukuxhumana ne-SARS
UMthetho Wentela Yenani Elingeziwe 89 ka-1991	Izimbuyiselo ze-VAT; ama-invoyisi entela; amarekhodi entela yokufaka neyokukhipha; ukuxhumana ne-SARS
UMthetho Wokuhlomisa Abantu Abamnyama Kwezomnotho Ngokubanzi 53 ka-2003	Amarekhodi obunikazi, ukulawulwa kwabaphathi, amakhono, abaphakeli kanye nokuthuthukiswa komnotho womphakathi
UMthetho Wokuvikela Ulwazi Lomuntu Siqu 4 ka-2013	Izaziso zobumfihlo; amarekhodi okucubungula; amarekhodi emvume nawokuphikisa; izivumelwano zabaqhubi; amarekhodi ezigameko zokuphepha
UMthetho Wokukhuthaza Ukufinyelela Olwazini 2 ka-2000	Imanuwali ye-PAIA; izicelo; izinqumo; amarekhodi ezimali, izikhalazo nokuthobela
UMthetho Wokuvikelwa Kwabathengi 68 ka-2008	Izinkontileka zamakhasimende; imigomo; izikhalazo; amarekhodi ezinsizakalo nokumaketha, lapho kufanele
UMthetho Wezokuxhumana Nokwenziwa Kwezentengiselwano Ngobuchwepheshe 25 ka-2002	Ukuxhumana kwe-elektronikhi; imigomo yewebhusayithi; amarekhodi okwenziwa kwezentengiselwano neziginesha ze-elektronikhi
UMthetho Wobugebengu Be-Cyber 19 ka-2020	Amarekhodi ezigameko, uphenyo nokubikwa kokuphepha kwe-cyber, lapho kufanele

Umthetho	Amarekhodi ayinkomba
UMthetho Welungelo Lobunikazi 98 ka-1978	Izinto zokuqeqesha; amamanuwali; imibiko; izifanekiso kanye nenye impahla yengqondo
UMthetho Wezinsizakalo Zokuqashwa 4 ka-2014 kanye noMthetho Wokufuduka 13 ka-2002	Amarekhodi okuqasha nokubekwa emsebenzini; amarekhodi okufaneleka nelungelo lokusebenza, lapho kufanele

Ukufinyelela: Ukuba khona kwerekhodi elidingwa ngumthetho akulenzi litholakale ngokuzenzakalela. Isicelo ngasinye sisalokhu singaphansi kwezidingo nezizathu zokwenqaba eziku-PAIA nakweminye imithetho esebenzayo.

8. Izihloko nezigaba zamarekhodi agcinwe yi-Invictus

Isihloko	Izigaba zamarekhodi
Ukuphathwa kwenkampani	Amarekhodi okusungulwa; izinhloko zokuphatha; izinqubomgomo; izinqumo; amarejista; umshwalense; ukuqhubeka kwebhizinisi
Ezezimali nentela	Amarekhodi ezimali; izabelomali; ama-akhawunti abaphathi; izitatimende zezimali zonyaka; imininingwane yasebhange; ama-invoyisi; abakweletayo; abakweletwayo; amarekhodi entela nawocwaningomabhuku
Izinsiza zabantu zangaphakathi	Amafayela abasebenzi; izinkontileka; izinqubomgomo; inkokhelo; amaholo; imihlomulo; ikhefu; ukuya emsebenzini; ukusebenza; ukuqondiswa kwezigwegwe; izikhalazo; amarekhodi okunqanyulwa komsebenzi nangemva kokuqashwa
Ukuphathwa kwamakhasimende	Iziphakamiso; izingcaphuno zentengo; izincwadi zokuzibophezela; izivumelwano zezinsizakalo; imiyalelo; ukuxhumana; amarekhodi okuhlinzekwa kwezinsizakalo nokuphathwa kobudlelwano
Ubudlelwano bezimboni nokusekelwa komthetho wokuqashwa	Uphenyo; izinqubo zokuqondiswa kwezigwegwe nokungakwazi ukusebenza; izikhalazo; ukuncishiswa kwabasebenzi; izindaba ezihlangene; izivumelwano zokuxazulula; amarekhodi ahlobene ne-CCMA, imikhandlu yokuxoxisana nezinkantolo
Izinsizakalo zamaholo	Idatha eyinhloko yabasebenzi; amashidi esikhathi; inkokhelo; okubanjwayo; imininingwane yasebhange; ama-payslip; izinombolo nezaziso zentela; i-UIF; ikhefu kanye nokuthunyelwa okudingwa ngumthetho
Ukuqasha	Izikhala; izicelo; ama-CV; ukuhlunga; amanothi enhloko; ukuhlola; izinkomba; amarekhodi okubekwa emsebenzini nemvume yabazongenela umsebenzi
Ukuqashwa ngokulingana nokuthuthukiswa kwamakhono	Izinhlelo; imibiko; amaphrofayili abasebenzi; amaminithi amakomidi; amarekhodi okuqeqesha; ukufundela umsebenzi; amarekhodi e-WSP nawe-ATR
Impilo nokuphepha emsebenzini kanye ne-COIDA	Ukuhlolwa kobungozi; izinqubomgomo; ukuqokwa okusemthethweni; ukuqeqesha; ucwaningomabhuku; imibiko yezigameko; izicelo zokulimala emsebenzini; izimbuyiselo zemihlo kanye namarekhodi okuthobela
B-BBEE	Ubunikazi; ukulawulwa kwabaphathi; amakhono; ukuthuthukiswa kwamabhizinisi nabaphakeli; ukuthuthukiswa komnotho womphakathi kanye namarekhodi okuqinisekisa
Ukuqeqesha nempahla yengqondo	Izinto zezifundo; amarekhodi abasizi nabafundi; ukuya; ukuhlola; izitifiketi; amamanuwali; izifanekiso; amarekhodi elungelo lobunikazi namalayisense
Ukuthengisa nokumaketha	Amarekhodi abantu abangaba amakhasimende nemikhondo yokuthengisa; imikhankaso; izincwadi zezindaba; imibuzo yewebhusayithi; imicimbi; imvume; ukuphuma kanye namarekhodi empendulo yamakhasimende
Abaphakeli nosonkontileka	Ukuhlolwa kokucophelela; izinkontileka; ama-oda okuthenga; ama-invoyisi; ezasebhange; ukusebenza; izivumelwano zobumfihlo nezabaqhubi

Isihloko	Izigaba zamarekhodi
Ubuchwepheshe bolwazi nokuphepha	Ama-akhawunti abasebenzisi; izimvume; amarekhodi amadivayisi nesoftware; amalogi; amakhophi ayisipele; amalayisense; amathikithi ezinsizakalo; izigameko; amarekhodi okulawula ukufinyelela nawabathengisi
I-PAIA, i-POPIA nokuthobela	Amamanuwali; izaziso zobumfihlo; izicelo; izinqumo; izikhalazo; izinhlu zokucubungula; ukuhlolwa kobungozi; amarekhodi abaqhubi; ukuphulwa; ukuqeqesha kanye nokuxhumana noMlawuli
Izakhiwo nokuphepha ngokomzimba	Amarekhodi ezivakashi; amalogi okulawula ukufinyelela; izithombe ze-CCTV; imibiko yezigameko; amarekhodi okuqasha nezakhiwo

9. Indlela yokucela ukufinyelela erekhodini

Umfakisicelo ofuna ukufinyelela erekhodini elingatholakali ngokuzenzakalela kufanele agcwalise iFomu 2 le-PAIA elinqunyiwe futhi alithumele esiKhulwini Sezolwazi. Ifomu lingalethwa nge-imeyili, ngeposi noma ngesandla kusetshenziswa imininingwane esigabeni 4.

- Sebenzisa iFomu 2 le-PAIA: Isicelo Sokufinyelela Erekhodini ngaphansi komthethonqubo 7.
- Nikeza ubufakazi obanele bokuzazisa futhi, uma umele omunye umuntu, ubufakazi begunya.
- Chaza irekhodi elicelwayo ngemininingwane eyanele ukuze i-Invictus ikwazi ukulihlonza nokulithola.
- Beka indlela yokufinyelela edingekayo, njengokuhlola, ikhophi ye-elektronikhi noma ikhophi ephrintiwe.
- Hlonza ilungelo okufanele lisetshenziswe noma livikelwe futhi uchaze ukuthi kungani irekhodi elicelwayo lidingeka ngaleyo nhloso.
- Nikeza ikheli noma i-imeyili lapho isinqumo nokunye ukuxhumana kufanele kuthunyelwe khona.
- Khokha imali yesicelo noma idiphazithi enqunyiwe lapho i-PAIA ivumela i-Invictus ukuba ifune inkokhelo.

Umfakisicelo ongakwazi ukugcwalisa ifomu elinqunyiwe ngenxa yokungakwazi ukufunda nokubhala noma ukukhubazeka angenza isicelo ngomlomo. Isikhulu Sezolwazi sizohlizeka ngosizo olufanele, sibhale isicelo futhi sinikeze umfakisicelo ikhophi.

Umbandela wohlaka oluzimele: Ukuze afinyelele erekhodini lohlaka oluzimele, umfakisicelo kufanele abonise ukuthi irekhodi liyadingeka ukuze kusetshenziswe noma kuvikelwe ilungelo elihlonziwe. Intshisekelo ejwayelekile olwazini ayanele.

10. Isinqumo, izikhathi kanye nokubonisana nohlangothi lwesithathu

10.1 Isinqumo nezikhathi

Ngokuvamile i-Invictus izokwazisa umfakisicelo ngesinqumo sayo ngokushesha okunengqondo futhi zingakapheli izinsuku ezingama-30 ngemva kokwamukela isicelo esigcwaliswe kahle, ngaphansi kwe-PAIA. Isikhathi singelulwa kanye ngezinsuku ezingadluli kwezingama-30 ezengeziwe ezimweni ezivunyelwe yi-PAIA, okuhlanganisa lapho isicelo siphathelene nenani elikhulu lamarekhodi, sidinga ukuseshwa kwenye indawo noma sidinga ukubonisana okungeke kuqedwe ngokunengqondo ngesikhathi sokuqala. Umfakisicelo uzokwaziswa ngokwelulwa kanye nezizathu zakho.

Umpfumela kanye nanoma yiziphi izimali ezikhokhwayo kuzokwaziswa ngokuyinhloko ngeFomu 3 le-PAIA elinqunyiwe. Uma ukufinyelela kuvunyelwe, i-Invictus izohlinzeka ngokufinyelela ngendlela eceliwe lapho kungenzeka ngokunengqondo futhi kuvunyelwe ngumthetho. Uma ukufinyelela kunqatshelwe, isaziso sizobeka izizathu ezanele futhi sikhombe ikhambi elisebenzayo.

10.2 Amarekhodi angatholakali noma angekho

Uma irekhodi lingatholakali noma lingekho ngemva kokuthathwa kwezinyathelo ezifanele, Isikhulu Sezolwazi singanikeza isaziso ngesifungo noma isiqinisekiso ngokuhambisana nesigaba 55 se-PAIA. Uma irekhodi litholakala kamuva, umfakisicelo uzokwaziswa futhi isicelo sibhekwe kabusha, kuye nganoma yisiphi izizathu esisemthethweni sokwenqaba.

10.3 Ukubonisana nohlangothi lwesithathu

Lapho irekhodi elicelwayo liphathelene nohlangothi lwesithathu futhi i-PAIA idinga ukubonisana, i-Invictus izothatha izinyathelo ezifanele zokwazisa lolo hlangothi lwesithathu. Uhlangothi lwesithathu lungenza izethulo zokuthi kungani ukufinyelela kufanele kwenqatshwe noma luvume ukudalulwa. I-Invictus izonquma ngesicelo ngokuhambisana ne-PAIA futhi yazise umfakisicelo nohlangothi lwesithathu oluthintekayo ngomphumela.

10.4 Ukuhlukaniseka

Lapho kuphela ingxenye yerekhodi ivikelwe ekudalulweni, i-Invictus izobheka ukuthi ingxenye evikelwe ingahlukaniswa yini ngokunengqondo bese kunikezwa ukufinyelela kokusele.

11. Izimali

Izimali ezingezansi zibonisa uhlaka lwezimali olunqunyiwe lwezinhlaka ezizimele olushicilelwe nguMlawuli Wolwazi ngosuku lokukhishwa. Izimali zingachitshiyelwa ngumthetho. Umfakisicelo womuntu siqu akabophezelekile emalini yesicelo ehlongozwe esigabeni 54(1) se-PAIA, kodwa izimali zokufinyelela nokukhiqiza kabusha zisengasebenza.

Incazelo	Inani
Imali yesicelo	R140.00, lapho kufanele

Incazelo	Inani
Ikhophi ephrintiwe noma ekopishiwe emnyama nomhlophe ye-A4	R2.00 ikhasi ngalinye noma ingxeny yalo
Ikhophi ephrintiwe yekhasi elingu-A4	R2.00 ikhasi ngalinye noma ingxeny yalo
Ikhophi ku-flash drive ehlinzekwe ngumfakisicelo	R40.00
Ikhophi ku-CD ehlinzekwe ngumfakisicelo	R40.00
Ikhophi ku-CD ehlinzekwe yi-Invictus	R60.00
Ukubhalwa kwezithombe ezibukwayo	Inani elicashunwe ngumhlinzeki wezinsizakalo
Ikhophi yezithombe ezibukwayo	Inani elicashunwe ngumhlinzeki wezinsizakalo
Ukubhalwa kwerekhodi lomsindo	R24.00 ikhasi ngalinye le-A4
Ikhophi yomsindo ku-flash drive ehlinzekwe ngumfakisicelo	R40.00
Ikhophi yomsindo ku-CD ehlinzekwe ngumfakisicelo	R40.00
Ikhophi yomsindo ku-CD ehlinzekwe yi-Invictus	R60.00
Ukusesha nokulungiselela	R145.00 ngehora noma ingxeny yalo, kungabalwa ihora lokuqala; umkhawulo onqunyiwe u-R435.00
Idiphozithi lapho ukusesha kudlula amahora ayisithupha	Ingxeny eyodwa kwezintathu yenani elibalwe ngokwezinto ezifanele zokufinyelela
Iposi, i-imeyili noma okunye ukudluliswa kwe-elektronikhi	Izindleko zangempela, uma zikhona

Inkokhelo: I-Invictus ingahlehlisa okunye ukucutshungulwa noma ukufinyelela kuze kube kukhokhwa imali noma idiphozithi efunwa ngokomthetho. Uma isicelo senqatshwa ngemva kokukhokhwa kwediphozithi, imali okufanele ibuyiselwe kumfakisicelo izokhokhwa ngokuhambisana ne-PAIA.

12. Izizathu zokwenqaba ukufinyelela

Ukufinyelela akuzenzakaleli. I-Invictus ingase noma kufanele yenqabe ukufinyelela lapho kusebenza izizathu esiseSahlukweni 4 seNgxeny 3 ye-PAIA, kuye ngokudlula kwentshisekelo yomphakathi kanye nezinye izimo ezikhethekile ze-PAIA. Izizathu zihlanganisa:

Isizathu	Isifinyezo
Ubumfihlo bohlangothi lwesithathu	Ukudalulwa okungenangqondo kolwazi lomuntu siqu ngomuntu wemvelo, okuhlanganisa ulwazi oluthile ngomuntu oshonile.
Ulwazi lwezohwebo lohlangothi lwesithathu	Izimfihlo zokuhweba; ulwazi lwezezimali, lwezohwebo, lwesayensi noma lobuchwepheshe olungase lubangele umonakalo; noma ulwazi olunikezwe ngokuyimfihlo olungaphazamisa izingxoxo noma ukuncintisana.
Ulwazi oluyimfihlo	Ulwazi ukudalulwa kwalo okungaba isenzo sokwephula isibopho sobumfihlo esikweletwa uhlangothi lwesithathu ngaphansi kwesivumelwano.

Isizathu	Isifinyezo
Ukuphepha nempahla	Ulwazi ukudalulwa kwalo okungabeka engozini impilo noma ukuphepha ngokomzimba komuntu, noma kuphazamise ukuphepha kwesakhiwo, uhlelo, indlela yokuthutha noma enye impahla.
Ilungelo lobumfihlo bezomthetho	Amarekhodi avikelwe ekukhiqizweni ezinqubweni zomthetho, ngaphandle uma umuntu onelungelo lokuvikelwa elihoxisa.
Ulwazi lwezohwebo lwe-Invictus	Izimfihlo zokuhweba ze-Invictus; ulwazi lwezezimali, lobuchwepheshe noma lwenkontileka olubucayi kwezohwebo; ulwazi olungase luphazamise izingxoxo noma ukuncintisana; kanye nezinhlelo zekhompuyutha ezivikelwe.
Ulwazi locwaningo	Ulwazi locwaningo ukudalulwa kwalo okungadalula isihloko, umcwaningi noma uhlangothi lwesithathu futhi kubeke ucwaningo noma umcwaningi esimweni esibi kakhulu.

12.1 Ukudlula kwentshisekelo yomphakathi

Naphezu kwesizathu sokwenqaba, ukufinyelela kufanele kuvunyelwe lapho kusebenza isigaba 70 se-PAIA - okungukuthi, lapho ukudalulwa kungaveza ubufakazi bokwephulwa okukhulu komthetho noma ukwehluleka ukuwulandela, noma ingozi eseduze futhi enkulu yokuphepha komphakathi noma yemvelo, futhi intshisekelo yomphakathi ekudalulweni idlula ngokusobala umonakalo ohlongozwe yisizathu esifanele sokwenqaba.

13. Amakhambi nezikhalazo

I-Invictus iwuhlaka oluzimele futhi ayinayo inqubo yangaphakathi yokudlulisa isikhalazo se-PAIA. Umfakisicelo noma uhlangothi lwesithathu olungagculisekile ngesinqumo, imali, ukwelulwa, indlela yokufinyelela noma ukwehluleka ukunquma lungasebenzisa amakhambi angaphandle ahlinzekwa yi-PAIA.

- Okokuqala nikeza i-Invictus ithuba elifanele lokuphendula isicelo noma ukukhathazeka kusetshenziswa imininingwane yesiKhulu Sezolwazi esigabeni 4.
- Faka isikhalazo kuMlawuli Wolwazi usebenzisa iFomu 5 le-PAIA. Odabeni lohlaka oluzimele, isikhalazo ngokuvamile kufanele sifakwe zingakapheli izinsuku eziyi-180 ngemva kwesinqumo okukhonondwa ngaso, noma ngemva kokuphela kwesikhathi esifanele sokuthatha isinqumo.
- Yiya enkantolo enegunya ukuze uthole usizo olufanele ngokuhambisana ne-PAIA, okuhlanganisa nanoma yisiphi isidingo esisebenzayo sokuqeda kuqala inqubo efanele yesikhalazo.

Imininingwane yezikhalazo: Izikhalazo ze-PAIA zingathunyelwa ku-PAIAComplaints@inforegulator.org.za. IFomu 5 lamanje kanye nesiqondiso sezikhalazo kuyatholakala kuwebhusayithi yoMlawuli Wolwazi.

14. Ukucutshungulwa kolwazi lomuntu siqu

I-Invictus icubungula ulwazi lomuntu siqu kuphela lapho kunesizathu esisemthethweni futhi ngezinhloso ezihlobene nebhizinisi layo, izibopho zenkontileka, izibopho zomthetho noma ukusebenza okusemthethweni. Izinhloso zokucubungula zingahlanganisa:

- ukuhlinzeka ngezinsizakalo zangaphandle ze-HR, ubudlelwano bezimbini, iholo, ukuqashwa ngokulingana, ukuthuthukiswa kwamakhono, impilo nokuphepha emsebenzini, i-COIDA, i-B-BBEE, ukuqasha, ukuqeqesha kanye nezinsizakalo ezihlobene zokweluleka;
- ukungenisa, ukuhlonza nokuxhumana namakhasimende, abasebenzi, abazongenela umsebenzi, abafundi, abahlinzeki bezinsizakalo kanye nabanye ababambiqhaza;
- ukwenza izinkontileka, ukuphatha ukuhlinzekwa kwezinsizakalo, ukugcina amarekhodi, ukukhipha ama-invoyisi, ukuqoqa izikweletu nokwenza izinkokhelo;
- ukuqasha, ukukhokhela, ukuthuthukisa, ukuphatha kanye nokuqeda ukuqashwa kwabasebenzi;
- ukuphatha amaholo, intela, i-UIF, imihlomulo, ikhefu, ukulimala emsebenzini kanye nokuthunyelwa okudingwa ngumthetho;
- ukwenza uphenyo lwasemsebenzini, izinqubo zokuqondiswa kwezigwegwe nokungakwazi ukusebenza, izikhalazo, ukuncishiswa kwabasebenzi, izingxabano kanye nokusekelwa kwezomthetho;
- ukwenza ukuhlolwa kokucophelela, isizinda, iziqu, izinkomba, isikweletu noma ubugebengu lapho kuvunyelwe ngumthetho futhi kufanele;
- ukuthobela izibopho zomthetho, zokulawula, zobungcweti, zenkontileka, zocwaningomabhuku kanye nezokubika;
- ukuvikela abantu, izakhiwo, amasistimu, ulwazi oluyimfihlo, impahla yengqondo kanye nokusebenza kwebhizinisi;
- ukuphatha ubungozi, ukuvimbela ukukhwabanisa, izigameko zokuphepha, ukuqhubeka kwebhizinisi, ukuqinisekiswa kwekhwalithi kanye nocwaningomabhuku lwangaphakathi;
- ukumaketha izinsizakalo, ukugcina ubudlelwano bebhizinisi kanye nokuphatha imvume nokukhetha ukuphuma ngokuhambisana ne-POPIA; futhi
- ukuphendula imibuzo, izikhalazo, izicelo zabanikazi bolwazi kanye nezicelo ze-PAIA.

I-Invictus ingathola ulwazi lomuntu siqu ngokuqondile kumuntu ongumnikazi wolwazi, ekhasimendeni, kumqashi, kumuntu ofuna umsebenzi, kumphakeli, kumlawuli, emthonjeni womphakathi, kumhlinzeki wokuqinisekisa noma kolunye uhlangothi lwesithathu olugunyaziwe. I-Invictus izozama ukucubungula ulwazi olwanele, olufanele futhi olungeqisi inhloso ehlonziwe.

I-Invictus icubungula ulwazi lomuntu siqu kuphela ngesisekelo esisodwa noma eziningi ezisemthethweni ezamukelwa yi-POPIA, okuhlanganisa imvume lapho isebenza khona, isidingo senkontileka, ukuthobela izibopho zomthetho, izintshisekelo ezisemthethweni kanye, lapho kudingeka, nokuphishekela izintshisekelo ezisemthethweni zohlangothi olunesibopho noma uhlangothi lwesithathu.

15. Izigaba zabanikazi bolwazi nolwazi lomuntu siqu

Isigaba somnikazi wolwazi	Ulwazi lomuntu siqu olungase lucutshungulwe
Amakhasimende nabamele amakhasimende	Amagama; imininingwane kamazisi noma yokubhalisa; izindima; imininingwane yokuxhumana; izinkontileka; imiyalelo; ukuxhumana; amarekhodi okukhokhisa, asebhange, entela nawezinsizakalo
Izisebenzi nabasebenzi bamakhasimende	Umazisi; ukuxhumana; imininingwane yezibalo zabantu; ilungelo lokusebenza; ukuqashwa; ukuya emsebenzini; ikhefu; amaholo; ezasebhange; intela; ukusebenza;

Isigaba somnikazi wolwazi	Ulwazi lomuntu siqu olungase lucutshungulwe
	ukuqondiswa kwezigwegwe; izikhalazo; impilo, ukukhubazeka, ukulimala, inyunyana kanye nolwazi lwezingxabano
Izisebenzi, ababengabasebenzi nosonkontileka	Umazisi; ukuxhumana; iziqu; umlando wokuqashwa; ukuhlunga; izinkontileka; inkokhelo; imihlomulo; amaholo; intela; ezasebhangwe; ikhefu; ukusebenza; ukuqondiswa kwezigwegwe; impilo; ukukhubazeka; amarekhodi okufinyelela nokunqanyulwa komsebenzi
Abafakisicelo nabazongenela umsebenzi	Ama-CV; iziqu; umlando wokuqashwa; imininingwane yokuxhumana nekamazisi; amarekhodi enhlokokhono nokuhlola; izinkomba; ukuhlunga; okulindelwe ngehlo kanye namarekhodi okubekwa emsebenzini
Abafundi nababambe iqhaza ekuqeqeshweni	Umazisi; umqashi; imininingwane yokuxhumana; ukuya; ukuhlola; ikhono; isitifiketi; impendulo kanye nolwazi lokukhokha
Abaphakeli, abaqhubi nabahlinzeki bezinsizakalo	Imininingwane yabamele neyenkampani; ukubhalisa; ukuxhumana; intela; i-B-BBEE; ezasebhangwe; izinkontileka; ama-invoysi; ukuhlolwa kokucophelela; amarekhodi okuphepha nokusebenza
Abaqondisi, abaninimasheya nabanikazi benzuzo yokugcina	Umazisi; ukuxhumana; ubunikazi; ukuphatha; ezezimali; intela; izimemezelo; ukungqubuzana kwezintshisekelo kanye namarekhodi asemthethweni
Abasebenzisi bewebhusayithi, abangaba amakhasimende nabaxhumana nabo kwezokumaketha	Imininingwane yokuxhumana; imibuzo; izintandokazi; imvume; ukuphuma; ukubamba iqhaza emicimbini; ulwazi lobuchwepheshe, lwedivayisi, lwamakhukhi nolokusetshenziswa
Izivakashi nabasebenzisi bokufinyelela ngokomzimba	Igama; ukuxhumana; umamukeli; izikhathi zokufinyelela; imininingwane yemoto; izithombe ze-CCTV kanye nolwazi lwezigameko
Abakhonondayo, abafakisicelo be-PAIA nabanikazi bolwazi	Umazisi; ukuxhumana; imininingwane yesicelo noma isikhalazo; ubufakazi; ukuxhumana; izinqumo kanye namarekhodi amakhambi
Abondliwayo, abahlomuli nabaxhumana nabo ezimeni eziphuthumayo	Amagama; ubudlelwano; ukuxhumana; umazisi kanye nolwazi lwemihlomulo lapho kudingeka ngezinhloso zokuqashwa noma zomthetho

Ulwazi olukhethekile: Lapho kudingeka futhi kuvunyelwe ngumthetho, i-Invictus ingacubungula ulwazi olukhethekile lomuntu siqu noma ulwazi lwezingane, okuhlanganisa ubuhlanga ngezinhloso zokuqashwa ngokulingana, ulwazi lwezempilo nokukhubazeka ngezinhloso zokuqashwa noma zokuphepha, ulwazi lwenyunyana ngezinhloso zobudlelwano bezabasebenzi, kanye nolwazi lwabondliwayo ngezinhloso zemihlomulo. Kusebenza izindlela ezengeziwe zokuvikela kanye nezimvume zomthetho.

16. Abamukeli bolwazi lomuntu siqu

Umamukeli noma isigaba	Inhloso
Amakhasimende nabamele amakhasimende abagunyaziwe	Ukuhlinzekwa kwezinsizakalo ze-HR, i-IR, amaholo, ukuthobela, ukuqasha, ukuqeqesha kanye nezinye ezihlobene ngaphansi kwenkontileka
I-SARS, i-UIF, IsiKhwama Sezinxephezelo kanye noMnyango Wokuqashwa Nezabasebenzi	Ukubhalisa okusemthethweni, izimemezelo, ukubika, izicelo, ukuhlolwa nokuthobela
I-CCMA, imikhandlu yokuxoxisana, izinkantolo, izigcawu zokwahlulela nabalawuli	Ukuxazulula izingxabano, izinqubo, uphenyo, izikhalazo nokuthobela umthetho
Ama-SETA, abahlinzeki bokuqeqesha kanye nezinhlangano zobungcweti noma zeziqu	Ukubika ngamakhono, ukufundela umsebenzi, ukuqeqesha, ukuhlola nokuqinisekisa

Umamukeli noma isigaba	Inhloso
Ama-ejensi okuqinisekisa i-B-BBEE, abacwaningimabhuku nabeluleki	Ukuqinisekisa, isiqiniseko, ucwaningomabhuku nokuthobela
Amabhange, abacubunguli bezinkokhelo nabahlinzeki bamaholo	Izinkokhelo, ukuphathwa kwamaholo, ukuqinisekiswa kwama-akhawunti nokulawulwa kwezezimali
Izinhlelo zezokwelapha, abahlinzeki bomshwalense, abaphathi bemihlomulo nabahlinzeki bezempilo emsebenzini	Imihlomulo, umshwalense, impilo emsebenzini, ukungakwazi ukusebenza kanye nokuphathwa kwezicelo
Abameli, abameli basenkantolo, abacwaningimabhuku, abaqoqi bezikweletu nabanye abeluleki abangochwepheshe	Iseluleko sezomthetho, izinqubo, ucwaningomabhuku, ukubuyiswa kwezikweletu, ubungozi nokuphatha
Abahlinzeki bokuqinisekisa isizinda, iziqu, izinkomba nesikweletu	Ukuhlunga nokuqinisekisa okusemthethweni
Abahlinzeki befu, isofthiwe, ukusingatha, ukuxhumana, ukuphepha kwe-cyber nokusekelwa kwe-IT	Ukusebenza kwesistimu, ukugcinwa, ukusekelwa, ukuphepha, amakhophi ayisipele nokuqhubeka kwebhizinisi
Abezomthetho neziphathimandla zomphakathi	Ukuthobela izicelo ezisemthethweni, uphenyo nokuvimbela ubugebengu noma ukukhwabanisa
Izinkampani zeqembu, abalandelayo noma izinhlangothi zokuthengiselana	Ukuphathwa kwangaphakathi, ukuhlela kabusha, ukuhlolwa kokucophelela noma ukudluliswa kwebhizinisi, ngaphansi kobumfihlo nomthetho

Ulwazi lomuntu siqu luzodalulwa kuphela lapho kugunyazwe ngumthetho, ludingeka ngenhloso ehlonziwe, lufunwa ngaphansi kwenkontileka, lusekelwe emvume esemthethweni lapho imvume iyisisekelo esifanele, noma luvunyelwe ngenye indlela yi-POPIA. Abaqhubi kudingeka bacubungule ulwazi ngaphansi kwezibopho ezifanele zenkontileka nezokuphepha.

17. Ukugeleza kolwazi lomuntu siqu kweqa imingcele

I-Invictus isebenzisa amasistimu ebhizinisi asekelwe efwini, asingathwe futhi asekelwa kude. Kuye ngomhlinzeki, ukumiswa kwesistimu, indawo yesikhungo sedatha kanye namalungiselelo okusekelwa, ulwazi lomuntu siqu lungagcinwa noma lufinyelelwe emazweni angaphandle kweNingizimu Afrika. Ulwazi lungahlanganisa idatha yamakasimende, abasebenzi, amaholo, ukuqasha, ukuqeqesha, abaphakeli, ukuxhumana kanye nokusekelwa kwamasistimu.

Abamukeli abangaphesheya kwemingcele bangahlanganisa abahlinzeki abanenkantileka bokusingatha ifu, isofthiwe, ukuxhumana, ukuphepha kwe-cyber, ukwenza amakhophi ayisipele kanye nezinsizakalo zobungcweti. Ukudluliswa kuvunyelwe kuphela lapho kuhlangelelwe nezidingo zesigaba 72 se-POPIA, okuhlanganisa lapho umamukeli engaphansi komthetho, imithetho yenkampani ebophayo noma isivumelwano esibophayo esihlinzeka ngezinga elifanele lokuvikela; umnikazi wolwazi evuma; ukudluliswa kudingeka ngenxa yenkontileka; noma kusebenza esinye isisekelo esisemthethweni.

Izindlela zokuvikela ze-Invictus zokudlulisa ulwazi kweqa imingcele zihlanganisa, lapho kufanele:

- ukuhlola ngokucophelela abahlinzeki nokubuyekeza ngezikhathi ezithile;
- imigomo yabaqhubi, yobumfihlo kanye nokuvikelwa kwedatha;
- ukulawulwa kokufinyelela, ukubethelwa kanye nokudluliswa okuphephile;

- ukunciphisa idatha kanye nokulawula ukugcinwa kwayo; futhi
- izibopho zokwazisa ngezigameko nokubambisana.

Izindawo zabahlinzeki: Izwe eliqondile lingashintsha lapho umhlinzeki eshintsha ingqalasizinda noma indlela yokusekela. Olunye ulwazi olungelona oluyimfihlo lungacelwa esiKhulwini Sezolwazi.

18. Izindlela zokuvikela ukuphepha kolwazi

I-Invictus isebenzisa, futhi ifuna abaqhubi abafanele basebenzise, izinyathelo zobuchwepheshe nezokuhlela ezinengqondo nezifanele eziklanyelwe ukugcina ubumfihlo, ubuqotho nokutholakala kolwazi lomuntu siqu. I-Invictus igcina amarekhodi kuphela isikhathi esidingekayo ukufeza inhloso aqoqelwe yona noma njengoba kudingwa ngumthetho, isibopho senkontileka noma intshisekelo esemthethweni yebhizinisi. Amarekhodi abhujiswa ngokuphephile noma enziwe angakwazi ukuhlonza umuntu lapho ukugcinwa kwawo kungasadingeki. Lapho kudingwa yi-POPIA, i-Invictus izokwazisa uMlawuli Wolwazi kanye nabanikazi bolwazi abathintekayo ngokuphulwa kokuphepha ngokushesha okunengqondo. Izinyathelo zokuphepha zikhethwa ngokobungozi futhi zingahlanganisa:

Indawo yokuvikela	Izinyathelo ezijwayelekile
Ukuphatha	Izinqubomgomo zokuphepha kolwazi nobumfihlo; ukwabiwa komthwalo wemfanelo; ukuhlolwa kobungozi; amarekhodi okucubungula nempahla; ukubuyekeza ngezikhathi ezithile
Ukuphathwa kobunikazi nokufinyelela	Ukufinyelela ngokwendima; igunya elincane elidingekayo; ukulawulwa kwamaphasiwedi; ukuqinisekiswa ngezindlela eziningi lapho kusekelwa; ukunikezwa nokususwa kwabasebenzisi ngesikhathi
Ukuvikelwa kobuchwepheshe	Ukubethelwa lapho kudluliswa futhi, lapho kusekelwa, lapho kugcinwe; ukuvikelwa kwamadivayisi; ukuvimbela uhlelo oluyingozi; ama-firewall; ukulungiswa; ukumiswa okuphephile nokuqapha
Ukuqina nokululama	Amakhophi ayisipele; izinqubo zokululama; amalungiselelo okuqhubeka kwebhizinisi; ukuqapha nokuhlola ukutholakala okufanele uhlelo
Ukuvikelwa ngokomzimba	Ukufinyelela okulawulwayo emahhovisi nasemarekhodini; ukuphathwa kwezivakashi; ukugcinwa okuphephile; ukulawulwa kwe-CCTV noma kwama-alamu lapho kusetshenziswa
Ukulawulwa kwabasebenzi	Izibopho zobumfihlo; ukuhlunga lapho kufanele; ukuqwashisa ngobumfihlo nokuphepha; imiphumela yokuqondiswa kwezigwegwe ngokufinyelela okungagunyaziwe
Ukuphathwa kwabaqhubi	Ukuhlolwa kokucophelela; izivumelwano ezibhaliwe zabaqhubi; ubumfihlo; izibopho zokuphepha, ukwazisa ngezigameko, ukubuyisa nokususa
Ukuphathwa kwamarekhodi	Amashejuli okugcina; ukulahla okuphephile; imikhawulo yokufinyelela; ukumiswa kokususwa ngenxa yezomthetho kanye nokunciphisa
Ukuphendula ezigamekweni	Ukudluliselwa ngaphakathi; ukunqanda; uphenyo; ukugcinwa kobufakazi; ukwazisa uMlawuli nabanikazi bolwazi abathintekayo lapho kudingeka

Imininingwane ebucayi yezokuphepha: Ukuze kugwenywe ukwenza ukuphepha buthaka, i-Invictus ingase yenqabe ukudalula ukumiswa okuningiliziwe kwamasistimu, imininingwane yokungena, ulwazi ngobuthakathaka noma amanye amarekhodi abucayi kwezokuphepha, ngaphansi kwe-PAIA.

19. Amalungelo nezicelo ze-POPIA

Ngaphansi kwe-POPIA kanye neminye imithetho esebenzayo, umnikazi wolwazi angacela ukuqinisekiswa kokuthi i-Invictus igcina ulwazi lomuntu siqu oluphathelene naye yini, acele ukufinyelela kulolo lwazi, aphikise ukucutshungulwa okuthile, acele ukulungiswa noma ukusulwa, ahoxise imvume lapho ukucutshungulwa kuncike kuyo, futhi afake isikhalazo kuMlawuli Wolwazi.

Ilungelo	Indlela yokulisebenzisa
Ukufinyelela olwazini lomuntu siqu	Sebenzisa inqubo yokufinyelela ye-PAIA neFomu 2. Ukufinyelela kungase kube ngaphansi kokuqinisekiswa kukamazisi, izimali nezizathu ezisemthethweni zokwenqaba.
Ukuphikisa ukucutshungulwa	Sebenzisa iFomu 1 le-POPIA lapho kusebenza isigaba 11(3). Ukuphikisa kumakhala futhi kufanele kunikeze izizathu ezanele lapho zidingwa efomini.
Ukulungisa noma ukusula	Sebenzisa iFomu 2 le-POPIA ukucela ukulungiswa noma ukusulwa kolwazi olunganembile, olungafanele, olweqile, oluphelele yisikhathi, olungaphelele, oludukisayo noma olutholwe ngokungemthetho, noma ukubhujiswa kwerekhodi i-Invictus engasagunyaziwe ukuligcina.
Ukumaketha okuqondile	Umnikazi wolwazi angahoxisa imvume noma aphume ekumakethweni okuqondile kwe-elektronikhi okungacelwanga esebenzisa indlela enikezwe ekuxhumaneni noma ngokuxhumana ne-Invictus.
Isikhalazo	Sebenzisa iFomu 5 le-POPIA ukukhononda kuMlawuli Wolwazi mayelana nokuphazamiseka okusolwayo ekuvikelweni kolwazi lomuntu siqu.

I-Invictus ingadinga ubufakazi obufanele bobunikazi negunya ngaphambi kokukhipha noma ukushintsha ulwazi lomuntu siqu. Isicelo sokulungisa noma sokusula asikwazi ukudlula isibopho esisemthethweni sokugcina ulwazi, ukumiswa kokususwa ngenxa yecala, isidingo sobufakazi noma esinye isisekelo esisemthethweni sokugcina ulwazi.

20. Ukutholakala, ukugunyazwa nokubuyekezwa kweManuwali

20.1 Ukutholakala

Ikhophi yale Manuwali iyatholakala:

- kuwebhusayithi ye-Invictus ethi www.invictusgroup.co.za;
- ukuze ihlolwe ngumphakathi ehhovisi elikhulu le-Invictus ngezikhathi zebhizinisi eziwayelelekele, ngokuhlela kusengaphambili;
- esiKhulwini Sezolwazi uma icelwa, kuye nganoma iyiphi imali esemthethweni yokukhiqiza kabusha; futhi
- kuMlawuli Wolwazi uma icelwa.

20.2 Ukubuyekeza

Isikhulu Sezolwazi sizobuyekeza le Manuwali okungenani minyaka yonke futhi noma nini lapho kuba noshintsho olubalulekile, okuhlanganisa ushintsho eminingwaneni yokuxhumana, ezinsizakalweni, kumarekhodi, emisebenzini yokucubungula, kumasistimu, ezinyathelweni zokuphepha, emithethweni esebenzayo noma kumafomu nezimali ezinqunyiwe ze-Invictus. Inguqulo yakamuva ye-elektronikhi ithatha indawo yezinguqulo zangaphambilini.

20.3 Ukugunyazwa

Into	Imininingwane
Ilungiselelwe	Invictus Outsourcing Solutions
Igunya lokugunyaza	Peter McDermott - Isikhulu Sezolwazi / Umqondisi
Isiginesha	
Usuku	01/09/2026

Isithasiselo A. Amafomu anqunyiwe nezinsiza ezisemthethweni

Sebenzisa inguqulo yakamuva yefomu ngalinye elinqunyiwe elishicilelwe nguMlawuli Wolwazi. Amafomu awaphindwanga kule Manuwali ngoba angachitshiyelwa ngokuzimela ngaphandle kweManuwali.

Insiza	Inhloso	Umthombo osemthethweni
IFomu 1 le-PAIA	Isicelo sekhophi yoMhlahlandlela esiKhulwini Sezolwazi	Vula amafomu e-PAIA
IFomu 2 le-PAIA	Isicelo Sokufinyelela Erekhodini	Vula amafomu e-PAIA
IFomu 3 le-PAIA	Umpfumela Wesicelo Nezimali Ezikhokhwayo	Vula amafomu e-PAIA
IFomu 5 le-PAIA	IFomu Lesikhalazo	Vula amafomu e-PAIA
IFomu 1 le-POPIA	Ukuphikisa Ukucutshungulwa Kolwazi Lomuntu Siqu	Vula amafomu e-POPIA
IFomu 2 le-POPIA	Isicelo Sokulungisa noma Sokusula	Vula amafomu e-POPIA
IFomu 5 le-POPIA	Isikhalazo Ngokuphazamiseka Kolwazi Lomuntu Siqu	Vula amafomu e-POPIA
Umhlahlandlela we-PAIA	Umhlahlandlela wendlela yokusebenzisa i-PAIA	Vula ikhasi elisemthethweni le-PAIA
Ishejuli yezimali	Uhlaka lwezimali ze-PAIA lwamanje nokukhululwa	Vula ikhasi elisemthethweni le-PAIA

Ukuhlola kokugcina ngaphambi kokushicilela: Ngaphambi kokushicilela, i-Invictus kufanele iqinisekise ukubhaliswa kwesiKhulu Sezolwazi, noma yikuphi ukuqokwa kweSekela Lesikhulu Sezolwazi, imininingwane yamanje yenkampani, ukunemba kwezitatimende zamasistimu nokugeleza kweqa imingcele, kanye nendawo yewebhusayithi lapho le Manuwali izoshicilelwa khona.