



APHANE CONSULTING
SUCCESS THROUGH INTEGRITY

IMANUAL ye-PAIA

Ilungiselelwe ngokwezigaba 51 ze-
Umthetho Wokukhuthaza Ukufinyelela Kolwazi
2 ka-2000 (njengoba kuguqulwe)

Usuku Lokuhlenganiswa: 20/06/2025
20 Juni 2025

1. UHLA LWEZIFUPHA NEZIFUPHA

NB: sicela ufake izifupha ezihambisanayo nezifupha

1.1 “CEO” Umphathi Omkhulu

1.2 “DIO” Umphathi Wemininingwane Osenkingeni;

1.3 “IO” Umphathi Wemininingwane;

1.4 “Minister” Unobhala Wezobulungiswa Nezokulungiswa;

1.5 “PAIA” Umthetho Wokukhuthaza Ukufinyelela Kumininingwane No. 2 ka-2000(njengoba
Kushintshiwe;

1.6 “POPIA” Umthetho Wokuvikela Ulwazi Lomuntu No.4 ka-2013;

1.7 “Regulator” Umphathiswa Wemininingwane; futhi

1.8 “Republic” iRiphabhulikhi yaseNingizimu Afrika

2. INHLOso YE-PAIA MANUAL

Le PAIA Manual iyasiza emphakathini-

2.1 hlola izigaba zamarekhodi ezigcinwe ngumzimba ezitholakalayo ngaphandle komuntu

okufanele uthumele isicelo esisemthethweni se-PAIA;

2.2 ukuba nokuqonda okwanele kokuthi ungakwenza kanjani isicelo sokufinyelela kumarekhodi e-

umzimba, ngokuhlinzeka ngencazelo yezihloko lapho umzimba ugcina khona amarekhodi futhi izigaba zamarekhodi ezigcinwe ngalesi sihloko ngasinye;

2.3 wazi incazelo yamarekhodi omzimba atholakalayo ngokuhambisana ne-

noma yimuphi omunye umthetho;

2.4 finyela zonke imininingwane yokuxhumana efanele yeNhlolo Yemininingwane kanye noMphakathi

uNhlolo Yemininingwane ozosiza umphakathi ngamarekhodi abawafisayo ukufinyelela;

2.5 wazi incazelo yeziqondiso zokuthi ungayisebenzisa kanjani i-PAIA, njengoba kubuyekezwa nguMlawuli

nokuthi ungayithola kanjani ukufinyelela kuyo;

2.6 wazi ukuthi umzimba uzokwenza kanjani ulwazi lomuntu, inhloso yokucubungula

ulwazi lomuntu kanye nencazelo yezigaba zabantu bedatha kanye nolwazi noma izigaba zolwazi ezihlobene nalokho;

2.7 wazi incazelo yezigaba zabantu bedatha kanye nolwazi noma

izigaba zolwazi ezihlobene nalokho;

2.8 wazi abamukeli noma izigaba zabamukeli abangathola ulwazi lomuntu

okungahlinzekwa;

2.9 wazi ukuthi umzimba uhlela ukuhambisa noma ukucubungula ulwazi lomuntu ngaphandle kwe-

iRiphabhulikhi yaseNingizimu Afrika kanye nabamukeli noma izigaba zabamukeli abangathola ulwazi lomuntu okungahlinzekwa; futhi

2.10 wazi ukuthi umzimba unazo izinyathelo zokuphepha ezifanele ukuqinisekisa

ukufihlekile, ubuqotho nokutholakala kolwazi lomuntu okumele kube

kucutshungulwa.

3. Imininingwane Ebalulekile Yokuxhumana Yokufinyelela Kulwazi Lwe-Aphane Consulting (PTY) LTD

3.1. Umphathi Wemininingwane

Igama: Nkgodi Stephen Aphane

Ucingo: (011) 907 6700

I-imeyili: steve@aphane.co.za

Inombolo ye-Fax: N/A

3.2. Umphathi Womsebenzi Osebenzayo (NB: uma kukhona abaphathi ababili noma ngaphezulu abekwa, sicela unikeze imininingwane yawo wonke Umphathi Wemininingwane we-umzimba obekwe ngokwezigaba 17 (1) ze-PAIA.

Igama: Matsebo Lebogo

Ucingo: (011) 907 6700

I-imeyili: matsebo@aphane.co.za

Inombolo ye-Fax: N.A

3.3 Ukufinyelela kulwazi oxhumana nabo jikelele

I-imeyili: admin@aphane.co.za

3.4 Ihhovisi Lesizwe noma Elikhulu

Ikheli Lezincwadi:

P.O Box 19964, Sunwardpark, Boksburg, 1470

Ikheli Lezinto: 60 Second Avenue, Alberton North, 1449

Ucingo: (011) 907 6700

I-imeyili: admin@aphane.co.za

Iwebhusayithi: www.Aphane.co.za

4. ISIQONDISO NGOKUSETYENZISWA KWE-PAIA NOKUFUMANA UKUFIKELA ESIQONDISENI

4.1. Umphathiswa, ngokwecandelo 10(1) le-PAIA, njengokuhlelwa, ubuyekeze futhi wenze itholakale iGuida ehlaziyiweyo yokusebenzisa i-PAIA ("Guide"), ngendlela elula yokuqonda, ngendlela, njengoba kungadingeka ngokufanele kumuntu ofuna ukusebenzisa noma iliphi ilungelo elicacisiwe ku-PAIA nase-POPIA.

4.2. I-Guide itholakala kuzo zonke izilimi ezisemthethweni nasebraille.

4.3. Le Guida eshiwo ngenhla iqukethe incazelo ye-

4.3.1. izinto ze-PAIA ne-POPIA;

4.3.2. ikheli leposi nelokhu, inombolo yefoni nefeksi futhi, uma itholakala, ikheli le-imeyili ye-

4.3.2.1. uMphathi Wemininingwane wezinsiza zomphakathi, kanye

4.3.2.2. wonke uMphathi Wemininingwane oPhakathi noMphakathi okubekwe ngokwecandelo 17(1) le-PAIA1 kanye necandelo 56 le-POPIA2;

4.3.3. indlela nendlela yesicelo se-

4.3.3.1. ukufinyelela kumarekhodi ezinsiza zomphakathi ezicacisiwe ku-113; futhi

4.3.3.2. ukufinyelela kumarekhodi omzimba oprivate oboniswe ku-504;

4.3.4. usizo olutholakalayo oluvela ku-IO wezinsiza zomphakathi ngokwe-PAIA ne-POPIA;

4.3.5. usizo olutholakalayo oluvela kumphathiswa ngokwe-PAIA ne-POPIA;

4.3.6. zonke izixazululo zomthetho ezitholakalayo mayelana nesenzo noma ukungasebenzi mayelana ne-ilungelo noma umthwalo obekwe noma ophakanyisiwe yi-PAIA ne-POPIA, kuhlenganisa le-indlela yokufaka-

1 Isigaba 17(1) se-PAIA- Ngemigomo ye-PAIA, umzimba womphakathi ngamunye kufanele, ngokuhambisana nemithetho elawula ukuqashwa kwabasebenzi bomzimba womphakathi ophathelene, unqume inani labantu njengabameli bolwazi abadingekayo ukuze kwenziwe umzimba womphakathi ufinyeleleke ngendlela efanele kubaceli bezincwadi zawo.

2 Isigaba 56(a) se-POPIA- Umzimba womphakathi nomphakathi kufanele wenze amalungiselelo, ngendlela echazwe esigabeni 17 seMthetho Wokukhuthaza Ukufinyelela Kolwazi, ngezinguquko ezidingekayo, zokunquma inani labantu, uma likhona, njengabameli bolwazi abadingekayo ukuze benze imisebenzi nemithwalo efakwe esigabeni 55(1) se-POPIA.

3 Isigaba 11(1) se-PAIA- Umceli kufanele anikezwe ukufinyelela kwi-rekhodi yomzimba womphakathi uma umceli lowo ehambisana nazo zonke izidingo zokusebenza ze-PAIA eziphathelene nesicelo sokufinyelela kulolo rekhodi; futhi ukufinyelela kulolo rekhodi akuphikiswa ngokuhambisana nanoma yisiphi isizathu sokuphikiswa esicabangwayo esigabeni 4 salolu hlobo.

4 Isigaba 50(1) se-PAIA- Umceli kufanele anikezwe ukufinyelela kunoma iyiphi rekhodi yomzimba ophakathi uma-

- a) leyo rekhodi idingeka ukuze kuqhutshwe noma kuvikelwe noma yiziphi izimfanelo;
- b) lowo muntu uhambisana nezidingo zokusebenza ze-PAIA eziphathelene nesicelo sokufinyelela kulolo rekhodi; futhi
- c) ukufinyelela kulolo rekhodi akuphikiswa ngokuhambisana nanoma yisiphi isizathu sokuphikiswa esicabangwayo esigabeni 4 salolu hlobo.

4.3.6.1. isikhalazo sangaphakathi;

4.3.6.2. isikhalazo kuMlawuli; futhi

4.3.6.3. isicelo ngebhodi elibhekiswe esinqumweni sokwaziswa

umsebenzi wombuso womphakathi, isinqumo ngesikhalazo sangaphakathi noma

isinqumo sikaMlawuli noma isinqumo se-hed yomphakathi

umzimba;

4.3.7. izinhlinzeko zezikhala 145 no-516 ezidinga umzimba wombuso nomphakathi umzimba, ngokuhambisana, ukuhlela incwadi, nokuthi ungathola kanjani ukufinyelela ku-incwadi;

4.3.8. izinhlinzeko zezikhala 157 no-528 ezihlinzeka ngokukhululwa okuzithandayo kwezigaba zezikhalazo ngumbuso wombuso nomphakathi, ngokuhambisana;

4.3.9. izikhumbuzo ezikhishwe ngokuhambisana nezikhala 229 no-5410 mayelana nezimali okufanele kukhokhelwe mayelana nezicelo zokufinyelela; futhi

4.3.10. imithetho eyenziwe ngokuhambisana nesigaba 9211.

5 Isigaba 14(1) se-PAIA- Umphakathi wezokwazi wombuso kufanele, okungenani ngezilimi ezintathu ezisemthethweni, uthumele umhlahlandlela oqukethe ulwazi olukhulunywe esigabeni 4 ngenhla.

6 Isigaba 51(1) se-PAIA- Umphakathi ophakeme wombuso oprivate kufanele uthumele umhlahlandlela oqukethe incazelo yolwazi olukhulunywe esigabeni 4 ngenhla.

7 Isigaba 15(1) se-PAIA- Umphakathi wezokwazi wombuso, kufanele uthumele ngendlela ebekiwe incazelo yezigaba zamarekhodi wombuso ezitholakala ngokuzenzakalelayo ngaphandle kokuthi umuntu afune ukufinyelela.

8 Isigaba 52(1) se-PAIA- Umphakathi ophakeme wombuso oprivate angase, ngokuzithandela, uthumele ngendlela ebekiwe incazelo yezigaba zamarekhodi wombuso oprivate ezitholakala ngokuzenzakalelayo ngaphandle kokuthi umuntu afune ukufinyelela.

9 Isigaba 22(1) se-PAIA- Umphakathi wezokwazi wombuso kumuntu ofaka isicelo sokufinyelela, kufanele ngencwadi afune ukuthi umceliwe akhokhe imali yesicelo ebekiwe (uma ikhona), ngaphambi kokuba kuqhubeke nokucubungula isicelo.

10 Isigaba 54(1) se-PAIA- Umphakathi ophakeme wombuso oprivate kumuntu ofaka isicelo sokufinyelela kufanele ngencwadi afune ukuthi umceliwe akhokhe imali yesicelo ebekiwe (uma ikhona), ngaphambi kokuba kuqhubeke nokucubungula isicelo.

11 Isigaba 92(1) se-PAIA sithi –“UMphathiswa angase, ngencwadi kuGazethi, enze imithetho mayelana- (a) noma yini edingekayo noma evunyelwe yile mthetho ukuba ibekwe;

(b) noma yini ephathelene nemali ethathwa ezigabeni 22 no-54; (c) noma yisiphi isaziso esidingekayo yile mthetho; (d) izinqubo ezifanayo ezizobekwa umphakathi wezokwazi wombuso uma kunqunywa ukuthi yiziphi izigaba zamarekhodi ezitholakala ngokuhambisana nesigaba 15; futhi

(e) noma yini yokuphatha noma yokusebenza edingekayo ukuze kuqinisekise izinhlinzeko zalesi sikhathi.”

4.4. Amalungu omphakathi angabheka noma enze amakhophi eGuidi ezikhungweni ze

izikhungo zomphakathi nezomphakathi, kuhlenganise nehhovisi leRegulator, phakathi kwezikhathi ezijwayelekile zokusebenza.

4.5. IGuide ingatholakala futhi-

4.5.1. ngecelo kumphakathi wezokwazi;

4.5.2. kusuka kuwebhusayithi yeRegulator (WWW.APHANE.CO.ZA)

4.6 Ikhophi yeGuide itholakala futhi ngezilimi ezimbili ezisemthethweni ezilandelayo, ukuze umphakathi

abheke phakathi kwezikhathi ezijwayelekile zokusebenza-

4.6.1 AFRIKAANS NESIZULU

5. IZIGABA ZAMAREKHODI E-APHANE CONSULTING (PTY) LTD EZITHOLAKALAYO EZITHOLAKALAYO NGOKUNGAFUNI UKUFUNA UKUFIKELA

6.

Uhlaka lwezincwadi	Izinhlobo Zerekhodi	Zitholakala ku-lwebhusayithi	Zitholakala uma ziceliwe
Iwebhusayithi ye-POPIAX X	POPIA	X	X
Iwebhusayithi ye-BBBEE Cert	BBBEE Certificate	X	X
I-imeyili ye-POPIA X X	POPIA	X	X
I-imeyili ye-BBBEE Certificate	BBBEE Certificate	X	X
Iwebhusayithi ye-ISO 9001 Ce	ISO 9001 Certificate	X	X
Iwebhusayithi ye-BBBEE Cert	BBBEE Certificate	X	X
I-imeyili ye-POPIA X X	POPIA	X	X

INCACISO YEZINDAWO ZOKUQOBA ZIKA-APHANE CONSULTING EZITHOLAKALAYO NGOKWENZIWE NGENKQUBO YONKE ENGEYONA

NB: Sicela uchaze zonke izincwadi ezakhiwe futhi ezitholakalayo ngokuhambisana nanoma yini

yezomthetho waseNingizimu Afrika. Nansi isibonelo setafula esingasetshenziswa ku-ukuchaza izincwadi nezomthetho ezifanele.

Uhlaka lwezincwadi	Umthetho Ofanele
Imemorandamu yokuhlanganiswa Umthetho	o Wamakampani 71 ka-2008
Ithuluzi le-PAIA Ukukhuthazwa Kwe-Access	to Information Act 2 ka-2000
I-ECSA IZIQONDISO ZOMKHANKASO WEMISEBENZI NEZIKHOKHELO ZOBUCHWEPHESHE	Umkhankaso Wemisebenzi Nezikhokhelo Zobuchwepheshe zabantu Ababhaliswe Ngaphansi KwezeMisebenzi Umthetho Wobuchwepheshe, 46 ka-2000]
I-GCC – Izimo Jikelele Zenkontileka Vol. 719	16 Meyi 2025 Inombolo. 52691
I-SAICE Umhlahlandlela Wokuhamba Kwezimo Jikelele Zenkontileka 2015	INSTITUTION YASENingizimu AFRICA YOBUCHWEPHESHE BOKWAKHA I-EDITION YESIKHULU (2015)

7. INCACISO MAYEZA EZINHLELWE ZOKUHLANGANISA EZIBHEKENE NEMIGAQO YOKUHLANGANISA IZIGABA ZOKUHLANGANISA EZIBHEKENE NEMIGAQO YOKUHLANGANISA NGU-APHANE CONSULTING PTY LTD.

NB: Chaza izihloko (okungukuthi, Izezimali, SCM noma HR), mayelana nalokho umzimba unazo okuhlanganisa nemigqa yokuhlanganisa ebhekelele izihloko. Nansi isibonelo se- itafula elingasetshenziswa. .

Izihloko lapho umzimba unazo izincwadi	Izigaba zezincwadi
Imibhalo yecebo, Izinhlelo, Iziphakamiso	Izibalo zonyaka, Uhlelo lwecebo, Uhlelo Unyaka lokusebenza.
Izinsiza Zabasebenzi - Izinqubomgomo	mo nezindlela ze-HR - Izikhala ezikhangisiwe - Izincwadi zabasebenzi
Izibalo- Umbiko Wokuhlola	- Umbiko Wokuhlola - Umbiko Wokwakha - Umbiko wezobuchwepheshe - Umbiko wokuqala wokwakha - Izibalo zenyanga zokuqhubeka
Abanye abeluleki- Izibalo zenyanga	zokuqhubeka - Ifayela lezempilo nokuphepha
Imibhalo yeTender- Umbhalo wesi	umelwano - Umbhalo wokugcina wesivumelwano

8. UKWENZIWA KWEZAZISO ZOMUNTU

8.1 Inhloso Yokwenziwa Kwezaziso Zomuntu

Thina, e-Aphane Consulting, siwenza ukwenzisa kwezaziso zomuntu ukuze sihliziseke ngempumelelo ngezinsizakalo zethu, silawule ukusebenza kwethu, futhi sihambisane nezidingo zomthetho. Lokhu kufaka phakathi imisebenzi efana nokuhlanganisa abeluleki nezinhlelo, ukuphatha ubudlelwano bamakhasimende, nokwenza uqinisekiso lokuphepha kwedatha kanye nobumfihlo. Njengenkampani yokweluleka, sidinga ukwenza ukwenzisa kwezaziso zomuntu (amakhono, ulwazi, ukutholakala) ukuze sithole futhi sinikeze abeluleki abafanele kakhulu ezinhlelweni ezithile zamakhasimende.

Uma kuziwa kuPhathwa KweBuhlobo Bamakhaya, ukwenzisa kwezaziso zomuntu kusetshenziswa ukuze kugcinwe ukuxhumana, kulandele intuthuko yephrojekthi, futhi kuphathwe ukuxhumana kwamakhasimende phakathi kokubambisana kokweluleka.

Ukuze kuqedwe iphrojekthi, njengabeluleki kungenzeka sithande ukufinyelela kudatha yamakhasimende ukuze sihlaziye ulwazi, sithuthukise izixazululo, futhi sifake iziphakamiso. Ngokuphathelene noPhathwa Kwezinsiza Zabasebenzi, thina e-Aphane Consulting sidinga ukwenza ukwenzisa kolwazi lwabasebenzi (ukukhokha, ukusebenza, ukuqeqeshwa) ukuze silawule abasebenzi bethu ngempumelelo.

Ukumaketha Nokuthuthukiswa Kwebhizinisi: Ukwenzisa kwezaziso zomuntu kungasetshenziswa ukukhuthaza izinsizakalo, ukuthola amakhasimende angaba khona, nokwandisa ibhizinisi.

8.2 Incazelo yezigaba zeZihloko zeDatha kanye nolwazi noma

izigaba zolwazi ezihlobene nalokho

Izihloko zedatha zingabantu abanolwazi lwabo lomuntu olwenziwayo.

Izigaba zezilokotho zedatha ziqoqwa ngokusekelwe ebudlelwaneni bazo ne-inhlangano, efana nabasebenzi, amakhasimende, noma abafake izicelo zomsebenzi. Ulwazi olwenziwayo ngabo luhluka ngokusekelwe kulezi zigaba kanye nenhlangano inhloso.

Izigaba zeZihloko zeDatha:

Abasebenzi:

E-Aphane Consulting siqoqe futhi siwenza ulwazi olufana nezibalo ze-ID, ibhange imininingwane, idatha yokusebenza, kanye nomlando wokusebenza.

Amakhasimende:

Lokhu kufaka imininingwane yokuxhumana, umlando wokuthenga, ulwazi lokukhokha, kanye nezintandokazi zokuxhumana.

Abafake Izicelo Zomsebenzi:

Izinhlangothi zenza ulwazi olufana ne-CVs, iziqu, umlando wokusebenza, nokubhekisela.

Abahlinzeki:

Ulwazi olufana neminingwane yokuxhumana, iminingwane ye-akhawunti, nezivumelwano zesevisi ziyi

qoqwe.

Abantu besithathu:

Lokhu kufaka abantu abawathola idatha yabo ngemicimbi yokumaketha noma okunye ubudlelwano bezamabhizinisi.

Izihloko Zedatha Ezinobungozi:

Le nkathazo ifaka abantu abawathola idatha yabo ethathwa njengobungozi, njengokuthi ulwazi lwezempilo, ukukholelwa kwezinkolo, noma imibono yezepolitiki.

Izigaba zezakhamuzi zedatha eziphenywa yile miphakathi zifaka: abasebenzi, amakhasimende, abahlinzeki, abavakashi bewebhusayithi, nabanye abantu abaxhumana nezinhlangano.

Uhlobo lolwazi lomuntu oluphathwayo lungafaka: izici zomuntu

(igama, ubulili, iminyaka), imibhalo yokuhlonza, iminingwane yokuxhumana, ukusebenza idatha, iminingwane yezezimali, nolwazi olungaba nobungozi njengolwezeMpilo noma lwezinkolo okukholelwa, kuye ngendaba.

Izigaba Zezihloko Zedatha ziyi:

Abasebenzi:

Lokhu kufaka abasebenzi bamanje, abaphambili, nabangasebenzi, kufaka phakathi ulwazi lomuntu oluhambisana nezivumelwano zomsebenzi, ukusebenza, kanye nepayroll.

Amakhasimende:

Le nkathazo ifaka abantu abathenga izimpahla noma izinsizakalo ezivela ku- zinhlangano.

Abahlinzeki:

Le nkathazo ifaka abantu noma amabhizinisi ahlinzeka ngezimpahla noma izinsizakalo ku- zinhlangano.

Abavakashi beWebhusayithi:

Abantu abafinyelela futhi baxhumane newebhusayithi yenhlangano, kungenzeka faka phakathi labo abathumela ulwazi ngamaFomu noma abahlanganyela ku-inthanethi izinsizakalo.

Abanye Abantu:

Le nkathazo ingafaka abantu abaxhumana nenhlangano kwezinye izikhundla, njengababambiqhaza emicimbini, abantu abaxhumana nenhlangano ngemibuzo, noma abantu abawathola ulwazi lwabo ababelana ngalo ngabanye.

Uhlobo noma Izigaba Zolwazi Lomuntu:

Izici Zomuntu: Igama, ubulili, iminyaka, ubuhlanga, imvelaphi, isimo somshado, njll.

Imibhalo Yokuhlonza: Iphasiwedi, ikhadi le-ID, ilayisense yokushayela

Ulwazi Lokuxhumana: Ikheli le-physical, ikheli le-imeyili, inombolo yocingo

Ulwazi lwezezimali: Imininingwane ye-akhawunti yasebhange, ulwazi lwekhadi lesikweletu, imininingwane yemiholo

Umlando Wokusebenza: Abasebenzi bangaphambilini, izikhundla zomsebenzi, izinsuku zokusebenza

Ulwazi lwezempilo: Umlando wezokwelapha, isimo sokukhubazeka (uma sithinta insizakalo enikeziwe)

Izikhombisi-ndlela Zaku-inthanethi: Amakheli e-IP, amakuki, idatha yokusebenza ku-inthanethi

Imibono noma Imibono: Imibono yomuntu siqu, imibono, noma ukukhetha

Ubudlelwano: Ama-imeyili, izincwadi, noma ezinye izixhumanisi ezithunyelwe kuzo noma zisuka ku-inhlangano

Idatha Yokusebenza Nokuthuthuka: Amamaki emoji, ukubuyekwezwa kokusebenza

Izigaba Zedatha Izifundo	Ulwazi Lomuntu Olungase lwenziwe
Amakhasimende / Amak izinombolo zokuhlonza,	layenti igama, ikheli, izinombolo zokubhaliswa noma isimo sokusebenza kanye nemininingwane yasebhange
Abahlinzeki Besikhungo ikheli, izimfihlo zokuhwe	amagama, inombolo yokubhaliswa, izinombolo ze-vat, ba nemininingwane yasebhange
Abasebenzi ikheli, iziqu,	ubulili nobuhlanga

8.3 Abamukeli noma izigaba zabamukeli abangathola ulwazi lomuntu bazinikeze

NB: Chaza umuntu noma isigaba sabantu abangathola ulwazi oluthile ulwazi lomuntu. Nansi isibonelo sesigaba solwazi lomuntu okungase kudluliselwe kanye nomamukeli noma isigaba sabamukeli se- ulwazi lomuntu.

Isigaba solwazi lomuntu	Abamukeli noma Izigaba Zabamukeli ukuze okungase kube ulwazi lomuntu bazinikeze
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Inombolo yokuhlonza namagama, yokuhlola ubugebengu	Izinsizakalo zePhoyisa laseNingizimu Afrika
Izifundo, zokuhlola iziqu	Ibhodi Lezikhungo ZaseNingizimu Afrika
AbantuAbasebenzi abathile, amakhasim	ende, noma abahlinzeki.
IzikhungoAmakampani, iminyango kah ngenhloso yokwenza inzuzo.	ulumeni, noma izikhungo ezingekho
Abahlinzeki BezinsizakaloAmakampani ne-payroll, ukwesekwa kwe-IT, noma uk	wesithathu ahlinzeka ngezinsizakalo ezifana umaketha.
AbaphakeliAbafaka izinkontilekalfayela	Izempilo nokuphepha
Ulwazi Olujwayelekile LwabantuUlwazi: imeyili, usuku lokuzalwa, njll.	Igama, ikheli, inombolo yocingo, ikheli le-
Ulwazi Olukhethekile Lwabantu (njengokuchazwa yi-POPIA)	Izinkolelo zenkolo noma zezifilosofi, ubuhlanga noma imvelaphi, ubulungu bezinyunyana, ukujolisa kwezombusazwe, impilo, impilo yocansi, ulwazi lwe-biometric, ukuziphatha okubandakanya ubugebengu.

8.4 Ukuhamba okuhleliwe kwemali yolwazi lwabantu phakathi kwemingcele

Asinakho ukuhamba okuhleliwe kwemali yolwazi lwabantu okugcina efwini ngaphandle kweRiphabhulikhi.

8.5 Incazelo ejwayelekile yezinyathelo zokuphepha kolwazi ezizokwenziwa ngu- iqembu

elibhekelelayo ukuqinisekisa ubumfihlo, ubuqotho nokutholakala kwe- ulwazi

Okwamanje sisebenzisa iFire Wall SG600 evela kuHillstone futhi sine-ESET endpoint esebenza kuwo wonke amakhompyutha ethu.

Ukubekwa Kwamalungelo:

Amalungelo anikezwa abasebenzisi kanye nezinsiza ukuze kulawulwe ukufinyelela kwabo ezinsizeni ezithile. Lokhu kungaba ukufundwa kuphela, ukufundwa/writing, noma akukho ukufinyelela.

Ku-AD Server

Uhlu Lokulawula Ukufinyelela (ACLs):

I-ACLs zisetshenzisela ukuchaza amalungelo ezifayili, amafolda, noma ezinye izinto, zikhomba ukuthi ubani ongafinyelela futhi aguqule.

Umthetho Wamaqembu:

Umthetho Wamaqembu uyisici esinamandla ku-AD esivumela abaphathi ukuthi bafake izilungiselelo nezithintelo kubasebenzisi nakumakhompyutha ngokusekelwe kubulunga babo beqembu

Ukuqinisekiswa nokugunyazwa:

I-AD iphathe ukuqinisekiswa (okuqinisekisa ubunikazi bomsebenzisi) nokugunyazwa (ukwabela ukufinyelela ngokusekelwe kubunikazi).

Amaqembu Okuphepha:

Amaqembu okuphepha asetshenziselwa ukuphatha amalungelo kubasebenzisi abaningi ngasikhathi sinye. Angasetshenziswa ukwabela ukufinyelela kumathuluzi noma ukufaka izilungiselelo zomthetho weqembu.

Ukulawulwa Kokufinyelela Okusekelwe Emsebenzini (RBAC)

Ukuhlola

Mayelana nokuhlola, silungiselela ukuhlola izenzo zomsebenzisi, sinikeza i-log yokuthi ubani ofinyelele kuphi nangasikhathi, okubalulekile ngokuphepha nasekuxazululeni izinkinga.

9. UKUTHOLAKALA KWEMANUAL

9.1 Ikhophi yeManual iyatholakala-

9.1.1 ku (www.aphane.co.za), uma ikhona;

9.1.2 ihhovisi elikhulu le- **Aphane Consulting (Pty) Ltd** lokuhlola komphakathi phakathi amahora ejwayelekile ebhizinisini;

9.1.3 kumuntu noma ubani uma ecela futhi uma ekhokha imali efanelekile imali; futhi

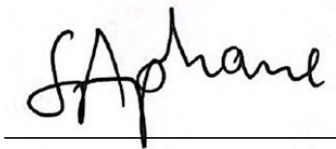
9.1.4 kumlawuli wolwazi uma ecela.

9.2 Imali yokukhipha ikhophi yeManual, njengoba kuboniswe ku-annexure B yeMithetho, izokhokhwa ngalinye ikhophi ye-A4 eyenziwe.

10. UKUVUSELELWA KWEMANUAL

Umphathi we-Aphane Consulting (Pty) Ltd uzovuselela le manual njalo.

Kukhishwe ngu

A handwritten signature in black ink, appearing to read 'SAphane', is positioned above a horizontal line.

Nkgodi Stephen Aphane

Umqondisi Omkhulu