

IKHASI LEKUCALA

SONAE ARAUCO SOUTH AFRICA

IMANUWALI YENCHUBOMGOMO

SIHLOKO:

IMANUWALI YE-PAIA

Inombolo yekubhaliswa kwenkampani:

1998/003422/07

Libito lenkampani:

SONAE ARAUCO SOUTH AFRICA (PTY) LTD.

("Inkampani")

IMANUWALI YE-PAIA

ngekuhambisana ne

**Sigaba 51 seMtsetfo weKutfole Lwati
(The Promotion of Access to Information Act)**

2 wa-2000

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1. SETFULO

I-Sonae Arauco South Africa (Pty) Ltd yenta ibhizinisi njengemkhiciti we-chipboard kanye ne-medium density board, lokufaka ekhatsi nekuvuselelwa ngemaphepha e-melamine.

Lemanuwali ilungiswe ngekuhambisana neSigaba 51 seMtsetfo weKutfole Lwati (Promotion of Access to Information Act), Nombolo 2 wa-2000 (njengobe uchibiyelwe), futsi ifaka netimemetelo letidzingwa nguMtsetfo Wekuvikelwa Kwelwati Lwemuntfu (Protection of Personal Information Act – POPIA), Nombolo 4 wa-2013.

2. LUHLA LWEMAGAMA LAFINYETIWE NETIFINYETO

- **PAIA** – Mtsetfo weKutfole Lwati, Nombolo 2 wa-2000
- **POPIA** – Mtsetfo Wekuvikelwa Kwelwati Lwemuntfu, Nombolo 4 wa-2013
- **IO** – Siphatsimandla Selwati (Information Officer)
- **DIO** – Lisekela Lesiphatsimandla Selwati (Deputy Information Officer)
- **Regulator** – Umlawuli Welwati waseNingizimu Afrika (Information Regulator)
- **Inkampani/Umtimba** – Sonae Arauco South Africa (Pty) Ltd

3. INHLOSO YALEMANUWALI YE-PAIA

Lemanuwali ihloselwe:

- Kusita bantfu labafisa kutfole emarekhodi lagcinwe yiNkampani ngekuhambisana ne-PAIA;
- Kuchaza inchubo yekucela kutfole emarekhodi;
- Kukhomba tigaba temarekhodi lagcinwe yiNkampani;

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- Kuhlinzeka ngelwati loludzingwa ngaphansi kwe-POPIA mayelana nekucubungulwa kwelwati lwemuntfu, kufaka ekhatsi tigaba tebantfu labanedatha, tinhloso tekucubungula, labemukela lolwati, kudluliselwa kwelwati ngaphandle kwelive kanye netinyatselo tekuphepha.

4. IMININGWANE YENKAMPANI NEYEKUCHUMANA

4.1 Bacondzisi

Rui Manuel Goncalves Correia – Umcondzisi

Joao Lemos de Meneses Gentil Berger – Umcondzisi

Edite Cristina Pereira Barbosa – Umcondzisi

Cristian Knollseisen – Umcondzisi

Maureen Matholo Mphatsoe – Umcondzisi Longasebenti Ekuphatseni (Non-Executive Director)

Portia Morwesi Tau-Sekati – Umcondzisi Longasebenti Ekuphatseni (Non-Executive Director)

4.2 Mabhalane Wenkampani

Busisiwe Tshavhungwe Mirriam Khangale

4.3 Siphatsimandla Selwati

Libito: Melanie Lutze

Sikhundla: Siphatsimandla Selwati

I-imeyili: Informationofficer@sonaearauco.com

Lucingo: (011) 236 1400

4.4 Lisekela Lesiphatsimandla Selwati

Kute Lisekela Lesiphatsimandla Selwati lesibekwe ngekwemtsetfo ngelilanga lekulungiswa kwalemanuwali.

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4.5 Kutfola Lwati – Kuchumana Lokujwayelekile

I-imeyili: Informationofficer@sonaearauco.com

4.6 Imininingwane Yelihhovisi Lelikhulu

Libito Lenkampani: Sonae Arauco South Africa (Pty) Ltd

Inombolo Yekubhaliswa: 1998/003422/07

Likheli Leposi: Postnet Suite 321, Private Bag X29, Gallo Manor, 2052

Likheli Lelibhalisiwe Nelangempela:

Building 18, First Floor, Woodlands Office Park, 20 Woodlands Drive, Woodmead, 2191

Lucingo: (011) 236 1400

Iwebhusayithi: www.sonaearauco.co.za

5. SIHLAHLANDLELA SEKUSEBENTISA I-PAIA

Umlawuli Welwati (Information Regulator) ushicilele Sihlahlandlela ngekuhambisana neSigaba 10 se-PAIA, lesichaza indlela yekusebentisa emalungelo lacuketfwe ku-PAIA naku-POPIA.

Lesihlahlandlela siyatfolakala:

KuMlawuli Welwati (Information Regulator): <https://www.justice.gov.za/inforeg/>

Ngekusicela kuSiphatsimandla Selwati seNkampani;

Ngekubukwa emahhovisi eNkampani ngesikhatsi semahora lajwayelekile emsebenti.

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6. TIGABA TEMAREKHODI LATFOLAKALA NGAPHANDLE KWEKUCELA LOKUSEMTSETFWENI

Letigaba letilandzelako temarekhodi tiyatfolakala ngaphandle kwekufaka sicelo se-PAIA:

- Tintfo tekumaketha netekuphromotha;
- Emabhrosha nemaphamfulethi lashicilelwe;
- Lwati lolutfolakala kuwebhusayithi yeNkampani;
- Lwati lwebacondzisi nelwabanikati bemasheya (lapho kuvunyelwe khona ngekwemtsetfo).

7. EMAREKHODI LATFOLAKALA NGEKUHAMBIANA NEMINYE IMITSETFO

Inkampani igcina emarekhodi ngekuhambisana, emkhatsini walokunye, nemitsetfo lelandzelako (lolu akusilo luhla loluphelele):

- Compensation for Occupational Injuries and Diseases Act, 130 wa-1993
- Competition Act, 89 wa-1998
- Consumer Protection Act, 68 wa-2008
- Electronic Communications and Transactions Act, 25 wa-2002
- Employment Equity Act, 55 wa-1998
- Financial Intelligence Centre Act, 38 wa-2001
- Income Tax Act, 58 wa-1962
- Labour Relations Act, 66 wa-1995
- Companies Act, 71 wa-2008
- Occupational Health and Safety Act, 85 wa-1993
- Skills Development Act, 97 wa-1998
- Skills Development Levies Act, 9 wa-1999

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- National Credit Act, 34 wa-2005
- Unemployment Insurance Act, 63 wa-2001
- Unemployment Insurance Contributions Act, 4 wa-2002
- Value Added Tax Act, 89 wa-1991

8. LUHLELO LWEMAREKHODI

Ngumaphi emarekhodi lagcinwe yiNkampani lokumele acelwe ngekwemtsetfo ngaphambi kwekutsi lolwati luniketwe lofake sicelo?

Tihloko lapho iNkampani igcina khona emarekhodi kanye netigaba talawo marekhodi tibhalwe ngendasi. Uyacelwa ucaphele kutsi lofake sicelo akavunyelwa ngekutentakalela kutfolamarekhodi futsi kufinyelela kuwo kungavinjwa noma kufanele kuvinjwe ngekuhambisana neSigaba 62 kuya ku-69 seMtsetfo.

- **TeTimali Nekuphatsa (Finance and Administration):** Emarekhodi ekubalwa kwetimali, tibalo tetimali tonyaka, tivumelwano, emarekhodi entela, ema-invoyisi kanye nekuchumana.
- **Tinsita Tebasebenti (Human Resources):** Emarekhodi emaholo, emafayela ebasebenti, tinkontileka, tinchazelo temsebenti, emarekhodi emalivu, umtsetfo wetijeziso kanye netinchubomgomo netinchubo te-HR.
- **Buchwepheshe Belwati (Information Technology):** Tinkontileka, emarejista emishini, emarekhodi emshwalense, idathabheyisi yemakhasimende, emalayisensi, emarekhodi etekuchumana kanye nemarekhodi ekungena kubasebentisi.
- **Temabhizinisi, Tekutsengisa Nekumaketha (Commercial, Sales and Marketing):** Tinkontileka temakhasimende netebahlinzeki, ema-oda nekuchumana, kanye nelwati lwemikhiqizo nelobuchwepheshe.

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- **Emarekhodi Ebuthalelini Nawetemtsetfo (Secretarial and Legal Records):**

Emarekhodi ladzingwa ngumtsetfo, emadokhumenti ekusungulwa kwenkampani, emaminithi emihlangano yebhodi nemakomidi, emarejista enkampani, tincumo tebhodi, lwati lwemalungelo etimphawu tekutsengisa (trademark) kanye nemarekhodi emalungelo ebunikati bengcondvo (Intellectual Property).

9. KUCUBUNGULWA KWELWATI LWEMUNTFU (POPIA)

9.1 Inhloso Yekucubungula

Lwati lwemuntfu lucubungulwa ngenhloso yekutsi:

- Kuphatswe tindzaba tekucashwa;
- Kuphatswe bahlinzeki nemakhasimende;
- Kutfobelwa kwemtsetfo kanye netimfuneko tekulawula;
- Tinjongo tekusebenta, tekuphepha kanye netebhizinisi.

9.2 Tigaba Tebanikati Belwati (Data Subjects) Nelwati Lwemuntfu

Basebenti Nalabafaka Ticelo Temsebenti

- Imininingwane yekutiniketa, imininingwane yekuchumana, emarekhodi emsebenti, imininingwane yemaholo neyasebhange, kanye nelwati lwekusebenta.

Emakhasimende

- Emabito, imininingwane yekuchumana, lwati lwetinkontileka kanye nelwemisebenti yebhizinisi.

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Bahlinzeki Nabonkontileka

- Imininingwane yenkampani, bantfu labangatsintfwa, imininingwane yasebhange kanye neyentela.

Bacondzisi Nabanikati Bemasheya

- Lwati loludzingwa ngumtsetfo, imininingwane yekutiniketa kanye neyokuchumana.

9.3 Tigaba Talabemukela Lwati

Lwati lwemuntfu lungabelwana nalaba:

- Tiphatsimandla tekulawula (sibonelo, SARS kanye neLitiko Letemisebenti);
- Beluleki betemsebenti kanye nabahloli bema-akhawunti;
- Bahlinzeki betinsita te-IT, tekuholela emaholo kanye naletinye tinsita ngaphansi kwetivumelwano letibhaliwe;
- Tinhlangano tekuphocenelela umtsetfo, lapho kudzingwa ngumtsetfo.

9.4 Kudluliselwa Kwelwati Ngale Kwemincele Yelive

Lapho lwati lwemuntfu ludluliselwa noma lugcinwa ngaphandle kweNingizimu Afrika (lokufaka ekhatsi tinsita letisekelwe ku-cloud), kusetjentiswa tinyatselo letifanele tekuluvikela ngekuhambisana ne-POPIA.

9.5 Tinyatselo Tekuphepha Kwelwati

Inkampani isebentisa tinyatselo letifanele tebuchwepheshe netekuhleleka, lokufaka ekhatsi:

- Tinhlelo te-IT letiphephile kanye nekulawulwa kwekufinyelela;

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- Kubhalwa ngemfihlo (encryption), kuvikelwa ngema-antivirus kanye nema-firewall;
- Kucwashiswa kwebasebenti kanye netibopho tekugcina imfihlo;
- Kugcinwa nekubhujiswa kwemarekhodi ngendlela lephephile.

10. LIFOMU LEKUCELA

10.1 Lifomu 2

- Lofake sicelo kufanele asebentise Lifomu 2 lelimisiwe (UmReguleshini 7) ekwenteni sicelo sekutfola lirekhodi. Lesicelo kufanele sibhekiswe kuSiphatsimandla Selwati futsi sitfunyelwe ekhelini noma ku-imeyili yeNkampani;
- Lofake sicelo kufanele anikete imininingwane leylenele kulelifomu lesicelo kuze Siphatsimandla Selwati sikhone kubona lirekhodi kanye nalofake sicelo. Lofake sicelo kufanele aphindze akhombise indlela lafuna ngayo kutfola lelolwati. Kufanele futsi akhombise kutsi ukhetsa yiphi lenye indlela yekwatiswa ngesincumo lesitawutsatfwa futsi anikete imininingwane ledzingekako kuloko;
- Lofake sicelo kufanele akhombe lilungelo lafuna kulisebentisa noma kulivikela futsi anikete sizatfu sekutsi kungani lirekhodi leliceliwe lidzingeka ekusebentiseni noma ekuvikeleni lelo lungelo; kanye/noma
- Nangabe sicelo sentelwa lomunye umuntfu, lofake sicelo kufanele anikete bufakazi lobukhombisa ligunya noma emandla lanawo ekwenteni lesicelo ngendlela leyenetisa Siphatsimandla Selwati.

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10.2 Timali Letikhokhwako

Lofake sicelo lofuna kutfolala lirekhodi lelicuketse lwati lwakhe loyomuntfu akudzingeki akhokhe imali yesicelo. Nobe ngubani lomunye lofaka sicelo, longesuye umuntfu locela lwati lwakhe, kufanele akhokhe imali leshiwo:

- Siphatsimandla Selwati kufanele satise lofake sicelo (ngaphandle kwalocela lwati lwakhe) ngesatso lesimtjela kutsi akhokhe imali lemisiwe (nangabe ikhona) ngaphambi kwekutsi kuchubekwe nekucubungula sicelo;
- Lofake sicelo angafaka sicelo enkantolo aphikise kukhokhwa noma kudzingeka kwekukhokha leyo mali;
- Emva kwekutsi Siphatsimandla Selwati sesente sincumo ngesicelo, lofake sicelo kufanele atiswe ngendlela lemiswe ngumtsetfo;
- Nangabe sicelo sivunyelwe, kutawukhokhwa lenye imali yekusesha, yekukopisha kanye neyekulungisa lirekhodi, kanye nanoma ngusiphi sikhatsi lesendlule emahoreni lamisiwe ekusesheni nasekulungiseni lirekhodi kuze lidalulwe.

11. KUTFOLAKALA KWALEMANUWALI

Lemanuwali iyatfolakala:

- Kuwebhusayithi yeNkampani;
- Ngekubukwa emahhovisi eNkampani ngesikhatsi semahora lajwayelekile emsebenti;
- Ngekusicela kuSiphatsimandla Selwati;
- KuMlawuli Welwati (Information Regulator) nangabe aceliwe.

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12. KUBUYEKETWA KWALEMANUWALI

Lemmanuali itawubuyeketwa futsi ivuselelwe lapho kudzingeka khona kuze kucinisekiswa kuchubeka kwekuhambisana ne-PAIA, i-POPIA kanye neminye imitsetfo lehlobene naloko.

13. Ikhishiw Ngu:



Libito:

Melanie Lutze

Sikhundla:

Siphatsimandla Selwati (Information Officer)

Lusuku:

30 Mabasa 2026

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