

BUKA YA PAIA

Sonae Arauco South Africa (Pty) Ltd

Nomoro ya Ngodiso ya Khamphani: 1998/003422/07

1. SELELEKELA

Sonae Arauco South Africa (Pty) Ltd e sebetse e le moetsi wa chipboard le medium density board, ho kenyeletswa le ho ntlafatsa ka pampiri ya melamine. Bukana ena e lokisitswe ho latela Karolo ya 51 ya Molao wa Kgothaletso ya Phihlello ya Tlhahisoleseding, Nomoro ya 2 ya 2000 (jwalo ka ha o fetotswe), ho kenyeletswa ditshenolo tsa POPIA tse hlokehang tlasa Molao wa Tshireletso ya Tlhahisoleseding ya Botho, Nomoro ya 4 ya 2013.

2. LENANE LA DIKHUTSUFATSO LE MABITSO

- **PAIA** – Molao wa Kgothaletso ya Phihlello ya Tlhahisoleseding, Nomoro ya 2 ya 2000
- **POPIA** – Molao wa Tshireletso ya Tlhahisoleseding ya Botho, Nomoro ya 4 ya 2013
- **IO** – Ofisiri ya Tlhahisoleseding
- **DIO** – Motlatsi wa Ofisiri ya Tlhahisoleseding
- **Molaodi** – Molaodi wa Tlhahisoleseding wa Afrika Borwa
- **Khamphani/Mokgatlo** – Sonae Arauco South Africa (Pty) Ltd

3. MORERO WA BUKA ENA YA PAIA

Buka ena e reretswe ho:

- Thusa batho ba batlang ho fumana direkoto tse tshwerweng ke Khamphani ho latela PAIA;
- Hlalosa mokgwa wa ho kopa phihlello ya direkoto;
- Supa mekgahlelo ya direkoto tse tshwerweng ke Khamphani;

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- Fana ka ditshenolo tse hlokehang tlasa POPIA mabapi le tshebetso ya tlhahisoleding ya botho, ho kenyeletswa mekgahlelo ya batho bao tlhahisoleding e amanang le bona, merero ya tshebetso, baamohedi, phetiso ya mose ho meedi le mehato ya tshireletso.

4. DINTLHA TSA KHAMPHANI LE TSA KGOKAHANO

4.1 Batsamaisi:

- Rui Manuel Goncalves Correia – Motsamaisi
- Joao Lemos de Meneses Gentil Berger – Motsamaisi
- Edite Cristina Pereira Barbosa – Motsamaisi
- Cristian Knollseisen – Motsamaisi
- Maureen Matholo Mphatsoe – Motsamaisi eo e seng wa Phethahatso
- Portia Morwesi Tau-Sekati – Motsamaisi eo e seng wa Phethahatso

4.2 Mongodi wa Khamphani:

Busisiwe Tshavhungwe Mirriam Khangale

4.3 Ofisiri ya Tlhahisoleding:

Lebitso: Melanie Lutze

Imeile: Informationofficer@sonaearauco.com

Mohala: (011) 236 1400

4.4 Motlatsi wa Ofisiri ya Tlhahisoleding:

Ha ho Motlatsi wa Ofisiri ya Tlhahisoleding ya kgethilweng ka molao nakong eo buka ena e hlophisitsweng.

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4.5 Kgokahano ya Kakaretso:

Imeile: Informationofficer@sonaearauco.com

4.6 Dintlha tsa Ofisi e Kgolo:

Lebitso la Khamphani: Sonae Arauco South Africa (Pty) Ltd

Nomoro ya Ngodiso: 1998/003422/07

Aterese ya Poso: Postnet Suite 321, Private Bag X29, Gallo Manor, 2052

Aterese ya Sebaka le ya Ngodiso: Building 18, Mokatong wa Pele, Woodlands Office Park, 20 Woodlands Drive, Woodmead, 2191

Mohala: (011) 236 1400

Webosaete: www.sonaearauco.co.za

5. TATAISO YA KAMOO O KA SEBEDISANG PAIA

Molaodi wa Tlhahisoleseding o phatlaladitse Tataiso ho latela Karolo ya 10 ya PAIA, e hlalosing kamoo ditokelo tse fumanehang tlasa PAIA le POPIA di ka sebediswang kateng.

Tataiso e fumaneha:

- Ho tswa ho Molaodi wa Tlhahisoleseding; <https://www.justice.gov.za/infoereg/>
- Ka kopo ho Ofisiri ya Tlhahisoleseding ya Khamphani;
- Hore e hlalojwe diofising tsa Khamphani nakong ya dihora tsa mosebetsi.

6. MEKGHALELO YA DIREKOTO TSE FUMANEHANG NTLE LE KOPO YA MOLAO

- Dintho tsa papatso le kgothaletso;
- Diboroutjhara le dipamflete tse phatlaladitsweng;
- Tlhahisoleseding e fumanehang webosaeteng ya Khamphani;
- Tlhahisoleseding ya batsamaisi le beng ba dishere (moo molao o dumellang phihlello).

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7. DIREKOTO TSE FUMANEHANG TLASA MELAO E MENG

Khamphani e boloka direkoto ho latela melao e fapaneng, ho kenyeletswa:

- Molao wa Matsholo bakeng sa Dikotsi le Mafu a Hlahang Mosebetsing, 130 wa 1993
- Molao wa Tiholisano, 89 wa 1998
- Molao wa Tshireletso ya Bareki, 68 wa 2008
- Molao wa Dikgokahano tsa Elektroniki le Ditransakshene, 25 wa 2002
- Molao wa Tekatekano Mosebetsing, 55 wa 1998
- Molao wa Setsi sa Bohlale ba Ditjhelete, 38 wa 2001
- Molao wa Lekgetho la Lekeno, 58 wa 1962
- Molao wa Dikamano tsa Basebetsi, 66 wa 1995
- Molao wa Dikhamphani, 71 wa 2008
- Molao wa Bophelo bo Botle le Polokeho Mosebetsing, 85 wa 1993
- Molao wa Ntshetsopele ya Bokgoni, 97 wa 1998
- Molao wa Ditefiso tsa Ntshetsopele ya Bokgoni, 9 wa 1999
- Molao wa Mokitlane wa Naha, 34 wa 2005
- Molao wa Inshoreense ya ho Hloka Mosebetsi, 63 wa 2001
- Molao wa Menehelo ya Inshoreense ya ho Hloka Mosebetsi, 4 wa 2002
- Molao wa Lekgetho la Boleng bo Ekeditsweng (VAT), 89 wa 1991

8. LENANE LA DIREKOTO

Ke direkoto dife tse tshwerweng ke Khamphani tse lokelang ho kopuwa ka molao pele tlhahisoleseding e ka fuwa mokopi?

Dihlooho tseo Khamphani e tshwereng direkoto ho tsona le mekgahlelo ya direkoto tse amanang le sehlooho ka seng di thathamisitswe ka tlase. Ka kopo hlokomela hore mokopi ha a fuwe phihlello ya direkoto tsena ka bo yona, mme phihlello e ka hanwa kapa ya tshwanetse ho hanwa ho latela Karolo ya 62 ho isa ho 69 ya Molao.

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- **Ditjhelete le Tsamaiso:** Direkoto tsa boikarabello ba ditjhelete, ditlaleho tsa ditjhelete tsa selemo, ditumellano, direkoto tsa lekgetho, di-invoice, mangolo le dingollano.
- **Lefapha la Basebetsi:** Direkoto tsa meputso, difaele tsa basebetsi, dikonteraka, ditlhaloso tsa mesebetsi, direkoto tsa matsatsi a phomolo, khoutu ya dikgalemo, maano le ditsamaiso tsa HR.
- **Thekenoloji ya Tlhahisoleseding:** Dikonteraka, direjisetara tsa disebediswa, direkoto tsa inshoreense, database ya bareki, dilaesense, direkoto tsa dikgokahano tsa mehala, direkoto tsa phihlello ya basebedisi.
- **Kgwebo, Thekiso le Papatso:** Dikonteraka tsa bareki le bafepedi, diodara le dingollano, tlhahisoleseding ya dihlahiswa le ya botekgeniki.
- **Direkoto tsa Bongodi le Molao:** Direkoto tsa molao, ditokomane tsa ho theha khamphani, metsotso ya dikopano tsa boto le dikomiti, direjisetara tsa khamphani, diqeto tsa boto, tlhahisoleseding ya matshwao a kgwebo, le direkoto tsa thepa ya bohlale.

9. TSHEBETSO YA TLAHISOLESERING YA BOTHO (POPIA)

9.1 Morero wa Tshebetso:

- Tsamaiso ya basebetsi;
- Tsamaiso ya bareki le bafepedi;
- Ho latela melao le ditaolo;
- Mabaka a tshebetso, tshireletso le kgwebo.

9.2 Mekgahlelo ya Batho bao Tlhahisoleseding e Amanang le Bona le Tlhahisoleseding ya Botho

Basebetsi le Bakopi ba Mesebetsi

- Dintlha tsa boitsebiso, dintlha tsa kgokahano, direkoto tsa mosebetsi, dintlha tsa meputso le tsa banka, le tlhahisoleseding ya tshebetso.

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Bareki le Diklayente

- Mabitso, dintlha tsa kgokahano, tlhahisoleseding ya dikonteraka le ya ditransekshene.

Bafepedi le Borakotraka

- Dintlha tsa khamphani, batho bao ho ka ikopanywang le bona, tlhahisoleseding ya banka le ya lekgetho.

Batsamaisi le Beng ba Dishere

- Tlhahisoleseding ya molao, ya boitsebiso le ya kgokahano.

9.3 Mekgahlelo ya Baamohedi:

Tlhahisoleseding ya botho e ka arolelanoa le:

- Balaodi ba taolo (mohlala, SARS le Lefapha la Basebetsi);
- Baeletsi ba profeshenale le bahlahlobi ba dibuka tsa ditjhelete;
- Bafani ba ditshebeletso tsa IT, meputso le ditshebeletso tse ding tlas'a ditumellano tse ngotsweng;
- Mekgatlo ya phethahatso ya molao, moo ho hlokehang ka molao.

9.4 Phetiso ya Mose ho Meedi:

Ha tlhahisoleseding ya botho e fetiswa kapa e bolokwa kante ho Afrika Borwa, mehato e loketseng ya tshireletso e tla sebediswa ho latela POPIA.

9.5 Mehato ya Tshireletso ya Tlhahisoleseding:

Khamphani e kenya tshebetsong mehato e loketseng ya botekgeniki le ya tsamaiso, ho kenyeletswa:

- Ditsamaiso tsa IT tse sireletsehileng le phihlelo e laolwang;
- Encryption, antivirus le tshireletso ya firewall;
- Temoho ya basebetsi le boitlamo ba ho boloka sephiri;
- Poloko le timetso e sireletsehileng ya direkoto.

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10. FOROMO YA KOPO

10.1 Foromo ya 2

- Mokopi o tshwanetse ho sebedisa Foromo ya 2 e behilweng (Molawana wa 7) ho etsa kopo ya phihlello ya rekoto. Foromo ena e tshwanetse ho lebiswa ho Ofisiri ya Tlhahisoleseding mme e romelwe atereseng kapa atereseng ya imeile ya Khamphani.
- Mokopi o tshwanetse ho fana ka dintlha tse lekaneng foromong ya kopo e le hore Ofisiri ya Tlhahisoleseding e kgone ho tseba rekoto le mokopi. Mokopi o tshwanetse hape ho bontsha mofuta wa phihlello o hlokahalang. Mokopi o tshwanetse hape ho bontsha haeba ho tshwanetse ho sebediswa mokgwa o mong wa ho mo tsebisa, mme a fane ka dintlha tse hlokahalang bakeng sa seo.
- Mokopi o tshwanetse ho supa tokelo eo a batlang ho e sebedisa kapa ho e sireletsa, mme a fane ka tlhaloso ya hore na ke hobaneng rekoto e kopilweng e hlokahala bakeng sa ho sebedisa kapa ho sireletsa tokelo eo; le/kapa
- Haeba kopo e etsetswa motho e mong, mokopi o tshwanetse ho fana ka bopaki ba boemo kapa matla ao a etsang kopo ka ona, ka tsela e kgotsofatsang Ofisiri ya Tlhahisoleseding.

10.2 Ditefello

Mokopi ya batlang phihlello ya rekoto e nang le tlhahisoleseding ya botho e mabapi le yena ka boena ha a hloke ho lefa tefello ya kopo. Mokopi ofe kapa ofe e mong, eo e seng mokopi wa botho, o tshwanetse ho lefa tefello e behilweng ya kopo.

- Ofisiri ya Tlhahisoleseding e tshwanetse ho tsebisa mokopi (eo e seng mokopi wa botho) ka tsebiso, e mo laelang ho lefa tefello e behilweng (haeba e le teng) pele kopo e ka tswelapele ho sebetswa.
- Mokopi a ka kenya kopo lekhotleng ho hanyetsa tlhoko ya ho lefa kapa tefo ya tefello ya kopo.

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- Ka mora hore Ofisiri ya Tlhahisoleseding e etse qeto mabapi le kopo, mokopi o tshwanetse ho tsebiswa ka foromo e behilweng.
- Haeba kopo e amohetswe, tefello e nngwe ya phihlello e tshwanetse ho lefuwa bakeng sa ho batla rekoto, ho e hlahisa hape le ho e lokisetsa, hammoho le nako efe kapa efe e fetang dihora tse behilweng bakeng sa ho batla le ho lokisetsa rekoto hore e ka senolwa.

11. HO FUMANEHA HA BUKA ENA

Buka ena e fumaneha:

- Webosaeteng ya Khamphani;
- Diofising tsa Khamphani nakong ya dihora tsa mosebetsi;
- Ka kopo ho Ofisiri ya Tlhahisoleseding;
- Ho Molaodi wa Tlhahisoleseding ka kopo.

12. NTJHAFATSO YA BUKA

Buka ena e tla hlahlojwa le ho ntjhafatswa nako le nako ha ho hlokahala ho netefatsa hore Khamphani e latela PAIA, POPIA le melao e amanang le yona.

13. E NTSHITSWE KE

Lebitso: Melanie Lutze

Boemo: Ofisiri ya Tlhahisoleseding

Letsatsi: 30 Mmesa 2026

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