

**IMANUWALI YE-CLINIX HEALTH GROUP (PTY) LTD NGOKWEMIGOMO
YOMTHETHO WOKUKHUTHAZA UKUFINYELELA OLWAZINI,
NO. 2 KA-2000**

(yesikhathi sikaDisemba 2025 kuya kuDisemba 2026)

1. UHLU LWEZIFINYEZO NAMAGAMA AFINYEZIWE

“Clinix” Clinix Health Group;

“DIO” iPhini Lesikhulu Sezolwazi (Deputy Information Officer);

“IO” Isikhulu Sezolwazi (Information Officer);

“PAIA” uMthetho Wokukhuthaza Ukufinyelela Olwazini, No. 2 ka-2000 (Promotion of Access to Information Act No. 2 of 2000);

“POPIA” uMthetho Wokuvikelwa Kolwazi Lomuntu Siqu, No. 4 ka-2013 (Protection of Personal Information Act No. 4 of 2013);

“Ukucutshungulwa” (“Processing”) kusho noma yisiphi isenzo noma umsebenzi noma iqoqo lezenzo, noma ngabe kwenziwa ngezindlela ezizenzakalelayo, mayelana nolwazi lomuntu siqu, kufaka phakathi:

- a) Ukuqoqwa, ukwamukelwa, ukurekhodwa, ukuhlelwa, ukuhlanganiswa, ukugcinwa, ukubuyekezwa noma ukuguqulwa, ukubuyiswa, ukushintshwa, ukubonisana ngalo noma ukusetshenziswa kwalo;
- b) Ukusakazwa ngokudluliswa, ngokusatshalaliswa noma ngokwenziwa kutholakale ngenye indlela; noma
- c) Ukuhlanganiswa, ukuxhunywa, kanye nokukhawulelwa, ukwehliswa kwezinga, ukusulwa noma ukubhujiswa kolwazi.

“Umlawuli” (“Regulator”) uMlawuli Wolwazi (Information Regulator);

“Umfakisicelo” (“Requester”) kusho noma yimuphi umuntu noma inhlangothini (kufaka phakathi noma yimuphi umnikazi wolwazi) ecela ukufinyelela erekhodini elingaphansi kokulawulwa yi-Clinix.

“Iqembu Lesithathu” (“Third-party”) kusho noma yimuphi usonkontileka ozimele, umenzeli, umeluleki, usonkontileka ongaphansi noma omunye ummeleli we-Clinix.

2. ISETHULO

Imanuwali ye-Clinix Health Group (Pty) Ltd (ngokwezinkampani nezinhlangano ngazinye ezisohlwini olunamathiselwe), emelwe lapha yi-Clinix Health Group (Pty) Ltd, elungiselelwe ngokwesigaba 51 soMthetho Wokukhuthaza Ukufinyelela Olwazini, No. 2 ka-2000.

3. ISENDLALELO SOKUFINYELELA OLWAZINI

- 3.1. UMthetho Wokukhuthaza Ukufinyelela Olwazini, No. 2 ka-2000 (“uMthetho”) wamiswa mhla zi-3 kuFebhuwari 2000, ufeza ilungelo loMthethosisekelo ngokwesigaba 32 soMqulu Wamalungelo njengoba uqukethwe kuMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika 108 ka-1996, lokufinyelela olwazini olugcinwe nguMbuso noma yiSikhungo Esizimele futhi oludingekayo ngenhloso yokusebenzisa noma yokuvikela amalungelo.
- 3.2. Ngokwesigaba 51 soMthetho, Zonke Izinhlangano Ezizimele kudingeka zihlanganise Imanuwali Yolwazi (“Imanuwali ye-PAIA”).
- 3.3. Lapho kwenziwa isicelo ngokoMthetho, iNhlangothi Ezimele izobophezeleka ukukhipha ulwazi, ngaphandle kwalapho uMthetho uhlinzeka ngokucacile ukuthi ulwazi alungakhishwa.

4. ISINGENISO

- 4.1. I-Clinix Health Group (“i-Clinix”) iyiNkampani Ezimele Enomkhawulo (Private Limited Company) futhi, ngezinkampani zayo ezingaphansi kwayo nezinkampani ezihlangene nayo, yenza ibhizinisi njengeqembu lezibhedlela ezizimele zokuhlinzwa nezokwelapha, ihlinzeka ngohlu olubanzi lwezinsizakalo zokunakekelwa kwezempilo ezijwayelekile nezikhethekile ezindaweni ezahlukene eRiphabhulikhi yaseNingizimu Afrika.
- 4.2. Inhloso yale manuwali ukwenza kube lula izicelo zokufinyelela emarekhodini eqembu lezinhlangano ze-Clinix Health Group njengoba zibalwe eSithasiselweni sale manuwali.
- 4.3. Imigomo nemibandela yale manuwali izosebenza, ngezinguquko ezifanele (mutatis mutandis), kuziNkampani Ezingaphansi naziNkampani Ezihlangene neNkampani.
- 4.4. Isigaba 9 soMthetho siyaqaphela ukuthi ilungelo lokufinyelela olwazini alinakuba ngelengenamkhawulo futhi kufanele libe ngaphansi kwemikhawulo enezizathu ezamukelekayo, kufaka phakathi kodwa kungagcini nje ku:
 - Imikhawulo ehloselwe ukuvikelwa okunengqondo kobumfihlo
 - Ukulinganisa amalungelo nanoma yimaphi amanye amalungelo njengoba equkethwe kuMqulu Wamalungelo kuMthethosisekelo
 - Ubumfihlo bezohwebo kanye
 - Ukuphatha okuhle okusebenzayo nokuphumelelayo.
- 4.5. Akukho okushiwo kule manuwali okuzokhawulela, noma okuzoba ukuyekwa kwanoma yimaphi amalungelo omfakisiselo noma eNkampani ngokoMthetho.

- 4.6. INkampani ayenzi isimemezelo futhi ayinikezi isithembiso sokuthi ulwazi olukule manuwali noma noma yiluphi ulwazi oluhlinzekwa yiNkampani kumfakisicelo luphelele noma lunembile, noma ukuthi lolu lwazi lufanele noma yiyiphi inhloso. Bonke abasebenzisi balolo lwazi bazolusebenzisa ngokuzibeka engozini ngokuphelele futhi iNkampani ngeke ibe necala lanoma yikuphi ukulahlekelwa, izindleko, isikweletu noma izimangalo, noma ngabe zivela kanjani, ezibangelwa ukusetshenziswa kwale manuwali noma kwanoma yiluphi ulwazi oluhlinzekwe yiNkampani noma yinoma yiliphi iphutha elikulo.
- 4.7. Bonke abasebenzisi bayavuma ngokungenakuhoxiswa ukuzithoba kuphela emithethweni yeRiphabhulikhi yaseNingizimu Afrika kanye negunyeni lezinkantolo zeRiphabhulikhi yaseNingizimu Afrika kuphela maqondana nanoma iyiphi ingxabano evela ekusetshenzisweni kwale manuwali noma kwanoma yiluphi ulwazi oluhlinzekwe yiNkampani.
- 4.8. Ngaphezu kwalokho, uMlawuli Wolwazi njengoba eqokwe ngokoMthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka-2013, uzoba nesibopho sokulawula ukuthotshelwa koMthetho kanye neMithethonqubo yawo.
- 4.9. Ngaphakathi kule Manuwali uzokwazi ukubona izigaba zolwazi esinazo. Uzophinde ukhonjiswe inqubo efanele okufanele uyilandele uma udinga ukufinyelela kunoma yiluphi lolu lwazi. Imanuwali izobuyekwezwa ngezikhathi ezithile. Ikhophi yemanuwali iyatholakala kuwebhusayithi yethu: www.clinix.co.za

5. IMININGWANE YENKAMPANI NESIKHULU ESIGUNYAZIWE

Igama lenkampani	:	Clinix Health Group (Pty) Ltd Inombolo yokubhaliswa: 1997/017587/07
Isikhulu Esigunyaziwe	:	Kubashnie Pillay Isikhulu Esiphezulu Sezomthetho (Chief Legal Officer)
Ikheli Leposi	:	P O Box 805, Houghton, 2041
Ikheli Lasemgwaqweni	:	Clinix Health Group 35 Morsim Road, Hyde Park 2196
Inombolo yocingo	:	+27 11 429 1000
Inombolo yefeksi	:	+27 11 429 1110
Ikheli le-imeyili	:	Legal@clinix.co.za

UMthetho unquma ukuqokwa kweSikhulu Sezolwazi/kweZikhulu Zezolwazi ezinesibopho sokuhlola izingcingane zokufinyelela olwazini. Isikhulu Sezolwazi Esiqokiwe ngokwalo Mthetho sibhekisela futhi kuSikhulu Sezolwazi njengoba kushiwo kuMthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka-2013. Isikhulu Sezolwazi/Izikhulu Zezolwazi sinesibopho/zinesibopho sokukhuthaza ukuthotshelwa kwemigomo nemibandela yokucutshungulwa okusemthethweni kolwazi lomuntu siqu, ukubhekana

nezicelo ezenziwa enkampanini ngumnikazi wolwazi kanye nokusebenzisana noMlawuli noma neGunya elifanele kunoma yiziphi izicelo. Zonke izicelo zolwazi kufanele zibhekiswe kuSikhulu Sezolwazi Esiqokiwe ngokusebenzisa amakheli e-imeyili angenhla.

6. ISIQONDISO SOMLAWULI WOLWAZI

UMlawuli Wolwazi ushicilele isiqondiso njengoba kunqunywe yisigaba 10 se-PAIA. Isiqondiso siyatholakala emahhovisi oMlawuli Wolwazi.

Ikheli Lendawo Ikheli Leposi: 54 Maxwell Dr, Woodmead, Midrand, 2191

Ucingo: +27 (0) 10 023 5200

I-imeyili: helpdesk@infoeregulator.org.za.

Iwebhusayithi: <https://eServices.infoeregulator.org.za>.

7. ISIQONDISO SOKUTHI ISETSHENZISWA KANJANI I-PAIA NOKUTHI SITHOLAKALA KANJANI ISIQONDISO

UMlawuli, ngokwesigaba 10(1) se-PAIA, ubuyekezile futhi wenza ukuthi kutholakale iSiqondiso esibuyekeziwe sokuthi isetshenziswa kanjani i-PAIA ("iSiqondiso"), ngendlela eqondakala kalula, njengoba kungadingeka ngokunengqondo kumuntu ofisa ukusebenzisa noma yiliphi ilungelo elishiwo ku-PAIA naku-POPIA.

7.2. Isiqondiso siyatholakala kuzo zonke izilimi ezisemthethweni.

7.3. Isiqondiso esishiwo ngenhla siqukethe incazelo yalokhu okulandelayo:

7.3.1. izinhloso ze-PAIA ne-POPIA;

7.3.2. ikheli leposi nelasemgwaqweni, inombolo yocingo neyefeksi futhi, uma likhona, ikheli le-imeyili:

7.3.2.1. leSikhulu Sezolwazi sesigungu sikhulumeni ngasinye, kanye

7.3.2.2. lePhini Lesikhulu Sezolwazi lesigungu sikhulumeni ngasinye eliqokwe ngokwesigaba 17(1) se-PAIA nesigaba 56 se-POPIA;

7.3.3. indlela nefomu lesicelo:

7.3.3.1. sokufinyelela erekhodini lesigungu sikhulumeni okushiwo esigabeni 11.

7.3.4. usizo olutholakala eSikhulwini Sezolwazi sesigungu sikhulumeni ngokwe-PAIA ne-POPIA;

7.3.5. usizo olutholakala kuMlawuli ngokwe-PAIA

7.3.6. wonke amakhambi asemthethweni atholakalayo maqondana nesenzo noma ukwehluleka ukwenza maqondana nelungelo noma umsebenzi onikezwe noma obekwe yi-PAIA ne-POPIA, kufaka phakathi indlela yokufaka:

- 7.3.6.1. isikhalazo sangaphakathi;
- 7.3.6.2. isikhalo kuMlawuli; kanye
- 7.3.6.3. isicelo enkantolo ngokumelene nesinqumo seSikhulu sezolwazi sesigungu sikahulumeni noma isinqumo soMlawuli;
- 7.3.7. imibandela yesigaba 14 se-PAIA edinga ukuthi isigungu sikahulumeni sihlanganise imanuwali, kanye nendlela yokufinyelela emanuwalini;
- 7.3.8. imibandela yesigaba 15 se-PAIA ehlinzekela ukudalulwa ngokuzithandela kwezigaba zamarekhodi yisigungu sikahulumeni.
- 7.3.9. isaziso esikhishwe ngokwezigaba 22 ze-PAIA mayelana nezimali okufanele zikhokhwe maqondana nezicelo zokufinyelela; kanye
- 7.3.10. imithethonqubo eyenziwe ngokwesigaba 92 se-PAIA.
- 7.3.11. Amalungu omphakathi angahlola noma enze amakhophi eSiqondiso emahhovisi ezigungu zikahulumeni nezizimele, kufaka phakathi ihhovisi loMlawuli, ngamahora ajwayelekile omsebenzi
- 7.4. ISiqondiso singatholakala futhi:
 - 7.4.1. ngokwenza isicelo kuSikhulu Sezolwazi;
 - 7.4.2. kuwebhusayithi yoMlawuli (<https://www.justice.gov.za/inforeg/>).
 - 7.4.3. Ikhophi yeSiqondiso iyatholakala futhi ngezilimi ezimbili ezisemthethweni ezilandelayo, ukuze ihlolwe ngumphakathi ngamahora ajwayelekile ehhovisi: ngesiNgisi nangesiZulu.

8. ULWAZI OLUTHOLAKALA NGOKUZENZAKALELAYO

Lokhu kubhekisela esigabeni 5 1 (1) c soMthetho.

Izigaba zamarekhodi ezilandelayo zitholakala ngokuzenzakalelayo ukuze zihlolwe, zithengwe noma kwenziwe amakhophi azo. Ngamanye amazwi, awudingi ukucela lolu lwazi ngokoMthetho Wokukhuthaza Ukufinyelela Olwazini. Lezi zigaba zolwazi ziyatholakala futhi kuSikhulu sethu Sezolwazi Esiqokiwe, imininingwane yaso yokuxhumana evela esigabeni 3 sale manuwali.

- 8.1. Imibiko Yonyaka.
- 8.2. Imibiko Yesikhashana.
- 8.3. Amarekhodi akuwebhusayithi yethu www.clinix.co.za.

9. **INCAZELO YAMAREKHODI ATHOLAKALAYO NGOKUHAMBISANA NEMITHETHO ELANDELAYO**

Wonke amarekhodi okudingeka ngokomthetho ukuthi agcinwe yinkampani ngokwemithetho elandelayo ayatholakala: Lokhu kubhekisela ku-S51 (1) (D) yoMthetho. Amarekhodi agcinwa ngokuhambisana nemithetho elandelayo, njengoba ichitshiyelwa ngezikhathi ezithile:

Umthetho osebenzayo	Isigaba samarekhodi
uMthetho Wezinkampani, No. 71 ka-2008 (Companies Act, No. 71 of 2008)	Noma yimiphi imibhalo, ama-akhawunti, izincwadi, okubhaliwe, amarekhodi noma olunye ulwazi inkampani edingeka ukuthi ilugcine ngokoMthetho Wezinkampani. Isivumelwano Sokusungulwa (Memorandum of Incorporation) (kanye nanoma yiziphi izinguquko noma izichibiyelo zaso). Imithetho. Irekhodi labaqondisi (abamanje nabangaphambili). Amakhophi ayo yonke imibiko eyethulwe emhlanganweni jikelele wonyaka wenkampani. Amakhophi azo zonke izitatimende zezimali zonyaka ezidingwa nguMthetho Wezinkampani. Amakhophi awo wonke amarekhodi okubalwa kwezimali adingwa nguMthetho Wezinkampani. Isaziso nemizuzu yayo yonke imihlangano yabanikazi bamasheya kufaka phakathi nezinqumo ezamukelwe. Amakhophi anoma yikuphi ukuxhumana okubhaliwe nabanikazi bezibambiso (securities). Imizuzu yemihlangano nezinqumo zabaqondisi, noma zamakomiti abaqondisi noma ikomiti lokucwaningwa kwamabhuku
uMthetho Wokuvikelwa Kolwazi Lomuntu Siqu, No. 4 ka-2013 (Protection of Personal Information Act, No. 4 of 2013)	Amarekhodi Olwazi Lomuntu Siqu.
uMthetho Ochibiyela uMthetho Wesinxephezelo Sokulimala Nezifo Emsebenzini, No. 10 ka-2022 (Compensation for Occupational Injuries and Diseases Amendment Act, No. 10 of 2022)	Irekhodi lesincomo ngasinye esenziwe kumqashi mayelana nanoma yiluphi udaba oluthinta impilo noma ukuphepha kwabantu endaweni yokusebenzela kanye nanoma yimuphi umbiko owenziwe kumhloli ngokwalesi sincomo. Imibiko yezigameko. Amarekhodi okuhlolwa nokuqashelwa komoya kanye nohlu lwe-asbestos. Amarekhodi okuqashelwa kwezempilo (medical surveillance). Amarekhodi erekhodi lokuhlolwa kwengozi ye-ergonomic. Amarekhodi okulawulwa kwengozi. Imibiko yama-lifti. Amarekhodi okuhlolwa nokuqashelwa komsindo. Amarekhodi emishini esebenza ngengcindezi (pressure equipment).

Umthetho osebenzayo	Isigaba samarekhodi
uMthetho Wemibandela Eyisisekelo Yokuqashwa, No. 75 ka-1997 (Basic Conditions of Employment Act, No. 75 of 1997)	Imininingwane ebhaliwe yokuqashwa. Irekhodi eliqukethe okungenani ulwazi olulandelayo: igama nomsebenzi wesisebenzi; isikhathi esisetshenzwe yisebenzi ngasinye; iholo elikhokhelwe isisebenzi ngasinye; usuku lokuzalwa lwanoma yisiphi isisebenzi esingaphansi kweminyaka eyi-18 ubudala; kanye nanoma yiluphi olunye ulwazi olunquniwe.
uMthetho Wokulingana Emsebenzini, No. 55 ka-1998 (Employment Equity Act, No. 55 of 1998)	Amarekhodi aphaathelene nabasebenzi be-Clinix. Uhlelo lokulingana emsebenzini. Ikhophi yombiko othunyelwe kuMqondisi-Jikelele.
uMthetho Wobudlelwano Kwezabasebenzi, No. 66 ka-1995 (Labour Relations Act, No. 66 of 1995)	Amarekhodi okuthobela noma yisiphi isivumelwano sokuxoxisana okuhlanganyelwe esisebenzayo, umklomelo wokulamula (arbitration award) kanye nesinqumo esenziwe ngokoMthetho Wamaholo (Wage Act). Irekhodi lemininingwane enquniwe yanoma yisiphi isiteleka, ukuvalelwa ngaphandle (lockout) noma isenzo sombhikisho esibandakanya abasebenzi be-Clinix. Amarekhodi esisebenzi ngasinye acacisa uhlobo lwanoma yikuphi ukwephulwa kwemithetho yokuziphatha, izinyathelo ezithathwe ngumqashi kanye nezizathu zalezo zinyathelo.
uMthetho Kazwelonke Wezempilo, 61 ka-2003 (National Health Act, 61 of 2003)	Amarekhodi ezeguli ajwayelekile (abantu abadala). Amarekhodi ezeguli ezingakafiki eminyakeni yobudala. Amarekhodi ezeguli ezingenalo ikhono lokuzinqumela ngenxa yesimo sengqondo. Amarekhodi ezeguli aphaathelene nezimo zempilo zesikhathi eside. Amarekhodi ezempilo ezeguli angaphansi kwe-OHSA.
uMthetho Womshwalense Wokungasebenzi, No. 63 ka-2001 (Unemployment Insurance Act, No. 63 of 2001)	Amarekhodi abasebenzi kufaka phakathi amagama, izinombolo zikamazisi, iholo lanyanga zonke, ikheli lendawo yokusebenza.
uMthetho Wokuphathwa Kwentela, No. 28 ka-2011 (Tax Administration Act, No. 28 of 2011)	Amarekhodi okufakwa kwentela; izincwadi zama-akhawunti noma imibhalo ehlobene nokufakwa kwentela.
uMthetho Wentela Engenayo, No. 58 ka-1962 (Income Tax Act, No. 58 of 1962)	Amarekhodi akhombisa amanani eholo akhokhelwe noma afanele ukukhokhelwa ngumqashi kulowo msebenzi; inani lentela yabasebenzi edonsiwe noma egodliwe emananini eholo; inombolo yereferensi yentela engenayo yalowo msebenzi lapho lowo msebenzi ebhaliswe njengomkhokhi wentela ngokwesigaba 67.

Umthetho osebenzayo	Isigaba samarekhodi
uMthetho Wentela Eyengezwe Enanini, No. 89 ka-1991 (Value Added Tax Act, No. 89 of 1991)	Irekhodi lazo zonke izimpahla nezinsizakalo ezihlinzekwe ngumthengisi (vendor) noma ezihlinzekwe kuye, elikhombisa izimpahla nezinsizakalo; izinga lentela elisebenza kulokho kuhlinzekwa kanye nabahlinzeki noma abenzeli babo; ama-invoyisi entela; amanothi esikweletu (credit notes); amanothi edebithi (debit notes); izitatimende zasebhange; amaslip okufaka imali; uhlu lwempahla esesitokweni; amasheke akhokhiwe.

Kanye nanoma yimuphi omunye umthetho ofanele ibhizinisi elithintekayo.

10. ULWAZI OLUNGATHOLAKALI NGOKUZENZAKALELAYO

Lokhu kubhekisela ku-S51 (1) e yoMthetho. Amarekhodi alandelayo awatholakali ngokuzenzakalelayo ngaphandle kokwenza isicelo sawo ngokoMthetho:

10.1. Ezobunobhala Benkampani (Company Secretarial)

- Izivumelwano Zokusungulwa Zenkampani / Amarejista / Izingqumo noma Izingcaphuno zemihlangano / Imibiko esemthethweni (Statutory returns)
- Impahla Enyakazayo Nengenyakazi
- Izitifiketi Zobunikazi Bomhlaba (Title Deeds)
- Izivumelwano Zokuqasha (Lease Agreements)
- Izivumelwano Zokuqasha Impahla / Izivumelwano Zokurenta
- Izivumelwano zokuthenga ngokuqasha (Hire-purchase agreements)
- Izivumelwano Zokuthengisa Ngesikweletu / Izivumelwano Zokuthengisa Ngezitolimende
- Impahla Yengqondo (Intellectual Property)
- Izimpawu Zohwebo
- Amalungelo Obunikazi Bezinto Ezisunguliwe (Patents)
- Amalungelo Obunikazi (Copyright)
- Imiklamo
- Izivumelwano zamalayisensi
- Umshwalense
- Izinqubomgomo Zomshwalense / Ifayela Lezimangalo

10.2. Amaqembu Esithathu

- Amarekhodi agcinwe yiNkampani ahlobene namanye amaqembu, kufaka phakathi amarekhodi ezimali, izincwadi zokuxhumana, amarekhodi ezinkontileka, amarekhodi ahlinzekwe ngamanye amaqembu kanye namarekhodi amaqembu esithathu awahlinzekile mayelana nosonkontileka nabahlinzeki beNkampani maqondana

nosonkontileka, abahlinzeki, izinkampani ezingaphansi noma izinkampani ezingaphansi ezihlobene, ozakwethu bebhizinisi elihlanganyelwe kanye nabahlinzeki bezinsizakalo.

- Amarekhodi eziguli ngeke adalulwe kunoma yiliphi elinye iqembu ngaphandle kokuthi kube nemvume ebhaliwe efanele evela esigulini.

10.3. Intela

- Amafayela entela engenayo
- Ezabasebenzi (Human Resources)
- Izinqubomgomo nezinqubo
- Ulwazi lwabasebenzi
- Amafayela abasebenzi
- Imibandela Yokuqashwa
- Amarekhodi Okuhlola Angaphakathi (lapho kusebenza khona)
- Izincwadi zokuxhumana
- Uhlelo Lokuqeqesha Nezinto Ezihlobene nalo
- Izivumelwano
- Amafomu nezicelo
- Izincwadi nezaziso ezijwayelekile

10.4. Ezezimali

- Izitatimende zezimali
- Imibiko nezimbuyiselo (returns)
- Imininingwane yasebhange namarekhodi e-akhawunti yasebhange
- Izitatimende nama-invoyisi abakweleta inkampani (debtors) nabakweletwa yinkampani (creditors)

10.5. Ezokusebenza

- Izinqubomgomo nezinqubo
- Imibiko nemibhalo esekelayo

10.6. Ubuchwepheshe bolwazi

- Imibhalo yohlelo kanye nemanuwali

10.7. Ezokuphatha

- Izincwadi zokuxhumana namaqembu angaphakathi nangaphandle

11. **INQUBO YOKUCELA IREKHODI ELINGATHOLAKALI NGOKUZENZAKALELAYO**

11.1. Umfakisicelo kufanele asebenzise ifomu elinqunyiwe elinamathiselwe lapha ukwenza isicelo sokufinyelela erekhodini. Lokhu kufanele kwenziwe kuSikhulu Sezolwazi Esiqokiwe

se-Clinix. Lesi sicelo kufanele senziwe ekhelini noma ekhelini le-imeyili le-Clinix njengoba kushiwo esigabeni 3 ngenhla.

- 11.2. Umfakisicelo kufanele anikeze imininingwane eyanele efomini lesicelo ukuze iSikhulu Sezolwazi Esiqokiwe se-Clinix sikwazi ukuhlonza irekhodi kanye nomfakisicelo. Umfakisicelo kufanele futhi akhombise ukuthi iluphi uhlobo lokufinyelela oludingekayo futhi acacise ikheli leposi noma i-akhawunti ye-imeyili. Umfakisicelo kufanele futhi akhombise ukuthi, ngaphezu kwempendulo ebhaliwe, ikhona yini enye indlela okufanele isetshenziswe ukwazisa umfakisicelo futhi asho imininingwane edingekayo ukuze aziswe ngaleyo ndlela.
- 11.3. Umfakisicelo kufanele ahlonze ilungelo afuna ukulisebenzisa noma ukulivikela futhi anikeze incazelo yokuthi kungani irekhodi eliceliwe lidingeka ukuze kusetshenziswe noma kuvikelwe lelo lungelo.
- 11.4. Uma isicelo senziwa egameni lomunye umuntu, umfakisicelo kufanele ahambise ubufakazi besikhundla enza ngaso isicelo, ngendlela eyanelisa iSikhulu Sezolwazi Esiqokiwe se-Clinix.

12. INCAZELO YEZIHLOKO ISIGUNGU ESIGCINA NGAZO AMAREKHODI KANYE NEZIGABA ZAMAREKHODI AGCINWE NGESIHLOKO NGASINYE

Amarekhodi aphantelene nezihloko nezigaba ezilandelayo agcinwe yinkampani futhi angacelwa:

- Amarekhodi esibhedlela eziguli, ngeziguli noma ngabantu abagunyaziwe
 - Noma yimaphi amarekhodi okudingeka ukuthi adalwe, agcinwe, noma alondolozwe ngokwemithetho okubhekiselwe kuyo esigatshaneni 6.
- 12.2. Ukufinyelela kulawa marekhodi kuzocatshangelwa kugcinwa engqondweni okufanele ngokomthetho, kufaka phakathi imibandela yemithetho kanye nemisebenzi yokuziphatha, kufaka phakathi kodwa kungacini nje kuMthetho Wokuvikelwa Kolwazi Lomuntu Siqu, iZigaba 14 no-15 zoMthetho Kazwelonke Wezempilo, 2003 (uMthetho No. 61 ka-2003), isigaba 13 soMthetho Wokunakekelwa Kwempilo Yengqondo, 2000 (uMthetho No. 17 ka-2002) kanye neNcwajana 14 yoMkhandlu Wochwepheshe Bezempilo waseNingizimu Afrika (HPSCA) kanye nenhloso yokucutshungulwa.

Izihloko isigungu esigcina ngazo amarekhodi	Izigaba zamarekhodi agcinwe ngesihloko ngasinye
Imibhalo yamasu, izinhlelo, iziphakamiso	Izinhlelo Zokusebenza Zonyaka, Imibiko Yonyaka, Izinhlelo Zamasu.
Amarekhodi ezobunobhala benkampani	Imizuzu yemihlangano, ulwazi lwabaqondisi, izitifiketi zokubhaliswa kwenkampani.

Izihloko isigungu esigcina ngazo amarekhodi	Izigaba zamarekhodi agcinwe ngesihloko ngasinye
Ezabasebenzi (Human Resources)	Uhlu lwabasebenzi, izinkontileka zokuqashwa, amarekhodi esisebenzi ngasinye, Izinhlelo Zokulingana Emsebenzini, amarekhodi esikhwama somhlalaphansi, amarekhodi osizo lwezokwelapha (medical aid), ulwazi lwentela yabasebenzi, amarekhodi okuqeqeshwa kwabasebenzi, amarekhodi amaholo, izinqubomgomo nezinqubo zangaphakathi.
Ezezimali	Izabelomali, Izitatimende zezimali, Amarekhodi okuthengiselana, Izivumelwano zezinsizakalo, Izivumelwano zoxhaso, Amarekhodi eminikelo, Imibhalo yamathenda, Izinkontileka zabahlinzeki bezinsizakalo, Izinqubomgomo zomshwalense, Amarekhodi entela, Imibiko yokuhlolwa kwesikweletu.
Ubuchwepheshe Bolwazi	Izinqubomgomo nezinqubo ze-IT, Imibiko yezigameko zokuphepha, Izinhlelo zokulondoloza idatha (backup) nezokubuyisela esimweni ngemuva kwenhlekelele, Izivumelwano Zezinga Lesevisi (Service Level Agreements), Uhlu lokulawula ukufinyelela, Amalogi esistimu nemibiko yokuqapha, Izivumelwano zamalayisensi esofthiwe nezinsuku zokuvuselelwa. Amarekhodi ohlu lwempahla yemishini yobuchwepheshe.
Ezokumaketha	Uhlu lwamamodeli okuthathwa izithombe, Idathabheyisi yabaxhasi, izincwadi zezindaba (newsletters), uhlu lwabezindaba, abahlinzeki bempahla nabahlinzeki bezinsizakalo, uhlu lwezivakashi zangaphakathi nezangaphandle, idathabheyisi yemininingwane yokuxhumana yodokotela kanye nedathabheyisi yokuphathwa kobudlelwano nababambiqhaza.
Izinsizakalo Zobuhlengikazi	Irejista noma uhlu lwemibhede, amarejista okugonywa, amarejista ezicelo zama fayela, i-oda lekhemisi, uhlelo lokuphathwa kwethiyetha, uhlu lwethiyetha, uhlu lwezinsombolo zocingo zodokotela, imiphumela yaselabhorethri, izigameko ezimbi ezinkulu (serious adverse events), amarejista emithi yeShejuli 5 no-6, amarejista ocwaningo nawokuhlolwa, irejista yokubikwa kwezimo zezempilo okufanele zibikwe, izitika zeziguli, kanye nezincwadi zokwabiwa kwabasebenzi.
Impahla (Property)	Izitifiketi zobunikazi bomhlaba, izivumelwano zokuqasha, izivumelwano zokuqasha impahla / izivumelwano zokurenta.
Ezokusebenza	Izinqubomgomo, izinqubo, imihlahlandlela, imibiko nemibhalo esekelayo.
Ukuqeqeshwa Nokuthuthukiswa	Izinhlelo zamakhono endaweni yokusebenza nemibiko yokuqeqeshwa yonyaka, amarekhodi abafundi / abafundi abaqeqeshwayo (learners), izicelo ze-internship nolwazi lokubekwa, ulwazi olwabelwana ne-SETA, izivumelwano zamaqembu esithathu, izinkontileka zabafundi kanye nemiqulu yemiphumela yemfundo (academic transcripts).

Izihloko isigungu esigcina ngazo amarekhodi	Izigaba zamarekhodi agcinwe ngesihloko ngasinye
Abathengisi Nabahlinzeki	Ulwazi lokuxhumana, Izinkontileka nezivumelwano, Amarekhodi okuthenga nawama-oda okuthenga, Amarekhodi ezezimali nawezinkokhelo, Imininingwane yemikhiqizo nezinsizakalo.

13. UKUCUTSHUNGULWA KOLWAZI LOMUNTU SIQU

13.1 INHLOSO YOKUCUTSHUNGULWA

I-Clinix ngokuvamile izocubungula ulwazi lomuntu siqu ngezinhloso ezidingekayo ukuze kuqhutshwe futhi kuphathwe ukusebenza kwethu okujwayelekile njengomhlinzeki wezokunakekelwa kwezempilo.

Siqoqa ulwazi lwakho lomuntu siqu ngqo kuwe noma kuchwepheshe wezempilo okuhlinzeka ngezinsizakalo zezokwelapha kuwe, noma kulungu lomndeni/isihlobo esiseduze. Lokhu kwenziwa ngezinqubo zethu zokwamukelwa esibhedlela, ngesikhathi uhlala esibhedlela noma ngokunye ukusebenzisana nathi.

I-Clinix izocubungula ulwazi lwakho lomuntu siqu kuphela ngenhloso ethile nesemthethweni. Singasebenzisa ulwazi lwakho lomuntu siqu nganoma yiziphi izinhloso zebhizinisi ezisemthethweni ezihlobene nokukuhlinzeka ngezinsizakalo zethu. Ezinye zezinhloso esisebenzisela zona ulwazi lwakho lomuntu siqu zifaka phakathi:

- 13.1.1 ukucubungula ukuphathwa kwezindaba zakho zasesibhedlela.
- 13.1.2 ukuhlola ukwelashwa okudingekayo.
- 13.1.3 ukukuhlinzeka ngezinsizakalo nemikhiqizo yethu.
- 13.1.4 ukudlulisela kwabanye abahlinzeki bezinsizakalo.
- 13.1.5 ukuphendula imibuzo yakho ethunyelwe kuwebhusayithi yethu noma ethunyelwe kithi nge-imeyili.
- 13.1.6 ukwenza ngcono iwebhusayithi nezinsizakalo zethu ngokuhlaziya ulwazi oluthile oluqoqiwe, kufaka phakathi amakhukhi (cookies) nolunye ulwazi oluhlobene.
- 13.1.7 ukwamukela abahlinzeki bempahla nabahlinzeki bezinsizakalo njengabahlinzeki bempahla/abahlinzeki bezinsizakalo abagunyaziwe be-CHG.
- 13.1.8 izinhloso ezihlobene nokuqashwa, njengokuqasha abasebenzi kanye namaholo.
- 13.1.9 ezinye izinhloso lapho uvuma khona ukucutshungulwa kolwazi lwakho lomuntu siqu.
- 13.1.10 imisebenzi yokucubungula izinkokhelo, kufaka phakathi ukukhokhelwa kwabahlinzeki bempahla/abahlinzeki bezinsizakalo.
- 13.1.11 ukuthobela izibopho zethu zokulawulwa noma ezinye izibopho.

13.2 INCAZELO YEZIGABA ZABANIKAZI BOLWAZI KANYE NOLWAZI NOMA IZIGABA ZOLWAZI EZIHLOBENE NABO

Izigaba Zabanikazi Bolwazi	Ulwazi Lomuntu Siqu Olungacutshungulwa
Iziguli	Igama, ubulili, ikheli lasekhaya nenombolo yocingo, usuku lokuzalwa, ulwazi lwe-biometric, imininingwane yokuxhumana uma kunesimo esiphuthumayo, Ikhophi yepasipoti kanye nomazisi wezwe, Isikimu sosizo lwezokwelapha (medical scheme), umshwalense nolwazi lwezinye izinzuzo, Imininingwane yomqashi nolwazi lokuxhumana, Usuku lokwamukelwa esibhedlela, ukulandelelwa kwesimo sombhede nokusetshenziswa kwethiyetha kanye nosuku lokukhishwa esibhedlela, Ubude, isisindo nolunye ulwazi lwezempilo oluningiliziwe njengokungezwani komzimba nezinto ezithile (allergies), okuthandwayo nezidingo ezikhethekile kanye nokuxilongwa nokwelashwa, Amarekhodi okunakekelwa kwempilo yomzimba neyengqondo (kufaka phakathi imiphumela nemibono evela kubahlinzeki bamaqembu esithathu, njengama-X-ray, ama-scan nokuhlolwa kwegazi; ukudluliselwa nemibono yesibili, njengezitatimende ezibhaliwe, izithombe nemidwebo yezokwelapha kanye namavidiyo okuhlinzwa), imininingwane yasebhange, izithombe zevidiyo, kanye nemininingwane kadokotela odlulisela isiguli njengegama, isibongo, ikheli le-imeyili, inombolo yocingo.
Odokotela Nochwepheshe Bezempilo Abahlobene	Igama, Isibongo, Ukuhlonzwa, Inombolo Yokubhaliswa ye-HPCSA, Inombolo ye-Practice, imininingwane yokuxhumana ye-practice, umkhakha okhethekile, iziqu, imikhakha enentshisekelo kuyo, inombolo yeselula, ikheli le-imeyili lomuntu siqu, uhlanga, ubulili, izinombolo ze-akhawunti, imibiko ye-CPE, Umshwalense wesibopho sobungcweti (Indemnity insurance), kanye nemiphumela yenhlolovo yolwazi lweziguli (patient experience survey).

Izigaba Zabanikazi Bolwazi	Ulwazi Lomuntu Siqu Olungacutshungulwa
Abasebenzi	Igama, ubulili, inombolo yocingo, usuku lokuzalwa, isithombe, ulwazi lwe-biometric, isimo somshado, imininingwane yokuxhumana uma kunesimo esiphuthumayo, ubuhlanga, isimo sokuhlala nesemvume yokusebenza, ubuzwe kanye nolwazi lwepasipoti (kufaka phakathi amakhophi alo), izitifiketi nokubhaliswa kobungcweti, ukuqinisekiswa kweziqu, isimo sokukhubazeka nemininingwane yaso lapho kusebenza khona kanye nezidingo ezikhethekile, iholo, isimo sokugonyelwa i-Covid-19 kanye nomlando wobugebengu. Inombolo yentela, imininingwane yasebhange, impesheni nolunye ulwazi lwezinzuzo, ulwazi mayelana nanoma yimuphi umlingani womshado, izingane ezingakafiki eminyakeni yobudala, noma abanye abancikile abafanelekayo kanye nabahlomuli. Usuku lokuqokwa, izinsuku zokukhushulelwa esikhundleni, umlando womsebenzi, amakhono obuchwepheshe kanye nesizinda semfundo. Usuku lwemisebenzi yokufunda, isikhathi esithathiwe, amaphuzu e-KPI kanye nokuqedwa kokufunda. Ubude, isisindo nosayizi bezingubo lapho kudingeka khona, okungukuthi ngezingubo zomsebenzi (uniforms). Usuku lokwesula noma lokunqanyulwa kokuqashwa, isizathu sokwesula noma sokunqanyulwa kokuqashwa, ulwazi oluphathelene nokuphathwa kokunqanyulwa kokuqashwa. Amarekhodi okungabikho emsebenzini, ilungelo lekhefu nezicelo zekhefu, umlando weholo, ukuhlolwa kokusebenza, izinqubo zokuqondiswa kokuziphatha (disciplinary) nezezikhalo (grievance) kanye namarekhodi okuhlolwa kwengqondo (psychometric assessment). Lapho kuvunyelwe khona ngumthetho futhi kulingana nomsebenzi okufanele wenziwe yisisebenzi noma isisebenzi esingase siqashwe, imiphumela yokuhlolwa kwesikweletu nokuhlolwa komlando wobugebengu, imiphumela yokuhlolwa kwezidakamizwa notshwala (lapho kusebenza khona), ukuhlolwa, izitifiketi zezempilo, inombolo yelayisensi yokushayela, ukubhaliswa kwemoto kanye nomlando wokushayela. Ulwazi oludingekayo ukuze kuthotshelwe imithetho, izicelo neziyalezo zeziphathimandla zokuphoqelela umthetho noma imiyalelo yenkantolo.

13.3 ABAMUKELI NOMA IZIGABA ZABAMUKELI ABANGANIKEZWA ULWAZI LOMUNTU SIQU

Singadalula ulwazi lwakho lomuntu siqu ezinkampanini zethu ezingaphansi noma kubahlinzeki bezinsizakalo abangamaqembu esithathu, lapho kudingeka khona, ukuze kufezwe inhloso olwanikezwa ngayo kithi ulwazi lwakho. Singabelana ngolwazi lwakho lomuntu siqu:

- nanoma iyiphi inkampani engaphansi kwe-Clinix.
- nesikimu sakho sosizo lwezokwelapha noma nenkampani yakho yomshwalense.
- nanoma iyiphi ifemu, inhlango, noma umuntu i-Clinix emsebenzisayo ukuqoqa izinkokhelo nokubuyisa izikweletu noma ukuhlinzeka ngesevisi egameni layo.
- nanoma iluphi uhlelo lokukhokha i-Clinix olusebenzisayo.
- neziphathimandla zokulawula nezikahulumeni, oMbudsman, kufaka phakathi iziphathimandla zentela, inkantolo yomthetho lapho i-Clinix inesibopho noma iphoqelesa ukwabelana ngolwazi.
- namaqembu esithathu okwenziwa kuwo izinkokhelo egameni labasebenzi. izikhungo zezimali noma izikimu zosizo lwezokwelapha okutholwa kuzo izinkokhelo egameni leziguli.
- nabasebenzi, osonkontileka, nabasebenzi besikhashana; kanye
- nabenzeli bethu abaqokwe ngokufanele.

Sizokwabelana ngolwazi lwakho lomuntu siqu kuphela ngezinhloso zokukuhlinzeka ngezinsizakalo noma nganoma iyiphi enye inhloso esemthethweni ehlobene nokukuhlinzeka ngezinsizakalo zethu, kufaka phakathi kodwa kungacini nje, ukuvikelwa kwamalungelo ethu noma akho, izikhalo, ukumaketha, noma ukwenza noma ukuphoqelesa noma yisiphi isivumelwano phakathi kwethu.

13.4 UKUDLULISELWA KOLWAZI LOMUNTU SIQU NGAPHESHEYA KWEMINGCELE OKUHLELIWE

Lapho idatha yomuntu siqu idluliselwa ngaphesheya kwemingcele, i-Clinix izothatha izinyathelo ezinengqondo zokuqinisekisa ukuthi lolu lwazi lunikezwa izinga elanele lokuvikeleka. Lokhu kufaka phakathi ukusebenzisa izivikelo ezifanele zezinkontileka, zenhlangano, nezobuchwepheshe ukuze kuqinisekise ukuthi ukucutshungulwa kwedatha yomuntu siqu yilabo abayamukelayo kwenziwa ngendlela ehambisana noMthetho Wokuvikelwa Kolwazi Lomuntu Siqu, 4 ka-2013 (POPIA), kanye neminye imithetho esebenzayo yokuvikelwa kwedatha.

13.4 INCAZELO EJWAYELEKILE YEZINYATHELO ZOKUPHEPHA KOLWAZI

I-Clinix isebenzise izinyathelo zokuphepha ezingokwenyama, ezenhlangano, ezezinkontileka, nezobuchwepheshe (kubhekwa izindlela ezamukelwa ngokujwayelekile zokuphepha kolwazi noma izidingo ezikhethekile zomkhakha noma imithetho yobungcweti) ukuze lonke ulwazi lomuntu siqu luhlale luphephile, kufaka phakathi izinyathelo zokuvikela noma yiluphi ulwazi lomuntu siqu ekulahlekeni noma ekwebiweni, nasekufinyeleleni, ekudalulweni, ekukopishweni, ekusetshenzisweni noma ekuguqulweni okungagunyaziwe.

I-Clinix isebenzise Uhlaka Lokuphathwa Kwe-IT (IT Governance Framework), Uhlelo Lokuphepha Kolwazi (Information Security programme) kanye nohlelo Lwezigameko Zobumfihlo Bedatha (Data Privacy Incident Plan), konke okudlala indima ebalulekile ekuphathweni kobuchwepheshe nolwazi kuyilapho kuqinisekiswa ukuthotshelwa kwemithetho efanele.

I-Clinix isebenzise izilawuli eziqinile zokuphepha nokuqapha kuzo zonke izinhlelo, kufaka phakathi kodwa kungacini nje ekuphepheni kwenethiwekhi, ama-firewall, ukuphathwa kokuhlonzwa nokufinyelela, izinhlelo zokuthola/zokuvimbela ukungena okungagunyaziwe (intrusion detection/prevention systems), isofthiwe yokuvikela amadivayisi (endpoint protection), ukubethela (encryption) kanye nezixazululo Zokuphathwa Kolwazi Nezehlakalo Zokuphepha (SIEM).

I-Clinix iqhuba ukuqeqeshwa okuvamile kokuqwashisa ngokuphepha kwe-inthanethi (cybersecurity) kubo bonke abasebenzi. Ngaphezu kwalokho, i-Clinix iqhuba izivivinyo ze-phishing ukuze ihlole ukuqwasha kwabasebenzisi nendlela abaphendula ngayo.

14. UKWENQATSHWA KOKUFINYELELA EMAREKHODINI

14.1. I-Clinix ingenqaba ukufinyelela esicelweni solwazi ezimeni ezilandelayo:

- Ukuvikelwa okuyisibopho kobumfihlo beqembu lesithathu elingumuntu wemvelo noma umuntu oshonile noma umuntu osemthethweni (juristic person), njengoba kufakiwe kuMthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka-2013.

- Ukuvikelwa okuyisibopho kolwazi lomuntu siqu ukuze kuthotshelwe imibandela yoMthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka-2013.
- Ukuvikelwa kwezimfihlo zohwebo noma kolwazi lwezezimali, lwezohwebo, lwesayensi, noma lobuchwepheshe olungase lulimaze izithakazelo zezezimali kanye/noma zohwebo zenhlango.
- Noma yiziphi izinhlelo ezakhelwe i-Clinix kuphela ezivikelwe ngamalungelo obunikazi (copyright).
- Izicelo zolwazi eziyize ezibandakanya ukuphambukiswa kwezinsiza okungenangqondo zizokwenqatshwa.
- Uma irekhodi eliceliwe lingatholakali, noma lingekho, iSikhulu Sezolwazi Esiqokiwe sizokwazisa uMfakisicelo ngokusebenzisa i-afidavithi.
- Zonke izinqumo ezenziwa yiSikhulu Sezolwazi Esiqokiwe ziyisiphetho.
- UMfakisicelo ongenelisekile ngesinqumo seSikhulu Sezolwazi Esiqokiwe angafaka isicelo eNkantolo sokusizwa zingakapheli izinsuku ezingama-30 kusukela ngesaziso sesinqumo.

15. IZIMALI EZIKHOKHWAYO

15.1. UMthetho uhlinzekela izinhlobo ezimbili zezimali, okungukuthi imali yesicelo esesimweni semali yokuphatha kanye nemali yokufinyelela ekhokhwa uma isicelo sivunyiwe futhi ehlanganisa izindleko ezibandakanyekayo ekulungiseleleni isicelo.

15.2. ISikhulu Sezolwazi Esiqokiwe sizogodla irekhodi kuze kube yilapho uMfakisicelo esekhokhile izimali njengoba kukhonjisiwe ngezansi.

Imali Yokufinyelela	Inani
a) Ngekhophi ngayinye efotokhophiwe yekhasi elinosayizi we-A4 noma ingxenye yalo	R4.10
b) Ngekhophi ngayinye ephrintiwe yekhasi elinosayizi we-A4 noma ingxenye yalo, egcinwe kwikhompyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini	R1.75
c) Ngekhophi esesimweni esifundeka ngekhompyutha ku:	idiski ye-stiffy R7.50 idiski ye-compact R70.00
d) Ngokulotshwa kwezithombe ezibonakalayo (transcription), ngekhophi elinosayizi we-A4 noma ingxenye yalo	R50.00
e) Ngekhophi yezithombe ezibonakalayo	R70.00
f) Ngokulotshwa kwerekhodi lomsindo (transcription), ngekhophi elinosayizi we-A4 noma ingxenye yalo	R30.00

Imali Yokufinyelela	Inani
g) Ngekhophi yerekhodi lomsindo	R40.00
h) Ngekhophi yamashadi e-ICU ngekhasi ngalinye	R75.00
i) Ukusesha nokulungiselela irekhodi ukuze lidalulwe, R45.00 ngehora ngalinye noma ingxenye yehora, ngaphandle kwehora lokuqala, elidingeka ngokunengqondo ukuze kwenziwe lokho kusesha nokulungiselela.	
j) Ngokukhishwa kwamafayela asendaweni yokugcina, izindleko ngefayela ngalinye zizoba	R195.14 ezikhokhwa ngumfakisicelo

Zonke izimali zingashintsha njengoba kuvunyelwe nguMthetho. Abafakizicelo bazokwaziswa nganoma yiziphi izinguquko ezimalini ngaphambi kokwenza inkokhelo.

16. ISIKHATHI SOKWENZA ISINQUMO

I-Clinix, zingakapheli izinsuku ezingama-30 (amashumi amathathu) kusukela kutholwe isicelo, izonquma ukuthi isivume noma isenqabe isicelo futhi inikeze isaziso esinezizathu salokho. Uma kwenzeka isicelo esenziwe sibandakanya umthamo omkhulu wolwazi, uMfakisicelo uzokwaziswa ngokwelulwa kwesikhathi okufunwayo futhi kuzosebenza isikhathi esengeziwe sezinsuku ezingama-30.

17. UKUTHOLAKALA NOKUBUYEKEZWA KWEMANUWALI YE-PAIA

Le manuwali yenziwe yatholakala ngokweMithethonqubo Inombolo R187 yangomhla ziiyi-15 kuFebhuwari 2002. Le manuwali izobuyezwa njengoba kudingeka futhi njengoba i-Clinix ibona kunesidingo, futhi ingafinyelelwa kuzo zonke izingosi zethu zewebhu zangaphandle.

18. IZINKOMBA

- 18.1. UMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika, uMthetho 108 ka-1996.
- 18.2. UMthetho Wokukhuthaza Ukufinyelela Olwazini 2 ka-2000.
- 18.3. UMthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka-2013.

KUSAYINWE E- Hyde Park MHLA ZI- 5 KU- Okthoba 2026



KUBASHNIE PILLAY

ISIKHULU SEZOLWAZI ESIGUNYAZIWE

ISITHASISELO “A”

IGAMA LESIBHEDLELA	IZINOMBOLO ZOKUBHALISWA
Clinix Botshelong-Empilweni Private Hospital (Pty) Ltd	1993/002389/07
Clinix Phakisa Mokhesi Private Hospital (Pty) Ltd	1996/009414/07
Clinix Tshepo-Themba Private Hospital (Pty) Ltd	1994/007666/07
Clinix Dr SK Matseke Memorial Private Hospital (Pty) Ltd	1980/004750/07
Clinix Selby Park Private Hospital (Pty) Ltd t/a Clinix Solomon Stix Morewa Memorial Hospital	2003/024982/07
Clinix Health Management (Pty) Ltd	1995/007347/07
Clinix Victoria Itokolle Private Hospital (Pty) Ltd	2005/019767/07
Clinix Health Group (Pty) Ltd	1997/017587/07
Clinix Cullinan Wellness Hospital (Pty) Ltd	2010/015989/07
Clinix Agency (Pty) Ltd	2004/011522/07
Clinix Health Academy (Pty) Ltd	2013/159768/07

Clinix Dr GM Pitje Day Hospital (Pty) Ltd	2019/179039/07
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ISITHASISELO “B”

INDLELA YOKUFAKA ISICELO SE-PAIA

1. Gcwalisa Ifomu Elinqunyiwe

Kufanele ugqwalise iFomu 2 elinqunyiwe: Isicelo Sokufinyelela Emarekhodini (Elinamathiselwe lapha).

2. Thumela Ifomu

Thumela ifomu eligqwalisiwe kanye nemibhalo esekelayo kuSikhulu sethu Sezolwazi ekhelini le-imeyili elikhonjisiwe esigabeni 3 ngenhla.

Isicelo sakho kufanele sifake:

- Igama eligcwele neminingwane yokuxhumana
- Ikhophi eqinisekisiwe kamazisi/yepasipoti yakho
- Imininingwane eyanele yerekhodi eliceliwe
- Ilungelo olisebenzisayo noma olivikelayo (liyadingeka ezicelweni ezenziwa ezinhlanganweni ezizimele)
- Ubufakazi begunya (uma wenza egameni lomunye umuntu)

Izicelo ezingaphelele zingabambezela ukucutshungulwa.

Ukwelulwa Kwesikhathi

Isikhathi sezinsuku ezingama-30 singelulwa kanye kuze kufike ezinsukwini ezengeziwe ezingama-30 uma:

- Isicelo sibandakanya umthamo omkhulu wamarekhodi
- Amarekhodi kufanele aqoqwe emahhovisi ahlukenene noma ezindaweni zokugcina ezingaphandle
- Kudingeka ukubonisana namaqembu esithathu noma
- Isicelo singeke siqedwe ngokunengqondo ngaphakathi kwesikhathi sokuqala.

Uzokwaziswa ngokubhaliwe uma kudingeka ukwelulwa kwesikhathi.

3. Izizathu Zokwenqaba

Ukufinyelela emarekhodini kungenqatshwa ngokuhambisana ne-PAIA, kufaka phakathi lapho ukudalula kungabandakanya:

- Ulwazi lomuntu siqu lweqembu lesithathu
- Ulwazi oluyimfihlo noma olubucayi ngokwezohwebo
- Ulwazi oluvikelwe ngelungelo lobumfihlo bezomthetho (legally privileged)
- Ulwazi oluvikelwe ngumthetho
- Ukukhathazeka ngokuphepha noma ngezokuvikeleka

Uma kuyingxenywe kuphela yerekhodi engenakudalulwa, sizonikeza ukufinyelela engxenyeni esele lapho kungenzeka khona.

4. Izicelo Ezibandakanya Amaqembu Esithathu

Uma isicelo sakho sihlobene nolwazi olumayelana neqembu lesithathu:

- Kungadingeka ukuthi sazise lelo qembu lesithathu.
- Iqembu lesithathu lingenza izethulo ngaphambi kokuba kuthathwe isinqumo.

Lokhu kungathinta isikhathi sokucubungula.

5. Amarekhodi Ezokwelapha

Izicelo zamarekhodi ezokwelapha eziguli zidinga:

- Ubufakazi obuqinile bokuhlonzwa
- Imvume ebhaliwe yesiguli (uma kucelwa yiqembu lesithathu)
- Ubufakazi begunya elisemthethweni lapho kusebenza khona
- Ezimweni ezithile, amarekhodi ezokwelapha angahlinzekwa ngochwepheshe wezempilo ofanele.

6. Umphumela Wesicelo Sakho

Uzothola isaziso esibhaliwe esisho:

- Ukuthi ukufinyelela kuvunyiwe noma kwenqatshiwe
- Izizathu zokwenqaba (uma kusebenza)
- Indlela okuzohlinzekwa ngayo ukufinyelela
- Noma yiziphi izimali ezisebenzayo

IFOMU 2

ISICELO SOKUFINYELELA EREKHODINI

[Umthethonqubo 7]

QAPHELA:

1. *Ubufakazi bokuhlonzwa kufanele bunamathiselwe ngumfakisicelo.*
2. *Uma izicelo zenziwa egameni lomunye umuntu, ubufakazi baloko kugunyazwa kufanele bunamathiselwe kuleli fomu.*

KU: Isikhulu Sezolwazi

 _____ (Ikheli)

Ikheli le-imeyili: _____

Inombolo yefeksi: _____

Maka ngo-“X”

☐ Isicelo senziwa egameni lami

☐ Isicelo senziwa egameni lomunye umuntu.

ULWAZI LOMUNTU SIQU	
Amagama Agcwele	
Inombolo Kamazisi	
Isikhundla okwenziwa ngaso isicelo (<i>uma senziwa egameni lomunye umuntu</i>)	
Ikheli Leposi	
Ikheli Lasemgwaqweni	
Ikheli le-imeyili	

Izinombolo Zokuxhumana	Ucingo (B):		Ifeksi:	
	Iselula:			
Amagama agcwele omuntu okwenziwa egameni lakhe isicelo (<i>uma kusebenza</i>):				
Inombolo Kamazisi				
Ikheli Leposi				
Ikheli Lasemgwaqweni				
Ikheli le-imeyili				
Izinombolo Zokuxhumana	Ucingo (B)		Ifeksi	
	Iselula			
IMININGWANE YEREKHODI ELICELIWE <i>Nikeza imininingwane egcwele yerekhodi ocela ukufinyelela kulo, kufaka phakathi inombolo yereferensi uma uyazi, ukuze kube lula ukuthola irekhodi. (Uma isikhala esinikeziwe singanele, sicela uqhubeke ekhasini elihlukile futhi ulinamathisele kuleli fomu. Wonke amakhasi engeziwe kufanele asayinwe.)</i>				
Incazelo yerekhodi noma ingxenye efanele yerekhodi:				

Inombolo yereferensi, uma ikhona	
Noma iyiphi eminye imininingwane yerekhodi	
UHLOBO LWEREKHODI <i>(Maka ibhokisi elifanele ngo-"X")</i>	
Irekhodi lisesimweni esibhaliwe noma esiphrintiwe	
Irekhodi liqukethe izithombe ezibonakalayo (<i>lokhu kufaka phakathi izithombe, amaslayidi, okuqoshwe ngevidiyo, izithombe ezakhiwe ngekhompyutha, imidwebo, njll</i>)	
Irekhodi liqukethe amagama aqoshiwe noma ulwazi olungaphinde ludlalwe ngomsindo	
Irekhodi ligcinwe kwikhompyutha noma ngendlela ye-elektronikhi, noma efundeka ngomshini	

UHLOBO LOKUFINYELELA <i>(Maka ibhokisi elifanele ngo-"X")</i>

Ikhophi ephrintiwe yerekhodi (<i>kufaka phakathi amakhophi anoma yiziphi izithombe ezibonakalayo, okulotshiwe kanye nolwazi olugcinwe kwikhompyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini</i>)	
Umbhalo obhaliwe noma ophrintiwe olotshwe ezithombeni ezibonakalayo (transcription) (<i>lokhu kufaka phakathi izithombe, amaslayidi, okuqoshwe ngevidiyo, izithombe ezakhiwe ngekhompyutha, imidwebo, njll</i>)	
Umbhalo olotshwe emsindweni (transcription of soundtrack) (<i>umbhalo obhaliwe noma ophrintiwe</i>)	
Ikhophi yerekhodi ku-flash drive (<i>kufaka phakathi izithombe ezibonakalayo nemisindo</i>)	
Ikhophi yerekhodi ku-compact disc drive (<i>kufaka phakathi izithombe ezibonakalayo nemisindo</i>)	
Ikhophi yerekhodi egcinwe kuseva yokugcina ye-cloud	

INDLELA YOKUFINYELELA <i>(Maka ibhokisi elifanele ngo-"X")</i>	
Ukuhlola irekhodi mathupha ekhelini elibhalisiwe lesigungu sikahulumeni/esizimele (<i>kufaka phakathi ukulalela amagama aqoshiwe, ulwazi olungaphinde ludlalwe ngomsindo, noma ulwazi olugcinwe kwikhompyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini</i>)	
Izinsizakalo zeposi ekhelini leposi	
Izinsizakalo zeposi ekhelini lasemgwaqweni	
Isevisi ye-courier ekhelini lasemgwaqweni	
Ifeksi yolwazi ngendlela ebhaliwe noma ephrintiwe (<i>kufaka phakathi okulotshiwe</i>)	
I-imeyili yolwazi (<i>kufaka phakathi imisindo uma kungenzeka</i>)	
Ukwabelana nge-cloud/ukudluliswa kwefayela	

Ulimi oluthandwayo (Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyelela kunganikezwa ngolimi irekhodi elitholakala ngalo)	
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IMININGWANE YELUNGELO OKUFANELE LISETSHENZISWE NOMA LIVIKELWE <i>Uma isikhala esinikeziwe singanele, sicela uqhubeke ekhasini elihlukile futhi ulinamathisele kuleli Fomu. Umfakisicelo kufanele asayine wonke amakhasi engeziwe.</i>	
Khombisa ukuthi yiliphi ilungelo okufanele lisetshenziswe noma livikelwe	
Chaza ukuthi kungani irekhodi eliceliwe lidingeka ukuze kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla:	

IZIMALI	
a) Imali yesicelo kufanele ikhokhwe ngaphambi kokuba isicelo sicatshangelwe. b) Uzokwaziswa ngenani lemali yokufinyelela okufanele likhokhwe. c) Imali ekhokhwayo yokufinyelela erekhodini incike ohlotsheni lokufinyelela oludingekayo kanye nesikhathi esinengqondo esidingekayo sokusesha nokulungiselela irekhodi. d) Uma ufanelekela ukukhululwa ekukhokheni noma iyiphi imali, sicela usho isizathu sokukhululwa	
Isizathu	

Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sivunyiwe noma senqatshiwe futhi, uma sivunyiwe, ngezindleko eziphathelele nesicelo sakho, uma zikhona. Sicela ukhombise indlela othanda ukuxhumana ngayo:

Ikheli leposi	Ifeksi	Ukuxhumana nge-elektronikhi (Sicela ucacise)

Kusayinwe e-_____ ngalolu suku lwe-_____ ku-_____ 20 _____

Isiginesha Yomfakisisicelo / yomuntu okwenziwa egameni lakhe isicelo

OKOKUSETSHENZISWA EHHOVISI KUPHELA

Inombolo yereferensi:	
Isicelo samukelwe ngu: (Sho Isikhundla, Igama Nesibongo Sesikhulu Sezolwazi)	
Usuku lokwamukelwa:	
Izimali zokufinyelela:	
Idiphozithi (uma ikhona):	

Isiginesha Yesikhulu Sezolwazi