UMGAQO-NKQUBO WOKUBA YIMFIHLO KWEENKCUKACHA ZOMNTU WASE-(FAKA IGAMA LESIKOLO)

Idilesi yeposi yesikolo:
Idilesi yesitalato yesikolo:
Inombolo yefoni yesikolo:
Idilesi ye-imeyili yesikolo:
Igosa lengcaciso: _____(Inqununu)
Idilesi ye-imeyili:
Isekela-gosa lengcaciso : _____ (Elityunjwa yinqununu)
Idilesi ye-imeyili:

1. Intshayelelo

1.1 I-(Faka igama lesikolo) ("isikolo") sisikolo sikarhulumente ngokwe-*South African Schools Act (SASA), 1996 (Act 84 of 1996),* yaye siphethwe sikwalawulwa ngokwemigaqo yoMthetho we-*SASA* kwakunye nomgaqo-nkqubo wolwimi nowokwamkelwa kwabafundi esikolweni oyilwe ngokwale migaqo Lolu ulwimi lokufundisa esikolweni (Faka ulwimi okanye iilwimi zokufundisa). Isikolo sifundisa amaBakala ukusuka ku-(faka ibakala) ukuya ku-(faka ibakala).

1.2 Isikolo kufuneka siqokelele yaye sisebenzise iinkcukacha ezithile malunga nabantu kunye nabantu abanelungelo ngokomthetho (ekubhekiswa kubo ngokudibeneyo ngokuba "ngabantu idatha eziinkcukacha enxulumene nabo"). Icandelo 1 loMthetho i-*POPIA*, 2013 (uMthetho 4 ka-2013) limchaza "umntu oyi-*data subject* " njengomntu iinkcukacha zakhe ezinxulumene naye. Abantu idatha eziinkcukacha enxulumene nabo banokubandakanya abafundi, ootitshala, abenzelwa iinkonzo, ababoneleli-nkonzo besikolo, abathengisi, abantu ekushishinwa nabo, abaqeshwa, amavolontiya kunye nabanye abantu isikolo esinobudlelwane nabo okanye ekungafuneka singene kwimvumelwano kunye nabo.

1.3 Lo mgaqo-nkqubo uchaza ukuba ezi nkcukacha kufuneka ziqokelelwe, ziqwalaselwe , yaye zigcinwe njani na ukuze ziyifezekise imigangatho yokukhuselwa kweenkcukacha zomntu yaye oko kukuthobela umthetho.

1.4 Isikolo sikuthatha ukusingathwa nokuqwalaselwa okusemthethweni nokufanelekileyo kwazo zonke iinkcukacha zomntu njengokubalulekileyo ekwenziweni kweenkonzo ngokuyimpumelelo yaye kubalulekile oko ukugcina ukuzithemba phakathi kwesikolo, abantu idatha eziinkcukacha enxulumene nabo nee-entithi/ii-arhente/amashishini/abantu abasebenzisana nesikolo. Isikolo ke ngoko siyixhasa ngokupheleleyo yaye siyayilandela imithetho-siseko (*principles)* yoMthetho i-*POPIA*, kunye nemigaqo ebhengezwe ngokwalo Mthetho.

1.5 Igosa lengcaciso lesikolo yinqununu, (bhala igama lenqununu), yaye kunokuqhagamshelwana nayo, ngencwadi ebhaliweyo , malunga nayo nayiphi na imiba enxulumene noMthetho i-*POPIA*.

1.6 Isekela legosa lengcaciso lesikolo, njengoko lityunjwe yinqununu, ngu-(faka igama lesekela legosa lengcaciso) yaye kunokuqhagamshelwana nalo ngencwadi ebhaliweyo.

1.7 Iinkcazelo zeentsingiselo zamagama asetyenzisiweyo zivela ekupheleni kwalo mgaqo-nkqubo.

2. Injongo

2.1. Lo mgaqo-nkqubo wokuba yimfihlo kweenkcukacha zomntu uqinisekisa ukuba isikolo:

a) siyawuthobela uMthetho we-*POPIA*, 2013 (uMthetho 4 ka-2013);
b) sikhusela amalungelo abantu idatha eziinkcukacha enxulumene nabo njengoko kuchaziwe;
c) asiyifihli indlela esiqokelela, esigcina, esitshabalalisa, esicima yaye sisebenzise ngayo iinkcukacha zabantu idatha eziinkcukacha enxulumene nabo; yaye
d) sikhusela amalungelo esikolo kunye nabantu idatha eziinkcukacha enxulumene nabo kwiingozi (risks) zokophulwa komthetho.

3. Inkcazo yomgaqo-nkqubo

3.1. Isikolo sizibophelele ekukhuseleni ukuba yimfihlo kweenkcukacha eziyidatha yabo bantu idatha eziinkcukacha enxulumene nabo ngokuhambelana neembophelelo ezinyanzeliswa nguMthetho we-*POPIA*. UMthetho we-*POPIA* uchaza ukuba isikolo masiqokelele, siqwalasele, yaye sizigcine njani na iinkcukacha zomntu idatha eziinkcukacha enxulumene naye.

3.2. Le mithetho-siseko isebenza nokuba ngaba iinkcukacha zigcinwe ngekhompyutha (*electronically*), zingamaphepha okanye zikwezinye iimathiriyeli (*materials)*.

3.3. Ukuthobela uMthetho we-*POPIA,* kusebenza le mithetho-siseko yokuba yimfihlo kweenkcukacha zomntu ibalulekileyo. Iinkcukacha zomntu kufuneka:

a) zisingathwe yaye ziqwalaselwe ngokufanelekileyo nangokusemthethweni;
b) zifunyanelwe injongo ethile, ekujoliswe kuyo;
c) zonelise, zifaneleke yaye zingagqithisi;
d) zichaneke yaye zihlale zihlaziywe;
e) zingagcinwa ixesha elide kunokuba kuyimfuneko;
f) zisingathwe ngokungqinelana namalungelo abantu idatha eziinkcukacha enxulumene nabo;
g) zikhuselwe ngeendlela ezifanelekileyo; yaye
h) zingagqithiselwa ngaphandle koMzantsi Afrika ngaphandle kokuba elo lizwe okanye loo mmandla nawo uqinisekisa inqanaba elaneleyo/elifanelekileyo lokhuseleko.

4. Umhlaba oza kufikelelwa

4.1. Lo mgaqo-nkqubo usebenza kubo bonke abaqeshwa besikolo, kuquka abasisigxina nabethutyana, kubaqeshwa abasebenza ngokwemvumelwano nesikolo, abaqeqeshi, amavolontiya, nabanye abagunyazisiweyo ukuba bafikelele kwiinkcukacha zabantu ezigcinwe sisikolo.

4.2. Imigqaliselo yomgaqo-nkqubo isebenza ngaphakathi nangaphandle kwesikolo apho kusingathwa kuqwaselwe khona iinkcukacha zomntu neenkcukacha ngumsebenzisi okanye ngumntu onikwe igunya lokwenza oko.

4.3. Ulawula yonke imisebenzi yoshishino ebandakanya ukuqwaselwa nokusingathwa kweenkcukacha zomntu, kuqukwa neenkcukacha zomntu ezikhethekileyo, ezenzelwe isikolo okanye egameni lesikolo. Ezi nkcukacha zomntu kunye neenkcukacha zomntu ezikhethekileyo zinokuquka, phakathi kwezinye:

4.3.1. Iinkcukacha zomntu:

a) iinkcukacha ezinxulumene nohlanga, isini *(sex*), ubuni (*gender*), ukukhulelwa, ubume bomtshato, ubuzwe, imvelaphi yohlanga/ ngokwentlalo, ibala, ukuzazi nokubanomdla wokwabelana ngesondo nesini esithile, iminyaka yobudala, impilo ngokomzimba/ngokwasengqondweni, impilo-qete, ukukhubazeka, inkolo, isazela, inkolelo, inkcubeko, ulwimi kunye nokuzalwa komntu;
b) iinkcukacha ezinxulumene nemfundo okanye imbali yezonyango, yezemali, yolwaphulo-mthetho okanye yengqesho yomntu;
c) nayiphi na inombolo emchazayo, uphawu, idilesi ye-imeyili, idilesi yendawo yokuhlala, inombolo yomnxeba, iinkcukacha zendawo, inkcazo emchazayo ku-intanethi okanye nayiziphi na izinto achazwa afumaneke ngazo umntu (*online identifier);*
d) iinkcukacha zebhayometrikhi (*biometric)* zomntu;
e) imbono zakhe, izimvo okanye izinto azikhethayo umntu;
f) ilmbalelwano ethunyelwe ngumntu lowo engombandela ongacaciswanga ngqo okanye olihlebo okanye enye imbalelwano eya kuthi iveze ikhontenti yembalelwano eyintsusa;
g) izimvo okanye indlela acinga ngayo omnye umntu ngalo mntu; kunye
h) negama lomntu, ukuba livela kunye neenkcukacha zomnye umntu ezinxulumene nomntu okanye ukubhengezwa kwegama ngokwalo kuya kuveza iinkcukacha malunga naloo mntu.

4.3.2. Iinkcukacha zomntu ezikhethekileyo:

a) iinkolelo zonqulo/zefilosofi, imvelaphi ngokohlanga/ngokobuzwe, ubulungu bemanyano yabasebenzi, iimbono zezopolitiko, ezingempilo/ezingesini nezobudlwane bomfundi okanye iinkcukacha zebhayometrikhi *(biometric);* kunye
b) nendlela yokuziphatha komntu malunga nolwaphulo-mthetho ngokunxulumene nokutyholwa ngokwenza isenzo solwaphulo-mthetho okanye ngaso nasiphi na isenzo solwaphulo-mthetho okanye iingxoxo

ezibhekiselele kuso nasiphi na isenzo solwaphulo-mthetho atyholwa ngokusenza umntu okanye ukuqukunjelwa kwengxoxo zetyala elilolu hlobo.

5.* Iingozi (*risks)

5.1. Lo mgaqo-nkqubo unceda ekukhuseleni isikolo kunye nabantu idatha eziinkcukacha enxulumene nabo kwiingozi zokhuseleko, ezibandakanya:

a) **Ukophulwa komgaqo wokugcinwa kweenkcukacha ziyimfihlo**-linkcukacha ngokwabelwane ngazo ngokungafanelekanga;

b) **Ukusilela ukwenza abantu bazikhethele** - bonke abantu idatha eziinkcukacha enxulumene nabo kufuneka bakhululeke ekukhetheni indlela isikolo esisebenzisa ngayo iinkcukacha ezinxulumene nabo apho iinkcukacha zomntu zobuqu zingathathwanga, zisetyenziswe okanye kwabelwana ngazo ngokomthetho okanye ngokwesivumelwano phakathi kwabantu idatha eziinkcukacha enxulumene nabo nesikolo;

c) **Ukungcoliswa kwegama lomntu -** isikolo okanye abantu idatha eziinkcukacha enxulumene nabo kunokungcolisa igama labo ukuba amasela eenkcukacha zabantu kui-intanethi (*hackers)* ayaphumelele ukufikelela kwiinkcukacha zabantu idatha eziinkcukacha enxulumene nabo; kunye

d) **nokuphulukana neenkcukacha zomntu.**

6. Imisebenzi eluxanduva

6.1. Wonke umntu osebenzela isikolo okanye osebenza nesikolo unomsebenzi oluxanduva lokuqinisekisa ukuba iinkcukacha zabantu idatha eziinkcukacha enxulumene nabo ziyaqokelelwa, zigcinwe yaye ziphathwe ngokufanelekileyo ukuqinisekisa ukuba zigcinwa zilihlebo , ukuthembeka nokufumaneka kwazo.

6.2. Wonke umntu osesikolweni kufuneka aqinisekise ukuba bonke abasebenzi abalawula okanye abafikelela kwiinkcukacha zabantu bayawuthobela lo mgaqo-nkqubo. Ibhunga lolawulo kunye namalungu ekomiti yolawulo yesikolo bayacelwa ukuba baphonononge imigaqo kwiindawo zabo ukuqinisekisa ukuthotyelwa kwalo mgaqo-nkqubo kunye noMthetho we-*POPIA* njengenxalenye yenkqubo yokucwangcisela unyaka yesikolo.

6.3. Wonke umntu osingatha iinkcukacha zomntu kufuneka aqinisekise ukuba zisingathwa yaye zisetyenziswa ngokungqinelana nalo mgaqo-nkqubo nemithetho-siseko yokugcinwa kweenkcukacha ziyimfihlo.

6.4. Aba bantu banalo msebenzi uluxandavu ulandelayo:

6.4.1. Igosa lengcaciso lilo eligqibelayo kumsebenzi oluxanduva lokuqinisekisa ukuba isikolo siyazifezekisa na iimfuno zomthetho.

6.4.2. Igosa lengcaciso/isekela-gosa lengcacisoi linomsebenzi oluxanduva loku kulandelayo:

a) ukuhlala linolwazi ngokuqhubekayo ngokubhekisele kwii-asethi *(assets)* zeenkcukacha kunye noxanduva lokukhusela iinkcukacha zomntu, iingozi (risks) nemiba enxulumene noko;
b) ukujongisiswa kwazo zonke iinkcukacha malunga nokukhuselwa kwemigaqo-nkqubo kunye nemigaqo;
c) ukulungiselela uqeqesho lokhuselo lweenkcukacha zomntu kunye neengcebiso kubaqeshwa nakubantu abachaphazelekayo kulo mgaqo-nkqubo; kunye
d) nokutshekisha nokuvuma naziphi na iimvumelwano okanye izigqibo nabantu abanokuthi baqokelele, basingathe, bagcine okanye batshabalalise iinkcukacha zomntu egameni lesikolo.

6.4.3. Igosa lengcaciso/isekela-gosa lengcaciso linomsebenzi oluxanduva lokujongana nezicelo ezivela kubantu idatha eziinkcukacha enxulumene nabo abafuna ukubona iinkcukacha zabo ezigcinwe sisikolo ngabo (ezibizwa ngokuba "*data subject access requests*") linkcukacha ezimchazayo ukuba ungubani na nabani na owenza isicelo i-*data subject access request* kufuneka siqinisekiswe ngaphambi kokuxela naziphi na iinkcukacha zomntu.

6.4.4. [Faka igama lomgcini weenkcukacha] unomsebenzi oluxanduva loku kulandelayo:

a) ukuqinisekisa ukuba zonke ii-asethi ze-*Information and Communication Technology (ICT)* ezisetyenziselwa ukusingatha iinkcukacha zomntu ziyayifezekisa imigangatho yokhuseleko efanelekileyo;
b) ukuhlola rhoqo nokuskena *(scans)* ii-asethi ukuqinisekisa ukuba i-*hardware* ne-*software* yekhompyutha zisebenza kakuhle; kunye
c) nokuvavanya naziphi na iinkonzo zabanye abachaphazelekayo isikolo esicinga ukuzisebenzisa ekusingatheni iinkcukacha zomntu, umzekelo, iinkonzo ze-intanethi kwikhompyutha ii-*cloud computing services*.

7. Isikhokelo ngokubanzi

a) Abantu ekuphela kwabo abanakho ukufikelela kwiinkcukacha zomntu ababandakanywa kulo mgaqo-nkqubo kufuneka ibe ngabo **bazifunela ukwenza umsebenzi okanye ngeenjongo ezinxulumene nomthetho.**
b) linkcukacha zomntu **akufuneki kwabelwane ngazo nabanye ngokungamiselwangwa** yaye akufuneki kwabelwane ngazo kusetyenziswa amakhasi onxibelelwano afana *no-Facebook, uLinkedIn, uGoogle Plus, uWhatsApp,* njl.
c) Xa ukufikelela kwiinkcukacha zomntu kuyimfuneko, abasebenzi banokuzicela kwigosa lengcaciso okanye kumntu otyunjwe lilo.

d) Isikolo **siya kubonelela ngoqeqesho** kubo bonke abaqeshwa ukubanceda ukuba baqonde imisebenzi yabo eluxanduva lwabo xa beqwalasela iinkcukacha zabantu.
e) Abaqeshwa kufuneka bazigcine zonke iinkcukacha zabantu **zikhuselekile,** ngokuthi bathathe amanyathelo okuthintela iingozi *(risks)* baze balandele izikhokelo ezichazwe apha.
f) **Makusetyenziswe iiphasiwedi (*passwords*)** eziluqilima, yaye akufuneki kwabelwane ngazo.
g) Iinkcukacha zomntu **akufuneki zixelwe** kubantu abangagunyaziswanga, nokuba kwabangaphakathi okanye kwabangaphandle kwiziko.
h) Iinkcukacha zomntu kufuneka **zijongisiswe rhoqo yaye zihlaziywe** xa kufumaniseka ukuba ziphelelwe lixesha. Ukuba azisafuneki ngenjongo ebekiweyo, kufuneka zicinywe yaye zilahlwe ngokungqinelana nenkqubo yokulahlwa kwazo.
i) Abaqeshwa **kufuneka bacele uncedo** kwigosa leengcaciso okanye kumntu otyunjwe lilo ukuba abaqinisekanga malunga nawo nawuphi na umba wokhuseleko lweenkcukacha zomntu.

7.1. **Ukuqokelelwa kweenkcukacha**

7.1.1. Isikolo siqokelela iinkcukacha ukuxhasa isigunyaziso sokwenziwa kweenkonzo.

7.1.2. Iinkcukacha zomntu ziqokelelwa ngokuthe ngqo kubantu idatha eziinkcukacha enxulumene nabo apho kufanelekileyo, yaye kuhlala kuthotyelwa uMthetho we-*POPIA*.

7.1.3. Isikolo siqokelela ezi ntlobo zilandelayo zeenkcukacha:
a) iinkcukacha ngabafundi nabazali babo ezinikwa ngabafundi, abazali babo nabanye; kunye
b) neenkcukacha malunga nezicelo zemisebenzi, abaqeshwa , amavolontiya neendwendwe ezinikwa ngabenzi-sicelo zomsebenzi, abaqeshwa, amavolontiya, iindwendwe nabanye.

7.1.4. Isikolo siqokelela iinkcukacha ngeendlela ezininzi, ezibandakanya:
a) ukuzithatha emntwini buqu nangefoni;
b) kumaxwebhu ekhompyutha nangamaphepha, kubandakanywa nezicelo zomsebenzi, ii-imeyili, ii-invoyisi, iifom zokwamkelwa kwabafundi, iileta eziya esikolweni, iifom zokunika imvume (umzekelo, ukwamkelwa kwabafundi, iihambo zesikolo zokufunda okanye iinkonzo zenkxaso zabafundi), iziko lewebhu lesikolo okanye amaqonga onxibelelwano alawulwa zizikolo;

c) ngezixhobo eziku-intanethi, ezinje nge-*applications* kunye nezinye ii-*software* ezisetyenziswa sisikolo; kunye
d) nangazo naziphi na iikhamera ze-*Close Circuit Television* ezikumasango esikolo (ukuba kuyasebenza oko).

7.1.5. Injongo ephambili yesikolo yokuqokelela iinkcukacha malunga nabafundi kunye nabazali babo:
a) kukufundisa abafundi;
b) kukunika inkxaso yempilo qete yabafundi ngokwasentlalweni nangokweemvakalelo;
c) kukuzalisekisa iimfuno zomthetho, kubandakanywa:
i. ukuthatha amanyathelo afanelekileyo ukunciphisa iingozi zomonakalo okunokubonwa kwangaphambili kubafundi, kubaqeshwa nakwiindwendwe (umsebenzi oyimbophelelo ngokomthetho wokukhathalela abanye);
ii. kukwenza uhlengahlengiso olufanelekileyo kubafundi abakhubazekileyo, apho kufanelekileyo; kunye
iii. nokubonelela ngendawo yokufunda ekhuselekileyo,
d) kukwenza isikolo ukuba sikwazi ukwenza oku kulandelayo:
i. ukunxibelelana nabazali ngemicimbi yesikolo yabafundi yaye sibhiyozele iinzame kunye nempumelelo yabafundi; kunye
ii. nokugcinwa kocwangco nolawulo lwesikolo,
e) kukwenza iSebe leMfundo leNtshona Koloni (iWCED), iSebe leMfundo esiSiseko (DBE), uMphicothi-zincwadi Jikelele (AG) okanye nabaphi na abanye abantu abagunyazisiweyo babenako:
i. ukuqinisekisa ulawulo olululo, ubonelelo nolawulo lwesikolo;
ii. ukuzalisekisa imisebenzi esemthethweni kunye nemisebenzi elindelekileyo;
iii. ukucwangcisa, ukuxhasa ngemali, ukubeka esweni, ukulawulwa kuvavanywe imigaqo-nkqubo yeSebe i-WCED, iinkonzo kunye nemisebenzi;
iv. ukuthobela iimfuno zokunika ingxelo; kunye
v. nokuphanda ngezehlo ezikolweni kunye / okanye ukuphendula ngawo nawaphi na amabango ezomthetho,
f) Injongo ephambili yesikolo yokuqokelela iinkcukacha malunga nabaqeshwa, amavolontiya kunye nabenzi-sicelo bemisebenzi:
i. kukuvavanya ukufaneleka kwabenzi-sicelo sengqesho okanye ukuvolontiya;
ii. kukulawula ingqesho okanye ukufakwa kwamavolontiya;
iii. kukuzalisekisa uxanduva lwezomthetho olwahlukeneyo, kubandakanya ingqesho kunye neemfanelo eziyimbophelelo zomthetho kuqukwa

neembophelelo zezengqesho neezemvumelwano, imithetho yezokhuseleko nempilo emsebenzini nokuphanda ngezehlo; kunye

iv. nokuphendula kumabango ezomthetho ajoliswe esikolweni okanye kwiSebe iWCED.

7.2. **Ukuhlelwa kweenkcukacha**

7.2.1. [Faka igama lomnini-nkcukacha] uhlela iinkcukacha ngokuhambelana neemfuno zalo zomthetho, iimfundiso ezisisiseko ukubaluleka kwazo kunye nokuba zingenakwaziswa abanye ngokumalunga nokuxelwa kwazo ngokungagunyaziswanga, ukuguqulwa okanye ukulahleka kwazo.

a) Iinkcukacha zomntu zihlala zichazwa njengeZILIHLEBO.

b) Iinkcukacha zomntu ezikhethekileyo kunye neenkcukacha zabantwana zihlala zihlelwa njengeZIYIMFIHLO.

7.3. **Ukusetyenziswa kweenkcukacha zomntu**

7.3.1. Xa iinkcukacha zomntu kufikelelwe kuzo yaye zasetyenziswa, oko kunokubangela ukuba zibe sengozini enkulu yokulahleka, yorhwaphilizo okanye yobusela. Ngako oko:

a) Xa kusetyenzwa ngeenkcukacha zomntu, abaqeshwa kufuneka baqinisekise ukuba **izikrini zeekhompyutha (*computer screens*) zabo zitshixiwe** xa zishiyiwe zingenamntu uzisebenzisayo.

b) Iinkcukacha zomntu **akufuneki kwabelwane ngazo ngokungamiselwanga.**

c) Zonke iinkcukacha zomntu ezithunyelwa nge-**imeyili** (njengeziqhotyoshelweyo okanye njengetheksti ye-imeyili) kufuneka zithathelwe ingqalelo njengezingena kuxelelwa abanye yaye zikhuselwe ngokunjalo. Azifanelanga ukuba zithunyelwe komnye umntu ngaphandle kweziko ngaphandle kokuba oko kuvunywe ligosa lengcaciso. Oku kubandakanya ukuthunyelwa kwee-iimeyili kwi-akhawunti ye-imeyili yomqeshwa buqu.

d) Phambi kokuba uthumele i-imeyili kumntu osebenza naye ngqinisisa negosa lengcaciso ukuba umthunyelelwa uvumelekile ukuba akwazi ukufikelela kuyo njengoko ingengabo bonke abasebenzisi kwiziko abakwaziyo ukufikelela kwiinkcukacha ezifanayo.

e) Idatha kufuneka **ibhalwe ngobhalo oluziikhowudi ezifihlakeleyo (*encrypted)* ngaphambi kokuba ithunyelwe ngekhompyutha (*transfered electronically)*.**

f) Iinkcukacha zomntu **azinakuze zithunyelwe ngaphandle koMzantsi Afrika** ngaphandle kwengqinisekiso yokuba ilizwe apho zithunyelwe khona linokuqinisekisa inqanaba eliphezulu lokhuseleko lweenkcukacha zomntu.

g) Abaqeshwa **akufuneki bazigcine *(save)* iikopi zeenkcukacha zabantu idatha eziinkcukacha enxulumene nabo kwiikhompyutha zabo**. Makusoloko

kufikelelwa yaye kuhlaziywa i-*central copy* yayo naziphi na iinkcukacha zomntu.

7.4. **Ukugcinwa kweenkcukacha**

7.4.1. Le mithetho-siseko ichaza ukuba zingagcinwa njani phi ngokukhuselekileyo iinkcukacha zomntu. Imibuzo malunga nokugcinwa ngokukhuselekileyo kweenkcukacha zomntu ingabhekiswa kwigosa lengcaciso kwisekela gosa lengcaciso.

7.4.2. Xa inkcukacha zomntu **zigcinwe ephepheni,** kufuneka zigcinwe kwindawo ekhuselekileyo apho abantu abangagunyaziswanga bengenakuzibona okanye bafikelele kuzo. Ezi zikhokelo ziyasebenza nakwiinkcukacha zomntu ezihlala zigcinwe ngekhompyutha kodwa ziprintwe (*printed)* ngesizathu esithile.

a) Xa zingeyomfuneko, iphepha okanye iifayili kufuneka zigcinwe **kwidrowa etshixiweyo okanye kwikhabhinethi yokufayilisha.** Apho iinkcukacha ezihlelwe njenge-**ZIYIMFIHLELO ,** kufuneka kubekho imiqathango yokufikelela kwiinkcukacha yaye makulogwe (*logged)* ngokusayina *)*.
b) Abaqeshwa kufuneka baqinisekise ukuba amaphepha kunye nezinto eziprintiweyo **azishiywanga apho zinokuzibonwa ngabantu abangagunyaziswanga,** ezifana neprinta okanye umatshini wokufotokopa.
c) **Amaphepha aprintiweyo (printouts) aqulethe iinkcukacha zabantu kufuneka atshatyalaliswe/akrazulwe acukucezwe *(shredded)*** kwangoko yaye alahlwe ngokukhuselekileyo xa engasafuneki ngenjongo ebekulungiselelwe yona.

7.4.3. Xa iinkcukacha zabantu **zigcinwa kwikhompyutha**, kufuneka zikhuselwe ekubeni kufikelelwe kuzo ngokungagunyaziswanga, ekucinyweni ngengozi, kunye nakwimizamo yokubiwa kweenkcukacha kwikhompyutha okunobungozi *(hacking):*

a) Konke uokugcinwa kweenkcukacha kwikhompyutha kufuna ulawulo lokufikelela kuzo okulingana neenkqubo zokuveliswa kwazo neendlela zokukhusela iifayili ezifana **nokubhalwa ngeekhowudi ezifihlakeleyo** (*encryption)* ekufuneka zisetyenziswe.
b) Bonke abafikelela kwikhompyutha **mabaloge *(logged)* ngokusayina**.
c) Iinkcukacha zabantu kufuneka zigcinwe **kwikhompyutha ezizii-*drivers* kunye neeseva (*servers)* ezichongelwe oko** yaye kufuneka zikhutshelelwe *(uploaded)* kuphela **kwiinkonzo ezivunyiweyo zekhompyutha ezizii-*cloud computing services*.**
d) Ukugcinwa kweenkcukacha kwiidivayisi ezibonakalayo, kubandakanya kodwa kungaphelelanga kwi-*Universal Serial Bus (USB)* ii-*flash drive* (imemoristikhi), ii-*external hard drive*, ii-*Compact Disc* (iiCD) okanye i-*Digital*

Video Discs (DVDs) kufuneka **kuvunywe kwangaphambili** ligosa lengcaciso okanye ngulowo kudluliselwe kuye amagunya.

e) Ukuba iinkcukacha zomntu zigcinwe kwidivayisi zemidiya enokuhanjwa nazo (njenge-*memory stick*, i-*external hard drive*, i-*CD* okanye i-*DVD*) iifayili kufuneka zibhalwe **ngeekhowudi ezifihlakeleyo** (*encrypted)*, zikhuselwe ngephasiwedi, yaye iidivayisi kufuneka zitshixelwe ngokunqatyisiweyo xa zingasetyenziswa.

f) I-*USB flash drives* ezifunyenweyo okanye ezinikezelwa njengezinto ezikhuthaza ukuba kuthengwe akufuneki zifakwe nakweyiphi na ikhompyutha njengoko ezi zixhobo zinokuba ne-*software (malware or viruses))* efihliweyo enokutshabalalisa iinkcukacha.

g) Zonke idivayisi ezilahlekileyo okanye ezibiweyo (kubandakanya ezo zinokususwa kuhanjwe nazo) kufuneka zixelwe ngokukhawuleza kwigosa lengcaciso.

h) Iiseva (*servers)* ezineenkcukacha zabantu kufuneka **zibekwe kwindawo enqatyisiweyo,** kude ne-ofisi eqhelekileyo, apho kunako ukwenzeka oko.

i) Iifayili zekhompyutha ezineenkcukacha zomntu kufuneka **zikhutshelwe qho ukwenzela ukuba zigcinwe**(**backed up**). Oku kukhutshelwa ukwenzela ukuba zigcinwe kufuneka kuvavanywe rhoqo ngokungqinelana nemigaqo yesikolo yokugcina iinkcukacha eqhelekileyo *(school's standard backup procedures*).

j) Zonke iiseva, iikhompyutha kunye nezinye iidivayisi zekhumpyutha ezineenkcukacha zabantu kufuneka **zikhuselwe yi-*software* evunyiweyo yokhuseleko kunye nesistim yekhompyutha eyi-*firewall.***

7.5. **Ukuchaneka kwedatha**

7.5.1. UMthetho i-POPIA ufuna ukuba isikolo sithathe amanyathelo afanelekileyo okuqinisekisa ukuba iinkcukacha zabantu zigcinwa zichanekile yaye zihlaziyiwe.

7.5.2. Ngumsebenzi oluxanduva lwabo bonke abaqeshwa abasebenza ngeenkcukacha zomntu ukuba bathathe amanyathelo afanelekileyo okuqinisekisa ukuba zigcinwa zichanekile yaye zihlaziyiwe kangangoko.

a) Iifayili zekhompyutha ezineenkcukacha zomntu kufuneka zigcinwe **kwiindawo ezimbalwa njengoko kufanelekile**. Abaqeshwa akufuneki benze iiseti zedatha ezongezelelweyo ezingeyomfuneko.

b) Abaqeshwa kufuneka **bathathe lonke ithuba lokuqinisekisa ukuba iinkcukacha zomntu zihlaziyiwe**, umzekelo, ngokuziqinisekisa iinkcukacha zomntu xa efowuna.

c) Isikolo siya kwenza kube **lula kubantu idatha eziinkcukacha enxulumene nabo ukuhlaziya iinkcukacha zabo** isikolo esizilawulayo okanye esinazo.

d) Iinkcukacha zabantu kufuneka **zihlaziywe xa kufunyaniswa iimpazamo.**

7.6. **Ukulahlwa kwamaphepha aneenkcukacha zabantu**

7.6.1. Amaphepha asetyenzisiweyo kunye neekopi ezinokulahlwa ngokomyalelo wokulahlwa kwazo ngokubanzi kufuneka zilahlwe ngokusebenzisa ikhonteyina enqatyisiweyo esikhuselekileyo okanye umatshini wokucukuceza amaphepha *(shredder)*.

7.6.2. Iikopi zeenkcukacha zomntu, kubandakanya iinkcukacha ezikhekhekileyo zomntu, ezihlelwe njenge**ZIYIMFIHLELO**, **ezigcinwe kwikhompyutha** kufuneka zitshatyalaliswe ngokupheleleyo okanye kucinywe idatha.

7.6.3. Ukutshatyalaliswa kwazo zonke iifayili eziyintsusa (*original)* kunye neefayili zekhompyutha makwenziwe ngokungqinelana *noMgaqo-nkqubo woKulawulwa kweeRekhodi* wesikolo.

8. Izicelo zokufikelela kwiinkcukacha zomntu idatha eziinkcukacha enxulumene naye

8.1. Bonke abantu idatha eziinkcukacha enxulumene nabo egcinwe sisikolo banelungelo loku kulandelayo:

a) Ukubuza ukuba **zeziphi iinkcukacha** zabo ezigcinwe sisikolo, ngoobani yaye kutheni kusabelwana nabo ngazo,
b) Ukubuza ukuba bangafikelela njani na kuzo,
c) Ukwaziswa **ngendlela yokuzigcinwa kwazo zihlaziyiwe**, kunye
d) Nokwaziswa ukuba isikolo **sizifezekisa njani iimfanelo zaso ngokoMthetho we-*POPIA*.**

8.2. Ukuba umntu idatha eziinkcukacha enxulumene naye unxibelelana nesikolo ecela ezi nkcukacha oku kubizwa ngokuba **sisicelo sokufikelela kwidatha yomntu ekuqokelelwe kuye idatha.**

8.3. Izicelo zokufikelela kwiinkcukacha zabantu idatha enxulumene nabo kufuneka zithunyelwe kwigosa lengcaciso / kwisekela legosa lengcaciso.

8.4. Isikolo sinika kuphela iingxelo zesikolo kunye nembalelwano eqhelekileyo yesikolo kubazali abanelungelo elisemthethweni lezo nkcukacha.

8.5. Kwezinye iimeko, ummeli ogunyazisiweyo akanakuba nelungelo lokufumana iinkcukacha malunga nomfundi. Ezi meko zibandakanya xa ukunika imvume yokufikelela kungayi kumlungiselela umfundi ngeyona ndlela ibhetele, kungaba kukutyeshela umsebenzi oluxanduva lwesikolo wokukhathalela umfundi, kukuchasana neminqweno yomfundi okanye kungaba nefuthe elingafanelekanga kwiinkcukacha eziyimfihlo zomnye umntu.

9. Ukuxelwa kweenkcukacha (ukwabelana nabanye) ngeenkcukacha zomntu

9.1. **Ukuxelwa kweenkcukacha kwangaphakathi**

9.1.1. Ngokubanzi, iinkcukacha zomntu kwabelwana nabanye ngazo apha ngaphakathi esikolweni apho kuvumelekileyo oko ngokusemthethweni ngeenjongo ezicaciswa zizizathu ezivakalayo nezemfundo ezifanelekileyo. Nangona kunjalo, ngaphakathi esikolweni, ukufikelela kuqingqiwe yaye ngabo baqeshwa okanye ngabanye abantu abachaphazelekayo abafuna ukufikelela ukulungiselela ukwenza imisebenzi abayabelweyo.

9.1.2. Isikolo sizixela iinkcukacha ngokungqinelana noMthetho we-*POPIA,* ngezi njongo zilandelayo:

a) ukulungiselela injongo ephambili njengoko kucacisiwe kumhlathi 7.1,

b) ukulungiselela injongo enganeno enxulumene noko nelindelekileyo, umzekelo, ukwenza ukuba ibhunga lolawulo likwazi ukuzalisekisa iinjongo zalo, nemisebenzi yalo, namagunya alo,

c) kunye nemvume, kubandakanywa imvume enikwa xa kusamkelwa umfundi esikolweni kunye nakwezinye iifom (iinkcukacha eziqokelelweyo aziyi kuxelwa ngaphandle kweSebe iWCED ngaphandle kwemvume, ngaphandle kokuba oko kuxelwa kusemthethweni okanye kusengqiqweni kwiimeko ezinjalo),

d) Xa kukho imfuneko yokunciphisa okanye ukuthintela izisingelo ezixhomis'amehlo

i. kubomi bomntu, kwimpilo, ukhuseleko okanye kwintlalontle okanye

ii. kwimpilo, ukhuseleko okanye kwintlalontle yoluntu,

e) xa zifunwa okanye zigunyaziswe ngumthetho, umzekelo, ukuthobela umyalelo wenkundla, isamani (*subpoena)* okanye incwadi egunyazisa ukusetsha *(search warrant),*

f) ukuphanda okanye ukunika ingxelo ngesenzo esingekho mthethweni, okanye xa kufanelekile ngenjongo ethile emalunga nokunyanzeliswa komthetho, kubandakanywa nothintelo okanye uphando ngetyala lolwaphulo-mthetho okanye isenzo sokuziphatha kakubi esixhomisa amehlo.

g) ngeenjongo zophando okanye zeenkcukacha-manani zesikolo liSebe iDBE, liSebe iWCED, nguMphicothi-ziNcwadi (AG) okanye nguye nawuphi na umntu ogunyazisiweyo, kunye / okanye

h) ukuqinisekiswa okanye ukujongana nebango lezomthetho.

9.2. **Ukuxelwa kweenkcukacha kwangaphandle**

9.2.1. Ngaphandle kwamasango esikolo, ukuxelwa kweenkcukacha kwenziwa kuphela ngokuhambelana nesivumelwano, njengoko kuvunyelwe, okanye ngokwemfuneko yomthetho okanye iingxoxo zomthetho, okanye ngemvume yomntu idatha eziinkcukacha enxulumene naye okanye umntu onobuchule ogunyazisiweyo, ukuba umntu idatha eziinkcukacha enxulumene naye ngumntu ongaphantsi kweminyaka elishumi elinesibhozo ubudala.

9.2.2. UMthetho we-*POPIA* uvumela iinkcukacha zabantu ukuba kwabelwane ngazo ngaphandle kwemvume yomntu idatha eziinkcukacha enxulumene naye okanye umntu onobuchule ukuba kubandakanya ukhuseleko lukazwelonke okanye imisebenzi yolwaphulo-mthetho. Phantsi kwezi meko iinkcukacha zomntu eziceliweyo ziya kuchazwa. Nangona kunjalo, igosa lengcaciso/isekela-gosa lengcaciso liya kuqinisekisa ukuba isicelo sisemthethweni yaye sihambelana noMthetho we-POPIA, yaye lifune uncedo kwi-*Information Regulator*, apho kukho imfuneko.

9.3. **Ukutshintshelwa kwesinye isikolo komfundi *(learner transfer*) phakathi kwezikolo zikarhulumente eziqhelekileyo**

9.3.1. Xa umfundi amkelwe, yaye etshintshela kwesinye isikolo sikarhulumente esiqhelekileyo, eso sikolo sidlulisela iinkcukacha ngomfundi kweso sikolo. Oku kunokubandakanya iikopi zeerekhodi zesikolo zomfundi, ngaphandle kweerekhodi zoluleko zomfundi, kuqukwa naziphi na iinkcukacha ngempilo/**ngesini nezobudlwane bomfundi**, ukuba kuyimfuneko, ukubonelela ngenkxaso eyodwa kumfundi okanye ukwenza amalungiselelo awodwa ngokunxulumene nempilo/**nesini nezobudlwane bomfundi**.

9.3.2. Oku kwenza ukuba isikolo esimamkelayo umfundi siqhubeke nokubonelela ngemfundo yomfundi, ukuxhasa impilo-ntle yomfundi ngokwasemoyeni nangokweemvakalelo, kunye nokuzalisekisa iimfuno zomthetho.

10. **Ukwaziswa kwabantu idatha eziinkcukacha enxulumene nabo**

10.1. Isikolo sinenjongo yokuqinisekisa ukuba abantu idatha eziinkcukacha enxulumene nabo banolwazi lokuba iinkcukacha zabo ziyasingathwa, ziqwalaselwe yaye bayayiqonda indlela ezisetyenziswa ngayo ezi nkcukacha zabo, ngawaphi amalungelo abo ngokoMthetho we-*POPIA* kunye nendlela yokuwasebenzisa amalungelo abo.

10.2. Ngenxa yoko, isikolo sineSaziso soKuba yiMfihlo kweeNkcukacha, esichaza ukuba iinkcukacha zomntu ezinxulumene nabantu idatha eziinkcukacha enxulumene nabo ziqokelelwa yaye zisetyenziswe njani na sisikolo.

10.3. Esi Saziso soKuba yiMfihlo kweeNkcukacha siyafumaneka xa kuceliwe.

11. Iinkcukacha eziyidatha yabantwana

11.1. Isikolo asinakuzisingatha iinkcukacha eziyidatha yabantwana ngaphandle kokuba:

a) Isikolo sinemvume yomntu onobuchule ogunyazisiweyo,

b) oko kuyimfuneko ukulungiselela iimfanelo eziyimbophelelo ngokoMthetho we-*POPIA* kunye neminye imithetho,

c) zifunelwa iinjongo zokukhusela imithetho yezobudlelwane phakathi kwabantu naphakathi kwamazwe kunye/okanye

d) ziyimfuneko ngeenjongo zophando.

12. Isilumkiso kubazali okanye kubantu abanobuchule abagunyazisiweyo

12.1. Lo gama imithetho isebenza kwezo zinto zinokuxelwa sisikolo nabanye abantu abachaphazelekayo ngabafundi, ayisebenzi kwiinkcukacha abafundi banokuzixela esidlangalaleni, oko kuthetha ukuba umzali nomfundi banoxanduva lokukhusela iinkcukacha eziyimfihlo yomfundi. Izinto umzali kunye/okanye umntwana wakhe azithumela kumakhasi onxibelelwano, umzekelo, zinokusetyenziswa ngabanye, kuqukwa iinkampani zabucala kunye nangamagosa okunyanzeliswa komthetho kwezinye iimeko, yaye oko akukhuselwanga nguMthetho we-*POPIA*.

12.2. Abazali nabafundi kufuneka baqonde yaye basebenzise izixhobo zokuba yimfihlo kweenkcukacha zabucala nakweliphi na iziko lewebhu okanye i-aplikheyishinin (*application*) abayisebenzisela isikolo/ekhaya ukubeka imiqathango malunga nokuba ngubani onokujonga okanye afumane iinkcukacha zabo (oko kubandakanya ukuba nephasiwedi ekhuselekileyo nengafaniyo nezinye yaye baqiniseke ukuba abasoze bathumele nantoni kwi-intanethi abangasoze bafune ukwabelwana nabanye ngayo, kuqukwa namagosa okunyanzeliswa komthetho, isikolo, amaziko emfundo ephakamileyo kunye nabaqeshi bangoku okanye abexesha elizayo).

13. Ukunyanzeliswa komgaqo-nkqubo

13.1. Ukungathotyelwa kwalo mgaqo-nkqubo ngabaqeshwa besikolo kungakhokelela ekubeni kuthathwe amanyathelo oluleko ngakubo. Iziphumo zingabandakanya amanyathelo oluleko ukuya ekupheliswen kwengqesho, kunye/okanye iingxoxo zomthetho zokubuyisa nayiphi na ilahleko okanye umonakalo esikolweni,

kubandakanya ukubuyiswa kweentlawulo zemidliwo *(fines)* okanye izohlwayo zolawulo ezibekwe yi-*Information Regulator* esikolweni ngokoMthetho we-*POPIA*.

13.2. Ukungathotyelwa komgaqo-nkqubo ngabo nabaphi na abanye abantu abachaphazelekayo abasingatha iinkcukacha zomntu egameni lesikolo kuya kujongwana nako ngokungqinelana nemvumelwano ekungenwe kuyo phakathi kwesikolo nabanye abantu abachaphazelekayo. Iziphumo zinokubandakanya ukubuyiswa kweentlawulo zemidliwo (*fines)* okanye izohlwayo zolawulo ezibekwe yi-*Information Regulator* esikolweni ngokoMthetho we-*POPIA*

14. Ukujongisiswa kwakhona komgaqo-nkqubo

Lo mgaqo-nkqubo kufuneka ujongisiswe kwakhona xa kukho imfuneko yoko okanye xa zitshintshile iimeko ezinjezingebhengezo zemiyalelo emiselwa yimthetho kunye/okanye imimiselo nezithintelo kuhlahlo-lwabiwo mali.

Iingcaciso-magama:

umntu onobuchule	kuthetha umntu onobuchule ngokomthetho ukuba anike imvume kulo naliphi na inyathelo okanye isigqibo ngokumalunga nawo nawuphi na umba ochaphazela umntwana.
umntu idatha eziinkcukacha enxulumene naye	kuthetha umntu onokwaziwa ukuba ngubani na okanye umntu ngokudalwa okanye onamalungelo okuba ngumntu ngokomthetho iinkcukacha zomntu ezinxulumene naye.
isekela-gosa lengcaciso	kuthetha umntu onyulwe yinqununu yesikolo osesikhundleni sokuba ligosa leengcaciso
umqeshwa	kuthetha nabani na, ngaphandle kwekontraki ezimeleyo *(independent contract*) osebenzela omnye umntu oncedisa ekwenzeni imisebenzi yoshishino yomqeshi.
ii-asethi zeenkcukacha	kuthetha ii-asethi isikolo esizisebenzisayo ukwenza, ukugcina, ukuhambisa, ukucima kunye/okanye ukutshabalalisa iinkcukacha ukunika inkxaso kwimisebenzi yezemfundo kwakunye neesistim zengcaciso ezisetyenziswayo ukusingatha iinkcukacha. Ziquka: a) zonke iinkcukacha ezikwikhompyutha okanye ezingekho kwikhompyutha (*electronic and non-electronic information*)

	ezenziwe okanye ezisetyenziselwa ukunika inkxaso kwimisebenzi yezemfundo kungajongwanga imo okanye indlela esetyenziswayo (*form or medium*), umzekelo, amaxwebhu angamaphepha, iifayili ezikwikhompyutha (*electronic files*), iincoko zamazwi *(voice communication*), imiyalezo ii-*text messages*, imifanekiso yeefoto okanye iividiyo. b) zonke ii-aplikeyishini (*applications*), iidivayisi (*devices)* nezinye iisistim ezisetyenziswa sisikolo ukusingatha iinkcukacha umzekelo iifoni, oomatshini befeksi (*fax machines*), iiprinta (*printers*), iikhompyutha, iinethowekhi (*networks)*, ii-*voicemail,* i-imeyili, imiyalezo ii-*instant messaging*, iiselula ii-*smartphones* nezinye iidivayisi zeselula (*"ICT assets")*.
umnini weenkcukacha (*information custodian*)	kuthetha umntu owenza umsebenzi wokucacisa nokuphumeza amanyathelo okhuselo nawolawulo lwee-asethi ze-*ICT*.
igosa lengcaciso	kuthetha inqununu yesikolo.
umnini weenkcukacha	kuthetha umntu owenza umsebenzi okanye oxhomekeke kwinkqubo yokwenziwa komsebenzi, onxulumene ne-asethi yeenkcukacha (*information asset*).
iinkcukacha zomntu	kuthetha iinkcukacha ezimalunga nomntu owaziwayo ukuba ungubani na, ophilayo, ongumntu ngokudalwa, kunye apho kusebenzayo oku, umntu onokwaziwa ukuba ngubani na, umntu okhoyo onamalungelo ngokomthetho, kuqukwa kodwa kungaphelelanga koku a) iinkcukacha ezimalunga nohlanga, isini, ubume bomtshato (*marital status*), ubuzwe (*nationality*), iminyaka yobudala, impilo ngokwasemzimbeni nangokwasengqondweni, ukukhubazeka, inkolelo, inkcubeko, ulwimi nokuzalwa komntu, b) iinkcukacha ezimalunga nezemfundo, ezonyango, ezemali, ezingolwaphulo-mthetho okanye imbali yezengqesho yomntu, c) nayiphi inombolo eyaziwayo ukuba yekabani na, umqondiso (*symbol)*, idilesi ye-imeyili, idilesi yendawo yokuhlala, inombolo yefoni, ingcaciso ngendawo okuyo (*location information*), iinkcukacha ezikuchazayo ku-intanethi (*online identifier)* okanye naziphi na ezinye iinkcukacha achazwa ngazo umntu ngokukhethekileyo,

	d) iinkcukacha zeebhayometriki (*biometric information*) zomntu, e) iimbono zomntu, izimvo okanye izinto ezikhethwa nezithandwa ngumntu, f) imbalelwano ethunyelwe ngumntu echazwe ngokucacileyo okanye ngendlela ethile neyeyabucala okanye elihlebo okanye imbalelwano engaphezulu enokubonisa ikhontenti yembalelwano eyintsusa, g) izimvo/iimbono zomnye umntu ngomnye umntu, kunye h) negama lomntu ukuba libonakala neenkcukacha zomnye umntu ezimalunga nomntu okanye ukuba ukuxelwa kwegama lona ngokwalo kungaveza iinkcukacha ngalo mntu.
ukusingatha iinkcukacha (*processing)*	kuthetha nawuphi na umsebenzi okanye isenzo okanye imisebenzi eyenziwayo eliqela *(set of operations)* ngokumalunga neenkcukacha zomntu, kuqukwa a) ukuqokelelwa, ukufunyanwa, ukurekhodwa, ukucwangciswa, ukudityaniswa, ukugcinwa, ukuhlaziywa, ukulungiswa, ukufunyanwa kakhona *(retrieval*), ukutshintshwa (*alteration),* ukubonisana okanye ukusetyenziswa kwazo, b) ukuhanjiswa ngokusasazwa (*transmission*), ukusiwa (*distribution)* okanye zenziwe zifumaneke zikwenye indlela, okanye c) ukudityaniswa, ukuqhagamshelaniswa, kwakunye nemiqathango, ukucazululwa *(degradation*), ukucinywa *(erasure)* okanye ukutshatyalaliswa *(destruction)* kweenkcukacha.
iinkcukacha zomntu ezikhethekileyo	kuthetha iinkcukacha zomntu ezimalunga a) neenkolelo zezenkolo okanye ezefilosofi (*philosophical)*, imvelaphi yohlanga/yeentlanga, ubulungu kwimibutho yeemanyano zabasebenzi, izimvo zezopolitiko (*political persuasion*), ubomi ngezempilo/ngezesini nobudlelwane *(health/sex life*) okanye iinkcukacha ii-*biometric information*, kunye b) nendlela yokuziphatha komntu ngokumalunga nokwenza nasiphi na isenzo solwaphulo-mthetho esirhanelekayo okanye nayiphi inkqubo yeengxoxo ezingesenzo solwaphulo-mthetho esirhanelekayo esenziwe ngumntu okanye ukuqukunjelwa kwezo ngxoxo zilolu hlobo.