social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

INCWADANA YE-PAIA

Ilungiselelwe ngokuvisisana

Necandelo 14
UkuKhuthazwa koMthetho wokuFikelela kwiNkcazelo 2000 (ngokolungiso)

UMHLA WOKUQULUNQWA KWAYO: 31/03/2024

Iziqulatho

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ULUHLU LOONOBUMBA ABASHUNQULELWEYO NEZISHUNQULELO

PAIA	Promotion of Access to Information Act No. 02 of 2000(Ngokolungiso;
PFMA	Public Finance Management Act No.1 of 1999 Ngokolungiso;
POPIA	Protection of Personal Information Act No.4 of 2013;
ICT	Information Communication Technology
HIV & AIDS	Human Immunodeficiency Virus & Acquired Immune Deficiency Syndrome
NGOs	Non Government Organisations
CBOs	Community Based organisations
FBOs	Faith Based Organisations

1. INJONGO YENCWADANA YE-PAIA

1.1 Le ncwadana ye-PAIA iluncedo kuluntu ukuze-

a) lujonge uhlobo lweengxelo ezisele zikho kwiSebe loPhuhliso lwezeNtlalo, kungakhange kufuneke ukuba kufakwe isicelo esisesikweni se-PAIA;

b) luqonde malunga nendlela yokwenza isicelo sokufikelela kwiingxelo zeSebe loPhuhliso lwezeNtlalo;

c) lufikelele kuzo zonke iinkcukacha zoqhagamshelwano ezifanelekileyo zabantu abaza kunceda uluntu ngeengxelo oluzimisele ukuzifikelela;

d) luzazi zonke izisombululo ezifumanekayo kwiSebe loPhuhliso lwezeNtlalo malunga nesicelo sokufikelela kwiingxelo, phambi kokuba aye kuMlawuli okanye kwiiNkundla;

e) inkcazo yeenkonzo ezifumaneka kumalungu oluntu kwiSebe loPhuhliso lwezeNtlalo, kunye nendlela yokufikelela kwezo nkonzo;

f) inkcazo yesikhokelo sendlela yokusebenzisa i-PAIA, njengoko ihlaziywe nguMlawuli kunye nokwazi indlela umntu angafikelela ngayo kuyo;

g) lazi ukuba eli qumrhu liya kuzisingatha kusini na iinkcukacha zomntu, lazi injongo yokusetyenzwa kolwazi lomntu kunye nenkcazo yeendidi zezifundo zedatha kunye neenkcukacha okanye iindidi zolwazi olunxulumene noko;

h) lazi ukuba iSebe loPhuhliso lwezeNtlalo licwangcise ukudlulisela okanye ukusebenza ngeenkcukacha zobuqu ngaphandle kweRiphabhliki yoMzantsi Afrika kunye nabamkeli okanye iindidi zabamkeli ekunokuthi kunikezelwe kubo iinkcukacha zobuqu; kwaye

i) yazi ukuba ingaba iSebe loPhuhliso lwezeNtlalo linamanyathelo okhuseleko afanelekileyo okuqinisekisa ubumfihlo, imfezeko kunye nokufumaneka kolwazi lobuqu oluza kuqwalaselwa..

2. UKUMISELWA KWESBE LOPHUHLISO LWEZENTLALO

2.1 Iinjongo/Uthumo

ISebe loPhuhliso lwezeNtlalo lifumana igunya lalo elingundoqo kuMgaqo-siseko weRiphablikhi yoMzantsi Afrika:

- ICandelo lama-27 (1)(c) loMgaqo-siseko weRiphablikhi yoMzantsi Afrika, 1996, libonelela ngelungelo lokuba abo bangakwaziyo ukuxhasa iziqu zabo nabo baxhomekeke kubo bafikelela kuncedo olufanelekileyo kwezentlalo.

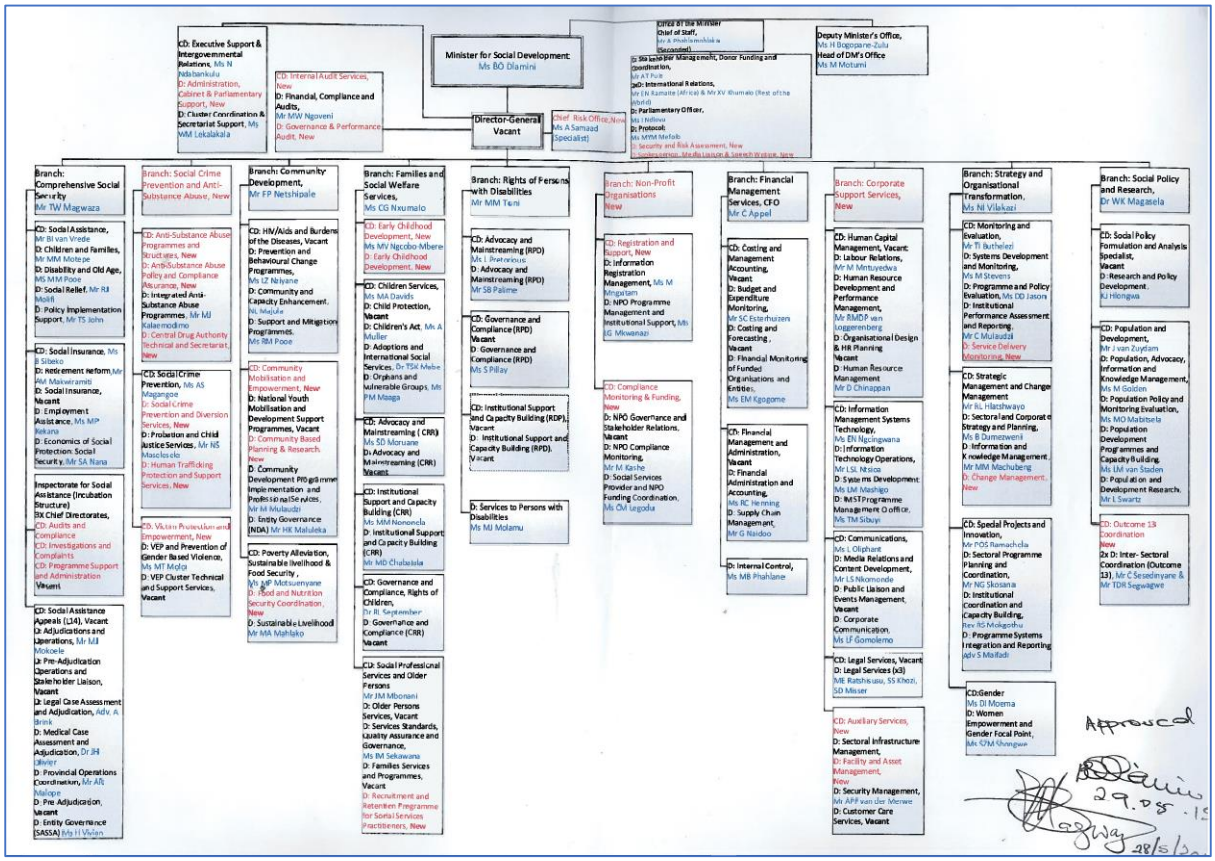
- Ukongeza, iCandelo lama-28(1) loMgaqo-siseko weRiphabhlikhi yoMzantsi Afrika libeka amalungelo abantwana ngokubhekiselele kukhathalelo olufanelekileyo (isondlo esisisiseko, indawo yokuhlala, iinkonzo zokhathalelo lwempilo kunye neenkonzo zezentlalo) nokukhuselwa.

Le mithetho ilandelayo okanye iinxalenye zawo zizo eziluthumo oluthwaliswe iSebe loPhuhliso lwezeNtlalo:

- UMthetho waBantwana, ka-2005 (uMthetho onguNombolo 38 ka-2005)
- UMthetho waBantu abaDala, ka-2006 (uMthetho onguNombolo ka-2006.
- UMthetho weMisebenzi yobuNgcali yeNkonzo yezeNtlalo, ka-1978 (uMthetho onguNombolo ka-1978)
- UMthetho woBundlobongela baseKhaya, ka-1998 (uMthetho onguNombolo ka-1998)
- UMthetho woThintelo noNyango lokuSetyenziswa Gwenxa kweZiyobisi, ka-2008 (uMthetho onguNombolo 70 ka-2008)
- UMthetho wemiButho engaJonganga Nzuzo, ka-1997 (uMthetho onguNombolo ka-1997)
- UMthetho woNcedo lwezeNtlalo, ka-2004 (uMthetho onguNombolo 13 ka-2004)
- UMthetho we-Arhente yoKhuseleko lwezeNtlalo yaseMzantsi Afrika, ka-2004 (uMthetho onguNombolo 09 ka-2004)
- UMthetho we-Arhente yoPhuhliso kaZwelonke, ka-1998 (uMthetho onguNombolo ka-1998)

3. UKWAKHEKA KWESEBE LOPHUHLISO LWEZENTLALO NEMISEBENZI YALO

3.1 Ukwakheka



3.2 Imisebenzi Yalo

ISebe loPhuhliso lwezeNtlalo lenza le misebenzi ilandealyo:

- Ulawulo kunye nokubeka iliso kukhuseleko loluntu, olubandakanya uncedo loluntu kunye nemigaqo-nkqubo ye-inshorensi yentlalontle ejolise ekuthinteleni nasekunciphiseni intlupheko apho kungakho imingcipheko yomjikelo wobomi ofana nokulahlekelwa ngumvuzo ngenxa yokungasebenzi, ukukhubazeka, ubudala okanye ukufa okwenzekayo.

- Iinkonzo eziphuhlisayo zentlalo-ntle yoluntu ezibonelela ngenkxaso yokunciphisa intlupheko, ukuba sesichengeni kunye nefuthe le-HIV ne-AIDS ngokusebenzisa iinkqubo zophuhliso oluzinzileyo ngentsebenziswano nee-arhente zokuphumeza ezifana namaziko afumana inkxaso-mali kuRhulumente, iMibutho eNgekho phantsi kukaRhulumente (NGOs), iMibutho eSekwe kuLuntu (CBOs) kunye nemiButho Esekwe kwiNkolo (FBOs).

4. IINKCUKACHA EZINGUNDO ZOKUFIKELELA KWINKCAZELO YESEBE LOPHUHLISO LWEZENTLALO

Igosa Lenkcazelo

Igama: Mr Peter Netshipale
Umnxeba: 012 312 7647
I-Imeyili: PeterN@dsd.gov.za

Usekela Wegosa Lenkcazelo

Igama: Mr Michael Machubeng
Umnxeba: 012 312 7839
I-Imeyili: MichaelM@dsd.gov.za

Ukufikelela kubaqhagashelwa benkcazelo jikelele

I-Imeyili: PAIA@dsd.gov.za
POPIA@dsd.gov.za

Uzwelonke

Idilesi Yeposi: Private Bag X901
Pretoria
0001

Idilesi Yentlalo: HSRC Building
134 Pretorius Street
Pretoria
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Umnxeba: 012 312 7500

I-Imeyili: PAIA@dsd.gov.za

Iwebhusayithi: www.dsd.gov.za

5. INKCAZO YALO LONKE ULUNGISO OLUFUMANEKAYO XA KWENZEKA ISEBE LOPHUHLISO LWEZENTLALO LISENZA INTO ETHILE OKANYE LISILELA UKUYENZA

5.1 Ukubhena ngaphakathi

a) Umfaki-sicelo unokufaka isibheno sangaphakathi echasa isigqibo seGosa leNkcazelo/iSekela Gosa leNkcazelo ngezi zizathu zilandelayo:

(i) Ukwala ukunika ufikelelo kwiingxelo;

(ii) Ukusilela ukudiza iingxelo;

b) Umfaki-sicelo unokufaka isibheno sangaphakathi ngokwecandelo lama-74 le-PAIA sokuba kugunyaziwe ofanelekileyo (uMphathiswa woPhuhliso lwezeNtlalo).

c) Ukuze kubhenwe kuso nasiphi na isigqibo esenziwe liGosa leNkcazelo okanye iSekela leGosa leNkcazelo, ekubhekiselwe kulo kumhlathi (a) apha ngasentla, umfaki-sicelo kufuneka afake isibheno sangaphakathi ngokuzalisa iFomu 4. IFomu yesi-4, eqhotyoshelwe apha; kufuneka zingeniswe kwiGosa leNkcazelo linye okanye kwiSekela leGosa leNkcazelo elenze isigqibo sokuqala, ekuye kufuneke ukuba lisidlulisele kugunyaziwe ofanelekileyo (uMphathiswa woPhuhliso lwezeNtlalo) kwiintsuku ezilishumi ezili-10 zokusebenza emva kokufumana isibheno sangaphakathi.

d) Kukho izilungiso ezifumanekayo malunga noko kwenziwe liSebe lezoPhuhliso lwezeNtlalo okanye oko lisileleyo ukukwenza ngokuhambelana nezibonelelo zemithetho eyahlukeneyo kunye okanye imigaqo-nkqubo.

e) Ukuba umntu onikwa uncedo uphathwa kakubi sisigqibo esenziwe ngu-SASSA ngokunxulumene nesicelo sakhe sesibonelelo okanye uphononongo lwesibonelelo saBantu abaDala, abaKhubazekileyo, abaXhomekeke kwiNkathalelo, amaGqala eMfazwe, iNkxaso yoMntwana, iSibonelelo soMntwana omGcinayo kunye neSibonelelo soNcedo kunye noNcedo lweNtlalo.

Unxunguphalo umntu onjalo unokufaka isibheno, kwisithuba seentsuku ezingama-90 ukususela kumhla wesigqibo se-SASSA, kwiNkundla yaMatyala eZimeleyo yeZibheno zoNcedo lweNtlalo ngokuthi angenise iFomu yesiBheno kunye namaxwebhu afanelekileyo ngqo kwiNkundla eZimeleyo yoNcedo lweNtlalo ngeeofisi ezikufutshane zakwa-SASSA okanye nge-imeyile ethi Grantappeals@dsd.gov.za.

Nasiphi na esinye isibheno singabhekiswa ngokuthe ngqo apha ku Complaints@dsd.gov.za.

5.2 Isithuba sexesha ongafaka ngalo isibheno

a) Ifomu yesibheno sangaphakathi kufuneka isiwe okanye ithunyelwe kwidilesi yeGosa leNkcazelo okanye iSekela leGosa leNkcazelo, iinkcukacha zalo zinokufumaneka kwiphepha lesi-6 kwiintsuku ezingama-60 emva kokuba isigqibo sithathiwe; kwaye kwiintsuku ezingama-30 emva kokuba isaziso sinikezelwe kwiqela lesithathu lesigqibo ekubhenelwa kuso.
b) Isibheno kufuneka singeniswe kwiGosa leNkcazelo ekufuneka ngokwe-PAIA, lisidlulisele kuMphathiswa woPhuhliso lwezeNtlalo, zingadlulanga iintsuku ezilishumi (10) zokusebenza, kunye nezizathu zesigqibo esichaphazelekayo kunye negama, idilesi yeposi, inombolo yomnxeba kunye nedilesi ye-imeyile, nokuba yeyiphi ekhoyo, yakhe nawuphi na umntu wesithathu ekufuneka aziswe ngesicelo, ngokwecandelo 47(c) 1) le-PAIA.
c) Isibheno kufuneka sinikezelwe okanye sithunyelwe kuyo nayiphi na ingcaciso yoqhagamshelwano edweliswe kwiphepha lesithandathu (6).
d) UMphathiswa woPhuhliso lwezeNtlalo unokuthi, ngesizathu esibambekayo esibonisiweyo, avumele ukufakwa kade kwesibheno sangaphakathi. Ukuba uMphathiswa woPhuhliso lwezeNtlalo akonelisekanga zizizathu ezisele zibekiwe zokungeniswa kade kwesibheno, isicelo asiyi kuvunyelwa kwisaziso esibhaliweyo esiya kumntu ofake isibheno sangaphakathi.
e) UMphathiswa woPhuhliso lwezeNtlalo kufuneka aqhube kwaye enze isigqibo ngesibheno sangaphakathi kwiintsuku ezingamashumi amathathu (30) ukususela kumhla esifunyenwe ngawo isibheno sangaphakathi liGosa leNkcazelo okanye iSekela leGosa leNkcazelo.

5.3 Inkqubo yokukhalaza kuMlawuli weNkcazelo okanye kulo naliphi na iqumrhu elilawulayo

Umceli okanye iqela lesithathu lingafaka isikhalazo kuMlawuli weNkcazelo emva kokuba umceli okanye umntu wesithathu esebenzise inkqubo yesibheno yangaphakathi ngokuchasene nesigqibo seGosa leNkcazelo okanye iSekela leGosa leNkcazelo.

a) UMlawuli weNkcazelo angasikhaba isikhalazo ukuba inkqubo yesibheno kwigunya elifanelekileyo (uMphathiswa woPhuhliso lwezeNtlalo) ayigqitywanga.
b) Isikhalazo esiya kuMlawuli weNkcazelo esivela kumfaki-sicelo okanye umntu wesithathu kufuneka kufakwe phakathi kweentsuku ezili-180 zokufumana isigqibo esivela kwiqumrhu.
c) Umfaki-sicelo unokufaka isikhalazo kuMlawuli weNkcazelo, ukuba akonelisekanga sisiphumo sesibheno sangaphakathi kugunyaziwe ofanelekileyo (uMphathiswa woPhuhliso lwezeNtlalo) esinokuthi sibe ngolu hlobo lulandelayo:
    (i) Isigqibo sesiphathamandla esifanelekileyo (uMphathiswa woPhuhliso lwezeNtlalo) sokungavumi ukufakwa kade kwesibheno sangaphakathi.
    (ii) Isigqibo seGosa leNkcazelo sokwala isicelo sofikelelo; okanye
    (iii) Landisa ixesha lokujongana nesicelo; okanye linike ufikelelo ngohlobo oluthile
d) Iqela lesithathu linokufaka isikhalazo kuMlawuli weNkcazelo, ukuba akonelisekanga sisiphumo sesibheno sangaphakathi kugunyaziwe ofanelekileyo (uMphathiswa woPhuhliso lwezeNtlalo) esinokuthi sihambe ngolu hlobo lulandelayo.:

(i) Isigqibo seGosa leNkcazelo okanye iSekela leGosa leNkcazelo lokwamkela isicelo sofikelelo

5.4 Umntu usifaka isikhalazo kuMlawuli weNkcazelo

a) Isikhalazo kuMlawuli weNkcazelo kufuneka senziwe ngokubhaliweyo kwaye ifomu yesikhalazo kufuneka igcwaliswe, ngesandla okanye kwi-intanethi.

Ifomu yesikhalazo, iFomu 5, inokukhutshelwa kwiwebhusayithi ye-Information Regulator, https://www.justice.gov.za/inforeg/

5.5 Inkqubo yokukrweca inkundla ukuze kufumaneke isiphumo esifanelekileyo osifunayo

Isigqibo esenziwe ligunya elifanelekileyo (uMphathiswa woPhuhliso lwezeNtlalo) esiphathelele kuso nasiphi na isigqibo umceli okanye iqela lesithathu ekhalazelwa lilo, sesokugqibela kwaye umceli okanye iqela lesithathu linokuthi, ngendlela yesicelo, zingadlulanga iintsuku ezili-180 lifake isicelo Inkundla yoncedo olufanelekileyo ngokwecandelo lama-82.

a) Isicelo esiya eNkundleni phantsi kwePAIA senziwa ngenkqubo yembambano kwaye kufuneka sisetyenziswe njengecebo lokugqibela.
b) Amatyala okufikelela kulwazi anokuxoxwa phambi kweeNkundla zikaMantyi, njengenkundla yokuqala kunye neNkundla ePhakamileyo enegunya lokulawula.
c) Ukungaphumeleli ukuzisa isicelo kwisithuba seentsuku ezili-180 kunokuxolelwa yiNkundla ukuba umntu ubonisa ukuba iimfuno zobulungisa zifuna njalo. Oku kuthetha ukuba inkundla ingasamkela isicelo esifike emva kwexesha ukuba umba oza kuchotshelwa ufunyaniswe ujongene nobulungisa.

6. ISIKHOKELO SENDLELA YOKUSEBENZISA I-PAIA NENDLELA YOKUFUMANA INDLELA YOKUNGENA KWISIKHOKELO

6.1 UMlawuli, ngokwecandelo 10(1) le-PAIA, uye wahlaziya waza wenza ukuba sifumaneke iSikhokelo esihlaziyiweyo sendlela yokusebenzisa i-PAIA ("iSikhokelo"), ngendlela eqondakala lula nangendlela eqondakala lula, njengoko kunokufunwa ngokufanelekileyo ngumntu. onqwenela ukusebenzisa naliphi na ilungelo elixelwe kwi-PAIA nePOPIA.

6.2 Esi Sikhokelo sifumaneka ngolwimi ngalunye kwiilwimi ezisemthethweni.

Esi siKhokelo sikhankanywe ngasentla siqulathe inkcazo yezinto ze-PAIA kunye nePOPIA;

idilesi yeposi neyesitalato, inombolo yomnxeba neyefeksi kwaye, ukuba iyafumaneka, idilesi ye-imeyile yeGosa leNkcazelo lombutho wonke karhulumente, kunye neGosa ngalinye eliliSekela leeNkcukacha zalo lonke iqumrhu likarhulumente nelabucala elimiselwe ngokwecandelo 17(1) le-PAIA kunye icandelo 56 lePOPIA;

Indlela kunye nohlobo lwesicelo sokufikelela kwingxelo yequmrhu loluntu njengoko kuchazwe kwicandelo le-11; kwaye

Ukufikelela kwingxelo yequmrhu labucala elixelwe kwicandelo 50;

Uncedo olufumanekayo kwiGosa leNkcazelo lombutho woluntu ngokwePAIA kunye nePOPIA;

Uncedo olufumanekayo kuMlawuli ngokwe-PAIA nePOPIA;

Lonke ulungiso olusemthethweni olukhoyo malunga nesenzo okanye ukusilela ukwenza ngokubhekiselele kwilungelo okanye umsebenzi onikwe okanye obekwe yi-PAIA kunye nePOPIA, kubandakanywa nendlela yokufaka isibheno sangaphakathi;

isikhalazo kuMlawuli; kunye nesicelo enkundleni esichasene nesigqibo segosa leNkcazelo lequmrhu loluntu, isigqibo sesibheno sangaphakathi okanye isigqibo soMlawuli okanye isigqibo sentloko yequmrhu labucala;

amalungiselelo amacandelo 14 nelama-51 afuna ukuba iqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelanayo, liqulunqe incwadana yemigaqo, nendlela yokufumana ufikelelo kwincwadana yemigaqo;

Izibonelelo zamacandelo e-15 nelama-52 abonelela ngokubhengezwa ngokuzithandela kweendidi zeengxelo liqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelanayo;

Izaziso ezikhutshwe ngokwemigaqo yecandelo lama-22 nelama-54 malunga neentlawulo ezifanele kuhlawulwa ngokunxulumene nezicelo zokufikelela; kunye nemigaqo eyenziwe ngokwecandelo 92. Amalungu oluntu anokuhlola okanye enze iikopi zeSikhokelo kwii-ofisi zamaqumrhu karhulumente okanye abucala, kubandakanywa ne-ofisi yoMlawuli, ngeeyure eziqhelekileyo zokusebenza.

ISikhokelo sinokufunyanwa kwakhona xa siceliwe kwiGosa leNkcazelo; kwiwebhusayithi yoMlawuli (https://www.justice.gov.za/inforeg/).

7. INGCACISO YEMIBANDELA IZIKO ELIGCINE IINGXELO NGAZO KUNYE NEENDIDI ZENGXELO EZIGCINWE LISEBE LOPHUHLISO LWEZENTLALO

a) Iingxelo ezigcinwe liSebe loPhuhliso lwezeNtlalo zenziwa ngesebe ngalinye nangezigqibo ezithathwe ziikomiti ezahlukeneyo.

b) Isebe ngalinye leSebe loPhuhliso lwezeNtlalo livelisa iingxelo ezibambekayo ezibhekiselele ngokukodwa kwiziphumo zesebe kunye neengxelo zokusebenza ngexesha lemisebenzi yeSebe loPhuhliso lwezeNtlalo.

c) Iindidi zeengxelo ezenziwe kwiSebe LoPhuhliso lwezeNtlalo zihlelwa ngolu hlobo ludweliswe ngezantsi:

   i) Ngokwesicwangciso sefayile yembalelwano, iifayile ezingenkxaso yobuchule, imisebenzi engundoqo, iifayili zamatyala kunye neenkqubo zokusebenza zeSebe loPhuhliso lwezeNtlalo.

   ii) IShedyuli yoLawulo lweeNgxelo zezinye iingxelo ezibandakanya upapasho kunye neengxelo eziviwa-visual kunye neenkqubo zolwazi lwe-elektroniki zeSebe loPhuhliso lwezeNtlalo.

a) Iingxelo ezithile zeSebe LoPhuhliso lwezeNtlalo zifunyanwa ngexesha lomsebenzi weSebe LoPhuhliso lwezeNtlalo kwaye kwiimeko ezithile iingxelo zifunyanwa kubantu kunye namaqumrhu oluntu ngokuhambelana nezigunyaziso zowiso-mthetho nemigaqo-nkqubo.

b) ISebe loPhuhliso lwezeNtlalo linelungelo lokudlulisela izicelo zeengxelo kumaziko afanelekileyo apho la maqumrhu ibingawona baphathi baphambili okanye abavelisi bolwazi oluceliweyo, okanye apho iSebe loPhuhliso lwezeNtlalo lingasenalo elo ngxelo.

c) ISebe loPhuhliso lwezeNtlalo linelungelo lokudala iindidi ezintsha zeengxelo apho oku kuyimfuneko.

d) Le Ncwadana iya kuhlaziywa ukubonisa utshintsho kwiindidi zeengxelo ngokufanelekileyo.

7.1 INkcazelo yomxholo iSebe loPhuhliso lwezeNtlalo eligcina iingxelo kunye neendidi zeengxelo ezigcinwe kumxholo ngamnye.

a) ISebe loPhuhliso lwezeNtlalo liphethe ezi ngxelo zilandelayo, ezifumaneka kwiSebe loPhuhliso lwezeNtlalo kwaye zinokucelwa ngokwenkqubo yesicelo se-PAIA. Iingxelo ezinjalo zihlala zingenalo ulwazi ekunokuthiwa luyimfihlo.

b) Uninzi lweengxelo eziwela kolu didi leNkcazelo ziyafumaneka kuBhaliso lweSebe loPhuhliso lwezeNtlalo kwi-Ofisi elikomkhulu yalo okanye kwiwebhusayithi yeSebe loPhuhliso lwezeNtlalo: https://www.dsd.gov.za.

c) Apha ngezantsi kukho uluhlu lweengxelo kunye nolwazi olunokuthi lucelwe ngokusesikweni ngokwe-PAIA okanye lukhutshelwe kwiwebhusayithi ekhankanywe ngasentla yeSebe loPhuhliso lwezeNtlalo.

Imibandela	**Iindidi zeengxelo**	**Isicelo sokufikelela**	**Dawulowuda kwiwebhusayithi**
Amaxwebhu okuceba, iiplani, imipoposho	Amacebo okuplana Iplani Yokusebenza Yaminyaka Le Iingxelo zonyaka	X	X
Ukubek'esweni nokuVavanya	Ingxelo Zovavanyo	X	X
Ezabasebenzi	Iipolisi neenkqubo Zezabasebenzi Iingxelo Zabaqeshwa Uphuhliso Lokusebenza	X	

Imibandela	Iindidi zeengxelo	Isicelo sokufikelela	Dawulowuda kwiwebhusayithi
	Izikhundla ezibhengeziweyo Ukuplana Namacebo Okulingana Kwingqesho		
Imigaqo-nkqubo Yokusebenza, linkqubo, Izakhelo, liplani	Izivumelwano Zeprotokholi Ulawulo Lokuthenga Nokuthengisa Iziniki-maxabiso Neekontraka Iminikelo Izimali Izibonelelo Ulawulo Lomngcipheko Iingxelo Zohlolo-Zincwadi Ulawulo Lwezimali Ezabasebenzi Ukuthengisa Neebrendi	X	
Uphando Lomgaqo-nkqubo Wezomthetho	Iimbono Ezisethethweni	X	
Urhulumento Kwiinkampani Ezinkulu	IMemorandam Yokuqondana Imigaqo-nkqubo neenkqubo Impilo Yasemsebenzini Neplani Yokhuselo Ikomniti Yesigqeba Ikomiti Elawulayo	X	

Imibandela	Iindidi zeengxelo	Isicelo sokufikelela	Dawulowuda kwiwebhusayithi
	Ikomiti Yokulahleka Kolawulo		
Incwadana Nesikhokelo	Incwadana Yommiseli Nesikhokelo Sendlela Yokusebenzisa i-PAIA	X	X
Upapasho Nemathiriyeli Yokumaketha	Iimpapasho Uphando Iingxelo Zohlolo Imibuzo Ehlala Ibuzwa	X	
Ubugcisa Benkcazelo	Izicelo Zesiganeko Neenkonzo Ukukhupha Iiasethi Nenkcazelo Yomgcini Iilogu Zesiganeko Senkqubo Ukulogwa Kwenkqubo Yokusebenza Uluhlu Lokuhlola Ulondolozo Lweenkqubo Iingxelo Zokusebenbza Zanyanga Le Izivumelwano Zezinga Lenkonzo Imigaqo-nkqubo Ye-CT Policies Ulondolozo LweNethiwekhi Amaxwebhu Ophuhliso Lomjikelo Wobomi	X	
Iimpapasho	Iincwadana, Iincwadi, Ezamaxesha athile,	X	X

Imibandela	Iindidi zeengxelo	Isicelo sokufikelela	Dawulowuda kwiwebhusayithi
	Oolindixesha, Iingxelo, Iileta Zeendaba, Iibhulethini, iMagazin ye-DSD, i-E-Publications		
Iziko Leendaba	Ukukhululwa Koonondaba, Irediyo Nodliwano-ndlebe lwe-TV, Isatatimenti, Iintetho Zaseburhulumenteni, Izipho Namabhaso, Umongo Wewebhusayithi Nofaniso Lweshishini Elikhulu Ne-Infographs	X	X
Imisitho, imisebenzi, iisemina kunye neenkomfa	Iintetho, iingxoxo, amaxwebhu, iingxelo	X	X
Ubhaliso	Abalawuli bangaphakathi Isicwangciso sefayile Ishedyuli yolawulo Lweengxelo Iirejista zangaphakathi Irejista yeminikelo efunyenweyo	X	
Iingxelo/Amanqaku/Izigqibo	IIMemo nokufakwa kweengxelo, amanqaku	X	
Imiba Yokuthenga nokuthengiselana	Amaxwebhu obizo-maxabiso, iikhontrakthi, iiodolo zokuthenga, iikowuteshini, iziniki-maxabiso, imimiselo	X	

Imibandela	Iindidi zeengxelo	Isicelo sokufikelela	Dawulowuda kwiwebhusayithi
	yereferensi nezivumelwano zokuqeshisa, uluhlu lwabafaki-zicelo beziniki-maxabiso, uludwe lweziniki-maxabiso ezinikezelweyo.		
Investigation and compliance	Iindibano ezisekelwe kwi-subpoena, iisamani, izaziso zonyanzeliso, izaziso zolwazi, Ungenelelo lwe-Hr, iiNgxoxo zovakaliso-zimvo, iiNgxelo zeSigqeba kunye neNgxelo yoPhando.	X	
Ezezimali	Ubalo lwemali, ingxelo yezemali, iikhontrakthi kunye nolawulo lwethenda, uLawulo lwee-Asethi, iRejista ye-Asethi, uCwangciso-mali loLawulo, uqikelelo, iiNkcazo, uHlahlo-lwabiwo-mali, iiNgxelo, iirekhodi zoPhicotho-zincwadi, iingxelo zengeniso, iingxelo neembuyekezo. Isakhelo seSibonelelo-mali esineMiqathango.	X	
Ukushicilela Izinto Eziphulaphulwayo zize zibukelwe	Izilayidi, Iifoto, Iifilimu, iiVidiyo	X	

7.2 Iindidi zeengxelo ezisenokuba zixhomekeke kwizizathu zokwala ukufikelela kwizizathu zokwalelwa ukufikelela kwiingxelo

a) Imiqulu eselugcinweni edweliswe kwezi ndidi zingezantsi ingacelwa ngokusesikweni, kodwa ukufikelela kwiinxalenye zezi ngxelo okanye ingxelo iyonke kunokwaliwa ngezizathu ezisemthethweni ezidweliswe kwicandelo lama-33 ukuya kwelama-46 le-PAIA.
b) ISebe loPhuhliso lwezeNtlalo likwanelungelo lokwala ukufikelela kwiingxelo apho ukusetyenzwa kweengxelo kuya kukhokelela ekuphambuzweni okukhulu nokungekho ngqiqweni kwemithombo yalo.
c) Ufikelelo luya kwaliwa apho izicelo zibonakala zingenamsebenzi kwaye okanye zicaphukisa.
d) Nangona kunjalo, iGosa leNkcazelo okanye iSekela leGosa leNkcazelo leSebe loPhuhliso lwezeNtlalo linokunikezela ngesicelo sokufikelela kwingxelo yeSebe loPhuhliso lwezeNtlalo, ukuba:
    i. Ukubhengezwa kwengxelo kuya kubonisa ubungqina bokuchasana okubonakalayo, okanye ukusilela ukuthobela umthetho; kwaye
    ii. Umdla woluntu ekubhengezweni kwengxelo ngokucacileyo uwodlula umonakalo ochazwe nakwesiphi na isizathu sokwaliwa ukufikelela kwiingxelo.

Udidi lwengxelo	**Kwifomu Yesicelo Kuphela**
Inkcazelo enokuthanani nokhuseleko	X
Iingxelo eziqhutywa ziiNkonzo ZezoMthetho	X
Imbalelwano eyiMfihlo yaNgaphakathi yoLawulo oluPhezulu	X
Iziphumo zophando olwenziwe liSebe loPhuhliso loLuntu	X
Ulwazi oluyimfihlo loMxumi	X
Ulwazi olukhethekileyo oluveliswe ngexesha lophando, ulwazi olunxulumene nokhuseleko lwesizwe, ulwazi lomntu wesithathu	X

Udidi lwengxelo	Kwifomu Yesicelo Kuphela
Ulwazi lwaBasebenzi, kubandakanywa, kodwa kungaphelelanga kwiifayile ezinxulumene nenkqubo yoluleko kunye neerekhodi, ulwazi lomntu ngokubanzi.	X
Ukubhengezwa kwe-asethi kunye neenkqubo zokukhusela iimpahla	X
Izivumelwano zomgangatho wenkonzo	X
Amaxwebhu eethenda	X
Ii-ajenda, imizuzu yeentlanganiso kunye neengxelo	X
Iingxelo, imigaqo-nkqubo kunye namaxwebhu eengxoxo	X
Amaphepha ophando kunye nezimvo zomthetho	X
Ii-invoyisi kunye nobungqina bentlawulo	X
IIngxelo ze-Forensic	X

8. IINDIDI ZEENGXELO ZESEBE LOPHUHLISO LWEZENTLALO EZIFUMANEKAYO NGAPHANDLE KOMNTU KUFUNEKA UFIKELELO.

Uwiso-mthetho	UMthetho waBantwana, ka-2005 (uMthetho onguNombolo 38 ka-2005) UMthetho waBantu abaDala, ka-2006 (uMthetho onguNombolo 2006) UMthetho weMisebenzi yeNkonzo yeNtlalo, ka-1978 (uMthetho onguNombolo 1978) UMthetho woBundlobongela baseKhaya, ka-1998 (uMthetho onguNombolo ka-1998) UMthetho woThintelo noNyango lokuSetyenziswa gwenxa kweZiyobisi, ka-2008 (uMthetho onguNombolo 70 ka-2008) UMthetho woThintelo noNyango lokuXhomekeka kweZiyobisi, ka-1992 (uMthetho onguNombolo ka-1992) UMthetho woNcedo lweNtlalo, ka-2004 (uMthetho onguNombolo ka-2004) UMthetho wemibutho engajonganga nzuzo, ka-1997 (uMthetho onguNombolo ka-1997) UMthetho we-Arhente yoPhuhliso yeSizwe, ka-1998 (uMthetho onguNombolo ka-1998)	X

	UMthetho wokuPhakanyiswa koFikelelo kuLwazi, ka-2000 (uMthetho onguNombolo 02 ka-2000) UMthetho weSizwe weNkonzo yooVimba kunye neeNgxelo zoMzantsi Afrika, ka-1996 (uMthetho ongunombolo 43 ka-1996 njengoko ulungisiwe) UMthetho woKhuseleko lweNgcaciso yoMntu, ka-2013 (uMthetho onguNombolo 04 ka-2013) UMthetho wokuPhakanyiswa koBulungisa kuLawulo, ka-2000 (uMthetho, onguNombolo 03 ka-2000) UMthetho woLawulo lweMali kaRhulumente, ka-1999 (uMthetho onguNombolo 1 ka-1999) 3.7. UMthetho woNxibelelwano lweKhompyutha kunye neNtengiselwano, ka-2002 uMthetho Nomb. 25 ka-2002) UMthetho weeMeko eziSisiseko zeNgqesho, ka-1997 (uMthetho onguNombolo 75 ka-1997) UMthetho woBudlelwane bezaBasebenzi, ka-1995 (uMthetho onguNombolo 66 ka-1995) UMthetho woBulungisa kwezeNgqesho, ka-1998 (uMthetho onguNombolo 55 ka-1998)	

Imimiselo	Imimiselo yoMthetho waBantwana	X
Iifomu	Ifomu yesicelo se-PAIA Ifomu yesibheno ye-PAIA IPPIA iFomu yeZikhalazo	
Iipolisi Izakhelo, Izikhokelo,	Isikhokelo se-PAIA Incwadana Ye-PAIA Manual Umgaqo-nkqubo kuMfihlo weWebhusayithi Umgaqo-nkqubo wokubhengezwa koMdla IPhepha leNgcaciso yoMgaqo-nkqubo ngamalungelo abantu abakhubazekileyo Imigaqo neMigangatho	X
Amaxwebhu Okuceba (IIplani Neengxelo)	Iprofayile yombutho (Umgqabantshintshi, iiNjongo, iMisebenzi, iOganogram) IziCwangciso zoBuchule IziCwangciso zokuSebenza zoNyaka Ingxelo yoMsebenzi woNyaka IziCwangciso zokuSebenza zoNyaka	X
Unxibelelwano	Intetho yoMphathiswa Intetho kaSekela Mphathiswa Iingxelo zemidiya Iindaba zeDSD	X
Ulawulo Lwezabasebenzi	Ifomu yesicelo seSithuba kwiNkonzo kaRhulumente (Z83) Iisetyhula zokupapashwa kwezithuba UMgaqo-nkqubo wokuGaya nokuKhetha	X

	Umgaqo-nkqubo woBulungisa kwezeNgqesho Isicwangciso soBulungisa kwezeNgqesho Umgaqo-nkqubo woLawulo lokuSebenza Umgaqo-nkqubo weeyure zokusebenza Umgaqo-nkqubo woVavanyo lweMisebenzi Umgaqo-nkqubo weKhowudi yesinxibo UMgaqo-nkqubo woNcedo lwaBasebenzi Ukuzimisela ngeKhefu lokungabikho Ukuzimisela ekuyekisweni kweNkonzo Umgaqonkqubo weSexual Harassment Umgaqo-nkqubo woNcedo kuFundo UMgaqo-nkqubo wokuHlaliswa ngokutsha	

9. IINKONZO EZIFUMANEKAYO KUMALUNGU OLUNTU KWISEBE LOPHUHLISO LWEZENTLALO NOKUBA UFUMANEKA NJANI KWEZO NKONZO.

9.1 Ubhaliso Lokukhuselwa Komntwana

a) Ngokwecandelo 111 loMthetho waBantwana wama-38 ka-2005, uMlawuli Jikelele kufuneka agcine kwaye agcine irejista eza kubizwa ngokuba yiRejista yoKhuseleko lwaBantwana yeSizwe. IRejista yeSizwe yoKhuseleko lwaBantwana ineCandelo A kunye neCandelo B.

b) Icandelo A kufuneka libe nengxelo yazo zonke iingxelo zokuxhatshazwa okanye ukungahoywa ngabom komntwana, zonke izigwebo zabo bonke abantu ngezityholo ezibandakanya ukuphathwa gadalala okanye ukungahoywa ngabom komntwana kunye nazo zonke iziphumo ezifunyenwe yinkundla yabantwana zokuba umntwana uswele. lokukhathalelwa nokhuseleko ngenxa yokuphathwa gadalala nokungahoywa ngabom komntwana (Jonga: iCandelo le-114 loMthetho waBantwana wama-38 ka-2005).
c) Icandelo B kufuneka libe nengxelo yabantu abangafanelekanga ukusebenza nabantwana kunye nokusebenzisa ulwazi olukwirejista (icandelo B) ukuze kukhuselwe abantwana ngokubanzi kuxhatshazo oluvela kwaba bantu (Jonga: iCandelo 118 loMthetho waBantwana). 38 ka-2005).
d) Bonke abantwana abathe baxhatshazwa kwaye bayinxalenye yophando olunxulumene nalo naluphi na uhlobo lokuphathwa gadalala kwabantwana ngokwasemzimbeni, ngokwasemoyeni, ngokwesondo okanye ngabom, kufuneka bafakwe kwiSigaba A seRejista yeSizwe yokuKhuselwa koMntwana.

9.2 Iinkonzo zabantwana

a) ISebe loPhuhliso lwezeNtlalo libonelela ngeenkonzo kubantwana abafuna ukukhathalelwa nokhuseleko; banezidingo ezizodwa (oku kunokubandakanya ukugula okungapheliyo, ukukhubazeka kunye nabo bantwana babonisa ukuziphatha ekunzima ukulawula).
b) Ngale nkqubo iSebe lizibophelele ekwakheni iintsapho noluntu olukhathalelayo nokukhusela abantwana ukuze bafikelele kwisakhono sabo esipheleleyo.

9.3 Iinkonzo Kubantu Abanokhubazeko

a) ISebe loPhuhliso lwezeNtlalo liyila kwaye liphumeze iinkqubo ezihlangeneyo kwaye libonelele ngeenkonzo eziququzelela ukukhuthazwa kwentlalo-ntle kunye nokuxhotyiswa kwezentlalo noqoqosho kwabantu abakhubazekileyo

ngokubonelela ngeenkqubo zongenelelo neenkonzo ngokunjalo nokuxhotyiswa ngezakhono nenkxaso.

9.3 HIV and AIDS

a) ISebe loPhuhliso lwezeNtlalo libonelela ngokuyila nokuphumeza iinkqubo zokhathalelo ezisekelwe ekuhlaleni ezihlangeneyo kunye neenkonzo ezijolise ekudambiseni ifuthe le-HIV ne-AIDS kwezentlalo nezoqoqosho ngokubonelela ngeenkqubo zongenelelo neenkonzo, iinkqubo zothintelo kunye nenkxaso ngokwasengqondweni kwakunye nolwakhiwo lwemali nolwakhiwo lwezakhono. imibutho efumana inkxaso-mali.

9.4 Isibonelelo Sezentlalo

a) ISebe loPhuhliso lwezeNtlalo lisabela kwiimfuno ezingxamisekileyo ezichongiweyo kuluntu oluchatshazelwe ziintlekele ezingachazwanga, kunye okanye nayiphi na enye imeko yentlalo ekhokelela kubunzima obungafunekiyo ngokubonelela ngeengcebiso kunye nenkxaso kubantu kunye neentsapho ezichaphazelekayo, ukuphuhlisa izicwangciso zokhathalelo zexesha elifutshane, eliphakathi kunye nongenelelo lwexesha elide kunye nokubonelela ngoncedo lwemali nempahla kubantu okanye kumakhaya ngokuthe ngqo okanye ngokusebenzisa amaqabane afanelekileyo onikezelo lwenkonzo.

9.5 Ukunyanyekelwa Okusekelezelwe Kuluntu Olwenzelwa Ekhaya

a) ISebe loPhuhliso lwezeNtlalo libonelela ngenkxaso-mali nenkxaso kwimibutho ebonelela ngoluhlu lweenkonzo kubantu ngabanye nakwiintsapho ezosulelekileyo nezichatshazelwa yi-HIV ne-AIDS. Le mibutho ibonelela ngeenkonzo zoLondolozo lwaseKhaya ekuqinisekiseni ukuba iimfuno ezisisiseko zabantu abaphila nentsholongwane kagawulayo nogawulayo ziyafezekiswa.

9.6 Ukunyanyekelwa Ngumgcini

a) Ukunyanyekelwa nguMgcini kukubekwa komntwana kwinkathalo yomntu ongenguye umzali okanye umgcini womntwana ngenxa yomyalelo wenkundla yabantwana; okanye ukudluliselwa komntwana kwenye indawo yokukhathalela.

9.7 Ukukhulisa Umntwana Ongengowakho

a) Ukukhuliswa komntwana kukubekwa komntwana kunonophelo olusisigxina lomntu ongengomzali wakhe wemvelo okanye umgcini osisigxina. Ukukhulisa umntwana njengowakho kunika ubomi bentsapho obusisigxina okanye obuzinzileyo kubantwana ebebeya kuthi ngenye indlela bahluthwe.
b) Ukwamkelwa komntwana phakathi kwamazwe kuxa umntwana ethathwa ngumntu okanye ngabantu abasuka kwelinye ilizwe.

9.8 Ubhaliso LweNPO Nesakhiwo Senkxaso Yeziko

a) Irejista yeSebe loPhuhliso lwezeNtlalo kwaye ibeke iliso kuthotyelo lweeNPO. ISebe loPhuhliso lwezeNtlalo libonelela ngokuxhobisa kwiziko kunye nenkxaso kwiNPOS, CBO, kunye neeFBOs ezibonelela ngoluhlu lweenkonzo ezifana noNyango lokusetyenziswa gwenxa kweziyobisi, uqeqesho lwezakhono zobomi kunye nophuhliso lomntu, iingcebiso, i-HIV kunye ne-AIa) ISebe loPhuhliso lwezeNtlalo, ukubhalisa nokubeka esweni ukuthotyelwa kweeNPO. ISebe loPhuhliso lwezeNtlalo libonelela ngokuxhotyiswa ngezakhono kwiziko kunye nenkxaso kwiNPOS, CBO, kunye neeFBOs ezibonelela ngoluhlu lweenkonzo ezifana noNyango lokusetyenziswa gwenxa kweziyobisi, uqeqesho lwezakhono zobomi kunye nophuhliso lomntu, iingcebiso, iHIV neAIDS, iiNkqubo zolutsha olukwingxabano. kunye ne-LawDS, IiNkqubo zolutsha olungquzulana nomthetho.

9.9 Ukuxhaswa kwee NPO

a) ISebe loPhuhliso lwezeNtlalo libonelela ngenkxaso-mali nenkxaso kwimibutho ebonelela ngeenkonzo kwindawo yeenkonzo zentlalo.

9.10 Iinkonzo zeengxaki zamabhinqa nezoBuni

a) ISebe loPhuhliso lwezeNtlalo libonelela ngenkxaso-mali nenkxaso kwimibutho esebenza ngemiba yabaseTyhini nesini. Le mibutho inika uluhlu lweenkonzo ezibandakanya:

- Indawo yokuhlala yabasetyhini abaxhatshaziweyo

- Ukuxhotyiswa kwamaxhoba
- Ukucetyiswa kwabasetyhini abaxhatshaziweyo kunye nabantwana/iintsapho zabo
- Uqeqesho nophuhliso lwezakhono
- I-HIV ne-AIDS

9.11 Uphuhliso Nophando Lomgaqo-nkqubo Wabemi

a) IKomishini yeSebe loPhuhliso lwezeNtlalo kwaye lenze uphando malunga nokutshintsha kwabemi kwaye iphuhlise, iphumeze kwaye ibeke iliso kwaye ivavanye uMgaqo-nkqubo woBemi.

9.12 Ukukathelelwa nokuxhaswa kwabantu abakhulileyo

a) ISebe loPhuhliso lwezeNtlalo lixhobisa kwaye likhusele abantu abadala ekuxhatshazweni. ISebe loPhuhliso lwezeNtlalo likwabonelela ngeenkqubo kunye neenkonzo ezifana nokuguga okusebenzayo, indawo yokuhlala encediswayo kunye neendawo zokuhlala (amakhaya abantu abadala).

9.13 Ukugaywa Koluntu

a) Ukwakha uluntu olukhuselekileyo noluzinzileyo ngokuyilwa kothungelwano oluluqilima loluntu, olusekwe phezu kwemithetho-siseko yokuthembana kunye nentlonipho yeyantlukwano yendawo, kunye nokukhulisa uvakalelo lokuba ngumntu kunye nokuzithemba kubantu basekuhlaleni.

9.14 Ukulwa nentlupheko nendlela yokuphila ezinzileyo

a) Ukuvuselela uluntu lwengingqi kunye namakhaya ahluphekayo ngokwakha izakhono zabo ukuze baphile ubomi obuzinzileyo kunye nokuzimela.

9.15 Amagunya, uxanduva nomsebenzi

a) Ulawulo kunye nokongamela ukhuseleko loluntu, olubandakanya uncedo loluntu kunye nemigaqo-nkqubo ye-inshurensi yentlalontle ejolise ekuthinteleni nasekunciphiseni intlupheko xa kwenzeka imingcipheko yobomi njengokulahlekelwa ngumvuzo ngenxa yokungasebenzi, ukukhubazeka, ukuguga okanye ukufa okwenzekayo.

b) Iinkonzo eziphuhlisayo zentlalo-ntle yoluntu ezibonelela ngenkxaso yokunciphisa intlupheko, ukuba sesichengeni kunye nefuthe le-HIV ne-AIDS ngokusebenzisa iinkqubo zophuhliso oluzinzileyo ngentsebenziswano nee-arhente zokuphumeza ezifana namaziko afumana inkxaso-mali kuRhulumente, iMibutho eNgekho phantsi koRhulumente (NGOs), iMibutho eZisekwe kuLuntu (CBOs) kunye nemibutho esekwe kwiNkolo (FBOs).

10. UKUBANDAKANYEKA KOLUNTU EKWENZIWENI KOMGAQO-NKQUBO OKANYE UKUSETYENZISWA KWAMANDLA OKANYE UKWENZA UMSEBENZI LISEBE LOPHUHLISO LWEZENTLALO.

a) Ekusebenziseni amagunya alo okanye ekwenzeni imisebenzi yawo ngokwecandelo lama-27 loMgaqo-siseko weRiphablikhi yoMzantsi Afrika neminye imithetho (ekhankanywe kwiphepha 5), uluntu luyamenywa amaxesha ngamaxesha ukuba luyenze loo nto, ukumelwa okanye ukuthatha inxaxheba okanye ukuphembelela uphuhliso lweMithetho eYilwayo yeSebe loPhuhliso lwezeNtlalo, amaPhepha eNgcaciso yoMgaqo-nkqubo, iMigaqo-nkqubo neMimiselo neMigangatho.

b) Amalungu oluntu ayakhuthazwa ukuba angenise izindululo zoqulunqo lweMithetho eYilwayo, amaPhepha eNgcaciso yoMgaqo-nkqubo, iMigaqo-nkqubo kunye neMimiselo neMigangatho. Amalungu oluntu nawo ayakhuthazwa ukuba athathe inxaxheba kudliwano-ndlebe noluntu kunye nothethathethwano lwabachaphazelekayo olulungiselelwe luPhuhliso loPhuhliso lwezeNtlalo.

c) Iqonga elisetyenziselwe uthabatho nxaxheba loluntu lisenokuba ngeentlanganiso zovakaliso-zimvo (ngokomzimba okanye ngobuxhakaxhaka), i-imeyile okanye ungeniso olubhaliweyo.

d) Izimvo kunye nokungeniswa kwamalungu oluntu kuqwalaselwa ngamandla ngexesha lokuqulunqwa kwemithetho esayilwayo yeSebe loPhuhliso lwezeNtlalo, amaphepha amhlophe, imigaqo-nkqubo, kunye neMimiselo neMigangatho.

e) ISebe loPhuhliso lwezeNtlalo lisasaza ulwazi eluntwini ngokusebenzisa amajelo osasazo ombane kunye noshicilelo, igazethi karhulumente kunye namajelo onxibelelwano.

11. UKUSEBENZA INKCAZELO YOBUQU

11.1 Injongo Yokusetyenzwa

1. ISebe loPhuhliso lwezeNtlalo liqhuba iinkcukacha zobuqu zezifundo zedatha eziphantsi kokhathalelo lwalo ngokuzalisekisa okanye ukuphumeza izibophelelo zalo zomthetho nemigaqo-nkqubo ngokusebenzisa –

i. Irejista yoKhuseleko lwaBantwana
ii. Ukubhaliswa kweeNPO
iii. Ukugwetywa kwezibheno zesibonelelo
iv. Ukukhulisa Umntwana Ongengowakho
v. UNonophelo lokukhuliswa ngabantu abangenabani
vi. Ukubhalisa kwaBantu abaDala
vii. UkuXhotyiswa kwexhoba
viii. Ukupheliswa kwentlupheko kunye neendlela zokuphila ezizinzileyo
ix. Ulawulo lwabasebenzi kunye nezicelo zemisebenzi
x. Ukugcina ii-akhawunti zeengxelo
xi. Inkqubo yokuthengwa kwempahla
xii. Iindwendwe kuzo naziphi na izakhiwo zeSebe loPhuhliso lwezeNtlalo
xiii. Ukuthobela eminye imithetho efanelekileyo, efana noMthetho woBulungisa kwezeNgqesho kunye nePFMA, iMimiselo ephantsi kwayo kunye namaNqaku oMyalelo kaNondyebo weSizwe.

11.2 Inkcazo yeendidi zeZifundo zeDatha kunye nolwazi okanye iindidi zolwazi olunxulumene noko

Apha ngezantsi kukho itemplate ebeka iindidi zezifundo zedatha kunye nenkcazo yohlobo okanye iindidi zolwazi lomntu siqu oluza kuqwalaselwa. Qaphela ukuba uhlobo lweenkcukacha zomntu luxhomekeke kwinjongo yomzimba ekwenzeni imisebenzi okanye iinkonzo zawo.

IIndidi ZeDatha Imibandela	Inkcazelo Yobuqu Esenokusetyenzwa
Abaxhamli beSebe loPhuhliso lwezeNtlalo: Abafaka Izikhalazo: Abantu Abaphilayo	Amagama kunye nefani; iinkcukacha zoqhagamshelwano (iinombolo zoqhagamshelwano), inombolo yefeksi, idilesi ye-imeyile; Idilesi yendawo yokuhlala, yeposi okanye yeshishini; Isichongi/Isazisi esahlukileyo Inombolo kunye nembalelwano eyimfihlo
Abafaka izikhalazo: Abantu abasemthethweni	Amagama abantu ekuqhagamshelwana nabo; Igama lequmrhu elisemthethweni; idilesi yendawo kunye neyeposi; iinkcukacha zoqhagamshelwano (iinombolo zoqhagamshelwano), inombolo yefeksi, idilesi ye-imeyile; inombolo yobhaliso; ulwazi lwezemali, lwezorhwebo, lwenzululwazi okanye lobugcisa kunye neemfihlo zorhwebo
Abasebenzi / Amalungu / Amalungu eKomiti	Isini, ukukhulelwa; Ubume obuxela ukuba utshatile okanye awutshatanga; uhlanga, ubudala, ulwimi, ulwazi lwemfundo (iziqinisekiso); ulwazi lwemali; Imbali yokuqeshwa; iinombolo zesazisi; idilesi yendawo kunye neyeposi; iinkcukacha zoqhagamshelwano (iinombolo zoqhagamshelwano), inombolo yefeksi, idilesi ye-imeyile; ingxelo yolwaphulo-mthetho; intlalontle kunye namalungu osapho, unyango, ubuzwe, imvelaphi yobuhlanga okanye yentlalontle, impilo yomzimba okanye yengqondo, ukukhubazeka, ulwazi lwebhayometriki yomntu, imbali yengqesho, ukubanjiswa kobungcali kunye neembekiselo.
Abantu bangaphandle / amaqumrhu	Igama; iinkcukacha zoqhagamshelwano (iinombolo zoqhagamshelwano, inombolo yefeksi, iadresi yeimeyili); iiadresi zentlalo nezeposi.

IIndidi ZeDatha Imibandela	Inkcazelo Yobuqu Esenokusetyenzwa
Umngeneleli / Umcebisi / Abaqhagamshelwa	Amagama wabantu ekuqhagamshelwana nabo; Igama leZiko; iadresi yeNtlalo neyePosi kunye neenkcukacha zoqhagamshelwano (iinombolo zoqhagamshelwano, inombolo yefeksi, iadresi yeimeyili); Inombolo Yobhaliso.
Ababoneleli Ngeenkonzo Abanekontraka	Amagama abantu ekuqhagamshelwana nabo; igama lequmrhu; amagama abalawuli kunye nabaninizabelo, idilesi yendawo kunye neposi kunye neenkcukacha zoqhagamshelwano (iinombolo zoqhagamshelwano), inombolo yefeksi, idilesi ye-imeyile); ulwazi lwemali; inombolo yobhaliso; amaxwebhu okusekwa; ulwazi olunxulumene nerhafu; abatyikityi abagunyazisiweyo, ubume bokuxhotyiswa kwabantsundu ngoqoqosho olubanzi (B-BBEE), amaqumrhu amanyeneyo, izicwangciso zoshishino.

11.3 Abo bazuzayo okanye uluhlu lwabazuzayo nabanikwa inkcazelo yobuqu bangabonelelwa

a) ISebe loPhuhliso lwezeNtlalo linokubonelela ngeenkcukacha zobuqu zedatha ephantsi kwaBaqeshwa beSebe loPhuhliso lwezeNtlalo, njengenxalenye yokuphumeza igunya lalo elisemthethweni.
b) ISebe loPhuhliso lwezeNtlalo linokubonelela ngeenkcukacha zobuqu zedatha exhomekeke kubaboneleli beenkonzo ababonelela ngezi nkonzo zilandelayo:
    i. Ukugcinwa kolwazi lomntu
    ii. Ukuthunyelwa kwee-imeyile kunye nezinye imbalelwano eluntwini
    iii. Ukuhlola inkuthalo efanelekileyo
    iv. Ukuqhuba uhlolo lolwaphulo-mthetho
    v. Ukuqhuba iziqinisekiso zemfundo
    vi. Ukuhlolwa kwabasebenzi abafanelekileyo ukusebenza nabantwana
    vii. Uphando lwasenkundleni kunye nalo naluphi na olunye uphando olunxulumene nemisebenzi yeSebe loPhuhliso lwezeNtlalo

viii. Uphicotho-zincwadi

ix. Ulawulo lweeNgxowa-mali zoMhlalaphantsi kunye noNcedo lwezoNyango

x. Izibonelelo ze-ICT

c) Isebe loPhuhliso lwezeNtlalo likwanako nokubonelela ngenkcazelo yobuqu yemiba yedatha kuye:

i. Nawuphi na umntu ekufakwe isikhalazo ngaye;

ii. Nawuphi na umntu onegunya elilawulayo okanye inkundla yamatyala, malunga nawo nawuphi na umcimbi okanye inxalenye yawo, ephantsi kolawulo lwabo;

iii. Ii-arhente zogcino-mthetho, ezifana neGunyabantu leSizwe loTshutshiso; INkonzo yamaPolisa aseMzantsi Afrika (eyophando lolwaphulo-mthetho kunye nokutshutshisa)

iv. Iinkundla, malunga nawo nawuphi na umcimbi othatyathwe kuphononongo lwenkundla.

v. Amaqumrhu anoxanduva lokujonga ukhuseleko lomntu ngamnye kunye nokuqinisekisa iziqinisekiso, ezifana namaziko okuthenga ngetyala kunye noGunyaziwe weZiqinisekiso zoMzantsi Afrika.

11.4 Ukuqukuqela okucetyiweyo okuphumela ngaphaya kwemida kwenkcazelo yobuqu

a) ISebe loPhuhliso lwezeNtlalo lingene kwiinkonzo zokuKhusela kwaMazwe ngaMazwe ezilawulwa yiNgqungquthela yaseHague yoKhuselo lwaBantwana neNtsebenziswano ngokubhekiselele kwiinkonzo zokuthatha umntwana ongamzalanga abe ngowakho kunye nokukhuselwa kwamalungelo abantwana.

b) Ukuba kuyimfuneko ukudlulisela naluphi na olunye ulwazi lobuqu kwelinye ilizwe ngazo naziphi na iinjongo ezisemthethweni, iSebe loPhuhliso lwezeNtlalo liyakuqinisekisa ukuba nabani na elidlulisela kuye iinkcukacha zobuqu uphantsi komthetho, imigaqo ebophelelayo yeshishini okanye isivumelwano esibophelelayo esibonelela inqanaba elaneleyo lokhuseleko kwaye umntu wesithathu uyavuma ukuphatha olo lwazi lobuqu ngenqanaba elifanayo lokhuseleko njengoko iSebe loPhuhliso lwezeNtlalo linyanzeliswa phantsi kwePOPIA.

c) Naluphi na ugqithiselo leNkcazelo lomntu oluwela umda luya kuba nemvume yomxholo wedatha, nangona kunjalo ukuba akunakwenzeka ukufumana imvume yesifundo sedatha, iSebe loPhuhliso lwezeNtlalo liya kudlulisela ulwazi lomntu ukuba:

i. Iya kuba yinzuzo yesifundo sedatha; kwaye

ii. Isihloko sedatha besinokunika imvume ukuba bekunokwenzeka ngokufanelekileyo ukufumana loo mvume.

11.5 Inkcazo ngokuBanzi yeMiqathango yoKhuseleko leNkcazelo oluza kuphunyezwa liqela elinoxanduva lokuqinisekisa ubumfihlo, imfezeko kunye nokufumaneka kolwazi.

a) ISebe loPhuhliso lwezeNtlalo lithe gqolo ukuseka kwaye ligcina amanyathelo afanelekileyo, afanelekileyo obugcisa kunye nombutho ngokuthatha amanyathelo afanelekileyo, afanelekileyo obugcisa kunye nemibutho ukuthintela:

i. Ukulahleka ngempazamo okanye ukutshatyalaliswa okungagunyaziswanga kwenkcazelo yomntu; kunye

ii. Nokufikelela olungekho mthethweni okanye ukusetyenzwa kwenkcazelo yomntu.

b) ISebe loPhuhliso lwezeNtlalo lithathe amanyathelo afanelekileyo njengoko equlethwe kumhlathi (c) ngezantsi apha:

i. Ukukhangela yonke imingcipheko yangaphakathi neyangaphandle enokubonwa ngokusengqiqweni kwinkcazelo yobuqu ephantsi kwayo okanye ephantsi kolawulo lwayo.

ii. Ukuseka nokugcina izikhuselo ezifanelekileyo ngokuchasene nemingcipheko echongiweyo.

iii. Ukuqinisekisa rhoqo ukuba izikhuselo ziphunyezwa ngokufanelekileyo.

iv. Ukuqinisekisa ukuba izikhuselo zihlaziywa rhoqo ukuphendula kwimingcipheko emitsha okanye iintsilelo kukhuseleko oluphunyeziweyo ngaphambili.

c) Amanyathelo athatyathwe liSebe loPhuhliso lwezeNtlalo abandakanya, phakathi kwezinye:

i. Ulawulo lokufikelela

ii. Ufihlo lwedatha

iii. Amanyathelo okuzikhusela
iv. Ukubek' esweni okuqinileyo, uphicotho-zincwadi nokunika ingxelo
v. Ugcino lwedatha
vi. Izisombulu ze-Anti-virus kunye ne-anti-malware
vii. Ukuqonda kunye nokuphawula
viii. Izivumelwano zigqitywe kunye nabaqhubi ukuphumeza ulawulo lokhuseleko.

c) UKUFUMANEKA KWENCWADANA

12.1 Le ncwadana iyafumaneka ngazo zonke ezi lwimi zisemthethweni -

a) IsiNgesi
b) ISepedi
c) ISetswana
d) IsiBhulu
e) IsiZulu
f) IsiXhosa
g) IsiNdebele
h) ISesotho
i) IsiSwati
j) ITshivenda
k) IXitsonga
l) IBraille

12.2 Ikopi yale Ncwadana okanye inguqulelo ehlaziyiweyo yayo, nayo iyafumaneka ngolu hlobo lulandelayo:

a) Ku-www.dsd.gov.za ukuba ikhona, yequmrhu lakwarhulumente
b) Kwi-ofisi elikomkhulu yequmrhu likarhulumente ukuze ihlolwe nguwonke-wonke ngeeyure eziqhelekileyo zokusebenza.
c) KuMlawuli weNkcazelo ngesicelo.

d) IINGXELO EZINGAFUMANEKIYO OKANYE EZINGEKHOYO

a) Abafaki-zicelo banelungelo lokufumana impendulo ngohlobo lwengxelo efungelweyo okanye isiqinisekiso apho iingxelo zingenako ukufumaneka ngokufanelekileyo, ebekuya kuthi umceli afikelele kuyo ukuba loo ngxelo ibikho.
b) Abafaki-zicelo banelungelo lokufumana impendulo ngohlobo lwengxelo efungelweyo okanye isiqinisekiso apho iingxelo eziceliweyo zingekho.

e) UKULAHLWA KWEENGXELO

a) ISebe loPhuhliso lwezeNtlalo linelungelo lokuchitha ngokusemthethweni iingxelo ezithile ngokwemigaqo yabasemagunyeni abafunyenwe kwiNkonzo yoLondolozo lweeNkcukacha eziBalulekileyo yeSizwe.
b) Abafaki-zicelo baya kwaziswa enoba ngaba ingxelo ethile ilahliwe na apho oko kufanelekileyo kwiingxelo eziceliweyo.
c) Ngokungqinelana necandelo lama-24(1) lePOPIA, iSebe loPhuhliso lwezeNtlalo linokuthi, lakuba lifumene isicelo kwisifundo sedatha:

i. Lungisa okanye ucime ulwazi lomntu siqu malunga nesifundo sedatha esikuyo okanye phantsi kolawulo lwayo olungachanekanga, olungabalulekanga, olugqithisileyo, oluphelelwe lixesha, olungaphelelanga, olulahlekisayo okanye olufunyenwe ngokungekho mthethweni; okanye
ii. Tshabalalisa okanye ucime ingxelo yolwazi lomntu siqu malunga nomxholo wedatha iSebe LoPhuhliso lwezeNtlalo elingasagunyaziswanga ukuba liwugcine ngokwecandelo 14 lePOPIA.

f) UKUHLAZIYWA KWENCWADI

a) ISebe loPhuhliso lwezeNtlalo liya kuthi, ukuba kukho imfuneko, lihlaziye lize lipapashe le Ncwadana rhoqo ngonyaka.

Ikhutshwe ngu

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