social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

INCWADZI YE PAIA

Ihlanganiswe ngekwe

Sigaba 14 se
Kuphakanyiswa Kwesifinyelelo
Elwatini (PAIA)
Umtsetfo 2 wa 2000 (Ubuyeketiwe)

Lusuku Lwekuhlanganisa 31/03/2024	

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LUHLWA LWETIFINYETO TEMAGAMA

PAIA	Kuphakanyiswa kwesifinyelelo Elwatini Umtsetfo 02 wa 2000 (Ibuyeketiwe).
PFMA	Kuphatfwa Kwetimali Temphakatsi Umtsetfo 1 wa 1999 (ubuyeketiwe).
POPIA	Kuvikeleka Kwemininingwane Yemuntfu Umtsetfo 4 wa 2013.
ICT	Tekuchumana Nelwati.
HIV & AIDS	Ligciwane Lengculaza.
NGOs	Tinhlangano Letingekho Ngephansi KwaHulumende.
CBOs	Tinhlangano Temphakatsi.
FBOs	Tinhlangano Letisekelwe Ekukholweni.

1. INJONGO YENCWADZI YE PAIA

1.1 Lencwadzi yekuphakanyiswa kwesifinyelelo elwatini (PAIA) ibalulekile emmangweni kute-

a) kuhlola tinhlobo teminininingwane legciniwe leyingahle ibe khona kulelitiko Lekutfutfukiswa Kwetenhlalakahle, ngephandle kwesidzingo sekuletsa sicelo se PAIA lesisemtsetfweni;

b) kube nelwati lekwenta sicelo sekufinyelela emininingwaneni legciniwe walelitiko Lekutfutfukiswa Kwetenhlalakahle;

c) kufinyelela kuyo yonkhe imininingwane yekuchumana lefanelekile yebantfu labatosita sive ngemininingwane legciniwe labafisa kufinyelela kiyo;

d) kwati onkhe emakhambi lakhona kulelitiko Lekutfutfukiswa Kwetenhlalakahle mayelana nesicelo sekufinyelela emininingwaneni legciniwe, angakayi kumbonisi noma tinkantolo;

e) tinchazelo tetinsita letitfolakalako esiveni kulelitiko Lekutfutfukiswa Kwetenhlalakahle, nekufinyelela kuleto tinsita;

f) inchazelo yelihlahlandlela neluhla lwekutsi isentjetiswa njani i PAIA, ngekuvusetelwa ngumlawuli nekufinyelela kiyo;

g) kwati kutsi lomtimba utoyisebenta imininingwane yemuntfu, injongo yekusebenta lemininingwane yemuntfu nenchazelo yetinhlobo tebantfu labatsintsekako nelwati noma tinhlobo telwati mayelana naloko;

h) kwati nangabe lelitiko lekutfutfukiswa kwetenhlalakahle lihlele kutfutfukisa noma kusebenta imininingwane yemuntfu longephandle kwase Ningizimu Africa na labatfolako kanye netigaba talabatfolako nekutsi imininingwane yemuntfu inganikwa bani;

i) Kwati kutsi lelitiko Lekutfutfukiswa Kwetenhlalakahle linekuvikeleka lokufanele kucinisekisa kugcinwa kwemfihlo, kuhleleka nekutfolakala kwemininingwane yemutfu lekumele isentjetwe.

2. KUSUNGULWA KWALELITIKO LEKUTFUTFUKISWA KWETENHLALAKAHLE

2.1 Imigomo/Imisebenti

Lelitiko Lekutfutfukiswa kwetenhlalakahle litfola umsebenti walo lomcoka kumtsetfosisekelo welive lase Ningizimu Africa;

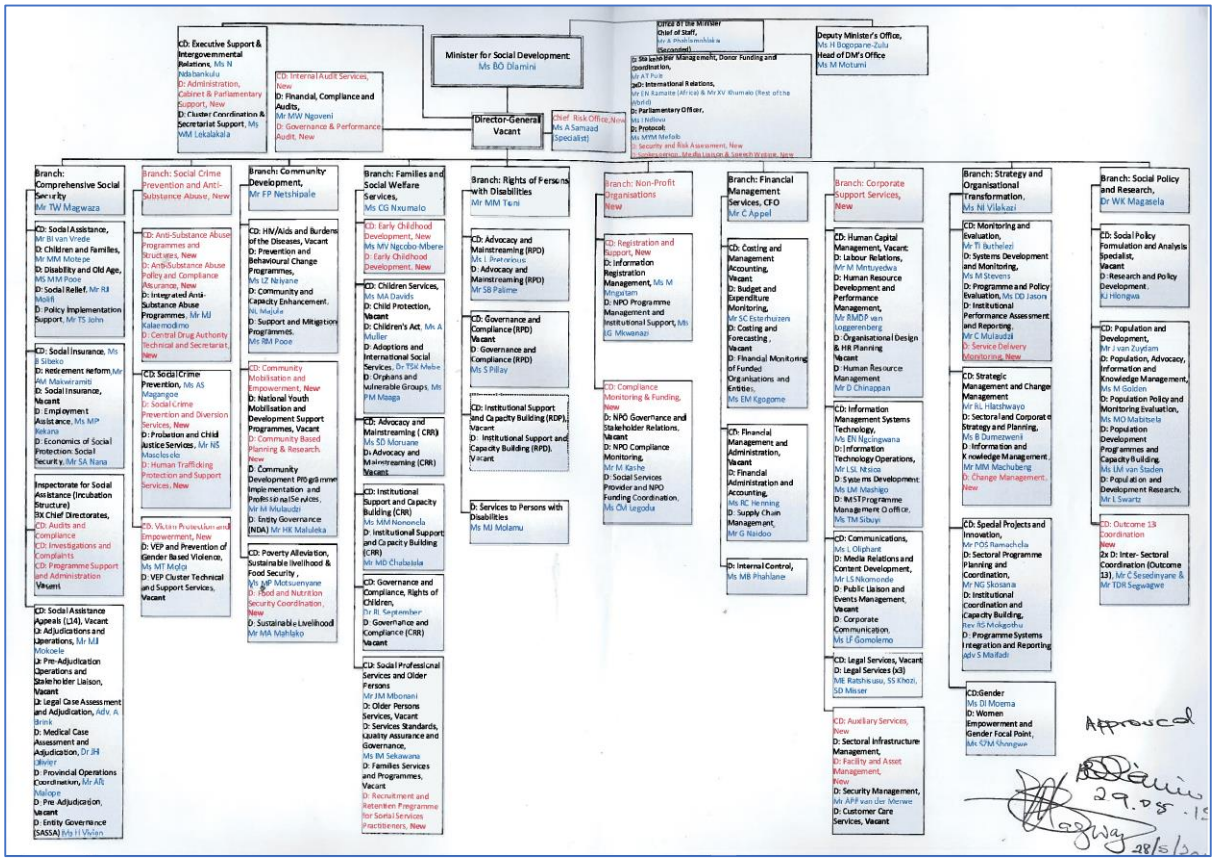
- Sigaba 27 (1) (c) wemtsetfosisekelo welive lase Ningizimu Africa (1996) uniketa lilungelo lekutfola lusito loluhambelana netenhlalo kulabo labangakhoni kutiphilisa kanye nalabo labancike kubo.
- Kwengeta, Sigaba 28(1) wemtsetfosisekelo welive lase Ningizimu Africa uchaza emalungelo ebantfwana mayelana nekunakekelwa lokufanele (kudla lokudzingekako, indzawo yekuhlala, tinsita tetemphilo kanye netinsita tetenhlalakahle) nekugcineka.

Lemitsetfo lelandzelako lekhona noma incenye yawo inika emandla ekushaya umtsetfo etikweni Letekutfutfukiswa Kwetenhlalakahle:

- Umtsetfo Webantfwana, 2005 (Umtsetfo. 38 wa 2005)
- Umtsetfo webantfu labadzala, 2006 (Umtsetfo. wa 2006)
- Imisebenti yetenhlalakahle, 1978 (Umtsetfo .wa 1978)
- Umtsetfo mayelana neBudlova Basemakhaya, 1998 (Umtsetfo.wa 1998)
- Umtsetfo weKuvikela Nekwelapha Kusetjentiswa kabi Kwetidzakamiva (Umtsetfo. 70 wa 2008)
- Umtsetfo Wetinhlangano Letingazuzi, 1997 (Umtsetfo .wa 1997)
- Umtsetfo Wekwelekelelwa Kwetenhlalakahle, 2004 (Umtsetfo. 13 wa 2004)
- Umtsetfo weSikhungo Sekuphepha Kutenhlalakahle, 2004 (Umtsetfo. 09 wa 2004)
- Umtsetfo Wekutfutfukisa livelonkhe, 1998 (Umtsetfo. wa 1998)

3. SAKHIWO SELITIKO LETEKUTFUTFUKISWA KWETENHLALAKAHLE

3.1 Sakhiwo



3.2 Imisebenti

Litiko letekutfutfukiswa Kwetenhlakahle lenta nayi imisebenti lelandzelako:

- Kuphatsa nekucondzisa kuvikeleka/kuphepha kutenhlalakahle, kanye nelusito loluphelele kutenhlalakahle, tivumo mgomo temshuwalensi letihlose kuvikela nekunciphisa buphuya etimeni temijikeleto yemphilo letifana nekulahlekelwa tindlela tekutfola imali ngenca yekungasebenti, kukhubateka, lasebabadzala kakhulu nanakuvela kufa.
- Kutfutfukiswa kwetinsita letisita noma tinciphise buphuya, kuhlukunyetwa kanye nemtselela we HIV ne AIDS ngetinhlelo letisimeme tekutfutfukisa lokusimeme nekubambisana netisebenti letifaka tikhungo letisekelwa ngu hulumende, tinhlangano letingekho ngephansi kwa hulumende (NGOs),

Tinhlangano Temphakatsi (CBOs), tinhlangano Letisekelwe Enkholweni (FBOs).

4. IMININGWANE YEKUCHUMANA LEBALULEKILE YEKUFINYELELA KULEMININGWANE YELITIKO LEKUTFUTFUKISWA KWETENHLALAKHLE

Sikhulu lesibukene netindzaba

Libito: Umn. Peter Netshipale

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Imininingwane jikelele yekufinyelela elwatini

Email: PAIA@dsd.gov.za
POPIA@dsd.gov.za

Velonkhe

Likheli: Private Bag X901
Pretoria
0001

Likheli Lendzawo: HSRC Building
134 Pretorius Street
Pretoria
0001

Lucingo: 012 312 7500

Umbiko wembane(E-mail): PAIA@dsd.gov.za

Likhasi(Website): www.dsd.gov.za

5. INCHAZELO NGATO TONKHE TINSITA LETIKHONA MAYELANA NEMTSETFO NOMA KUHLULEKA KUTIPHATSA NGETIMISO TELITIKO LETEKUTFUTFUKISWA KWETENHLALAKAHLE

5.1 Sikhalo Sangekhatsi

a) Lofaka sicelo angafaka sikhalo sangekhatsi ngekungavumelani nesincumo lesitsetfwe sikhulu lesibukene netindzaba noma lisekela lesikhulu lesibukene netindzaba nganati tizatfu:
   (i) Kwala kuniketa imvume yekufinyelela emininingwaneni legciniwe;
   (ii) Kwehluleka kuveta imininingwane legciniwe;

b) Locelako angafaka sikhalo sangekhatsi ngekwesigaba 74 we PAIA egunyeni lelifanele (Indvuna Yelitiko Lekutfutfukiswa Kwetenhlalakahle).

c) Kuze sikhalo mayelana nesincumo noma tincumo sentiwe sikhulu lesibukene netindzaba noma lisekela lesikhulu lesibukene netindzaba, lokucondzisiwe endzimeni (a) ngenhla, locelako kumele afake sikhalo sangekhatsi ngekucedzela lifomi 4. Lelifomu 4, lelifakwe lapha, kumele limikiswe kuleso sikhulu lesibukene netindzaba noma lisekela laso lesikhiphe lesincumo sekucala, lobhekeke kutsi achubele embili emagunyeni lafanele (Indvuna yetekutfutfukiswa Kwetenhlalakahle) emalangeni lalishumi ekusebenta ngemuva kwekutfola sikhalo sangekhatsi.

d) Kunetinsita letitfolakalako mayelana nemtsetfo nomakwehluleka kwenta ngekwe litiko leTekutfutfukiswa Kwetenhlalakahle namacondzana netiphakamiso temitsetfo nemigomo leyehlukahlukene.

e) Nangabe likhasimende lihlukumetwe sincumo lesentiwe yi SASSA mayelana nesicelo sesibonelelo noma kubuyeketwa kwesibonelelo kubantfu Labakhulile, Kukhubateka, Kuncika Ekunakekelweni, Balwi Bemphi, Sondlo Semntfwana ,Sibonelelo Semntfwana Welusito, Kuniketwa Kwelusito kanye nekwelekelela kutenhlalakahle ,umuntfu lonjalo angafaka sikhalo sangekhatsi esikhatsini lesingangemalanga lengemashumi layimfica (90) kusukela ngesikhatsi SASSA akhipha sincumo, akanye neMkhandlo Lotimele kutfola lusito lwetenhlalakahle Tikhalo ngekumikisa lifomu lesicelo Kanye nemaphepha lafanele icondze ngco

Kumkhandlo Lotimele ngekutfola lusito kutenhlalakahle ngekusebentisa emahhovisi aka SASSA lasedvute noma ngencwadzi yembane Grantappeals@dsd.gov.za.

Lesinye sikhalo singacondziswa ku Complaints@dsd.gov.za.

5.2 Sikhatsi Sekufaka Sikhalo

a) Lifomu lesikhalo sangekhatsi kumele limikiswe noma litfunyele eSikhulwini Selwati noma Lisekela Lesikhulu Selwati, imininingwane yekuchumana itfolakala ku likhasi lesitfupha (6) etinsukwini letingemashumi lasitfupha (60) ngemuva kwekutsatfwa kwesincumo; phidze kungakendluli langemashumi lamatsatfu (30) emalanga ngemuva kwekunikwa kwesincumo kumuntfu wesitsatfu lofakelwe sikhalo.
b) Sikhalo kumele simikiswe Esikhulwini Selwati lekumele ngekwa PAIA, alichubele endvuneni yelitiko lekutfutfukiswa kwetenhlalakahle, angakendluli emalanga lalishumi (10) ekusebenta, kanye netizatfu takhe tekutsatsa lesincumo lasitsetse, neligama, likheli, inombolo yelucingo kanye nelikheli leliposi lembane, loko nje lokutfolakalako, yanoma ngumuphi umuntfu wesitsatfu lokumele atiswe ngalesicelo, ngekwemtsetfo 47(c) 1) we PAIA.
c) Lesikhalo kumele setfulwe noma sitfunyelwe kunoma nguyiphi indlela yekuchumana lebaliwe ekhasini lesitfupha (6).
d) Indvuna yetekutfutfukiswa Kwetenhlalakahle, ngetizatfu letivakalako, angavumela kufakwa kwesicelo sesikhalo sangekhatsi. Nangabe indvuna yetekutfutfukiswa Kwetenhlalakahle ingenetiseki ngetizatfu letibekwako tekuphuta kuletsa sikhalo, lesicelo sitocitfwa ngekubhala satise lomutfu lofake lesikhalo sangekhatsi.
e) Indvuna yetekutfutfukiswa Kwetenhlalakahle kumele isebente iphindze ikhiphe sincumo esikhalweni sangekhatsi kungakapheli emalanga la ngemashumi lamatsatfu (30) kusukela ngesikhatsi kwemukelwa lesikhalo sangekhatsi Sikhulu Selwati noma Lisekela Lesikhulu Selwati.

5.3 Inchubo yekubhala sikhalo kumlawuli weLwati noma ngumuphi umtimba longamele.

Locelako noma umuntfu wesitsatfu angaletsa sikhalo kuMlawuli Welwati ngemuva kwekutsi umceli noma umuntfu wesitsatfu (3) sekacedze/aphelelise inchubo yekuphikisa sincumo seSikhulu selwati noma lisekela Lakhe.

a) Umlawuli welwati angasicitsa lesikhalo nangabe inchubo yekuhlehlisa licala egunyeni lelifanele (Indvuna Yetekutfutfukiswa Kwetenhlalakahle) ayikapheleli.
b) Sikhalo kumlawuli welwati lesifakwa ngulocelako noma umuntfu wesitsatfu kumele sifakwe angakapheli emalanga lalikhulu nemashumi lasiphohlongo (180) ngemuva kwekwemukelwa kwesincumo salomtimba.
c) Locelako angafaka sikhalo kuMlawuli Welwati, uma angakajabuli ngemphumela wesikhalo sangekhatsi kulosemagunyeni lafanele (Indvuna Yetekutfutfukiswa Kwetenhlalakahle), loko kungahle kube kutsi:
    (i) Sincumo salosemagunyeni Lafanele (Indvuna yeTekutfutfukiswa kweTenhlalakahle) kungavumeli kufakwa muva kwesikhalo sangekhatsi.
    (ii) Sincumo sesikhulu kungemukeli sicelo sekufinyelela, noma;
    (iii) Kululwa kwesikhatsi kuze kusetjentwe sikhalo; noma kunika imvume yekufinyelela kulelinye lifomu tsite.
d) Umuntfu wesitsatfu angafaka sikhalo kumlawuli welwati , uma angakajabuli ngemuphumela wesikhalo sangekhatsi emagunyeni lafanele (Indvuna Yetekutfutfukiswa Kwetenhlalakahle) lokungahle kube kutsi;

(i) sincumo sesikhulu selwati noma Lisekela lakhe kuvumela sicelo sekufinyelela

5.4 Usifaka kanjani sicelo kuMlawuli weLwati

a) Sikhalo kuMlawuli welwati mele sibhalwe phansi kanye nelifomu lesikhalo kumele ligcwaliswe, noma ngesandla noma ngenkhundla yetekuchumana. Lifomu lesikhalo lifomu 5, lingatsatfwa ekhasini langcondvomshini lemlawuli welwati, https://www.justice.gov.za/inforeg/

5.5 Inchubo yekwendlulisela licala enkantolo lenemandla ekulungisa.

Sincumo lesentiwe ngulosemagunyeni lafanele (indvna yetekutfutfukiswa Kwetenhlalakahle) mayelana nananoma ngusiphi sincumo umfaki sicelo noma umuntfu wesitsatfu lahlukubeteke ngaso siyagcina, nalofake sicelo noma umuntfu wesitsatfu ngekubhala sicelo, angakapheli emalanga lalikhulu nemashumi lasiphohlongo (180) angabhalela inkantolo acele kukhululeka lokufanele ngekwesigaba 82.

a) Sicelo lesibhekiswe enkantolo nge PAIA ngekulandzela inchubo yetinkantolo letincane, futsi kumele kube yindlela yekugcina.
b) Emacala ekutfola lwati angalalelwa embikwe nkantolo ya Mantji, njengenkantolo yekucala bese kuba yinkantolo lePhakeme lenemandla.
c) Kwehluleka kuletsa sicelo kulamalanga lalikhulu nemashumi lasiphohlongo (180), kungavunyelwa yinkanto uma umuntfu akhombisa kutsi intsandvo yebulungiswa iyadzingeka. Loku kusho kutsi inkantolo ingasivumela sicelo lesifike muva uma ngabe lendzaba lekumele ilungiswe itfolakala kutsi ilungele bulungiswa.

6. TINCWADZI TEKUSEBENTISA PAIA NENDLELA YEKUTFOLA LELIHLAHLANDLELA

6.1 Umlawuli ngekwesigaba 10(1) we PAIA, uvusetele wenta kutsi kutfolakale lihlahlandlela lelibuyeketiwe ngekusebentisa I PAIA, nekuvisiseka kalula, njengoba kungadzingwa ngumuntfu lofisa kusebentisa nome ngabe nguliphi lilungelo lalokucuketfwe ku PAIA Na POPIA.

6.2 Lelihlahlandlela liyatfolakala ngayinye yetilwimi letisemtsetfweni**.**

Lencwajana icuketse tinchazelo tetintfo letichazwa yi PAIA ne POPIA;

Likheli nelikheli lesitaladi, lucingo, inombolo yelucingo lwemoya, nakukhona, likheli leliposi lembani lendvuna yetindzaba telwati kuyo yonkhe imitimba yembuso, nalo lonkhe lisekela lendvuna yetindzaba telwati sato tonkhe tinhlangano temphakatsi naletingasito letikhetfwe ngekwesigaba 17(1) we PAIA ne sigaba 56 we POPIA;

Indlela Kanye ne kwakhiwa kwesicelo sekufinyelela emininingwanenei legciniwe yemtimba wahulumende lohlongotwako ku sigaba 11; kanye

ne kufinyelela emniningwanenei logciniwe lohlongotwako ku sigaba 50;

Tinsita letitfolakalako esisebentini selwati kumtimba wembuso ngekwa PAIA na POPIA;

Lusito lolutfolakala kumcondzisi ngekwa PAIA na POPIA;

Tinsita letikhona emtsetfweni mayelana nemtsetfo noma kwehluleka kwenta ngekwelilungelo noma umsebenti lonikwe noma lobekwe ngu PAIA na POPIA, kufaka ekhatsi indlela yekufaka sikhalo sangekhatsi;

Sikhalo kumlawuli; nesicelo enkantolo lesiphambene nesincumo lesetfulwe yindvuna yetindzaba telwati semtimba wahulumende, sincumo ngesikhalo sangekhatsi noma sincumo lesitsetfwe nguMlawuli noma sincumo senhloko mtimba longasiye wahulumende;

Letibonelelo te tigaba 14 na 51 ladzingwa ngumtimba wahulumende nalongasiye wa hulumende, ngalokufananako, kubhala incwadzi yeticondziso, nekufinyelela kulencwadzi;

Tibonelelo tetigaba 15 na 52 kuvumela kuvulwa ngekutitsandzela kwetigaba temininingwane legciniwe ngumtimba wembuso Kanye nemtimba wangasese;

Letimemetelo letikhishiwe ngekwetigaba 22 na 54 mayelana netindleko lekumele tibhadalwe ngekufinyelela eticelweni ngetigaba 22 na 54; nemitsetfo mgomo leyentiwe ngekwe sigaba 92. Emalunga emphakatsi angahlola noma ente tawo tincwajana (copies) emahhovisini emitimba ya hulumende nalengasiyo ya hulumende, kufaka ekhatsi lihhovisi lemlawuli, ngetikhatsi letijwayelekile tekusebenta.

Lencwadzi ingaphindze itfolakale nawuyicela ekhasini landcondvomshini lesikhulu setindzaba telwati (https://www.justice.gov.za/inforeg/).

7. INCHAZELO YETIHLOKO LETIPHETFWE NGULELITIKO LETEKUTFUTFUKISWA KWETENHLALAKAHLE LETIFAKA KUPHATFWA KWEMININGWANE LEGCINIWE, TIGABA TEMININGWANE LEGCINWE.

a) Temininingwane legciniwe letfolakala kulelitiko lekutfutfukiswa Kwetenhlalakahle tentiwe ngeligatja ngalinye ngekutsatsa tincumo emakomidini lehlukene.

b) Ligatja lilinye letekutfutfukiswa kwetenhlalakahle litfutfukisa imininingwane legciniwe lebalulekile lecondzene ngalokucondzile nemikhicito yeligatja kanye nemibhalo yekusebenta ekuchubeni kwemsebenti welitiko letekutfutfukiswa Kwetenhlalakahle.

c) Letigaba talemininingwane lekhicitwako kulelitiko le Kutfutfukiswa kwetenhlalakahle tehlukaniswa ngalendlela lelandzelako:

   i) Ngekusho kweluhlelo lwelifayela lwekubhalelana, emafayela ekusekela ngekwebuciko, imisebenti lemcoka, emafayela emacala kanye netinchubo tekusebenta kwelitiko Letekutfutfukiswa Kwetenhlalakahle.

   ii) Luhla lwekucondzisa imininingwane legciniwe aleminye imininingwane kufaka ekhatsi tincwadzi letishicilelwe Kanye nemininingwane yekubukwa nekulalelwa yelitiko leKutfutfukiswa Kwetenhlalakahle.

f) Imininingane legciniwe letsite yelitiko leKutfutfukiswa Kwetenhlalakahle atfolwa ngesikhatsi semsebenti welitiko lekutfutfukiswa Kwetenhlalakahle kani kuletinye timo imininingwane legciniwe itfolwa kubantfu kanye netinhlangano temphakatsi ngekulandzela imitsetfo Kanye netinchubomgomo.

g) Litiko lekutfutfukiswa Kwetenhlalakahle inika lilungelo lekwendlulisela ticelo temininingwane legciniwe emitimbeni lefanele lapho khona lemitimba

beyibaphatsi bemininingwane lefunekako nobe lapho khona lomnyango ungasenalutfo lelitincwadzi.

h) Lelitiko lwekutfutfukiswa Kwetenhlalakahle linika emalungelo ekwakha tigaba letinsha temininingwane legciniwe lapho kufanele khona.

i) Lencwadzi yelwati itobuyeketwa kuveta tingucuko etigabeni temmininingwane legciniwe ngalokufanele.

7.1 Inchazelo yesihloko ngalokucuketfwe litiko leKutfutfukiswa Kwetenhlalakahle lapho ligcina khona emarekhodi Kanye netigaba temarekhodi lagcinwako kuleso naleso sihloko.

a) Litiko leKutfutfukiswa Kutenhlalakahle liphetse nayi imininingwane legciniwe lelandzelako, letfolakalako etikweni leteKutfutfukiswa Kwentenhlalakahle futsi lingacelwa ngekusebentisa idlela yekucela yaka PAIA. Loluhlobo lolu lwemininingwane lengciniw alukavami kuba nelwati lolungahle lube ngulolufuhlakela.

b) Imininingwane legciniwe lewela kuloluhla lwelwati iyatfolakala kuMabhalane welitiko leKutfutfukiswa Kutenhlalakahle emahhovisini lamakhulu elitiko noma ku (website) yalo litiko leKutfutfukiswa Kwetenhlalakahle: https://www.dsd.gov.za.

c) Ngentansi luhla lwemininingwane nelwati lolungacelwa ngalokusemtsetfweni ngekwaka PAIA noma kutsatfwe ngekusebentisa le website lapha ngenhla yelitiko leTekutfutfukiswa Kwetenhlalakahle.

Tihloko	**Tigaba tema- rekhodi**	**Ticelo tekufinyelela**	**Lokutsetfwe ku 'website'**
Emabhuku emasu netinhlelo,tiphakamiso	Lisu lekuhlela, Lizinga Lekusebenta Emnyakeni, Luhlelo, Imibiko Yeminyaka	X	X
Kulandzelela Nekuhlola	Imibiko Yekuhlola	X	X
Imitfombolusito Yebantfu	Sivumelwano Semitsetfosivivinyo	X	

	Luhlelo Lwekunikela Tinchubomgomo Imininingwane yetisebenti Lizinga Lekusebenta Kutfutfuka Imisebenti lekhangisiwe Luhlelo lwekulingana kutemsebenti Kanye netibalo		
Tinchubomgomo tekusebenta ,tinchubo,luhlaka, luhlelo	Kuphatsa Tivumelwano tekusebenta nemisebenti Iminikelo Kuphatfwa kwelikhetselo lekutfutfukiswa Tivumelwano Kanye nemisebentiy/nemathenda Timali Baphakeli Kuphatsa tebungoti Umbiko wekuhlolwa kwetimali Lwati kutabongcondvomshini kuphatfwa kwetimali Imitfombolusito yebantfu Kutsengisa nekwakha ligama	X	
Temtsetfo, Tinchubomgomo, Lucwaningo	Imibono yetemtsetfo	X	
Tikhungo tesive Hulumende	Memorandamu yekuvumelana	X	

	Tinchubomgomo netinchubo Temphilo. Kuphepha emsebentini. Likomidi Lesigungu Lesengamele Likomidi lekuphatsa. Likomidi lekulahlekelwa kulawula.		
Incwadzi neticondziso	Incwadzi Yelihlahlandlela Lwemlawuli Welwati Ngekusebentisa iPAIA	X	X
Tinsita tekusakata nekumaketha	Tincwadzi Tekusakata. Luphenyo. Imibiko yekuhlola. Imibuto levame kubutwa.	X	
Lwati kutabongcondvomshini	Tintfo letentekile Kanye nemsebenti. Ticelo. Umkhokhi Kanye nemgcini Lwati. Umniningwane wemlondvoloti. Luhlelo lwekubhalisa imicimbi. Kulungiswa kwetinhlelo. Luhla lwekuhlola. Imisebenti yenyanga. Imibiko. Tivumelwano temazinga ekusebenta. Tinchubomgomo te ICT. Tincwadzi tetinchubo.	X	

	Kugcinwa kwe netwekhi. Kutfutfukiswa kwenchubo. Tincwadzi temjikeleto wemphilo.		
Tincwadzi	Tincwajana, Tincwadzi, tikhatsi letitsite, emaphephabhuku, imibiko, tincwadzi tetindzaba, ema-bullethini, DSD Magazine, tincwadzi tabongcondvomshina	X	X
Imibiko yetindzaba	Kusakatwa Kwetidzaba, umsakato, netinkhulumiswano tamabonakudze, titatimende,tinkhulumo letisemtsetfweni, tipho Kanye nemiklomelo lokucuketfwe ku website Kanye nebuntfu benkampane Kanye ne infographs.	X	X
Imicimbi, imisebenti, tinkhulumiswano nemihlangano	Kwetfulwa kwemibono, tinkhulumiswano, imiculu, imibiko,	X	X
Tincwadzi Temininingwane	Tincwadzi tangekhatsi. Luhlelo lwelifayela. Luhlelo lwekuhlola emarekhodi. Imininingingwane lengekhatsi. Umbhaliso wetipho letemukelwe.	X	

Imibiko/ emaminitsi/ tincumo	Imemorandamu netimphendvulo Kanye nemaminitsi	X	
Kuniketa luhlelo lwetindzaba	Tincwadzi tekwetfula sicelo, imisebenti yemabhizinisi, ticelo tekutsenga, tincaphuno, ticelo, imigomo yekucasha, luhlu lwebafaki ticelo bemabhizinisi, luhlu lwebafaki ticelo labaphumelele.	X	
Luphenyo neLuhambiswano	Kulalelwa kwetimemo, kubitwa ngkwemtsetfo, ticwayiso tekuphocelela, tecwayiso telwati, kungenelela kwe-HR, kulalelwa kwemphakatsi, imibiko yeluhlelo loluphelele Kanye nembiko wekuphenya.	X	
Timali	Kubhaliswa kwetimali, umbiko wetimali, kusetjentiswa kwetinkhontileka (contracts) Kanye netindzawo tekukhicita, kuphatfwa kwemphahla, kubhaliswa kwemphahla, kuphatfwa kwetimali, kulinganiselwa , titatimende, kuhlelembiswa kwekusebenta kwemali, imibiko, timphepha tekuhlola timali, titatimende	X	

	temali lengenile, imibiko netimbuyiselo, luhlaka lwekuniketa ngetimali ngemibandzela.		
Kubhala ngekulalelwa nangekubukwa	Ema-slide,titfombe, emafilimu,ema video/	X	

7.2Tigaba temininingwane letingabekwa ngaphansi kwetizatfu tekwencatjelwa kufinyelela kulemininingwane legciniwe.

a) Lemininingwane legciniwe lebaliwe kuloluhlu ngentansi lungacelwa, kepha kufinyelela kuletinye tincenye talemininingwane legciniwe noma kuwo wonkhe lomunininingwane, inkantolo ingakuncaba ngetizatfu letisemtsetfweni letibalwe ku sigaba 33 kuya ku 46 we PAIA.

b) Litiko lekutfutfukiswa Kwetenhlalakahle lengce linike lilungelo lekuncaba kufinyelela emininingwaneni lapho kusetjentwa kwemininingwane legciniwe kutawubanga kutsi kube nekucitsa sikhatsi lesinyenti futsiv lokungakafaneli kwemitfombolusito yayo.

c) Kufinyelela kutowuncatjwa nangabe ticelo kuticelo letingenamsebenti noma letihluphako.

d) Kodvwa ke, lesisebenti selwati noma lisekela lesisebenti selwati selitiko Lekutfutfukiswa Kwetenhlalakahle angasivumela sicelo sekufinyelela emunininingwaneni logciniwe welitiko Lekutfutfukiswa Kwetenhlalakahle, nangabe:

   i. Kuveta imininingwane kutoveta bufakazi bekwephulwa kwemtsetfo lokhulu noma kwehluleka kuhambisana nemtsetfo; kanye

ii. Intsandvo yemphakatsi ngekudalulwa kwemininingwane ligciniwe ibaluleke kakhulu kunelihlazo lelihlongotwa kunobe ngusiphi sizatfu sekwala nekufinyelelwa emibhalweni legciniwe.

Tigaba Temininingwane Lebhaliwe	**Lifomu Lekucela Kuphela**
Umniningwane Mayelana Nekuphepha	X
Imininingwane Labanjwe Kusebenta Kwemtsetfo	X
Kubhalisana Ngekhatsi Kwebaphatsi Labakhululu	X
Umphumela Welucwaningo Lolwentiwe Litiko Lwetekutfutfukiswa Kwetenhlalakahle	X
Umniningwane Wemakhasimende Loyimfihlo	X
Umniningwane Wemakhasimende Loyimfihlo, Umininngwane Loyimfihlo lotfolwe ngesikhatsi seluphenyo, umniningwane lohlobene nekuphepha kwavelonkhe.	X
Umniningwane wetisebenti temitfombolusito yemuntfu kufaka ekhatsi kepha kungagcini kumafayela lahlobene netinchubo tekucondzisa tigwegwe temarekhodi, umniningwane wemuntfu jikelele.	X
Kwembulwa Kwemagugu netindlela tekuvikelwa kwemagugu.	X
Tivumelwano temazinga ekusebenta.	X
Timphepha tekutsengisa.	X
Luhla lwemhlangano, imininingwane lebhaliwe yemihlangano nemibiko.	X
Imibiko, tinchubomgomo yemihlangano nemibiko.	X
Emaphepha elucwaningo nemibono yemtsetfo.	X
Ema-invoyisi nebufakazi bekukhokha.	X
Imibiko ye forensic.	X

8. TIGABA TEMININGWANE LEGCINIWE TELITIKO LEKUTFUTFUKISWA KWETENHLALAKAHLE LETITFOLAKALAKO NGEPHANDLE KWEKUTSI UMUNTFU ACELE LUSITO

Imitsetfo	Umtsetfo webantfwana(38 wa 2005) Umtsetfo webantfu labadzala, wa (2006) Umsetfo wemisebenti yetenhlalakahle, wa (1978) Umtsetfo weBudlova B asemakhaya, wa (1998) Kuvimbela nekwelapha kusetjentiswa kabi kwetidzakamiva 70 wa (2008) Umtsetfo wekuvikela Nekwelashwa Kwekuncika Kutidzakamiva wa (1992) Umtsetfo wekwelekelelwa kutenhlalakahle wa (2004) Umtsetfo wetinhlangano letingazuzi wa (1997) Umtsetfo wesikhungo sekutfutfukisa savelonkhe wa (1998) Umtsetfo wekutfutfukiswa kwekufinyelela Elwatini (PAIA) 02 wa(2000) Umtsetfo weluphiko lwavelonkhe lwetindlu temilandvo nemininingwane legciniwe, 43 wa (1996 kulungisiwe) Umtsetfo wekuvikela imininingwane yeBantfu 04 wa(2013)	X

	Umtsetfo wekutfutfukiswa kwekuphatsa tebulungiswa, 03 wa (2000) Utsetfo wekuphatfwa kwetimali temphakatsi 1 wa (1999) 3.7.Umtsetfo wetekuchumana ngemoya nekusebenta 25 wa(2002) Umtsetfo wesidzingo lesisisekelo sekusebenta 75 wa (1997) Umtsetfo weBudlelwane betisebenti 66 wa(1995) Umtsetfo wekulingana emsebentini 55 wa (1998)	
Imitsetfomgomo	Imitsetfomgomo yemitsetfo yebantfwana	X
Emafomu	PAIA lifomu lesicelo PAIA lifomu lesibonelelo POPIA lifomu lesikhalo	
Tinchubomgomo, Luhlaka, Imihlahlandlela,	PAIA Inchubomgomo PAIA Incwadzi Inchubomgomo ngemfihlo ye website Inchubomgomo ngekwatisa ngekutsintseka Incwadzi lemhlophe mayelana nemalungelo ebantfu labakhubatekile Imigomo nemibandzela	X
Imibhalo yemasu (Tinhlelo nemibiko)	(Inchazelo yenhlangano, kubuka jikelele, umsebenti lohlosiwe), umkhicito wetinhlavu Luhlelo lisu	X

	Luhlelo lwemnyaka lwekusebenta. Umbiko wemnyaka wekusebenta Luhlelo lwemnyaka lwekusebenta.	
Tekuchumana	Inkhulumo Yendvuna. Inkhulumo Yelisekela Lendvuna. Titatimende tetindzaba. Tindzaba te DSD.	X

Kuphatfwa kwemitfombolusito yemuntfu	Kufaka sicelo sekusebenta emisebentini ya hulumende lifomu (Z83). Tincwajana tekukhangisa imisebenti.. Inchubomgomo yekucasha nekukhetsa. Inchubomgomo yekulingana kutemsebenti. Luhlelo lwekulingana emsebentin.i Inchubomgomo yekuphatsa kusebenta. Inchubomngomo yema awa ekusebenta. Inchubomgomo yekuhlola umsebenti. Imchubomgomo yekugcoka. Inchubomgomo yekusita tisebenti. Inchubomgomo yekulekelelwa kwesisebenti. Kuvusetelwa Kwekulova Nangekutsatfwa Kwemalanga. Kuvusetelwa kwekuphela kwemsebenti. Umtsetfomgomo weKuhlukunyetwa ngekwelicansi. Inchubomgomo yeLusito lwekufundza. Inchubomgomo Yekubuyiselwa.	X

9. TINSITA LETIKHONA KUMALUNGA EMPHAKATSI ETIKWENI LETEKUTFUTFUKISWA KWETENHLALAKALHE

9.1 Imibhalo legciniwe yekuvikelwa kwebantfwana

a) Ngekwesigaba 111 wemtsetfo webantfwana 38 wa 2005, Umcondzisi Jikelele kumele agcine futsi angine libhuku lelitsiwa Libhuku Lesivikelo Semntwana Velonkhe (National Child Protection Registe).
b) Incenye ya Part A kumele ibe nayo yonkhe imininingwane yemntfwana yekuhlukubeteka noma kunganakwa lokwentiwe mabomu, konkhe lokutfolwa yinkantolo yebantfwana kutsi vele umntfwana udzinga lusito nekuvikelwa ngenca yekuhlukubeteka nekunganakwa kwamabomu kwemntfwana: Sigaba 114 (wemtsetfo webantfwana).
c) Incenye B kumele ibe neluhle lwebantfu lokungakameli kutsi basebente ngebantfwana Kanye nekusebentisa lwati lolubhalwe kuncenye B kuze kuvikeleke bantfwana jikelele ekuhlukubetweni ngulaba bantfu (Sigaba 118 wemtsetfo webantfwana).
d) Bonkhe bantfwana kabahlukubetekile bangenela luphenyo mayelana nanoma nguluphi luhlobo lwekuhlukunyetwa emtimbeni, emoyeni, ngelicansi, ngekunganakwa mabomu kumele babhaliswe kuncenye A ebhukwini lesivikelo semntfwana velonkhe (National Child Protection Register).

9.2 Tinsita tebantfwana

a) Litiko lekutfutfukiswa Kwetenhlalakahle lisita bantfwana labadzinga kunakekelwa nekuvikelwa; netidzingo letikhetsekile (loku kufaka ekatsi tifo letingelapheki, kukhubateka, Kanye nebantfwana labenta tintfo ngendlela lelukhuni kuyilawula.

b) Ngaloluhleo litiko lekutfutfukisa tenhlalakahe litimisele kakhulu kwacha imindeni nemimango lenaka nalevikela bantfwana baze bakhona kusebentisa emakhono abo ngalokuphelele.

9.3 Tinsita kubantfu labanekukhubateka.

a) Litiko letekutfutfukiswa Kwetenhlalakahle lisebentisa tinhlelo letihlanganiswe Kanye nekuniketa tinsita letenta kube melula kutfutfukiswa kwenhlalakahle Kanye nemnotfo liphindze lisebentise tinhlelo letiphakamisa inhlalakahle ku kantfu labaphila nekukhubateka tsite ngekufaka tinhlelo nemisebenti Kanye nekwakha emakhono nekwesekela.

9.3 HIV ne AIDS

a) Litiko Letekutfutfukiswa Kwetenhlalakahle lisebentise tinhlelo telunakekelo loluhlanganiswe tasekelwa emphakatsini letihlose kunciphisa umtselela wetenhlalakahle netemnotfo we HIV ne AIDS nguniketa tinhlelo kanya netinsita yekungenelela tinhlelo tekuvimbela Kanye nekwesekela ngekwegcondvo Kanye nekwakhiwa kwemitfombolusito yetimali Kanye nemakhono letisitwako.

9.4 Lusito Lwetenhlalakahle

Litiko letenhlalakahle lifaka sandal etimeni letiphutfumakoletikhonjisiwe emiphakatsinilebukene netinhlekelele letingakachazwa, kuphendvule etimeni letiphutfumako letikhonjiswe emiphakatsini lebukene netinhlekelele letinhachazwa noma letinye timo temphakatsi letibangela kuhlupheka lokungakafaneli ngekutiniketa teluleko nekwesekela bantfu labantintsekile kanye nemindeni, kutfutfukisa tinhlelo tekunakekelwa kwetindzaba tesikhatsi lesifishane, lesisemkhatsini nesikhatsi lesidze Kanye nekuniketa lusito lwetimali Kanye nelwetintfo kubantfu noma emakhaya ngco noma ngekusebentisa balingani labafanele labemukelekile.

9.5 Kunakekelwa kwebantfu emakhaya

a) Litiko lekutfutfukisa tenhlalakahle linikete timali laphindze lasekela tinhlangano letiniketa tinhlobo letehlukene tetinsita kubantfu kanye nemindeni lengenwe ngulesifo (HIV ne AIDS). Letinhlangano tiniketa tinsita tekunakekela kwemphakatsi ekhaya kute kucinisekiswe kutsi tindzingo letisisekelo sebantfu tiyanakekelwa.

9.6 Kunakekelwa kwebantfwana ngemtsetfo

a) Kubekwa kwemntfwana ekunakekelweni ngumuntfu longasiye umtali noma umnakekeli wemtfatfwana ngenca yesincumo senkantolo yebantfwana, noma kuniketwa kwemntfwana kuletinye tindzawo tekunakekelwa.

9.7 Kwemukelwa kwebantfwana

a) Kutsatfwa kwemntfwana ngalokuphelele nguloyo longasuye umtali wakhe ahlale naye futsi amnakekele njengewakhe ngalokusemtsetfweni.Kuniketa imphilo yemndeni losimeme noma lesimeme kubantfwana labangeke bakhuliswe ngalenye indlela.
b) Kutsatfwa kwemntfwana aye kuleleinye live ngalokuphelele nguloyo longasuye umtali wakhe ahlale naye futsi amnakekele ngalokusemtsetfweni.

9.8 Kubhaliswa kwenhlangano lete inzuzo (NGO) nekwakhiwa kwemakhono ekusekela tikhungo

a) Litiko letekutfutfukisa kwetenhlalakahle liyabahalisa libuke kulandzela umtsetfo kwema NGO. Litiko letekutfutfukisa kwetenhlalakahle liniketa kwakhiwa kwemakhono esikhungo Kanye nekwesekela NGOs, CBO KANYE NEMA FBOs leniketa luhlu lwemisebenti njenge tindlela tekwelapha kwetidzakamiva , kuceceshwa kwetemakhono ekuphila, kutfutfukiswa kwemuntfu, kwelulekwa HIV AIDS, tinhlelo telusha letiphikisa nemtsetfo.

9.9 Timali tekusekela emaNGOs

a) Litiko letekutfutfukisa kwetenhlalakahle iniketa timali kanye nekwesekela etinhlanganweni letiniketa tinsita etindzaweni tetinsita tetenhlalakahle.

9.10 Tinsita tebesifazane netindzaba tebulili

a) Litiko letekutfutfukisa kwetenhlalakahle liniketa timali Kanye nekwesekela etinhlanganweni letisebenta nebafati Kanye nebulili. Letinhlangano tiniketa tinsita letahlukahlukene letifaka ekhatsi:
    - Indzawo yekukhosela kwebafati labahlukumetiwe
    - Kuniketwa emandla ebahlukunyetwa
    - Kwekulekwa kwabomake labahlukunyetiwe Kanye nebantfwana nemindeni yabo
    - Kuceceshwa nekutfutfukiwsa kwemakhono
    - HIV kanye AIDS

9.11 Kutfutfukiswa kwenchubo mgomo yebantfu Kanye nelucwaningo

a) Litiko letekutfutfukiswa kwetenhlalakahle iyatfumela phindze yenta luncwaningo ngemandla ebantfu kanye nekutfutfukisa kusebentisa nekubuka nekuhlola inchubo mgomo webantfu.

9.12 Kunakekela nekusekela kwebantfu labandzala

a) Litiko letekutfutfukisa kwetenhlalakahle liniketa emandla ekulwa nekuhlukunyetwa Kanye nekuvikelwa kwebantfu labadzala. Lelitiko letekutfutfukiswa kwetenhlalakahle liniketa tinhlelo netinsita letifana nekuguga lokuchubekako indzawo yekuhlala lenelusito Kanye nedzawo yekuhlala.

9.13Kubitwa kwemphakatsi

a) Kwakha ngekuphepha nangekusimama ngekusungula inethiweki yemmango lecinile lesekelwe kumgomo wekwetsembana nekuhlonipha kwehlukahlukana kwendzawo Kanye nekukhulisa luvelo lwekuhlanganyela nekutetsemba kubantfu bendzawo.

9.14Kunciphisa buphuya tindlela tekutiphilisa letisimeme.

a) Kuvuselela imiphakatsi yendzawo nemakhaya laphuyile Kanye nekutetsemba

9.15 Emandla, imisebenti Kanye nekwenta

a) Kuphatsa nekucondzisa kanye nekuvikela, kufaka ekhatsi tinhlelo temshwalensi wetenhlalakahle letihlose kuvimbela nekunciphisa buphuya uma kwenteka kuba netingoti empilweni lefana nekulahlekelwa ngumholo ngenca yekungasebenti, kukhubateka, kugugga noma kufa.
b) Tinsita tetenhlalakahle tekutfutfukisa letiniketa kusekela kunciphisa buphuya, kuba sengcupheni Kanye nemtselela we HIV ne AIDS ngekusebentisa tinhlelo tekutfutfukisa letichubekako ngekubambisana nebasenti labaphetse njenge tikhungo letisungulwe ngumbuso, tikhungo letingekho ngaphansi kwaHulumende (NGOs), tinhlangano letisekelwe emphakatsini Kanye netinhlangano letisekelwe enkholweni (FBOs).

10. KUFAKA SANDLA KWESIVE EKWAKHIWENI KWENCHUBOMGOMO NOMA KUSETJENTISWA KWEMANDLA NOMA KWENTIWA KWEMISEBENTI LIYIKO LETEMISEBENTI YETENHLALAKAHLE.

a) Ekusebentiseni emandla alo nobe ekwenteni imisebenti yalo ngekulandzela sigaba 27 seMtsetfosisekelo yelive laseseNingizimu Afrika kanye naleminye imitsetfo (leshiwo ekhasini 5), emalunga emphakatsi ngalesinye sikhatsi ayamenywa kutsi ente tetfulo nobe ahlanganyele nobe abe nemtselela ekutfutfukisweni kwelitiko Letekutfutfukiswa Kwetenhlalakahle.Imitsetfosivivinyo, Tincwadzi Letimhlophe, Tinchubomgomo kanye .

b) Emalunga emphakatsi ayakhutsatwa kutsi etfule tiphakamiso tekusungulwa kwemitsetfosivivinyo, emaphepha lamhlophe, tinchubomgomo, nemitsetfo kanye nemazinga. Emalunga emphakatsi aphindze akhutsatwe kutsi ahlanganyele ekubonisaneni nemphakatsi kanye nasekuchumaneni nalabatsintsekako lokuhlelwe litiko letenhlalakahle.

c) Lendzawo lesetjentiselwa kutmibandzakanya kwemphakatsi lingaba ngemibutsano yemphakatsi (ngekhatsi nobe ngekhatsi), i-imeyili nobe tincwadzi letibhaliwe.

d) Imibono yebahlali ibukwa kakhulu ngesikhatsi sekuhlelwa kwemitsetfosivivinyo yelitiko Letekutfutfukiswa Kwetenhlalakahle, emaphepha lamhlophe, tinchubomgomo, kanye nemigomo nemazinga.

e) Litiko leTekutfutfukiswa kweTenhlalakahle lisakata lwati emphakatsini ngekusebentisa i-elekthronikhi kanye nemisakato yemaphephandzaba, i-Gazette yaHulumende kanye netinhlelo tekuchumana.

11. kuhlelembiswa kwemininingwane yemuntfu

11.1 Iinhloso yekuhlelembisa

1. Litiko letekutfutfukisa kwetenhlalakahle lisebenta imininingwane yemuntfu lotsintsekako ngekulandzdela umtsetfo, inchubomgomo Kanye netibopho nge-
    i. Kucala umninngwane wekuvikelwa kweBantfwana

ii. Tintfo letenteka eKubhalisweni kwema-NPO
iii. kwetincumo Kuniketwa mayelana netikhalo tekuniketwa kwesibonelelo
iv. Tintfo letenteka Kwemukelwa kwebantfwana
v. Kukhombisa Kunakekela Umntfwana longesiye wakho
vi. Kunakekelwa kwebantfwana
vii. Kukhombisa luhla lwemibhalo yebantfu Labadzala
viii. Kucinisa emandla kulabahlukubetekile
ix. Kunciphiswa kwebuphuya Kanye netindlela tekutiphilisa letisimeme
x. Kuphatfwa kwebasebenti kanye neticelo temisebenti
xi. Kugcina imininingwane nenchubo yekutsenga
xii. Kutsengwa kwetintfo
xiii. Tintfo letentelwa tivakashi kunobe ngabe ngusiphi sakhiwo selitiko le Tekutfutfukiswa kweTenhlalakahle
xiv. Kulandzela imitsetfo lefanele, lefana nemtsetfo wekulingana emsebentini, imitsetfomgomo lesekelwe kuwo Kanye netincwadzi teticondziso te Miyalo yaMgcinimafa Wavelonkhe.

11.2 Inchazelo yetinhlobo temininingwane yebantfu labatsintsekako kanye nemininingwane nobe tinhlobo temininingwane lehlobene nabo Lencwajana lelandzelako ichaza tigaba tebantfu labaphatselene nemininingwane kanye nenchazelo yaloluhlobo nobe tigaba temininingwane yemuntfu lotawusetjentiswa. Caphela kutsi luhlobo lwemininingwane wemuntfu utsintfwa yinhloso yalomtimba wekwenta imisebenti yawo nobe imisebenti.

Tigaba Tebantfu Labatsintsekako	**Imininingwane Yemuntfu Lekumele Isetjentwe**
Bazuzi kulelitiko letekutfutfukiswa Kwetenhlalakahle: Tikhalo; Umuntfu wemvelo;	Emagama ne Sibongo, imininingwane yekuchumana (tinombolo telucingo), inimbolo ye fax, likheli le E-mail; Indzawo yekuhlala, Likheli noma likheli le bhizinisi; unchazimuntfu lowehlukile/inombolo yemchazibuve, kuchumana lokuyimfihlo.

Tigaba Tebantfu Labatsintsekako	Imininingwane Yemuntfu Lekumele Isetjentwe
Ummangali; Umuntfu losemtsetfweni	Emagama ebantfu bekushayelwa; Ligama lenhlangano yetemtsetfo;inombolo yedzawo yekuhlala noma likheli ;tinombolo tekuchumana (tinombolo telucingo,inombolo ye fax , likheli le email); inombolo yekubhalisa;timali, Tekutsengisa, KweteSayensi noma neweteBungcweti kanye neMfihlo yetekuHweba.
Tisebenti/ Emalunga/ Emalunga elikomidi	Bulili, Kukhulelwa, simo sekwendza, buve, budzala, lulwimi, imininingwane ngetekufundza, imininingwane yetimali, umlandvo wekusebenta, inombolo yaMatisa webuve (ID); likheli lekuhlala nenombolo yelikheli leliposi, imininingwane yekuchumana (tinimbolo telucingo, inimbolo ye fax, inombolo ye e-mail), imininingwane ngebucala, simo sekuphila, emalunga emndeni, kwetemphilo, buve,imvelaphi ngekwebuhlanga noma ngekwetenhlalakahle, tekuphila enyameni nasengcondvweni, kukhubateka, imininingwane yemuntfu 'biometric' , imininingwane yekusebenta, luhlobo lwemsebenti netincwadzi tekufundza.
Bantfu Bekuhamba/Tinhlangano	Libito; imininingwane yetekuchumana, (tinombolo telucingo, inimbolo yefax, inombolo ye email); likheli lekuhlala nenombolo yelikheli leliposi.
Losemkhatsini/ Umeluleki/ Beluleki	Emabito ebantfu labatsinfwako, libito lenhlangano, emakheli endzawo yekuhlala neweliposi, inininingwane yekuchumana, (tinombolo telucingo, tinombolo te fax, inombolo ye email); Inombolo Yekubhalisa, timphepha tekusungulwa, lwati ngekukhokhwa kwemtselo, basayini labagunyatiwe

Tigaba Tebantfu Labatsintsekako	Imininingwane Yemuntfu Lekumele Isetjentwe
Baphakeli betinsita labanetimphepha tekusebenta (Contract)	Emagama ebantfu lekufanele kutsintswane nabo, emabito enhlangano, bacondzisi Kanye nabanikati betincenye tenhizinisi, emakheli endzawo neweliposi Kanye nemininingwane yekuchumana (tiniombolo telucingo, tinombolo te-safax, tinombolo te email); imininingwane yetimali; inombolo yekubhalisa; simo lesibanti sekuhlomisa bantfu labamnyama kutemnotfo, tinhlangano letihlobene, emasu ebhizinisi.

11.3 Bantfu nobe tinhlobo tebantfu lokungenteka batfole umniningwane wemuntfu

a) LiTiko leTekutfutfukiswa kweTenhlalakahle linganiketa umniningwane wemuntfu lophatselene nemniningwane kubasebenti beliTiko leTekutfutfukiswa kweTenhlalakahle, njengencenye yekwenta umsebenti walo wekushaya umtsetfo.

b) LiTiko leTekutfutfukiswa kweTenhlalakahle linganiketa umniningwane wemuntfu lophatselene nemniningwane kubaphakeli betinsita labaniketa lemisebenti lelandzelako:

i. Kucala Kulondvolota umniningwane wemuntfu

ii. Tintfo letenteka Kutfumela ema-imeyili kanye naletinye tincwadzi letibhalelwe sive

iii. Kwenta luhlolo lwekucophelela

iv. Tintfo letenteka Kwenta luhlolo lwetigebengu

v. Kukhombisa Kuchuba kuhlolwa kwemakhono

vi. Kukhombisa Kuhlolwa kwebasebenti labafanelekako kutsi basebente nebantfwana

I-Forensic Investigation kanye nanobe nguyiphi leminye inchubo lehlobene nemisebenti yeLitiko Letekutfutfukiswa Kwetenhlalakahle

iii. Kuhlola

iv. Kuphatfwa kwetimali temphesheni nekweLusito lweTekwelashwa

v. Sakhiwonchanti sekusebentisa nekugcina bongcondvomshini

ii. Tintfo letenteka nobe ngumuphi umuntfu, siphatsimandla lesengamele nobe inkantolo, mayelana nanobe nguluphi ludzaba nobe incenye yalo, loluwela ngaphasi kweligunya labo;

iii. Ematiko lacinisekisa kugcinwa kwemtsetfo, lafana ne-National Prosecuting Authority; South African Police Service (ngekwenta luphenyo lwebugebengu kanye nekushushisa)

iv. Tintfo letenteka tinkantolo, mayelana nanobe nguyiphi indzaba lecondziswe enkantolo.

v. Kukhombisa Imitimba lenemtfwalo wekucinisekisa kuvikeleka kwebantfu kanye nekucinisekisa ticu, njengetikhungo tetemtselo kanye ne-South African Qualifications Authority

11.4 Kuhamba kwemininingwane yemuntfu leyehlukahlukene lokuhleliwe

a) LiTiko Letekutfutfukiswa Kwetenhlalakahle selibambisene ne-Inter-Country Adoption Services lelawulwa yi-The Hague Convention on the Protection of Children and Cooperation with respect to adoption services and protection of the rights of children.

b) Uma kunesidzingo sekwendlulisa nobe nguwuphi lomunye Litiko Letekutfutfukiswa Kwetenhlalakahle litawucinisekisa kutsi nobe ngubani lelimendlulisela umniningwano wemuntfu ungaphansi kwemtsetfo, imitsetfomgomo yenkapani lebophelelako nobe sivumelwano lesibophako lesiniketa lizinga lelikahle lekuvikeleka futsi umuntfu wesitsatfu uyavuma kutsi utawuphatsa lomniningwano wemuntfu ngelizinga lekuvikeleka lelifanako nalelo Litiko Letekutfutfukiswa Kwetenhlalakahle lelibekelwe lona ngaphasi kwe-POPIA.

c) Nobe ngukuphi kwendluliswa kwemniningwane wemuntfu ngalokwendlulele kumele kwentiwe ngemvumo yaloyo muntfu, nanobe kunjalo, uma kungeke kwenteke kutsi kutfolakale imvumo yaloyo muntfu, Litiko Letekutfutfukiswa Kwetenhlalakahle litawundlulisa umniningwane wemuntfu uma

I. Kucala Kutawubasita bantfu labatsintsekako; futsi
II. Tintfo letenteka Umuntfu lobhekene nemininingwane ngabe waniketa imvumo yakhe kube bekusebenta kahle kutsi atfole imvumo lenjalo

11.5 Inchazelo jikelele yetinyatselo tekuphepha kwemniningwane lekumele tentiwe ngulophetse kucinisekisa kutsi umniningwane uyimfihlo, uphelele futsi uyatfolakala

(a) LiTiko leTekutfutfukiswa kweTenhlalakahle litawusungula libuye ligcine tindlela letifanele, letifanele tekuchumana netinhlangano ngekutsatsa tinyatselo letifanele, letifanele tekuchumana netinhlangano tekuvimbela:

i. Kucala Kulahlekelwa nobe konakala kwemininingwane yemuntfu nobe kucekelwa phansi kwayo ngaphandle kwemvume; Kanye

ii. Tintfo letenteka Kufinyelela nobe kusetjentiswa ngalokungekho emtsetfweni kwemininingwane yemuntfu.

b) LiTiko leTekutfutfukiswa kweTenhlalakahle litsatse tinyatselo letifanele njengobe tivetwe endzimeni (c) ngentasi:

i. Kucala Umuntfu lofaka sicelo kumele avume ngekutiphendvulela nobe avume ngekutiphendvulela kutsi utawutfola nobe utfole nobe ngabe yini ledzingwa ngumuntfu lofaka sicelo.

ii. Tintfo letenteka Kusungula nekugcina tindlela tekuvikela letifanelekile macondzana netingoti letikhonjisiwe.

iii. Kuhlola njalo kutsi letindlela tekuvikela tiyasetjentiswa yini.

iv. Tintfo letenteka Kucinisekisa kutsi tindlela tekuvikela tihlala tivuselelwa ngekuya ngetingoti letinsha nobe kungahambi kahle kwetindlela tekuvikela lebetisetjentiswa ngaphambilini.

c) Tinyatselo letitsatfwa Litiko Letekutfutfukiswa Kwetenhlalakahle tifaka ekhatsi

i. Kucala Kulawulwa kwekufinyelela

ii. Tintfo letenteka Kubhalwa kwemininingwane

iii. Tindlela Tekutivikela

iv. Tintfo letenteka Emakhono lanemandla ekulandzelela, ekucwaninga nekubika

v. Kukhombisa Kusekela imiculu

vi. Kukhombisa Tinhlelo tekulwa nemagciwane kanye netinhlelo tekulwa nemagciwane

vii. Kucaphela nekucaphela

viii. Tivumelwano tiyasungulwa nebasebenti kute kwentiwe tindlela tekucinisekisa kuvikeleka.

(c) KUTFOLAKALA KWALENCWADZI

i. Kulawula kwekufinyelela
ii. Kubetelwa Kwemininingwane
iii. Tindlela Tekuvikela
iv. Emakhono lanemandla ekulandzelela, ekuhlola nekubika
v. Kusekela imibhalo yemininingwane
vi. Tindlela tekulwa nemagciwane
vii. Kucaphela nekucaphelisisa
viii. Kuvunyelwana nebasebentisi kutsi basebentise tindlela tekucinisekisa.

12. KUTFOLAKALA KWALENCWADZI

12.1 Lencwadzi yentiwe yatfolakala nganati tilwimi letisemtsetfweni-

a) Singisi
b) Sepedi
c) Setswana
d) Afrikaans
e) isiZulu
f) isiXhosa
g) isiNdebele
h) Sesotho
i) siSwati
j) Tshivenda
k) Xitsonga
l) Braille

12.2 Mafanana walencwadzi noma levusetelwe yayo itfolakala:

a) Ku www.dsd.gov.za nangabe ikhona, emtimbeni wahulumende
b) Enhloko hhovisi yemtiba wemphakatsi wekuhlola (inspection) ngema-awa ekusebenta lajwayelekile.
c) Kumlawuli welwati ngekufaka sicelo.

13. IMININGWANE LENGATFOLAKALI NOMA LENGAZANGE IBE KHONA.

a) Bafaki ticelo banelilungelo lekutfola imphendvulo ngendlela yencwadzi lefungisiwe emtsetfweni (affidavit) noma siciniseko lapho khona imininingwane lebhaliwe ingatfolakali kantsi umfakisicelo bekangakhona kufinyelela kuwo uma belikhona.
b) Bafaki ticelo banelilungelo lekwemukela imphemdvulo ngendlela yencwadzi lefungisiwe emtsetfweni (affidavit) noma siciniseko lapho imnininngwane lebhaliwe ingekho.

14. KULAHLEKA KWELUHLA LWEMININGWANE

a) Litiko letekutfutfukiswa kwetenhlalakahle linelilungelo lekulahla imininingwane tsite ngalokusemtsetfweni ngekuvunyelwa magunya leliwatfola etiko letekulondvolota nekugcinwa kwemininingwane velonkhe (National Archives and Records Service).
b) Bafakiticelo batawululekwa nangabe imniningwane lengciniwe ilahlekile lapho khona kuhabisana nalemininingwane lecelwako.
c) Ngekulandzela sigaba 24(1) we POPIA, litiko lekutfutfukiswa kwetenhlalakahle livumelekile kutsi ngekwemukela sicelo;

i. Lilungise noma licime imininingwane yemuntfu ngesihloko tsite lesisetikweni nalesphansemagunya alo lokungasilo liciniso, lokungahambisani, lokwecile, lokwengcelwe malanga, lokungakapheli, lokudukisako, noma lokutfolakale ngalokungekho emtsetfweni; noma
ii. Libulale noma licime imniningwane wemuntfu ngesihloko tsite selwati le litiko Letekutfutfukiswa Kwetenhlalakahle lingakavumeleki kuligcina ngekwesigaba 14 se POPIA.

15. KUVUSELELWA KWALENCWADZI

a) Litiko letekutfutfukiswa Kwetenhlalakahle nakudzingekile litovuselela lisakate lencwadzi njalo ngemnyaka.

Ikhishwe ngu;

Mnumzane Peter Netshipale
Umcondzisi Jikelele