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**IKHOMISHINI YEZINKONZO ZOMPHAKATHI  
IMANUWALI YE PAIA**

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Ilungiselelwe ngokwesigaba 14  
soMthetho Wokukhuthaza  
Ukufinyeleleka Kolwazi wezi-2000  
(njengoba uchtshiyelwe) NoMthetho  
Wokuvikelwa Kolwazi Lomuntu Siqu No.  
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## A. UHLU LWEZIMFINYEZI NEZIMFINYEZO

<b>PAIA</b>	Umthetho Wokukhuthaza Ukutholakala Kolwazi No. 2 ka-2000 (njengoba uchitshiyelwe)
<b>POPIA</b>	Umthetho Wokuvikelwa Kolwazi Lomuntu Siqu No. 4 wezi-2013
<b>PSC</b>	Ikhomishini Yezisebenzi Zikahulumeni
<b>OPSC</b>	Ihhovisi leKhomishini Yezisebenzi Zikahulumeni
<b>DIO</b>	IPhini lesiKhulu soLwazi
<b>IO</b>	Isikhulu Solwazi
<b>PFMA</b>	Umthetho Wokuphathwa Kwezimali Zikahulumeni No.1 ka-1999 njengoba uchitshiyelwe
<b>Regulator</b>	Isilawuli Solwazi

### 1. INLHOSO YENCWADI IPAIA

Le Manuwali ye-PAIA iwusizo emphakathini uku-

- 1.1 Ukuhlola uhlobo lwamarekhodi okungenzeka ukuthi asevele ekhona kuKhomishani Yezemisebenzi Kahulumeni/ehhovisi leKhomishana Yezemisebenzi Kahulumeni, ngaphandle kwesidingo sokuhambisa isicelo esisemthethweni se-PAIA;
- 1.2 Ube nokuqonda ukuthi isicelo singenziwa kanjani sokufinyelela irekhodi leKhomishana Yezemisebenzi Kahulumeni/Ihhovisi LeKhomishana Yezemisebenzi Kahulumeni;
- 1.3 Ukuthola yonke imininingwane yokuxhumana efanele yabantu abazosiza umphakathi ngamarekhodi abahlose ukuwathola;
- 1.4 Ukwazi zonke izindlela ezitholakala kuKhomishana Yezemisebenzi Kahulumeni/Ihhovisi LeKhomishana Yezemisebenzi Kahulumeni, mayelana nesicelo sokufinyelela kumarekhodi, ngaphambi kokuya kuMlawuli noma Ezinkantolo;

1.5 incazelo yezinsizakalo ezitholakalayo kumalungu omphakathi ezivela kuKhomishani Yezemisebenzi Kahulumeni/Ihhovisi LeKhomishani Yezemisebenzi Kahulumeni, kanye nendlela yokuthola lezo zinsizakalo;

1.6 incazelo yomhlahlandlela wokuthi isetshenziswa kanjani i-PAIA, njengoba ibuyekwezwa nguMlawuli kanye nendlela yokuthola ukufinyelela kuyo;

1.7 uma umgwamanda uzocubungula ulwazi lomuntu siqu, inhloso yokucubungula ulwazi lomuntu siqu kanye nencazelo yezigaba zezihloko zedatha kanye nolwazi noma izigaba zolwazi oluhlobene nalokho;

1.8 ukwazi ukuthi ngabe iKhomishana Yezemisebenzi Kahulumeni / Ihhovisi LeKhomishana Yezemisebenzi Kahulumeni, lihlele ukudlulisa noma ukucubungula ulwazi lomuntu siqu ngaphandle kweRiphabhuliki yaseNingizimu Afrika kanye nabamukeli noma izigaba zabamukeli ulwazi lomuntu siqu olunganikezwa kubo; futhi

1.9 ukwazi ukuthi ingabe iKhomishana Yezemisebenzi Kahulumeni/Ihhovisi LeKhomishani Yezemisebenzi Kahulumeni, linezinyathelo zokuphepha ezifanele zokuqinisekisa ubumfihlo, ubuqotho kanye nokutholakala kolwazi lomuntu siqu okufanele lusetshenzwe;

1.10 Ihlinzeka ngemihlahlandlela yokuthi i-PSC izocubungula nini ulwazi lomuntu siqu;

1.11 Injongo yokucubungula ulwazi lomuntu siqu kanye nencazelo yezigaba zezihloko zedatha kanye nolwazi noma izigaba kanye nencazelo yezigaba zezihloko zedatha kanye nolwazi noma izigaba zolwazi oluhlobene nalokho;

1.12 IKhomishana Yezemisebenzi Kahulumeni isungulwe ngokweSahluko 10 soMthethosisekelo waseNingizimu Afrika we-1996, isigaba 195 no-196 ukuze kuthuthukiswe amagugu omthethosisekelo kanye nemigomo elawula ukuphathwa komphakathi futhi ibekwe ngaphansi kokulawula kukaSihlalo weKhomishana Yezemisebenzi Kahulumeni kanye noKhomishana abayi-13.

1.13 Le manuwali ihlanganiswe ngokuhambisana nesigaba 14 soMthetho Wokukhuthazwa Kokutholakala Kolwazi (PAIA) futhi inikeza uhlaka lweKhomishana Yezemisebenzi Kahulumeni kanye nolwazi lweHhovisi LeKhomishana Yezemisebenzi Kahulumeni, olufinyeleleka emphakathini. Lokhu kubandakanya:

1.13.1 Igunya, umbono, inhloso kanye nezinjongo ze-PSC/OPSC.

1.13.2 Imininingwane yokuxhumana ye-PSC.

1.13.3 Inqubo yokucela ulwazi.

1.13.4 Ulwazi olutholakala ngokuzenzakalelayo ngesizindalwazi se-PSC/OPSC.

1.13.5 Izimali ezikhokhwayo uma ucela ukufinyelela kumarekhodi e-OPSC/PSC.

1.14 Uphenyo kanye nemibiko yezikhalo ye-PSC/OPSC ithathwa njengolwazi olubucayi noluyimfihlo ngakho-ke ingafinyelelwa kuphela ngokoMthetho WokuFinyelela Olwazini yilabo abangathinteki ngqo endabeni yombiko. I-PAIA isekela ukugcinwa kuyimfihlo kwale mibiko futhi inikeza ulwazi oluqethwe embikweni ongakhishelwa kuphela abantu ehlobene nabo noma ummeli walowo muntu ogunyaziwe.

1.15 Isigaba sesi-9 soMthetho we-PAIA siyakwamukela ukuthi ilungelo lokufinyelela olwazini lingaphansi kwemikhawulo ethile phakathi kokunye, efana nale:

1.15.1 Ukuvikelwa okufanele kobumfihlo;

1.15.2 Ukugcinwa kuyimfihlo kwezohwebo; futhi

1.15.3 Ukuphatha okuphumelelayo, okuphumelelayo nokuhle yingakho leli bhukwana lichaza

1.15.4 izigaba zesihloko sedatha kanye nezolwazi noma izigaba zolwazi oluhlobene nakho.

1.15.5 Ichaza abamukeli kanye nezigaba zabamukeli lapho ulwazi lomuntu siqu lunganikezwa khona.

1.15.6 Umthetho Wokuvikelwa Kolwazi Lomuntu Siqu No.4 ka-2014 (POPIA) ukhuthaza ukuvikelwa kolwazi lomuntu siqu olucutshungulwa izinhlangano zomphakathi nezizimele, okuhlanganisa nezimo ezisungula izidingo ezincane zokucutshungulwa kolwazi lomuntu siqu.

1.15.7 Ukuqinisekisa ukuthi i-PSC inezinyathelo zokuphepha ezifanele zokuqinisekisa ukugcinwa kwemfihlo, ubuqotho kanye nokutholakala kolwazi lomuntu siqu kungase kusetshenzwe.

1.16 I-POPIA ichibiyela izinhlinzeko ezithile ze-PAIA, ngokulinganisa isidingo sokufinyelela olwazini nesidingo sokuqinisekisa ukuvikelwa kolwazi lomuntu siqu ngokuhlinzeka ngokusungulwa koMlawuli wolwazi ukuze asebenzise amandla athile futhi enze imisebenzi ethile kanye nomsebenzi wamalungelo abantu bezokuxhumana ngogesi okungaceliwe kanye nokwenza izinqumo ezizenzakalelayo ukuze kulawulwe ukugeleza kolwazi lomuntu siqu kanye nokuhlinzekela izindaba eziphatelene nalokho.

1.17 Imanuwali yoMthetho wokuFinyelela kuLwazi we-PSC ichaza inqubo yokucela ukufinyelela kumarekhodi e-PSC/OPSC.

1.18 I-PSC ne-OPSC ivumelana nomgomo wokuziphendulela, ubuqotho, kanye nesibopho kubabambiqhaza bayo ngokuhambisana namagugu entando yeningi abekwe esigabeni 195 soMthethosisekelo.

## **2. UKUSUNGULWA KWEKHOMISHINI YEMISEBENZI YOMPHAKATHI / IHHOVISI LEKHOMISHINI YEMISEBENZI YOMPHAKATHI**

2.1 IKhomishani Yezemisebenzi Kahulumeni iyisikhungo esizimele somthethosisekelo esisungulwe ngokweSahluko se-10 soMthethosisekelo. Ithola igunya layo ezigabeni 195 kanye nese-196 zoMthethosisekelo, 1996, ezibeka amagugu nezimiso ezilawula ukuphathwa komphakathi, okufanele zigqugquzelwe yi-PSC, kanye namandla nemisebenzi ye-PSC. I-PSC idingwa nguMthethosisekelo ukuthi isebenzise amandla ayo futhi yenze imisebenzi yayo ngaphandle kokwesaba, ukuchema noma ukubandlulula. Umthethosisekelo uhlobanisa ukuzimela kwe-PSC ngokuqinile nokungakhethi kwayo futhi akukho gatsha lombuso elingaphazamisa ukusebenza kwe-PSC.

2.2 I-PSC ithweswe izibopho zokwengamela eziphatelene noHulumeni kanye nokuphathwa komphakathi. Iqapha, ihlale futhi iphenye izinqubo zokuphatha umphakathi. Iphinde ibe namandla okunikeza iziqondiso okuhloswe ngazo ukuqinisekisa ukuthi izinqubo zabasebenzi eziphatelene nokuqasha, ukushintshwa, ukukhushulwa kanye nokuxoshwa ziyahambisana nezimiso nezimiso eziseSigabeni se-195 soMthethosisekelo. I-PSC iyaziphendulela kusiGungu sikaZwelonke futhi kufanele njalo ngonyaka ibike esiGungwini sikaZwelonke ngemisebenzi yaso kanye nokusebenza kwayo, nasezishayamthetho zezifundazwe ngemisebenzi yaso esifundazweni.

## **3. IZINHLOSO ZOKUGUNYAZWA KWEKHOMISHINI YEMISEBENZI YOMPHAKATHI**



Imisebenzi namandla e-PSC abekwe eSigabeni se-196 (4) soMthethosisekelo waseNingizimu Afrika, we-1996 kanje:

3.1 Ukuthuthukisa amagugu nezimiso ezibekwe eSigabeni 195, kuyo yonke iMisebenzi Kahulumeni;

3.2 ukuphenya, ukuqapha kanye nokuhlola inhlangotho nokuphatha, kanye nezinqubo zabasebenzi Bemisebenzi Kahulumeni;

3.3 ukuphakamisa izinyathelo zokuqinisekisa ukusebenza ngempumelelo nangempumelelo ngaphakathi kweMisebenzi kaHulumeni;

3.4 ukunikeza iziqondiso okuhloswe ngazo ukuqinisekisa ukuthi izinqubo zabasebenzi eziphathelene nokuqasha, ukushintshwa, ukukhushulwa kanye nokuxoshwa ziyahambisana Nezimiso nemigomo ebekwe esigabeni 195 ;

a. "ukubika mayelana nemisebenzi yayo kanye nokwenziwa kwemisebenzi yayo, okuhlanganisa noma yikuphi okutholakele engakwenza kanye neziqondiso nezeluleko engayinikeza, kanye nokuhluzeka ngokuhlolwa kwezinga amanani nemigomo ebekwe esigabeni 195 ethotshelwa ngayo. nge; ngokuthanda kwayo, noma ngokuthola noma yisiphi isikhalo-

i. ukuphenya kanye nokuhlola ukusetshenziswa kwabasebenzi kanye nokuphathwa komphakathi kanye nokubika esigungwini esiphezulu esifanelekile kanye nesishayamthetho;

ii. ukuphenya izikhalo zabasebenzi eMisebenzini kahulumeni mayelana nezenzo ezisemthethweni noma ukweqiwa kanye nokuncoma amakhambi afanele;

iii. ukuqapha kanye nokuphenya ukulandelwa kwezinqubo ezisebenzayo kuHulumeni; futhi

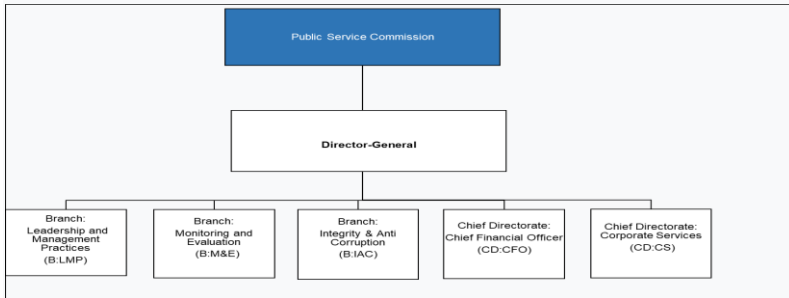
iv. ukweluleka izinhloko zombuso zikazwelonke kanye nezifundazwe mayelana nezinqubo zabasebenzi eMnyangweni Wezemisebenzi Kahulumeni, okuhlanganisa lezo eziphathelene nokuqasha, ukuqashwa, ukudluliselwa, ukukhishwa kanye nezinye izici zemisebenzi yabasebenzi eMnyangweni Wezemisebenzi Kahulumeni; futhi

b. Ukusebenzisa noma ukwenza amanye amandla noma imisebenzi eyengeziwe enqunywe nguMthetho Wephalamende".

#### **4. ISAKHIWO SEKHOMISHINI YEMISEBENZI YOMPHAKATHI KANYE NEMISEBENZI**

##### **4.1 Isakhiwo**

4.1.1 Isakhiwo senhlangano ye-PSC/OPSC yakhelwe ngokwezindawo zayo ezibalulekile zokusebenza futhi imisebenzi yayo ihlelwa kulezi zinhlelo ezilandelayo:



## Umfanekiso 1: Isakhiwo senhlangano ye-OPSC

### 4.2 Amalungu e-PSC

UMongameli uqoka uKhomishana oyedwa njengoSihlalo nomunye njengePhini likaSihlalo we-PSC. Abalandelayo amalungu e-PSC:

- USolwazi Somadoda Fikeni (uSihlalo)
- UNksz Zukiswa Mqolomba (uKhomishana, Ihhovisi Likazwelonke: Isekela likaSihlalo)
- USolwazi Mandlenkosi Makhanya (uKhomishana, iHhovisi likaZwelonke)
- UNksz Nancy Ngwenya (uKhomishana, Ihhovisi Likazwelonke)
- UMnu Errol Magerman (uKhomishana, Ihhovisi Likazwelonke)
- UNksz Lulu Sizani (uKhomishana, eMpumalanga Kapa)
- UMnu Vusumuzi Mavuso (uKhomishana, eGauteng)
- UMnu Anele Gxoyiya (uKhomishana, eNyakatho Kapa)
- UMnu Magerule Sekonya (uKhomishana, eLimpopo)
- UNksz Yasmin Bacus (uKhomishana, KwaZulu-Natal)
- Akunamuntu (uKhomishana, eMpumalanga)
- Akunamuntu (uKhomishana, eFreyistata)
- Akunamuntu (uKhomishana, eNtshonalanga Kapa)
- Isikhala (uKhomishana, eNyakatho Ntshonalanga).

4.2.1 I-PSC isekelwa yiHhovisi Lekhomishana Yezemisebenzi Kahulumeni (i-OPSC), eholwa uMqondisi-Jikelele, (oyisikhulu Esiphendula Ngokwenzekayo). IHhovisi lineNhloko yalo ePitoli kanye neHhovisi Lesifunda elilodwa esifundazweni ngasinye. Lawa mahhovisi

asebenza njengezizinda zoKhomishana abazinze esifundazweni futhi aphethwe abaqondisi bezifunda, kanye nenani labasebenzi abambalwa.

4.2.2 Umsebenzi we-PSC wakhiwe ngalezi zinhlelo ezine ezilandelayo ngokusekelwe emikhakheni esemqoka yokusebenza:

- Ukuthuthukiswa kobudlelwano babasebenzi, izinqubo zobuholi kanye nokubuyekezwa kwezabasebenzi
- Ukubusa nokwesekwa kwe-PSC
- Ukuqapha kanye nokuhlola ukuhlinzekwa kwezidingongqangi
- Uphenyo lokuphathwa komphakathi kanye nezimilo zobungcweti

### **4.3 Imisebenzi yeKhomishana Yezemisebenzi Kahulumeni**

4.3.1 I-PSC isungulwe ngokweSigaba 196 soMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika, 1996 (uMthethosisekelo). UMthethosisekelo ubeka ukuthi kune-PSC eyodwa yeRiphabhulikhi, ehlanganisa oKhomishana abayi-14, abahlanu kubo abaqokwa nguMongameli ngokwezincwadi zesiGungu Sikazwelonke. UKhomishana oyedwa uqokwa esiFundazweni ngasinye kwezizishiyagalolunye, ngemuva kokuqokwa nguNdunankulu wesifundazwe ngesincwadi sekomiti lesiShayamthetho sesiFundazwe.

4.3.2 OKhomishana abahlanu bazinze ehhovisi elikhulu le-PSC ePitoli kanti abayizishiyagalolunye abasele bazinze ezifundazweni zabo. UKhomishana uqokwa isikhathi esiyiminyaka emihlanu, evuselelwa ihlandla elilodwa elengeziwe. USihlalo, ophinde asebenze njengesigungu seziPhathimandla seHhovisi leKhomishana Yezemisebenzi Kahulumeni, uhola i-PSC. USihlalo uqokwa nguMongameli koKhomishana abaqokwe.

4.3.3 I-PSC iyaziphendulela kusiGungu sikaZwelonke futhi kufanele njalo ngonyaka ibike esiGungwini sikaZwelonke ngemisebenzi yaso kanye nokusebenza kwayo, nasezishayamthetho zezifundazwe ngemisebenzi yaso esifundazweni.

4.3.4 IHhovisi LeKhomishani Yezemisebenzi Kahulumeni neHhovisi Lalo eliyiNhloko ePitoli kanye namahhovisi ezifundazwe esifundazweni ngasinye yeseka i-PSC. UMqondisi-Jikelele, ophinde asebenze njengeSikhulu Esiphendula Ngokwenzekayo, uhola i-OPSC. Abasebenzi be-OPSC baqokwa ngokoMthetho Wezemisebenzi Kahulumeni we-1994.

4.3.5 Isakhiwo senhlangano kanye nomsebenzi we-PSC yakhelwe ngokuhambisana nezindawo zayo ezibalulekile zokusebenza futhi imisebenzi yayo ihlelwa kulezi zinhlelo ezilandelayo:

#### **4.4 Uhlelo 1: Ukuphatha**

Uhlelo luhlinzeka ngokuphatha jikelele kwe-PSC kanye nezinsizakalo zokweseka ezimaphakathi. Lolu hlelo luhlukaniswe ngezinhlelo ezintathu ezilandelayo:

- Ikhomishini Yezisebenzi Zikahulumeni.
- IHhovisi likaMqondisi-Jikelele (lihlanganisa: Ukusekela kwe-PSC kanye Nokuhlelwa Kwamasu, Ukumangalelwa Kwamacala kanye Nezinsizakalo Zomthetho.
- Izinkonzo Zebhizinisi.
- Ezezimali.

#### **4.5 Uhlelo 2: Imikhuba Yobuholi Nokuphatha**

Lolu hlelo lukhuthaza ubuholi obuphusile bomsebenzi womphakathi, ukuphathwa kwezabasebenzi; ubudlelwano bezabasebenzi kanye nezinqubo zabasebenzi. Lolu hlelo luhlukaniswe ngezinhlelo ezincane ezimbili ezilandelayo:

- Ukwenza ngcono ubudlelwano babasebenzi.
- Ukubuyekezwa Kobuholi Nezabasebenzi.

#### **4.6 Uhlelo 3: Ukuqapha Nokuhlola**

Lolu hlelo lunomthwalo wemfanelo wokusungula izinga eliphezulu lokulethwa kwezidingo, ukuqapha kanye nokuphatha ngendlela efanele kuHulumeni. Lolu hlelo luhlukaniswe ngezinhlelo ezincane ezimbili ezilandelayo:

- Ukuqapha Ukubusa.
- Ukuhlolwa Kokulethwa Kwensiza Nokuhambisana Nazo.

#### **4.7 Uhlelo 4: Ubuqotho kanye Nokulwa Nenkohlakalo**

Lolu hlelo lubhekele ukwenza uphenyo lokuphathwa komphakathi, ukukhuthaza izinga eliphezulu lokuziphatha ngendlela efanele kanye nokuziphatha kubasebenzi bakahulumeni kanye nokubamba iqhaza ekuvimbeleni nasekulweni nenkohlakalo.

Lolu hlelo luhlukaniswe ngezinhlelo ezincane ezimbili ezilandelayo:

- Uphenyo Lwezokuphathwa Komphakathi.
- Ukuziphatha Kochwepheshe.

## **5. IMININGWANE YOKUXHUMANA EQHUBEKAYO YOKUFINYELELA ULWAZI LWEKHOMISHINI YEMISEBENZI YOMPHAKATHI KANYE NEHHOVISI LEKHOMISHINI YEMISEBENZI YOMPHAKATHI.**

### **5.1 Isikhulu Solwazi:**

#### **IGAMA: ADV. DINKIE P. DUBE**

Umqondisi Zombebele we-Ofisi yeKomitjhini yabaSebenzi bakaHulumeni kanye nesiPhathimandla esiPhendulako Khomishini yabaSebenzi bakaHulumeni ngu-Adv. Dinkie P. Dube. Umqondisi-Jikelele uyiSikhulu Sezolwazi ngokoMthetho Wokukhuthazwa Kokutholakala Kolwazi (PAIA). Imininingwane yakhe yokuxhumana imi kanje:

Ucingo: (012) 352 1025

I-imeyili: [DinkieD@opsc.gov.za](mailto:DinkieD@opsc.gov.za)

Isigaba 17(1) se-PAIA sithi- Ngezinhloso ze-PAIA, “inhlango yomphakathi ngayinye kufanele, kuncike emthethweni olawula ukuqashwa kwabasebenzi benhlango yomphakathi ethintekayo, iqoke lelo nani labantu njengamaphini ezikhulu zolwazi njengoba kudingeka ukuze umgwamanda womphakathi ngendlela efinyelelekayo kwabacela amarekhodi ayo”.

### **5.2 IPhini lesiKhulu soLwazi esiqokwe ngokwesigaba 17(1) se-PAIA)**

**Igama: Adv. U-Shukrat Makinde** (Umqondisi: Ukumangalelwa Kwamacala Nezinsizakalo Zomthetho)

Ucingo: (012) 352 1188

I-imeyili: [ShukratM@opsc.gov.za](mailto:ShukratM@opsc.gov.za)

### **5.3 Ukufinyelela olwazini othintana nabo jikelele bami kanje:**

#### **UMnu Humphrey Ramafoko**

##### **UMqondisi: Izinkonzo Zokuxhumana Nolwazi**

Ucingo: (012) 352 1196

I-imeyili: [humphreyr@opsc.gov.za](mailto:humphreyr@opsc.gov.za)

#### **5.4 Nksz Dianne Michael**

##### **UMqondisi Omkhulu: Imikhuba Yokuphatha Abantu**

Ucingo: (012) 352 1241

I-imeyili: [DianneM@opsc.gov.za](mailto:DianneM@opsc.gov.za)

#### **5.5 Nksz Irene Mathenjwa**

##### **IPhini likaMqondisi-Jikelele: Ukuqapha Nokuhlola**

Ucingo: (012) 352 1109

I-imeyili: [IreneM@opsc.gov.za](mailto:IreneM@opsc.gov.za)

#### **5.6 Mnu Matome Malatsi**

##### **IPhini likaMqondisi-Jikelele: Ubuqotho kanye nokuLwa nenkohlakalo**

Ucingo: (012) 352 1073

I-imeyili: [MatomeM@opsc.gov.za](mailto:MatomeM@opsc.gov.za)

#### **5.7 UDkt Kholofelo Sedibe**

##### **IPhini likaMqondisi Jikelele: Imikhuba Yobuholi Nokuphatha**

Ucingo: (012) 352 1206

I-imeyili: [KholofeloS@opsc.gov.za](mailto:KholofeloS@opsc.gov.za)

### **5.8 IHHOVISI LIKAZWELONKE / INHLOKO**

#### **5.8.1 Ulwazi lungatholakala kuKhomishani Yezemisebenzi Kahulumeni ngale ndlela elandelayo:**

##### **Ikheli Lendawo (Ihhovisi Eliyinhloko):**

Indlu yeKhomishana Yezemisebenzi Kahulumeni, i-Office Park Block B

536 Francis Baard Street, Arcadia

I-PRETORIA, 0001

Ucingo: (012) 352 1000.

Iwebhusayithi: [www.psc.gov.za](http://www.psc.gov.za)

Ikheli Leposi:

Private Bag X121

I-PRETORIA, 0001

I-imeyili: c/o : [Complaints@opsc.gov.za](mailto:Complaints@opsc.gov.za) / [grievances@opsc.gov.za](mailto:grievances@opsc.gov.za)

## **6. INCAZELO YAZO ZONKE IZIXAZULULO EZITHOLAKALAYO MAYELANA NOMTHETHO NOMA UKWEHLULEKA UKWENZA IKHOMISHINI YEZINKONZO ZOMPHAKATHI / IHHOVISI LEKHOMISHINI YEZINKONZO ZOMPHAKATHI UKUNIKEZA ISICELO.**

Uma umfakisicelo engagculiseki ngesinqumo seSikhulu Esibhekele Ulwazi noma Isekela Lesikhulu Solwazi se-PSC, lezi zixazululo ezilandelayo ziyatholakala:

### **6.1 ISIKHALAZO SANGAPHAKATHI**

Umfakisicelo angenza lokhu: Afake isikhalo sangaphakathi ngokubhala kuSihlalo we-PSC oyisiGungu seziKhalazo ngezinhloso zalo Mthetho ngokwezigaba 74 – 77 ze-PAIA.

Umfakisicelo kumele abeke izizathu zesikhalazo mayelana nerekhodi ngalinye alifunayo.

6.1.2 Isikhalazo sangaphakathi singafakwa ngumfakisicelo zingakapheli izinsuku ezingama-60 ethole iPhini leSikhulu soLwazi noma isinqumo seSikhulu soLwazi noma ngosuku okucatshangwa ngalo ukwenqatshwa.

6.1.3 Isikhalazo kufanele sifakwe mathupha noma nge-imeyili, ifeksi noma ngeposi

kuSikhulu Esibhekele Ulwazi noma iPhini Lesikhulu Esibhekele Ulwazi, imininingwane yalo

ichazwe kule manuwali. Isikhalazo singafakwa futhi ekhelini le-imeyili lezikhalazo noma

lezikhalo elinikezwe kule ncwajana. Ulwazi luzodluliselwa kanye nezizathu zesinqumo

esidluliselwe esigungwini esifanelekile ku-PSC/OPSC ukuze sicutshungulwe futhi kuthathwe isinqumo.

#### **6.1.3.1 Inqubo yokugcwalisa isikhalazo kumlawuli wolwazi nanoma yimuphi umgwamanda olawulayo.**

6.1.3.1.1 Uma isicelo solwazi oluyimfihlo siqatshwa ngokwe-POPIA yiPhini lesiPhathiswa soLwazi noma iSikhulu soLwazi se-OPSC/PSC, umfakisicelo angathintana noMlawuli Wezolwazi ukuze afake isicelo sokukhululwa ukuze ulwazi lube khona. kuhlinzekwe ngokwesigaba 35, 36, 37 kanye no-38 se-POPIA, lapho kufanele khona.

#### **6.1.3.2 Inqubo yokuya enkantolo enegunya lokuthola usizo olufanele**

6.1.3.3 Isicelo singafakwa eNkantolo ngokwezigaba 78 – 82 zoMthetho Wokukhuthaza Ukutholakala Kolwazi, 2000. Umfakisicelo angafaka isicelo enkantolo sokuthola usizo. Lesi sicelo esishiwo kufanele senziwe zingakapheli izinsuku eziyi-180 ngemuva kokuba isinqumo senziwe yiPhini Lesikhulu Solwazi/Isikhulu Esibhekele Ulwazi se-PSC/OPSC.

6.1.3.4 Lapho ilalela leso sicelo, inkantolo inganikeza umyalelo onobulungiswa nolinganayo, ohlanganisa:

6.1.3.4.1 Ukuqinisekisa, ukuchibiyela noma ukubekela eceleni isinqumo okuyisihloko esifakwe esicelweni.

6.1.3.4.2 Ukudinga ukuthi Isikhulu Esibhekele Ulwazi sithathe isinyathelo esithile noma siyeke ukuthatha leso sinyathelo inkantolo esibona sifanelekile phakathi nesikhathi esishiwo kumyalelo.

6.1.3.4.3 Ukunikeza isivimbelo, impumuzo yesikhashana noma ethize, umyalelo wokumemezela noma isinxephezelo.

6.1.3.4.4 Uhlelo lwezindleko.

6.1.3.5 Leso sicelo esiya eNkantolo singenziwa eNkantolo eNkulu yaseNingizimu Afrika enegunya lokulalela udaba.

6.1.3.6 Ukusetshenziswa kwezinye izixazululo zomthetho afana nesikhungo sokuqulwa kwecala lokubuyezwa kobulungiswa kwesenzo sokuphatha ngokoMthetho Wokuphromotha Ubulungiswa Bokuphatha, wezi-2000 (uMthetho No. 3 wezi-2000).



## **7.UMHLAHLANDLELA WOKUSEBENZISA I-PAIA KANYE NOKUTHOLA UKUFINYELELA KUMHLAHLANDLELA**

7.1 Umlawuli, ngokwesigaba 10(1) se-PAIA, ubuyekeze futhi wenza ukuba kutholakale Umhlahlandlela obuyekeziwe wendlela yokusebenzisa i-PAIA (“Umhlahlandlela”), ngendlela eqondakala kalula nangendlela, njengoba kungase kudingwe umuntu ngokunengqondo. ofisa ukusebenzisa noma yiliphi ilungelo elihlongozwe ku-PAIA kanye ne-POPIA.

7.2 Umhlahlandlela uyatholakala ngolimi ngalunye olusemthethweni.

7.3 Umhlahlandlela oshiwo ngenhla uqukethe incazelo

7.3.1 Yezinjongo ze-PAIA kanye ne-POPIA;

7.3.2 Yekheli leposi nelomgwaqo, inombolo yocingo neyefeksi futhi, uma likhona, ikheli le-imeyili le-

7.3.3 Yekhulu Esihlinzeka Ngolwazi sawo wonke amagatsha kahulumeni, kanye

7.3.4 Yalonke iPhini leSikhulu soLwazi lawo wonke amagatsha kahulumeni nezizimele aqokwe ngokwesigaba 17(1) se-PAIA<sup>1</sup> kanye nesigaba 56 se-POPIA<sup>2</sup>;

7.3.5 Yendlela kanye nohlobo lwesicelo-

7.3.6 Yokuthola irekhodi lebandla lomphakathi elihlongozwe esigabeni 11<sup>3</sup>; futhi

7.3.7 Yokuthola irekhodi lebandla elizimele elihlongozwe esigabeni 50<sup>4</sup>;

<sup>1</sup> Isigaba 17(1) se-PAIA- Ngezinhlalo ze-PAIA, inhlangotho ngayinye kahulumeni kufanele, kuncike emthethweni olawula ukuqashwa kwabasebenzi benhlangotho yomphakathi ethintekayo, iqoke lelo nani labantu njengamaphini ezikhulu zolwazi njengoba kudingeka ukuze kuhlinzekwe inhlangotho yomphakathi. ifinyeleleke ngokusemandleni kwabafake izicelo zamarekhodi ayo.

<sup>2</sup>Isigaba 56(a) se-POPIA- Iqatsha ngalinye likahulumeni nelizimele kufanele lenze izinhlinzeka, ngendlela ebekwe esigabeni 17 soMthetho Wokukhuthaza Ukutholakala Kolwazi, ngezinguquko ezidingekayo, ekuqokweni kwalelo nani labantu, uma bekhona. , njengamasekela ezikhulu zolwazi njengoba kudingekile ukwenza imisebenzi nezibopho njengoba kubekwe esigabeni 55(1) se-POPIA.

<sup>3</sup> Isigaba 11(1) se-PAIA- Umfakisisicelo kufanele anikezwe ukufinyelela kurekhodi lenhlangotho yomphakathi uma lowo mfakisisicelo ethobela zonke izidingo zenqubo ku-PAIA eziphathelene nesicelo sokufinyelela kulelo rekhodi; futhi ukufinyelela kulelo rekhodi akwenqatshiwe ngokwanoma yisiphi isizathu sokwenqaba esihlongozwe eSahlukweni sesi-4 sale Ngxeny.

<sup>4</sup> Isigaba 50(1) se-PAIA- Umfakisisicelo kufanele anikezwe ukufinyelela kunoma yiliphi irekhodi lebandla elizimele uma-  
a) lelo rekhodi liyadingeka ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo;  
b) lowo muntu uthobela izidingo zenqubo ku-PAIA eziphathelene nesicelo sokufinyelela kulelo rekhodi; futhi  
c) ukufinyelela kulelo rekhodi akwenqatshiwe ngokwanoma yisiphi isizathu sokwenqaba esihlongozwe eSahlukweni 4 sale Ngxeny.

7.3.8 Yosizo olutholakala kuSikhulu Solwazi senhlangano yomphakathi ngokwe-PAIA kanye ne-POPIA;

7.3.9 usizo olutholakala kuMlawuli ngokwe-PAIA kanye ne-POPIA;

7.3.10 Yazozonke izixazululo ezikhona emthethweni mayelana nesenzo noma ukwehluleka ukwenza okuthile maqondana nelungelo noma umsebenzi onikezwe noma obekwe yi-PAIA kanye ne-POPIA, kuhlangukisa nendlela yokufaka-

7.3.10.1 isikhalo sangaphakathi;

7.3.10.2 isikhhalazo kuMlawuli; futhi

7.3.10.3 isicelo enkantolo esiphikisana nesinqumo sesikhulu sezolwazi sebandla lomphakathi, isinqumo sokudlulisa icala kwangaphakathi noma isinqumo soMlawuli noma isinqumo senhloko yebandla elizimele;

7.3.11 izinhlinzeko zezigaba 14<sup>5</sup> kanye nesama-5<sup>6</sup> ezidinga ukuthi inhlangano kahulumeni kanye nebandla elizimele, ngokulandelana, yenze imanuwali, kanye nendlela yokuthola ukufinyelela kumanuwali;

7.3.12 izinhlinzeko zezigaba 15<sup>7</sup> kanye nesama-52<sup>8</sup> ezihlinzekela ukudalulwa ngokuzithandela kwezigaba zamarekhodi yinhlangano yomphakathi kanye nebandla elizimele, ngokulandelana;

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<sup>5</sup> Isigaba 14(1) se-PAIA- Isikhulu solwazi sebandla lomphakathi kufanele, okungenani ngezilimi ezintathu ezisemthethweni, senze kutholakale imanuwali equkethe ulwazi olusohlwini lwendima yesi-4 ngenhla.

<sup>6</sup> Isigaba 51(1) se-PAIA- Inhloko yebandla elizimele kufanele yenze kutholakale imanuwali equkethe incazelo yolwazi olusohlwini lwendima yesi-4 ngenhla.

<sup>7</sup> Isigaba 15(1) se-PAIA- Isikhulu solwazi sebandla lomphakathi, kufanele senze kutholakale ngendlela enqunyiwe incazelo yezinhlobo zamarekhodi enhlangano yomphakathi atholakala ngokuzenzekelayo ngaphandle kokuthi umuntu acele ukufinyelela.

<sup>8</sup> Isigaba 52(1) se-PAIA- Inhloko yebandla elizimele, ngokuzithandela, ingenza kutholakale ngendlela enqunyiwe incazelo yezigaba zamarekhodi ebandla elizimele atholakala ngokuzenzekelayo ngaphandle kokuthi umuntu acele ukufinyelela.

7.3.13 izaziso ezikhishwe ngokwezigaba 22<sup>9</sup> kanye nesama-54<sup>10</sup> mayelana nezimali okufanele zikhokhwe maqondana nezicelo zokufinyelela; futhi

7.3.14 imithethonqubo eyenziwe ngokwesigaba 92<sup>11</sup>.

7.4 Amalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi ezinhlangano zikahulumeni noma ezizimele, kuhlanguanisa nehhovisi loMlawuli, ngezikhathi zokusebenza ezijwayelekile.

7.5 Umhlahlandlela ungatholakala-

7.5.1 ngesicelo kuSikhulu Esibhekele Ulwazi noma inhloko yebandla elizimele, kusetshenziswa iFomu 1 elitholakala ku-<https://info regulator.org.za/paia-forms/>;

7.5.2 ngesicelo, kuMlawuli Wolwazi, ngokuthumela iFomu 1 (isicelo sekhophi yoMhlahlandlela) ku- [PAIACompliance@infoRegulator.org.za](mailto:PAIACompliance@infoRegulator.org.za); futhi

7.5.3 kwisizindalwazi soMlawuli (<https://info regulator.org.za/paia-guidelines/>).

## **8. INCAZELO YEZINHLOKO UMZIMBA OGCINE NGAZO AMAREKHODI KANYE NEZINHLOBO ZAMAREKHODI APHETHWE YIKHOMISHINI YENKONZO YOMPHAKATHI.**

8.1 Incazelo yezihloko/izigaba i-PSC enazo amarekhodi ngale ndlela elandelayo:

Izihloko umgwamanda ophethe amarekhodi azo	Izigaba zamarekhodi aphethwe esihlokweni ngasinye
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<sup>9</sup> Isigaba sama-22(1) se-PAIA- Isikhulu solwazi sebandla lomphakathi okwenziwa kuso isicelo sokufinyelela, kufanele ngesaziso sifune ukuthi ofake isicelo akhokhe imali yesicelo enqunyiwe (uma ikhona), ngaphambi kokuqhubeka nokucutshungulwa kwesicelo.

<sup>10</sup> Isigaba 54(1) se-PAIA- Inhloko yebandla elizimele okwenziwa kuyo isicelo sokufinyelela kumele ngesaziso ifune ukuthi ofake isicelo akhokhe imali enqunyiwe yesicelo (uma ikhona), ngaphambi kokuqhubeka nokucutshungulwa kwesicelo.

<sup>11</sup> Isigaba 92(1) se-PAIA sihlinzeka ngokuthi – “uNgqongqoshe angenza, ngesaziso kwiGazethi, enze imithethonqubo ephathelene-

(a) nanoma yiluphi udaba oludingwa noma oluvunyelwe yilo Mthetho ukuba lunqunywe;

(b) nanoma yiluphi udaba oluphathelene nezimali ezikhokhwayo ezihlongozwe esigabeni sama-22 no-54;

(c) noma yisiphi isaziso esidingwa yilo Mthetho;

(d) imibandela efanayo okufanele isetshenziswe isikhulu sezokwazisa senhlangano yomphakathi lapho sinquma ukuthi yiziphi izigaba zamarekhodi okufanele zenziwe zitholakale ngokwesigaba se-15; futhi

(e) nanoma yiluphi udaba lokuphatha noma lwenqubo oludingekayo ukuze izinhlinzeko zalo Mthetho zisebenze.”

<p>Imibhalo Yamasu, Izinhlelo, Iziphakamiso</p>	<ul style="list-style-type: none"> <li>- Imibiko Yonyaka</li> <li>- Isu Lokusebenza</li> <li>- Uhlelo Lokusebenza Lonyaka</li> <li>- Imibiko Yonyaka ye-PSC eya Ezakhamuzini</li> <li>- Inqubomgomo kanye nemibuzo ejwayelekile mayelana nemibiko Yonyaka</li> </ul>
<p>Umthetho kanye Nenqubomgomo</p>	<ul style="list-style-type: none"> <li>- Ukwakhiwa kanye nezichibiyelo zoMthetho we-PSC.</li> <li>- Izincwadi zenqubomgomo</li> <li>- Icala lebhizinisi</li> <li>- Imibono Yezomthetho</li> <li>- Imithetho yePhalamende</li> <li>- Izinqondiso / Isekhula</li> <li>- Imithetho ye-PSC</li> <li>- Amafomu</li> <li>- Izinqubomgomo Zokubusa</li> <li>- Imithethonqubo</li> <li>- Idokumenti yecala</li> <li>- Izinkontileka kanye Nezivumelwano Zezinga Lesevisi</li> </ul>
<p>Izinqubomgomo Zokuphatha Abantu kanye namarekhodi</p>	<ul style="list-style-type: none"> <li>- Izinqubomgomo nezinqubo zabasebenzi</li> <li>- Okuthunyelwe okukhangisiwe</li> <li>- Ukufunda nokuthuthukisa isib: ukuthuthukiswa kwamakhono nezinhlelo zokuqeqesha abasebenzi, Izincwadi Zokuqeqesha</li> <li>- Izinhlelo zokusebenza</li> <li>- Uhlelo lokuqashwa ngokulingana kanye nezibalo. Izinkontileka Zokuqashwa</li> <li>- Amarekhodi e-Medical Aids</li> <li>- Amarekhodi Esikhwama Sempesheni</li> <li>- Amarekhodi ezinkantolo zokuqondiswa kwezigwegwe</li> <li>- Amarekhodi omholo</li> <li>- Amarekhodi okuqeqesha</li> <li>- Shiya inqubomgomo kanye/noma shiya amarekhodi</li> <li>- Inqubomgomo yokuqasha nokukhetha namarekhodi</li> <li>- I-Orientation Manual</li> </ul>

- Ukudluliselwa Kwamandla Nemisebenzi Yesigungu Sabaphathi be-PSC Kubasebenzi ku-OPSC
- Inqubomgomo Yokukhubazeka
- Uhlelo Lokusiza Abasebenzi
- Inqubomgomo ye-PMDS (Izinkonzo Zokuphatha Eziphakeme)
- PMDS Policy level 2 to 12 (EPMIS Policy)
- Inqubomgomo Yokuxazulula Izikhalazo
- Inqubomgomo Yengculazi Nengculazi kanye Nohlelo Lokusebenza
- Inqubomgomo Yokuthuthukiswa Kwabasebenzi
- Uhlelo Lwezabasebenzi
- Inqubomgomo ye-Internship
- Inqubomgomo Yokuhlola Umsebenzi
- Inqubomgomo Yokufunda Nemifundaze
- Inqubomgomo Mentorship
- Imanuwali ye-Akhawunti Yomsebenzisi ye-PERSAL
- Inqubomgomo Yokufelwa
- Inqubomgomo Yezempilo Nokuphathwa Kokukhiqiza
- Inqubomgomo nge-HIV ne-AIDS Emsebenzini
- Inqubomgomo Yokudluliswa Kwangaphakathi Nokwangaphandle
- Inqubomgomo Yokulawulwa Kokuxhashazwa Kwezidakamizwa (Utshwala Nezidakamizwa) Emsebenzini
- Inqubomgomo ngobulili
- Inqubomgomo Yokuqasha Nokukhethwa
- Inqubomgomo Yemiklomo Ekhethekile kanye Nokuhlonishwa Kwabasebenzi be-OPSC
- Inqubomgomo Yesikhathi esengeziwe Ekhokhelwayo
- Inqubomgomo Yezindleko Zokuhlaliswa kabusha
- Inqubomgomo yokugcinwa
- Inqubomgomo Yokuphatha Ezokuphepha
- I-Service Delivery Charter
- Inqubomgomo Yokhlukumeza Ngokocansi
- Inqubomgomo Yokubhema
- Inqubomgomo Yokuphatha Amarekhodi

	<ul style="list-style-type: none"> <li>- Ukuqedwa Kwenqubomgomo Yesevisi</li> <li>- Inqubomgomo Yokuphathwa Kwezempilo.</li> <li>- Isimo esijwayelekile samarekhodi esevisi kanye nokuhambisana.</li> <li>- Izinsiza kanye nezinqubomgomo zokuphatha Fleet</li> <li>- Uhlelo lokugcwalisa, ukulawula amarekhodi kanye nokulahlwa kwenqubomgomo yamarekhodi kanye nezicelo ezijwayelekile</li> <li>- Ukuphepha kolwazi</li> <li>- Imvume yokuphepha.</li> </ul>
Amarekhodi kanye nemibiko yokuPhathwa kweNkampani	<p>Umbiko wophenyo lwezikhalazo;</p> <ul style="list-style-type: none"> <li>- Umbiko wophenyo;</li> <li>- Bika ocwaningweni nasezinkambisweni zokuphathwa komphakathi;</li> <li>- Imibiko yecala leNational Anti-Corruption Hotline (NACH);</li> <li>- Imithetho yokubusa</li> <li>- Izingxoxo zetafula elijikelezayo kanye nombiko wezingqungquthela</li> <li>- Ucwangingo lokulinganisa kanye nombiko wokuhlaziya okuqhathanisayo. Izethulo nezindatshana ezishicilelwe/ ezethulwa esithangamini</li> <li>- Amaminithi emihlangano</li> <li>- Amarekhodi emihlangano yokucobelelana ngolwazi nezinkomfa;</li> <li>- Imemorandamu Yokuqondisisa</li> <li>- Izinkombandlela kanye nemibhalo yeProtocol</li> <li>- Umqulu wezinsiza kanye nohlelo lokuthuthukisa ukulethwa kwezinsiza.</li> </ul>
Ukuxhumana Nezincwadi	<ul style="list-style-type: none"> <li>-izincwadi zezindaba zangaphakathi;</li> <li>- Izincwadi Zezindaba Zangaphandle Nomagazini;</li> </ul>
Izinqubomgomo Zezezimali kanye namarekhodi Okuphathwa Kokuthengwa Kwempahla	<ul style="list-style-type: none"> <li>- Irejista yempahla, Isabelomali, Uhlaka Lwezindleko</li> <li>Zesikhathi Esimaphakathi,</li> </ul>

	<ul style="list-style-type: none"> <li>- Izivumelwano kanye Nesivumelwano Sezinga Lensiza nabahlinzeki;</li> <li>- Imibhalo yamathenda akhangisiwe;</li> <li>- Inqubomgomo yokuphatha iziphho</li> <li>- Inqubomgomo yomnikelo kanye nokuphathwa kwezibonelelo</li> <li>- Umakhalekhukhwini kanye Nenqubomgomo Yekhadi Ledatha Ye-3G</li> <li>- Ukuphathwa kwenkontileka kanye namathenda</li> <li>- Ikhodi Yokuziphatha Yabasebenzi Bokuphathwa Kwempahla kanye nabanye Ababambe iqhaza - 2008</li> <li>- Incwadi ye-LOGIS</li> <li>- Inqubomgomo yokupaka</li> <li>- Inqubomgomo Yeposi</li> <li>- Inqubo yokuthola izingcaphuno</li> <li>- Inqubomgomo Yokuphathwa Kwempahla</li> <li>- I-Inventory Management Manual</li> <li>- Inqubomgomo Yezokuthutha Inqubomgomo Yezokuvakasha</li> <li>- Idokhumenti yethenda ye-SCM ikhangisiwe kanye nezinye izindaba eziphathelene ne-PSC</li> <li>- Inqubomgomo efanayo</li> <li>- Irejista Yempahla</li> <li>- Inqubomgomo yokuthengwa kwempahla</li> <li>- Amarekhodi okuthengwa kwezinhlelo nesoftware</li> <li>- Amarekhodi okuphatha ukuthengwa kwempahla kanye nemibhalo yesistimu.</li> </ul>
Amarekhodi kanye nezinqubomgomo ze-Information Technology	<p>Izivumelwano zesevisi yobuchwepheshe bolwazi</p> <ul style="list-style-type: none"> <li>- Uhlelo Lokubuyisela Inhlekelele</li> <li>- Imanyuwali Yenqubo Yolwazi Lolwazi</li> </ul> <p>Umqulu Wokubusa Kwezobuchwepheshe Bolwazi</p> <ul style="list-style-type: none"> <li>- Inqubomgomo Yezokuphepha Kolwazi Lobuchwepheshe.</li> <li>- Inqubomgomo Yokuphepha Kolwazi Lwe-elektronikhi</li> <li>- Umcimbi wesistimu kanye nelogi yokusebenza</li> </ul>

	<ul style="list-style-type: none"> <li>- Umbiko we-IT osebenza ngekota</li> <li>- Izingqongomiso ze-ICT kanye nemanuwali yenqubo</li> <li>- Ukugcinwa Kwenethiwekhi</li> <li>- Ukuthuthukiswa kwesistimu kanye nemibhalo ye-lifecycle.</li> </ul>
Ukulawulwa Kwengozi kanye Nokucwaninga Kwangaphakathi	<ul style="list-style-type: none"> <li>-Irejista yengozi</li> <li>- Audit Imibiko</li> <li>- Imihlangano, imizuzu, nama-ajenda</li> <li>- Amaphrojekthi kanye nokuhlolwa kwamaphrojekthi akhethekile</li> <li>- Uhlelo lokucwaninga kwangaphakathi</li> <li>- Ukuxhumana kwangaphakathi nangaphandle</li> <li>- Uhlelo Lokulwa Nenkokholakalo Nokukhwabanisa</li> <li>- Lwehhovisi LeKhomishana Yezemisebenzi Kahulumeni</li> <li>- Umhlahlandlela Wokudalulwa Kwezezimali we-OPSC</li> <li>- I-Risk Management Framework</li> <li>- Inqubomgomo Yokulawula Ubungozi</li> <li>- Indlela Yokuziphatha Yezisebenzi Zikahulumeni</li> <li>- Imibiko yoCwaningo lwangaphakathi</li> <li>- Imibiko yokuhambisana</li> <li>- Imibiko yokulawulwa kobungozi bokusebenza.</li> </ul>

**9. ISAZISO SAMUVA NGEMIKHAKHA YEMAREKHODI YEKHOMISHINI YEZINKONZO ZOMPHAKATHI ETUTHOLAKALA NGAPHANDLE KOMUNTU OKUDINGEKA UKUBA ACELE UKUFINYELELA.**

9.1 Uhlu lweminingwane etholakala ngokuzenzakalelayo luyatholakala esazisweni esishicilelwe kusizindalwazi se-PSC: [www.psc.gov.za](http://www.psc.gov.za).

9.2 Ikhophi yesaziso nayo inanyathiselwe kuleli bhukwana njengesijobelelo.

9.3 Isaziso solwazi olutholakala ngokuzenzakalelayo siphinde sitholakale kuMlawuli Wolwazi.



9.4 Iyatholakala ukuthi ihlolwe, eHhovisi Eliyinhloko Lekhomishana Yezemisebenzi Kahulumeni- Ukwamukela Izivakashi ngezikhathi zokusebenza e-Office Block B, 536 Francis Baard Street Arcadia, Pretoria.

## **10. IZINKONZO EZIKHONA KUMALUNGU OMPHAKATHI EKHOMISHANA YEMISEBENZI YOMPHAKATHI KANYE NOKUTHI UFINYELELA KANJANI KULEZOZINKONZO**

10.1 IKhomishana Yezemisebenzi Kahulumeni yakhiwe ngokwesigaba 196 soMthethosisekelo waseNingizimu Afrika 1996. I-PSC inomthwalo wemfanelo wokuqapha izinqubo zabasebenzi ngaphakathi kwezinsizakalo zikahulumeni kanye nezinqubo zokuphatha zikahulumeni. isigaba 196(4)(f)(1) sifundwa nesigaba 196(2) sinikeza amandla kanye nomsebenzi ku-PSC ohlanganisa ukuphathwa komphakathi okubanzi kanye nezinkonzo zikahulumeni. Kungashiwo okufanayo ngesigaba 196(4)(a) kuya ku-(c), kanye nesigaba 196(4)(f)(ii), (iii) kanye no (iv).

10.2 Isigaba 196(1) kuya ku (6) soMthethosisekelo sihlizekela kanje:

"(1) KuneKhomishana Yezemisebenzi Kahulumeni eyodwa yeRiphabhulikhi

(2) IKhomishana izimele futhi kufanele ingachemi, futhi kufanele isebenzise amandla ayo futhi yenze imisebenzi yayo ngaphandle kokwesaba, ukuchema noma ukubandlulula ngenxa yokugcinwa kokuphathwa komphakathi okunempumelelo nangempumelelo kanye nezinga eliphezulu lokuziphatha okuhle emsebenzini womphakathi. . IKhomishani kufanele ilawulwe ngumthetho kazwelonke.

(3) Ezinye izinhlaka zombuso, ngokusebenzisa umthetho nezinye izinyathelo, kufanele zisize futhi zivikele iKhomishani ukuze kuqinisekise ukuzimela, ukungakhethi, isithunzi nokusebenza ngempumelelo kweKhomishana. umuntu noma uhlaka lukahulumeni lungaphazamisa ukusebenza kweKhomishana.

(4) Amandla nemisebenzi yeKhomishini yilezi-

(a) ukukhuthaza amagugu nezimiso ezibekwe esigabeni 195, kuyo yonke imisebenzi kahulumeni;

(b) ukuphenya, ukuqapha kanye nokuhlola inhlango, ukuphatha, kanye nezinqubo zabasebenzi, zemisebenzi kahulumeni;

(c) ukuphakamisa izinyathelo zokuqinisekisa ukusebenza ngempumelelo nangempumelelo emsebenzini womphakathi;

(d) ukunikeza iziqondiso okuhloswe ngazo ukuqinisekisa ukuthi inqubo yabasebenzi emayelana nokuqasha, ukushintshwa, ukukhushulwa kanye nokuxoshwa kuyahambisana nezimiso nezimiso ezibekwe esigabeni 195;

(e) ukubika mayelana nemisebenzi yayo kanye nokwenziwa komsebenzi wayo kuhlanganisa nanoma yikuphi okutholakalayo engakwenza kanye neziqondiso nezeluleko engayinikeza kanye nokuhlinzeka ngokuhlolwa kwezinga amanani imigomo ebekwe esigabeni 195 athotshelwa ngayo. nge; futhi

(f) ngokuthanda kwayo noma ekutholeni isikhalazo-

(i) ukuphenya kanye nokuhlola ukusetshenziswa kwabasebenzi izinqubo zokuphatha kukahulumeni, kanye nokubika esigungwini esiphezulu esifanelekile kanye nesishayamthetho;

(ii) ukuphenya izikhalo zabasebenzi emsebenzini kahulumeni mayelana nezenzo ezisemthethweni noma ukweqiwa, kanye nokuncoma amakhambi afanele;

(iii) ukuqapha kanye nokuphenya ukulandelwa kwezinqubo ezisebenzayo emsebenzini kahulumeni; futhi

(iv) ukweluleka izinhlaka zombuso zikazwelonke kanye nezifundazwe mayelana nezinqubo zabasebenzi emsebenzini kahulumeni, okuhlanganisa lezo eziphathelene nokuqasha, ukuqashwa, ukudluliselwa, ukukhishwa kanye nezinye izici zemisebenzi yabasebenzi emsebenzini kahulumeni; futhi

(g) ukusebenzisa noma ukwenza amanye amandla noma imisebenzi ebekwe nguMthetho wePhalamende

10.3 Isigaba sesi-8 soMthetho weKhomishana yabaSebenzi bakaHulumeni, 1997, sihlizeka ngokuthi kuncike ezinhlinzekweni zoMthethosisekelo, iKhomishana ingasebenzisa amandla futhi yenze imisebenzi enikezwe iKhomishana ngokwalo Mthetho noma ngaphansi kwalo Mthetho, uMthethosisekelo noma uMthetho Wezemisebenzi Kahulumeni. .

10.4 Isigaba 195 soMthethosisekelo weRiphabhulikhi sibeka amagugu ayisisekelo kanye nemigomo elawula imisebenzi kahulumeni kanye nokuphathwa komphakathi. I-PSC iqapha, ihlole futhi ibike ePhalamende ngesimo Sezemisebenzi Kahulumeni kanye Nokuphathwa Komphakathi.

## **11. ISICELO SOKUFINELELA KULWAZI**

## 11.1 Ukusebenza koMthetho

11.1.1 I-PSC ihambisana noMthetho Wokuvikelwa Kolwazi Lomuntu Ka-2013 (POPIA), okuhloswe ukuthi ufezekise ilungelo loMthethosisekelo lokuthola ulwazi mayelana nanoma yiluphi ulwazi olugcinwe nguHulumeni kanye nokugqugquzela isiko lokubeka izinto obala kanye ukuziphendulela.

11.1.2 Umuntu ovikelwe ubandakanya umuntu wemvelo kanye nomuntu ngokomthetho. Ulwazi lomuntu siqu oluhlobene nomuntu okhonjwayo, ophilayo, wemvelo futhi lapho lusebenza khona, umuntu okhona wezomthetho obonakalayo uvikelekile. Lokhu kubandakanya ulwazi oluhlobene:

11.1.2.1 Ulwazi oluphathelelele nohlanga, ubulili, ukukhulelwa, isimo somshado, ubuzwe, ubuzwe noma imvelaphi yenhlalo, umbala, ukukhetha ubulili, ubudala, impilo yomzimba noma yengqondo, inhlalakahle, ukukhubazeka, inkolo, unembeza, inkolelo, isiko, ulimi nokuzalwa komuntu;

11.1.2.2 Ulwazi oluphathelelele nemfundo noma irekhodi lezokwelapha, lezezimali, lobugebengu, labasebenzi noma umlando wokuqashwa komuntu;

11.1.2.3 Noma iyiphi inombolo ekhombayo, uphawu, ikheli le-imeyili, ikheli lendawo, inombolo yocingo,

11.1.2.4 imininingwane yendawo, isihlonzi esiku-inthanethi noma omunye umsebenzi othile ozonikezwa umuntu;

11.1.2.5 Ulwazi lwebhayomethrikhi yomuntu;

11.1.2.6 Imibono yomuntu, imibono noma ukukhetha komuntu;

11.1.2.7 Izincwadi ezithunyelwa ngumuntu eziyimfihlo noma eziyimfihlo noma ezinye izincwadi ezingadalula okuqokethwe yincwadi yokuqala;

11.1.2.8 Imibono noma imibono yomunye umuntu ngomuntu; futhi

11.1.2.9 Igama lomuntu uma livela nolunye ulwazi lomuntu siqu oluphathelelele nomuntu noma uma ukudalulwa kwegama ngokwalo kuzoveza ulwazi ngomuntu.

## 11.2 Isicelo solwazi olunokwehlukani okubucayi

11.2.1 Umbiko wophenyo kanye nombiko wezikhalo olungiswe yi-PSC ubucayi futhi awutholakali ukuthi usetshenziswe umphakathi. (Ulwazi lungase lusetshenzwe ngaphansi kwesizathu esizwakalayo. Imigomo nemibandela ingase ibekwe ekukhishweni kolwazi lapho kudingekile ukuvikela ingxenye yolwazi ngokuhambisana nokuvikelwa okuhlinzekwe ku-POPIA kanye ne-PAIA).

11.2.2 Uphenyo noma umbiko wesikhalo utholakala kuphela ukuze ukhululwe lapho uphenyo noma umbiko wesikhalo uphuthulwa bese uthunyelwa kuSigungu Sabaphathi esifanele).

11.2.3 Imibiko yamaprojekthi akhethekile eqhutshwa yi-PSC iphinde ibekwe njengemininingwane ebucayi.

11.2.4 Mayelana nolwazi oluhlobene oluwela ngaphansi kwesahluko sesi-6 se-POPIA i-PSC ingathola ukugunyazwa kuMlawuli Wolwazi mayelana nalokhu okulandelayo:

11.2.4.1 Ukucutshungulwa kwanoma yiziphi izihlonzi ezihlukile zezihloko zedatha:

- Ngenhloso engeyona leyo lapho isihlonzi besihloselwe khona ukuqoqwa; futhi
- Ngenhloso yokuxhumanisa ulwazi kanye nolwazi olucutshungulwe ngabanye abathintekayo.

11.2.5 Ukucutshungulwa kolwazi ngokuziphatha kobugebengu noma ngokuziphatha okungekho emthethweni noma okungathandeki egameni labantu besithathu.

11.2.6 Ukucubungula ulwazi ngenhloso yokubika ngezikweletu; futhi

11.2.7 Ukudluliselwa kolwazi lomuntu siqu olukhethekile noma ulwazi lomuntu siqu lwezingane kumuntu wesithathu osezweni langaphandle.

11.3 Ukunikeza noma ukwenqatshwa kwesicelo sokufinyelela olwazini

11.3.1 Isicelo sokufinyelela olwazini kufanele senziwe ngokulandela izinqubo ezibekwe ngezansi:

11.3.2 Umfakisicelo uthobela zonke izidingo zenqubo ku-PAIA eziphathelene nesicelo sokufinyelela kulelo rekhodi; futhi

11.3.3 Ukufinyelela kwirekhodi akwenqatshwa nganoma yisiphi isizathu sokwenqaba esishiwo ku-PAIA.

## **12. ULUCELA KANJANI ULWAZI KUKHOMISHINI YEZINKONZO ZOMPHAKATHI**

12.1 Umfakisicelo kumele asebenzise iFomu 2 – Isicelo Sokufinyelela Erekhodini (Umthethonqubo 7 Wokukhuthazwa Kokutholakala Kolwazi). Leli yifomu lesicelo lenhlangano yomphakathi. Ikhophi yaleli Form 2 iyatholakala kusizindalwazi se-PSC: [www.psc.gov.za](http://www.psc.gov.za)

12.2 Isicelo kufanele senziwe mathupha noma nge-imeyili siqondiswe kuMqondisi-Jikelele, Ikhomishana Yezemisebenzi Kahulumeni (Okunye, c/o Mnu Devashan Moodley - UNobhala Womuntu WoMqondisi-Jikelele. Ikheli le-imeyili: [DevashanM@opsc.gov.za](mailto:DevashanM@opsc.gov.za)). Uma ukwamukelwa kwesicelo sakho sokufinyelela olwazini kungatholwa zingakapheli izinsuku eziyi-14 zokusebenza, sicela uthinte iHhovisi loMqondisi-Jikelele ku-012 3521025, ukuze uqinisekise ukuthi isicelo sitholakele.

12.2.1 Uma ugcwalisa ifomu lesicelo sokufinyelela olwazini, sicela ukhumbule ukuthi:

12.2.1.1 Isigaba ngasinye sefomu siqukethe imiyalelo okufanele ilandelwe ukuze kuthuthukiswe amathuba okuba isicelo samukelwe ngaphandle kokubambezeleka okuncane.

12.2.1.2 Lapho isicelo samarekhodi senziwa egameni lenhlangano, isikhulu solwazi saleyo nhlangotho kufanele sigunyaze noma sisekele isicelo.

12.2.1.3 Uma amarekhodi ecekelwa omunye umuntu, sicela unikeze ikhophi yegunya eligunyaza ukuthi wenze egameni lomunye umuntu, okufanele lilethwe kanye nefomu eligcwaliswe ngokufanelekile futhi usinikeze imvume yomuntu ngamunye ukuze sikunikeze isicelo. ulwazi oluceliwe.

12.2.1.4 Lokhu kwenzelwa isiqiniseko sokuthi asikwenqabeli ukufinyelela ngesisekelo sokuthi ulwazi luyimfihlo futhi luvikelekile ngokwemibandela ye-POPIA.

12.2.1.5 Sicela usho indlela ofuna ngayo irekhodi olicelile lapho wenza isicelo sakho.

12.2.1.6 Incazelo eningilizwe yamarekhodi acelwayo kufanele ihlinzekwe ukuze iPhini leSikhulu soLwazi likwazi ukulihlonza ngokunembile.

12.2.1.7 Umuntu ofake isicelo esiqondene naye ngeke kudingeke ukuthi akhokhe imali yokufaka isicelo kodwa ezimweni ezifanele kungadingeka ukuthi akhokhe izindleko ezihilelekile ekutholeni amakhophi nganoma yiluphi uhlobo lolwazi oluceliwe.

12.2.1.8 Isicelo somuntu siqu singabhekwa lapho ulwazi lomuntu siqu lungenawo umthelela ongemuhle ezithakazelweni zomphakathi; futhi ingacutshungulwa maqondana nolwazi oluhlanganisa kodwa olungakhawulelwe kulokhu:

12.2.8.1 Ukuphathwa kwabasebenzi

12.2.8.2 Ukuthengiselana nabanye abantu

12.2.8.3 Ukugcina amarekhodi maqondana nokuqashwa

12.2.8.4 Ukuphatha okujwayelekile, noma lapho ukuhambisana nezidingo zomthetho nezokulawula kuphoqa ukuhlinzekwa kwalolo lwazi.

12.2.8.5 Ukuphathwa kwezinsiza.

### **12.3 Ukukhubazeka nokucela usizo**

12.3.1 Uma kwenzeka kuba nobunzima ekugcwaliseni ifomu lesicelo noma uma ukukhubazeka kuvimbela umfakisicelo ukuba aligcwalise, sicela ungangabazi ukuthintana nePhini Lesikhulu Esibhekele Ulwazi se-PSC ukuze uthole usizo.

12.3.2 Umuntu ongakwazi ukufunda noma ukubhala angacela ukufinyelela olwazini esebenzisa izinombolo zocingo ezinikezwe kule ncwadi.

12.3.3 Uma kwenzeka umfakisicelo engasebenzi bese ecela ukufinyelela olwazini, oludinga inkokhelo, izimali ezikhokhwayo, zingayekwa.

### **12.4 Ukuvikelwa kolwazi oluphathelele nengane**

12.4.1 ISikhulu Esibhekele Ulwazi noma iPhini Lesikhulu Esibhekele Ulwazi, ngokweyame esigabeni 35 se-POPIA angeke acubungule ulwazi lomuntu siqu oluphathelele nengane, ngaphandle kwalapho:

**12.4.1.1** Isicelo senziwa ngemvume yomuntu onekhono.

**Commented [TM1]:** Numbering is wrong

12.4.1.2 Ulwazi olumayelana nengane luyadingeka ukuze kusungulwe, kusetshenziswe noma kuvikelwe ilungelo noma isibopho emthethweni.

12.4.1.3 Ngezinjongo zomlando, zezibalo noma zocwaningo kuze kufike lapho ulwazi oluceliwe lufeza inhloso noma intshisekelo yomphakathi futhi ukucutshungulwa kudingekile ngokwenjongo ethintekayo.

12.4.1.4 Lapho kubonakala kungenakwenzeka futhi kuzodinga umzamo ongalingani wokucela imvume futhi iziqinisekiso ezanele ziyanikezwa ukuze kuqinisekiswa ukuthi ukucutshungulwa kolwazi akuthinti kabi ubumfihlo bomuntu ngamunye ngezanga elingenakulinganiswa. Esimeni esinjalo, iziqinisekiso ezanele zidinga ukunikezwa ukuze kuvikelwe ubumfihlo bengane ngokulinganayo.

12.4.1.5 Lapho ulwazi olubi seluvezwe emphakathini ngumntwana ngemvume yomuntu onekhono.

**12.5 Indlela yesicelo**

12.5.1 Umfakisicelo kumele akhombise ukuthi ufuna ikhophi yerekhodi noma ufuna ukuvakashela amahhovisi e-PSC ukuze abone irekhodi. Kungenjalo, uma irekhodi lingewona umculo wephepha, lingabuye libukwe ngendlela eliceliwe ngayo, lapho kungenzeka khona.

12.5.2. -PSC/OPSC), noma kulimaze irekhodi, noma yephule ilungelo lobunikazi okungelona elikahulumeni.

12.5.3 Uma ngezizathu ezibambekayo ukufinyelela kungeke kunikezwe ngendlela edingekayo kodwa ngenye indlela, imali kumele ibalwe ngokwendlela umfakisicelo aqale wayicela ngayo.

12.5.4 Uma, ngaphezu kwempendulo ebhaliwe yesicelo serekhodi, ofake isicelo efuna ukwaziswa ngesinqumo nganoma iyiphi enye indlela, isibonelo ngocingo, lokhu kufanele kukhonjiswe.

12.6 Umfakisiselo kumele alinde isikhathi esingakanani ngaphambi kokuthola ulwazi alucelile

12.6.1 IPhini leSikhulu soLwazi liyacelwa ukuba lithathe isinqumo ngesicelo zingakapheli izinsuku ezingama-30 lamukelwe isicelo, uma kungenjalo isicelo sithathwe njengesaliwe.

12.6.2 IPhini lesiKhulu soLwazi linganweba isikhathi sokuthatha isinqumo sibe yizinsuku ezingama-60 ngaphansi kwalezi zimo ezilandelayo:

12.6.3 Uma isicelo singesenani elikhulu lamarekhodi noma sidinga ukuseshwa okukhulu inani lamarekhodi kanye nokuhambisana nesikhathi sokuqala kuzophazamisa ngokungenangqondo imisebenzi ye-PSC.

12.6.4 Uma amarekhodi aceliwe awekho edolobheni noma idolobha elifanayo namahhovisi e-PSC. ukuthi isicelo asikwazi ukuqedwa ngokufanelekile zingakapheli izinsuku ezingama-30.

12.6.5 Lapho ukubonisana phakathi kwamaGatsha e-PSC noma nenye inhlango kudingekile noma kufiseleka ukuze kuthathwe isinqumo ngesicelo futhi ikuphi ukubonisana okungeke kuqedwe ngendlela efanele zingakapheli izinsuku ezingama-30.

12.6.6 Lapho kunezimo ezingaphezu kwesisodwa kwezihlongozwe ngenhla maqondana nesicelo esenza ukuba kuthotshelwe isikhathi sezinsuku ezingama-30 kungenzeki ngendlela ezwakalayo.

12.6.7 Uma umenzi wesicelo evuma ngokubhala ukunwetshwa.

12.6.8 Noma yiziphi ezinye izizathu ezizwakalayo.

12.6.9 Uma kwenzeka kunwetshwa isikhathi esiyizinsuku ezingama-30, iPhini leSikhulu Esibhekele Ulwazi noma Isikhulu Esibhekele Ulwazi sizokwazisa ofake isicelo ngokwandiswa futhi sinikeze umfakisiselo izizathu zokwelulwa.

### **13. UNGAMAZISWA KANJANI UMFAKI SICELO SOMUNTU SOMPHUMELA WESICELO**

Umfakisiselo uzokwaziswa iPhini Lesikhulu Esibhekele Ulwazi noma Izikhulu Zolwazi ngesinqumo ngendlela echazwe efomini lesicelo noma ngencwadi ebhaliwe.



### **13.1 Isicelo esiyimpumelelo**

13.1.1 Umfakisicelo uzonikezwa ithuba lokuthola irekhodi uma zonke izidingo zenqubo zithotshelwe ngokwezidingo ze-PAIA okungukuthi-

13.1.1.1 Isicelo sibhalwe kahle efomini elinqunyiwe.

13.1.1.2 Ubufakazi begunya lokusebenza egameni lomunye bunikeziwe, uma wenza isicelo

13.1.1.3 egameni lomunye umuntu.

13.1.2 Irekhodi eliceliwe lichazwe ngokwanele ukuze iPhini leSikhulu soLwazi likwazi ukulihlonza, futhi

13.1.3 Ukukhokha zonke izimali ezidingekayo.

### **13.2 Ukufinyelela kumarekhodi aphaathelene nolwazi lomuntu siqu.**

13.2.1 Umfakisicelo uyonikezwa ukufinyelela erekhodini eliphathelene nolwazi lomuntu siqu noma udaba oluhlobene uma zonke izidingo zenqubo zithotshelwe ngokuvumelana nezidingo ze-PAIA kanye ne-POPIA.

13.2.2 Umfakisicelo kumele anikeze izizathu zokucela noma zokuqoqa imininingwane yakhe. Lezo zizathu kufanele zichazwe ngokucacile futhi zibe semthethweni njengoba zihlobene nomsebenzi noma umsebenzi womfakisicelo.

13.2.3 Kumelwe kubekwe ngokucacile ukuthi ulwazi lomuntu siqu lucelelwa inhloso esemthethweni enemingcele echaziwe ezoqinisekisa ukuthi ukucutshungulwa kolwazi lomuntu siqu kunikezwa kuphela ngezinga olufanele futhi olungeqisi, uma kubhekwa inhloso isicelo siyacutshungulwa.

13.2.4 Umceli wolwazi kumele aveze ukuthi isicelo senziwa ngokuzithandela noma njengesicelo esiyimpoqo.

13.2.5 Uma kwenzeka isicelo solwazi sitholwa ngohlangothi lwesithathu ukuze kuqhutshekwe nokusetshenzwa, lowo mfakisicelo kufanele ahlinzeke ngesizathu sesicelo somuntu wesithathu esihambisana nenjongo okwaqoqwa ngayo ulwazi ekuqaleni.

Umfakisiselo kumele ahlinzeke ngobunikazi bezinkampani zangaphandle ulwazi oluceliwe oluzokwabelwana ngalo noma okwabelwana ngalo nabo.

13.2.6 Irekhodi lolwazi oluceliwe kufanele lihanjise kuSekela-Sikhulu Esibhekele Ulwazi noma Isikhulu Esibhekele Ulwazi.

13.2.7 IPhini leSikhulu soLwazi/Isikhulu soLwazi sizokhipha ulwazi lomuntu siqu oluceliwe kuphela, lapho isicelo sicacile, sinembile, singadukisi futhi sihambisana nesikhathi.

#### **14. IZIMO ZOKUNQABA UKUFIKELELA ULWAZI**

##### **14.1 Ukuthola irekhodi kwenqatshwa ngesizathu esisodwa noma ngaphezulu sokwenqatshwa esishiwo ku-PAIA yilezi ezilandelayo:**

14.1.1 Isivikelo esiyisibopho sobumfihlo bomuntu wesithathu ongumuntu wemvelo.

14.1.2 Ukuvikelwa okuyisibopho kwamarekhodi athile e-PSC/OPSC.

14.1.3 Ukuvikelwa kombono, izeluleko, umbiko, umbiko wophenyo, noma izincomo ezitholwe noma ezilungiswe yi-PSC/OPSC.

14.1.4 Ukuvikelwa kolwazi olutholwe ngokubonisana, ukuxoxisana noma ukuxoxisana okwenzeka, okuhlanganisa, kodwa kungacini nje kumaminithi omhlangano, ngezinjongo noma zokwenza umsebenzi obekwe noma obekwe umthetho.

14.1.5 Isivikelo esiyisibopho lapho ukudalulwa kwerekhodi kungalindeleka ngokunengqondo ukuthi kuphazamise inqubo yezingxoxo emgwaqeni womphakathi noma phakathi kwezinhlangano zomphakathi ngokuvimbela:

14.1.5.1 Ukuxhumana kombono, umbiko wezeluleko noma izincomo ezitholiwe noma ezilungisiwe.

14.1.5.2 Ukuziphatha komxhumanisi, ingxoxo noma ukuxoxisana okwenzekile, okuhlanganisa kodwa kungacini emaminithini, omhlangano, ngenhloso yokusiza ekwenzeni inqubomgomo noma ukuthatha isinqumo ekusebenziseni amandla noma ukwenziwa komsebenzi. enikezwe noma ebekwe ngumthetho ku-PSC.

14.1.5.3 Isivikelo esiyisibopho lapho ukudalulwa kwerekhodi kungaba ukudalulwa ngaphambi kwesikhathi kwenqubomgomo ecatshangwayo, okulindeleke ngokunengqondo ukuthi kuphazamise impumelelo yaleyo nqubomgomo noma ukubandakanyeka noma uphenyo olusalindile.

14.1.5.4 Ukuvikelwa kwamarekhodi ophenyweni lwe-PSC oluqukethe izinto zokuhlola, noma ngabe umuntu okunikezile ukhonjwe erekhodini noma cha, futhi ukudalulwa kwento ethile kuyophula isithembiso esicacile noma esihlosiwe esenziwe kumuntu. onikeze impahla.

14.1.5.5 Ukuvikelwa kwamarekhodi, lapho ukudalulwa kuzophazamisa ubudlelwano besikhathi esizayo bokuthembana phakathi kwezikhungo.

14.1.5.6 Ukuvikelwa Okuphoqelekile kwamarekhodi, amalungelo kanye nolwazi oluyimfihlo.

14.1.5.7 Ukuvikelwa okuyisibopho kolwazi lomuntu siqu lomuntu wesithathu, ulwazi oluyimfihlo kanye nokuvikelwa kolunye ulwazi oluyimfihlo lomuntu wesithathu, kuhlanganisa nomuntu oshonile.

14.2 Ukuvikelwa okuyimpoqo kolwazi lwezohwebo lomuntu wesithathu.

14.3 Ukuvikelwa okuyimpoqo kokuphepha kwabantu nokuvikelwa kwempahla.

14.4 Ukuvikelwa okuyimpoqo kwamarekhodi anikezwe ilungelo ekukhiqizweni ezinkantolo.

14.5 Ukuvikelwa kwezokuvikela, ukuphepha kanye nobudlelwano bamazwe ngamazwe eRiphabhulikhi.

14.6 Ukuvikelwa kwezintshisekelo zezomnotho kanye nenhlalakahle yezezimali yeriphabhulikhi imisebenzi yezohwebo yezinhlango zomphakathi.

14.7 Ukuvikelwa okuphoqelekile kolwazi locwaningo lomuntu wesithathu kanye nokuvikelwa kolwazi locwaningo lwebandla lomphakathi.

14.8 Ukusebenza kwenhlangano yomphakathi.

14.9 Isicelo esibonakala siwubala noma esidabukisayo noma ukuphambukiswa kwezinsiza okukhulu nokungenangqondo.

14.10 Ukuvikelwa okuphoqelekile emiphumeleni yezikhalazo lapho ukudalulwa komphumela wesikhalo kuyohlenganisa ukwepulwa kokugcinwa kwemfihlo okungezozonke izinhlangothi ezithintekayo ophenyweni lwesikhalo.

14.11 Ukuvikelwa kombiko wophenyo ovela ezinhlangothini ezingeyona ingxenye yesikhalazo, ezimeni lapho ukudalulwa kuzophazamisa ubumfihlo bomuntu wesithathu, noma njengoba kunganqunywa iSikhulu Esibhekele Ulwazi noma iPhini Lesikhulu Esibhekele Ulwazi.

14.12 Ukuvikelwa kolwazi lapho kungalindeleka ngokuphusile ukuphakelwa kolwazi oluvela ezinhlanganweni esikhathini esizayo.

14.13 Ukuvikelwa kolunye ulwazi oluvikelwe ngokwemibandela Yokukhuthazwa Kokufinyelela Ku. Ulwazi uMthetho wesi-2 wezi-2000, (i-PAIA ka-2000).

**15. UKUFINYELELA IREKHODI KUNQATSHELWA NGESIZATHU ESISODWA NOMA EZININGI ZOKUNQABA EZISHIWO EMTHETHO WOKUVIKELWA KOLWAZI LUKA-2013 (POPIA), NJENGOBA:**

15.1 Ukuvikelwa kwamarekhodi ayisibopho, ulwazi olukhethekile kanye nolwazi oluyimfihlo lwe-PSC/OPSC. - ISikhulu Esibhekele Ulwazi kufanele senqabe isicelo sokuthola irekhodi uma ukudalulwa kuzolingana nokwepulwa kwesibopho sokwethembeka esikweletwa umuntu wesithathu ngokwesivumelwano noma inkontileka.

15.2 Isivikelo esiyisibopho sobumfihlo bomuntu wesithathu ongumuntu wemvelo - Isikhulu Solwazi sibophekile ukwenqaba ukufinyelela irekhodi uma ukudalulwa kwalo kuhilela ukudalulwa okungenangqondo kolwazi lomuntu siqu mayelana nomuntu wesithathu, okuhlanganisa "abantu abangasekho". Uma kubhekwa incazelo ebanzi "yolwazi lomuntu siqu" kulo Mthetho kanye nasekuvikelweni kolwazi lomuntu siqu (i-POPIA), ukulinganisa ubumfihlo nenkululeko yokukhuluma kuba kubaluleke kakhulu.

15.3 Ukuvikelwa okuyimpoqo kolwazi oluyimfihlo, ulwazi lwe-SARS noma ulwazi lwezohwebo noma izimfihlo zohwebo zebhizinisi lomuntu wesithathu. Ulwazi lwezezimali, lwezohwebo, lwesayensi noma lwezobuchwepheshe lwebhizinisi noma lwenkampani yangaphandle, okuthi, uma ludalulwa, ludale ukulimala kwe(izi)zalo zezentengiselwano noma zezezimali zenhlangotho noma ingxenye yesithathu; noma Ulwazi oluhlinzekwe ngokuyimfihlo ngomunye umuntu futhi lapho ukudalulwa kwalolo lwazi kungalindeleka ngokunengqondo ukuthi kubeke ibhizinisi kusimo esingasihle ezingxoxweni zenkontileka noma ezinye, noma kubeke kabi ibhizinisi emiqhudelwaneni yezohwebo.

15.4 Ukuvikelwa okuyimpoqo kokuphepha kwabantu nokuvikelwa kwempahla. ISikhulu Esibhekele Ulwazi kumele senqabe ukudalula imininingwane, uma lokho kudalulwa kungase kubeke engcupheni ukuphepha komuntu noma impahla. Lokhu kuphinde kuhlobane nePOPIA, lapho ulwazi lubonwa njengempahla.

15.5 Ukuvikelwa okuphoqelekile kwelungelo lamarekhodi ekukhiqizweni ezinkantolo zomthetho. Mayelana neminye imithetho ephathelene nokuphathwa nokudalulwa kolwazi, i-PAIA izothatha isikhundla somthetho onjalo lapho ilungelo lokufinyelela lilinganiselwe ngokungafanele. Isibonelo, noma yiliphi irekhodi elincike ebudlelwaneni phakathi kommeli neklayenti labo livikelwe ngaphansi kwalo Mthetho.

15.6 Ukuvikelwa okuyimpoqo kolwazi oluphathelele nokuvikela, ukuphepha kanye nobudlelwano bamazwe ngamazwe beRiphabhulikhi kanye nemisebenzi yezohwebo yezikhungo zombuso. ISikhulu Esibhekele Ulwazi singasenqaba isicelo sokuthola amarekhodi uma ukudalulwa kwawo kungase kuphazamise ukuzivikela, ukuphepha noma ubudlelwano bamazwe ngamazwe eRiphabhulikhi.

## **16. KUBONWA NGENXA YESICELO**

16.1 Uma iSikhulu Esibhekele Ulwazi noma iPhini Lesikhulu Esibhekele Ulwazi lingasikhiphi isinqumo ngesicelo sokufinyelela kumfakisicelo zingakapheli izinsuku ezingama-30 noma phakathi kwanoma yisiphi isikhathi esinwetshiwe, iPhini lesiPhathimandla soLwazi liyothathwa njengelenqabile isicelo.

## **17. UKUNGABANDWA NGEMIBANDELA YOKUVIKELA KOMTHETHO WOMUNTU WEZINGAZI, 2013. (POPIA)**

17.1 Isigaba 12(1) se-POPIA sithi ulwazi lomuntu siqu kufanele luqoqwe ngokuqondile esihlokweni sedatha, ngaphandle kwalapho kuhlinzekwe ngenye indlela esigatshaneni (2).

17.2 Isigaba 12(2) sithi akudingekile ukuthobela isigatshana 1 uma –

(a) ulwazi luqukethwe noma lususelwa kurekhodi lomphakathi noma lwenziwe obala ngamabomu ngesihloko sedatha. Isigaba 12(2)(d) sithi, ukuqoqwa kolwazi komunye umthombo kuyodingeka lapho-

(i) Ukugwema ukubekezelela ukugcinwa komthetho yinoma iyiphi inhlango yomphakathi, okuhlanganisa nokuvimbela, ukutholwa, uphenyo, ukushushiswa kanye nokujeziswa kwamacala;

(iii) Ngokuqhutshwa kwecala kunoma iyiphi inkantolo noma isigungu sokuqulwa kwecala esiqalile noma esicatshangwa ngokufanelekile.

(iv) Ukuthobela umthetho kuzophazamisa inhloso esemthethweni yokuqoqwa.

(v) Ukuthobela umthetho akwenzeki ezimeni ezithize

### **17.3 Inqubomgomo yobumfihlo ye-OPSC/PSC ngokuhambisana ne-POPIA, ibheka ulwazi lomuntu siqu ngale ndlela elandelayo:**

17.3.1 Ulwazi lomuntu siqu luchazwa njengolwazi oluhlanganisa, kodwa alugini emagameni; isibongo; imniningwano Yokuxhumana; amakheli okuhlala naweposi; usuku lokuzalwa; inombolo kamazisi; inombolo yepasipoti; inombolo yentela; ulwazi oluhlobene nentela; ubuzwe; ubulili; iminyaka yobudala; ukukhubazeka; inhlalakahle; isimo somshado nokukhulelwa; uhlanga; imininingwane ye-akhawunti yasebhangwe; ulwazi lwebhayomethriki; ulwazi lwezempilo; izincwadi eziyimfihlo; Ulwazi oluphathelele nezingane; umlando wezemfundo nokuqashwa.

17.3.2 Ulwazi lomuntu siqu olukhethekile luhlanganisa, kodwa alugini nje kuphela, ezinkolelweni zezenkolo, izinhlangano zezombusazwe, uhlanga nobuzwe, ezempilo, impilo yobulili kanye nolwazi lwebhayomethriki.

17.3.3 Ukucutshungulwa kolwazi lomuntu siqu kubandakanya noma yimuphi umsebenzi, ozenzakalelayo noma owenziwe ngesandla, ophathelene nolwazi lomuntu siqu. Umsebenzi onjalo ungabandakanya, kodwa ungagcini lapho, ukuqoqwa, irisidi, ukurekhoda, ukuhlela, ukugcinwa, ukuhlanganisa, ukubuyisa, ukuguqulwa, ukuvuselela, ukusatshaliswa, ukusatshaliswa ngendlela yokudlulisela, ukusula noma ukucekelwa phansi kolwazi lomuntu siqu.

#### 17.4 Ukusetshenziswa kwenothi lokudalula

17.4.1 OFakazi ophenyweni olwenziwa yi-PSC/OPSC bangacelwa ngaphambi kokuba babambe iqhaza ophenyweni, ukuze banikeze ukuqonda noma basayine isithembiso sokuthi umbiko we-PSC/OPSC ungase ucatshangelwe ezimeni ezifanele futhi uvezwe njengoba kuvunyelwe ngokomthetho. . Uma sekuqediwe futhi umbiko wophenyo kanye nomaka kungase kwenziwe kutholakale njengoba kungase kudingeke ngokomthetho futhi kuncike ekugodlweni kolwazi olubucayi.

17.4.2 Lapho i-OPSC/PSC idalula ulwazi lomuntu siqu enhlanganweni yomphakathi noma kunoma yimuphi umuntu wesithathu, ingxenye yesithathu izophoqeleka ukuthi isebenzise lolo lwazi lomuntu siqu kuphela ngezizathu nezinjongo oludalulwe ngayo njengoba kushiwo ekugunyazweni ukuthola ulwazi.

17.4.3 Uma i-PSC/OPSC ingafuni ukuveza amagama kafakazi, itayitela elisemthethweni lingasetshenziswa noma kunqanyulwe ngokuphelele ulwazi olufanele.

17.4.4 Kumele kuqashelwe ukuthi ngokwe-PAIA, izithakazelo zomphakathi zidlula ukunikezwa kokuvikela okusemthethweni. I-PIAI iyabona ukuthi ngaphandle kwesizathu sokwenqaba singasebenza, Isikhulu Solwazi kufanele sinikeze isicelo sokufinyelela uma le mibandela elandelayo ihlangatshezwana nayo:

17.4.1.1 Ingabe ulwazi lukhombisa ukwepulwa komthetho okungathi sina; noma

17.4.1.2 Ingabe amarekhodi aqukethe ulwazi olubeka engcupheni ukuphepha noma ubungozi bemvelo; futhi

17.4.1.3 Ingabe intshisekelo yomphakathi ekudaluleni ulwazi ngokusobala ingaphezu kokulimala okungaba khona kumuntu.

**18. UKUBANDAKANYEKA KOMPHEKATHI EKWAKHIWENI KWENQUBOMGOMO  
NOMA EKUSETSHENZWENI KWAMANDLA NOMA UKWENZIWA KOMSEBENZI  
NGEKHOMISHINI YEZINKONZO ZOMPHEKATHI.**

18.1 Igunya le-PSC ukuqapha kanye nokuhlola izinhlelo zeMisebenzi Kahulumeni ngenhloso yokuhlinzeka ngezululeko, ukwenza uphenyo lokuphathwa komphakathi noma uphenyo lokulawulwa kwezikhaziso, ukuhlola izindlela zokwenza ngcono ukuhlinzeka kwezinsizakalo kuMisebenzi Kahulumeni kanye nangaphakathi kokuphathwa komphakathi. Kuze kube manje, uMthethosivivinywa we-PSC wezi-2023 wathathwa ngokuxoxisana nomphakathi kanye nemibono eyamukelwe yabhekwa.

18.2 Nakuba i-PSC ingazibandakanyi ngokuqondile ekwenziweni kwenqubomgomo, ngezinhlelo zayo ezithinta ukubonisana nomphakathi kanye nokuhlola ukusebenza, inikeza inkundla imiphakathi ukuthi ibe nezwi eliqondile lokuthi ifuna izinqubomgomo zakhiwe kanjani. Ucwango olwenziwe yi-PSC luphinde lusetshenziselwe ukwazisa izinqubo zokwenza inqubomgomo kanye nemithetho. I-PSC kwesinye isikhathi yenza inkundla yezakhamizi njengengxenywe yokuxhumana nomphakathi ekwaxhiweni kwenqubomgomo njengokuhlola.

18.3 I-PSC iphinda idwebe imithetho noma iziqondiso ezihloselwe ukwenza ngcono ukubusa kanye/noma ukuhlinzeka kwezinsizakalo ngaphakathi kweMisebenzi Kahulumeni kanye nokuphathwa komphakathi. Kwesinye isikhathi imithetho, imihlahlandlela noma izinqubomgomo ezikhona ziyabuyekiswa ukuze zihambisane nezinguquko zokusebenza / zesakhiwo ngaphakathi Kwabasebenzi Bakahulumeni.



## 19. UKUSEBENZA KOLWAZI LOBUQU

19.1 I-PSC ekucubunguleni ulwazi lomuntu siqu izibophezele ekusebenziseni ukuvikela kwedatha okuholayo ngokusebenzisa abasebenzi bayo bangaphakathi be-IT kanye nezokuXhumana abaqapha ulwazi kuwebhusayithi ye-PSC noma indawo yomphakathi futhi abahlala bebuyekeza futhi bathuthukise izinyathelo ze-PSC zokuvikela imininingwane yomuntu siqu yesihloko sedatha ekufinyeleleni okungagunyaziwe. , ukulahlekelwa ngengozi, ukudalulwa noma ukucekelwa phansi.

19.2 Uma i-PSC inobudlelwano bokusebenzisana nomunye umnyango noma izikhungo zikahulumeni noma iSivumelwano Sokusebenzisana esidinga ukuthi i-PSC isekele umsebenzi waleso sikhungo ngokubambisana kanye nokulethwa kwezinsiza kanye nolwazi lomuntu siqu lwesihloko sedatha luyacelwa, i-PSC/OPSC izothatha izinyathelo zokuqalisa izinyathelo zokuphepha ezifanele kanye nokucubungula ulwazi kuphela ngendlela i-OPSC/PSC egunyaze ngayo ukukhishwa kolwazi olunjalo. Izikhungo ngeke zibe nelungelo lokusebenzisa ulwazi lomuntu siqu lwesihloko sedatha ngezinjongo zazo. Uma kunesidingo, i-PSC/OPSC izohlola imininingwane ukuze iqinisekise ukuthi iyahlangabezana nezinga lokuvikeleka elibekwe yi-PSC/OPSC ngaphambi kokuthi kukhishwe imininingwane yomuntu.

19.3 Ukuxhumana nge-inthanethi nama-imeyili akubhekwa njengokuvikelekile ngaphandle uma kunombhalo oyimfihlo. I-PSC/OPSC ngeke yamukele isibopho sanoma yikuphi ukufinyelela okungagunyaziwe noma ukulahlekelwa kolwazi lomuntu siqu okungaphezu kwamandla e-PSC/OPSC.

19.4 Incazelo yezigaba Zezihloko Zedatha kanye nolwazi noma izigaba zolwazi oluhlobene nakho

19.4.1 UMthethosisekelo uqinisekisa wonke umuntu ilungelo lokuthola ulwazi oluphethwe uMbuso. Lokhu kusho ukuthi noma ngabe uyisakhamuzi saseNingizimu Afrika noma ungowakwamanye amazwe, unelungelo, kuncike emikhawulweni efanele yokufinyelela olwazini oluphethwe uhulumeni.

19.4.2 Izigaba zezihloko zedatha lapho indikimba ye-PSC icubungula ulwazi lomuntu siqu kanye nemvelo noma izigaba zolwazi lomuntu siqu olucutshungulwayo lusekelwe ekutheni ulwazi oluceliwe luvela kuMfakisicelo noma Kumuntu Oceliwe Siqu:

19.4.2.1 Umfakisicelo uchazwa njenganoma yimuphi umuntu owenza isicelo sokuthola irekhodi le-PSC. Lokhu kubandakanya abantu bemvelo kanye nabantu bomthetho. Noma yimuphi umsebenzi noma isikhungo sikahulumeni angeke sicele ukufinyelela olwazini ngalezi zindlela ku-PSC/OPSC. Isicelo esivela ezikhungweni zikahulumeni sizodingidwa ngaphakathi komgomo wokubusa ngokubambisana.

19.4.2.2 Umuntu ozicelela ulwazi lomuntu siqu ngumuntu ofuna ukufinyelela olwazini lwakhe ngaye. Ulwazi lomuntu siqu luchazwa njengolwazi oluhlobene nobuhlanga, ubulili, ubulili, ukukhulelwa, isimo somshado, izwe, uhlanga noma imvelaphi yomphakathi, umbala, ukukhetha ubulili, ubudala, impilo yomzimba noma yengqondo, inhlalakahle, ukukhubazeka, inkolo, unembeza, inkolelo, isiko, ulimi noma ukuzalwa. Lokhu kuphinde kuhlobane nolwazi oluhlobene nemfundo yakho, impilo, ubugebengu, noma umlando wokuqashwa, nanoma iyiphi inombolo ehlonzayo, uphawu noma enye into oyinikezwe yona futhi ongase uhlonzwe ngayo.

19.4.2.3 Ezinye zezigaba zezihloko zedatha kanye nencazelo yohlobo noma izigaba zolwazi lomuntu siqu olungase lusetshenzwe kuchazwa kabanzi kuthebula elingezansi, futhi uhlu lungaba ngaphezulu kuye ngesicelo ngasinye kanye nokufaneleka.

<b>Izigaba Zezihloko Zedatha</b>	<b>Ulwazi lomuntu siqu olungase lucutshungulwe</b>
Abantu Bemvelo	Amagama nesibongo; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili); Ikheli lendawo yokuhlala, leposi noma lebhizinisi; Isikhombi esihlukile/Inombolo kamazisi kanye nezincwadi eziyimfihlo
Abantu Abasemthethweni	Amagama abantu okuxhunyanwa nabo; Igama lebhizinisi elisemthethweni; ikheli lendawo kanye neleposi; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili); inombolo yokubhalisa;

	ulwazi lwezezimali, lwezohwebo, lwesayensi noma lobuchwepheshe kanye nezimfihlo zohwebo
Abasebenzi	Ubulili, ukukhulelwa; isimo sakho somshado; lminyaka yohlanga, ulimi, ulwazi lwezemfundo (iziqu); ulwazi lwezezimali; Umlando Wokusebenza; inombolo kamazisi; ikheli lendawo kanye neleposi; imininingwane yokuxhumana(izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili); ukuziphatha kobugebengu; inhlalakahle nezihlobo zabo (amalungu omndeni) uhlanga, ezempilo, ubulili, ubuzwe, uhlanga noma inhlalo, ukukhetha ubulili, ubudala, impilo yomzimba noma yengqondo, inhlalakahle, ukukhubazeka, inkolo, unembeza, inkolelo, isiko, ulimi , ulwazi lwe-biometric yomuntu

### 19.5 Abamukeli noma izigaba zabamukeli bolwazi lomuntu siqu olunganikezwa kubo

19.5.1 I-PSC ingacabangela kuphela ukucubungula ulwazi olukuyo futhi kusemthethweni ukuthi ikhiphe ulwazi. Uma ulwazi oluceliwe luhlobene kakhulu nenye inhlango yomphakathi isicelo esinjalo singanqatshwa noma sidluliselwe kulowo mgwamanda zingakapheli izinsuku eziyi-14 kutholwe isicelo sakho. ISekela leHhovisi lezoLwazi noma iSikhulu solwazi sizokwazisa ngomgwamanda isicelo esidluliselwe kuwo kanye nesizathu sokudlulisa kanye nezikhathi lapho isicelo kumele kusetshenzwe ngaso yilowo mgwamanda.

19.5.2 Abanye babantu noma izigaba zabantu i-PSC engasabalalisa kubo ulwazi lomuntu siqu bakleliswe kuthebula elingezansi. Nokho, uhlu aluphelele.

Isigaba solwazi lomuntu siqu	Abamukeli noma Izigaba Zabamukeli
Inombolo kamazisi namagama, okuhlolwa kobugebengu Iziqu, zokuqinisekisa ukufaneleka	Amaphoyisa aseNingizimu Afrika

Umlando wesikweletu nokukhokha, ukuze uthole ulwazi lwekhredithi	Izikhungo Zezikweletu
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## 19.6 Ukugeleza kwemingcele okuhleliwe kolwazi lomuntu siqu

19.6.1 Lapho ulwazi lomsebenzisi oluqukethwe ezinhlelweni ze-IT ezisingathwa ngaphandle kweNingizimu Afrika lungathunyelwa ngaphesheya kwemingcele. Idatha yesistimu ye-IT iphindwaphindwa efwini ngakho-ke iwulwazi oluphethwe yi-OPSC/PSC, oludinga ukuvikelwa lapho lubandakanya ulwazi lwesihloko sedatha.

19.6.2 Uma kwenzeka i-PSC/OPSC kufanele inikeze ulwazi lwesihloko sedatha, lokho kufanele kwenziwe ngokuhambisana noMthetho we-POPI. Njengokungathi abahlinzeki bezinsizakalo ze-PSC bazinze ngaphandle kwezwe futhi isihloko sedatha sisetshenziswa amasevisi noma umkhiqizo we-PSC ngenkathi bevakashele ngaphandle kweNingizimu Afrika, ukukhululwa kwalolo lwazi lwesihloko sedatha kuyokwenziwa ngokuhambisana nomthetho wokuvikela idatha oshiwo i-POPIA.

## 19.7 Incazelo ejwayelekile yezinyathelo zokuphepha zolwazi okufanele zisetshenziswe yiqembu elibhekele ukuqinisekiswa kokugcinwa kwemfihlo, ubuqotho kanye nokutholakala kolwazi.

19.7.1 Njengesivikelo sezokuphepha futhi ngokwe-POPIA, idatha kufanele icutshungulwe ngenjongo ethile. Inhloso lapho idatha icutshungulwa yi-PSC/OPSC izoncika kuhlobo lwedatha kanye nesihloko esithile. Le njongo idingeka ukuthi idalulwe ngokusobala noma ngokungagunci ngesikhathi idatha icelwa ukuze kuqinisekise ukuthi ubumfihlo, ubuqotho nokutholakala kolwazi kuvikelwe kahle.

19.7.2 Ulwazi lomuntu siqu ngokuvamile lucutshungulwa ngezinjongo zamakhasimende ahlala kanye nabaphakeli, izevisi yokulethwa komkhqizo kwa-OPSC, ngaphandle kokwephulwa kwezokuphepha, Impilo Nokuphepha, amalungelo okuqashwa kanye nezindaba ezihlobene.

19.7.3 Ukubethelwa Kwedatha; I-anti-virus kanye ne-Anti-malware Izixazululo zenethiwekhi ye-PSC zinganqaba ukulotshwa kwedatha uma kunesidingo. Ukwengeza, ulwazi lomuntu siqu lungasuswa embikweni noma ulwazi oluhlinzekwe yi-PSC kumfakisicelo noma ofake isicelo somuntu siqu, lapho kunesidingo.

## **20. UKUTHOLAKALA KWENCWADI**

### **20.1 Le Manuwali itholakala ngalezi zilimi ezintathu ezisemthethweni ezilandelayo-**

20.1.1 IsiNgisi.

20.1.2 IsiZulu.

20.1.3 IsiPedi.

20.2 Ikhophi yale Manuwali noma inguqulo yayo ebuyekeziwe, iyatholakala futhi ngale ndlela elandelayo-

20.2.1 kusizindalwazi se-PSC, [www.psc.gov.za](http://www.psc.gov.za) ;

20.2.2 ehhovisi elikhulu leKhomishana Yezemisebenzi Kahulumeni ukuze ihlolwe ngumphakathi ngamahora okusebenza ajwayelekile;

20.2.3 kunoma yimuphi umuntu ngesicelo nangemva kokukhokhwa kwemali enqunyiwe efanele; futhi

20.2.4 kuMlawuli Wolwazi uma ucela.

20.2.5 Imali yekhophi yeManuwali, njengoba kuhlangezwe kusithasiselo B seMithethonqubo, iyokhokhwa ngekhophi ngayinye eyenziwe ngosayizi ongu-A4.

## **21. UKUBUYEKEZWA KWENCWADI**

21.1 I-PSC/OPSC, uma kunesidingo, izobuyekeza futhi ishicilele imanuwali yayo okukhulunywe ngayo esigatshaneni (1) seSigaba 14, ngezikhathi ezingeqile unyaka. Lapho kwenziwa izinguquko, imanuwali ebuyekeziwe yoMthetho Wokufinyeleleka Kolwazi kanye nosuku kuzofakwa kusizindalwazi se-PSC.

Kukhishwe ngu

**Advocate Dinkie P. Dube**

**UMqondisi-Jikelele kanye noMphathi Wolwazi we-PSC/OPSC**

**Idethi: 29 February 2024**