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Inombolo yeReferensi: 4/6/2 yeSalathiso yeSikhokelo sokuThotyelwa kwePOPIA & neSaziso seeMfihlelo

ISEBE LOPHUHLISO LOLUNTU

ISIKHOKELO SOKUTHOTYELWA KWEPOPIA NESAZISO SEEMFIHLELO

2025- 2026

Imbali Yokuhlaziywa

Umhla	Isigaba	Ingcaciso	Umbhali
17 kweyoMdumba ka-2025	Uyilo V1	Uhlolo loNyaka	nguK Marthinus
29 kweyoMdumba ka-2025	Uyilo V2	Uhlolo	nguK Marthinus
13 kweyeKwindla	Eyokugqiblea	Ephunyeziweyo	nguK Marthinus

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Ingcaciso

Umba weenkcukacha	Ubhekisa kumntu/kwiqumrhu elibonakalayo ezibhekiselele kulo iinkcukacha ezingomntu.
Impahla yeenkcukacha	Ibhekisa kwimpahla yequmrhu esetyenziselwa ukudala, ukugcina, ukudlulisela, ukucima kwakunye/okanye nokutshabalalisa iinkcukacha ngenjongo yokuxhasa iintahukumo zalo zoshishino ndawonye neenkqubo zeenkcukacha ezisetyenziswa ngazo ezi nkcukacha. ziquka: • Zonke iinkcukacha ezikwezobuchwepheshe kwanezo zingekho kumaqonga obuchwepheshe ezisetyenziselwa ukuxhasa iintshukumo zoshishino nokuba zikwesiphi na isimo okanye uhlobo, umzekelo, amaxwebhu angamaphepha, iifayili ezikwiqonga lobuchwepheshe, unxibelelwano ngesandi, imiyalezo ebhaliweyo, imifanekiso yeefoto kunye naleyo yemiboniso ebhanya-bhanya. • Zonke iinkqubo, iidivaysi kunye nezinye iinkqubo elithi iqumrhu lisebenzise ngazo iinkcukacha zalo, umzekelo, iminxeba, imitshini yefeksi, eyokuprinta, iikhompyutha, amatyathanga othungelwano, imiyalezo yesandi, imiyalezo ekhawulezileyo, iminxeba yale mihla kunye nezinye izixhobo ezigungqayo ('impahla yamaqonga obugcisa'),
Umgcini-zinkcukacha	Ibhekisa kumntu onoxanduva lokucacisa nokumisela amalinge neenkqubo zolawulo lokhuseleko lweenkcukacha kwinkalo yempahla Yobuxhakaxhaka Beenkcukacha Nonxibelelwano.
Umsebenzisi weenkcukacha	Ubhekisa kumntu osebenza ngempahla yeenkcukacha ndawonye nempahla Yobuxhakaxhaka Beenkcukaca Nonxibelelwano ngeenjongo zokwenziwa komsebenzi ogunyazisiweyo.
Igosa leenkcukacha	Libhekisa kuMlawuli-Jikelele kwimeko yeSebe leNkulumbuso kwakunye neGosa Elongameleyo kwimeko yamanye abasebenzi ephondo.
Umnini-zinkcukacha	Ubhekisa kumntu onoxanduva, okanye oxhomekeke kwinkqubo yoshishino eyayanyaniswa nempahla yeenkcukacha.
Iinkcukacha ezingomntu	Zibhekisa kwiinkcukacha eziphathelele kumntu obonakalayo, ophilayo, ongumntu ozelweyo, ze apho kwenzeka khona, ibe liqumrhu elibonakalayo, elikhoyo, kuquka, kodwa kungaphelelanga – a) Kwiinkcukacha eziphathelele kuhlanga, isini, isimo ngokomtshato, ubuzwe, ubudala, impilo yomzimba okanye yengqondo, ukukhubazeka, inkolo, inkcubeko, ulwimi kwakunye nokuzalwa komntu lowo. b) Iinkcukacha eziphathelele kwimfundo okanye kwimbalu yezonyango, yezemali, yezolwaphulo-mthetho okanye yezengqesho yaloo mntu. c) Nayiphi na inombolo emazisayo, uphawu, idilesi ye-imeyile, inombolo yomnxena, iinkcukacha zendawo yokuhlala, isalathisi esikwiqonga lobuchwepheshe okanye nayiphi na enye indlela eyayanyaniswa naye d) Iinkcukacha zaloo mntu zomzimba. e) Izimvo neembono zakhe okanye izinto azikhethayo umntu lowo.

	f) Iimbalelwano ezithunyelwe nguloo mntu ezibonakala okanye ekutshiwoyo ukuba ziqulethe iinkcukacha eziyimfihlo okanye ezingamelanga kufikelela kubanye abantu okanye ezinye iimbalelwano ezinokubonakalisa umxholo wezo mbalelwano zakhe g) Izimbo neembono zomnye umntu ngaloo mntu; ndawonye h) Negama laloo mntu ukuba lithi libonakale nezinye iinkcukacha ezichaphazela loo mntu okanye ukuba ukudizwa kwegama ubuqu kuya kudiza iinkcukacha ezingaye.
Ukusetyenziswa	Kubhekisa ekusetyenzisweni okanye kwintshukumo okanye naluphi na olunye uthotho lweentshukumo zokusetyenziswa kweenkcukacha ezichaphazela umntu, kuquka: a) Ukuqokelelwa, ukufunyanwa, ukurekhodwa, ukubunjwa, ukuhlanganiswa, ukugcinwa, ukuhlaziywa, ukuphuhliswa, ukutsalwa, ukuguqulwa, ukubonisana okanye ukusetyenziswa; b) Ukuzisasaza ngokuthi zithunyelwe, zihanjiswe okanye zenziwe zifikeleleke zikulo naluphi na uhlobo; okanye c) Ukudityaniswa, ukuthungelaniswa, ndawonye nezithintelo, ukwehliswa kwezinga, ukucinywa okanye ukutshatyalaliswa kweenkcukacha.
Iinkcukacha ezingomntu ezizodwa	Zibhekisa kwiinkcukacha ekubhekiswa kuzo kwicandelo 26 lePOPIA, kuquka: a) iinkolelo zenkolo okanye zefilosofi, uhlanga okanye imvelaphi yobuhlanga, ubulungu bombutho wabasebenzi, iimpembelelo zezopolitiko, impilo okanye ubomi bokwabelana ngesondo okanye iinkcukacha zebhayometriki zomxholo wedatha; b) ukuziphatha kolwaphulo-mthetho kwidatha ngokuxhomekeke ekubeni ulwazi olunjalo lunxulumene- (i) isityholo sekhomishini ngumxholo wedatha walo naliphi na ityala; okanye (ii) Naziphi na iinkqubo ngokubhekiselele kulo naliphi na ityala ekutyholwa ukuba lenziwe ngumxholo wedatha okanye ukuchithwa kwezo nkqubo.

1. Intshayelelo

ISebe Lophuhliso Loluntu (“iSebe”) lidinga ukuhlanganisa ze lisebenzise iinkcukacha ezingabantu kunye namaqumrhu (ezihlanganiswa zibizwe “njengabanini-zinkcukacha”). Ezi ke zingaquka abaxhamli/abathengi, amashishini, abantu bamashishini ekuqhakamshelwana nabo, abasebenzi kunye nabanye abantu elinobudlelwane nabo iqumrhu eli, okanye elingadinga ukuqhakamshelana nabo. Lo mgaqo-nkqubo ucacisa indlela emaziqokelelwe ngayo ezi nkcukacha, emaziphathwe, zigcinwe ngayo ukuze oko kube nokuba nxamnye nemigangatho yokukhuselwa kweenkcukacha ezingabantu zeli qumrhu kwanokuthi kuthotyelwe imithetho.

Lo mgaqo-nkqubo kufuneka ufundwe kunye yeNkqubo yeWCG Yokuqulunqwa Kokhuseleko Lweenkcukacha Zabantu (i-“ISCS”). Iingcaciso ziyavela ekupheleni apho kunikezelwa khona iintsingiselo zamabinzana asetyenziswe kulo mgaqo-nkqubo.

2. Injongo

Lo mgaqo-nkqubo ungezemfihlo uqinisekisa ukuba iqumrhu eli:

- Liyawuthobela umthetho iProtection of Personal Information Act, 2013 (Act 4 ka-2013) (iPOPIA).
- Ukhusela amalungelo abanini beenkcukacha.
- Uvulelekile ngendlela ozigcina ngalo ngayo nozisebenzisa ngalo iinkcukacha ezingabantu, yaye
- Uyazikhusela wona kwimingcipheko yokungathotyelwa kkwemigaqo yokhuseleko.

3. Intetho yoMgaqo-nkqubo

Iqumrhu lizinikele ekukhuseleni iimfihlelo eziqulethwe kwiinkcukacha zabantu ngokwremigaqo yezibhambathiso ezimiselwe yiPOPIA. IPOPIA icacisa indlela iqumrhu emaliziqokelele, liziphathe ze lizigcine ngayo iinkcukacha zabantu. Le migaqo isebenza nokuba sele ezi nkcukacha zigcinwe kwiqonga lezobuchwepheshe na, emaphepheni okanye kwezinye izixhobo.. ukuze kube nokuthotyelwa umthetho, iinkcukacha ezingabantu kufuneka ziqokelelwe ngendlela engenamkhethe, zigcinwe ngokukhuselekileyo ze zinganikezewa ngokungekho mthethweni.

IPOPIA ikhokelwa yilw migqaliselo ibalulekileyo yezemfihlo ilandelayo emisela ukuba iinkcukacha ezingomntu kufuneka:

- Zisetyenziswe ngendlela engenamkhethe nesemthethweni
- Zithatyathwe kuphela kusenzelwa iinjongo ezithile, ezisemthethweni
- Zichanekeke, zimchaphazele yaye zingabaxwa
- Zichaneke yaye zihlaziywe
- Zingagcinwa ixesha elingaphezu kwelo linyanzelekileyo
- Zisetyenziswe ngokwemigaqo ehambiselana namalungelo abanini beenkcukacha
- Zikhuselwe ngeendlela ezifanelekileyo, ze
- Zithunyelwe ngaphandle kwemida yoMzantsi Afrika kwilizwe okanye kumhlaba owenza unakho-nakho kumanqanaba okukhuselwa kwazo

4. Umlinganiselo

Lo mgaqo-nkqubo uchaphazela bonke abasebenzi beli qumrhu kwanaye nabani na okanye naliphi na iqumrhu elisebenzela okanye elisebenza egameni leli qumrhu, elifana:

- Nee-intheni
- oononibe
- iingcali zangaphandle, kunye
- abasebenzi benkampani yangaphandle, amashishini okanye iinkampani zangaphandle, kuquka nabasebenzi okanye ii-arhente zazo

Ilawula zonke iintshukumo zoshishino ezibandakanya ukusetyenziswa kweenkcukacha ezingomntu, kuquka iinkcukacha ezingomntu ezizodwa, kusenzelwa okanye egameni leli qumrhu. Oku kungaquka:

- amagama abantu kwakunye nawamaqumrhu (ndawonye nezi zilandelayo)
- iinkcukacha zoqhakamshelwano ezifana nedilesi yeposi, neye-imeyile kunye neenombolo zeminxeba
- iinkcukacha ezingomntu ezifana nosuku lokuzalwa, uhlanga, isini kunye nesimo ngokomtshato
- nayiphi na inombolo enokwalatha kuye, iinkcukacha ezinokumxela apho akhoyo ndawonye nesalathisi esikwiqonga lezobuchwepheshe
- iinkcukacha ezingeempawu zomzimba ezifana nemizila yeminwe
- imbali yemfundo, yezonyango, yezemali, yezolwaphulo-mthetho kunye neyengqesho

5. Imingcipheko

Lo mgaqo-nkqubo uncedisa ekukhuseleni eli qumrhu kwimingcipheko ephilayo, equka:

- **Ukungahlonelwa kwemigaqo yeemfihlo.** Umzekelo, ukunikezelwa kweenkcukacha ngendlela engatshongo khona.
- **Ukusilela ekunikezeleni ezinye iindlela.** Umzekelo, bonke abanini beenkcukacha kufuneka bakhululeke futhi bakwazi ukuzikhethela ukuba iqumrhu eli lizisebenzise njani na iinkcukacha ezichaphazela bona apho iinkcukaca ezingabo zingathanga zaqokelelwa, zasetyenziswa okanye kwabelwana ngazo ngokwemigaqo yomthetho okanye yesivumelwano esiphakathi komnini-zinkcukacha kunye neli qumrhu.
- **Umonakalo ngokobuqu.** Umzekelo, kungakubi mpela kwiqumrhu eli ukuba iihekhari zingafikelela kwiinkcukacha ezingabantu zabani bezo nkcukacha.

6. Uxanduva

Nabani na osebenzela okanye osebenzisana neli qumrhu nonoxanduva oluthile lokuqinisekisa ukuba iinkcukacha zabanini abo ziqokelelwa, zigcinwe ze ziphathwe ngendlela eyiyo ngenjongo yokuqinisekisa ukufihleka, isidima kunye nokufikeleleka kwazo. Umsebenzisi weenkcukacha ngamnye, uMnini-zinkcukacha ngamnye, icandelo lezoshishino neqela elisebenza ngeenkcukacha ezingomntu kufuneka liqinisekise ukuba ezo nkcukacha ziphathwa ze zisetyenziswe ngokwemigaqo yalo mgaqo-nkqubo kunye nemigaqo yeemfihlo.

Aba bantu baneenkalo ezingundoqo zoxanduva:

a) **IGosa Leenkcukacha** ingoyena mntu uthwele uxanduva lokuqinisekisa ukuba eli qumrhu liyamelana noxanduva lwalo ngokomthetho.

b) **UMphathi Wezokhuseleko** unoxanduva:
- Lokugcina iGosa Leenkcukacha linolwazi malunga nempahla yeenkcukacha kunye noxanduva lokukhusela iinkcukacha ezingomntu, imingcipheko nemiba.
- Lokuhlalutya zonke iinkqubo ezingokukhuselwa kweenkcukacha zomntu ndawonye nemigaqo-nkqubo echaphazelekayo, ngokwemigaqo yeshedyuli ekuvunyelwene ngayo ze enze izindululo kwiGosa Leenkcukacha apho kuyimfuneko khona.
- Lokuququzelela uqeqesho olukukhuselwa kweenkcukacha zabantu kwakunye neengcebiso kubantu abachaptshazelwa ngulo mgaqo-nkqubo.
- Lokujonga nokuphumeza naziphi na izibhambathiso namaqumrhu abucala anokuqokelela, aphathe okanye agcine iinkcukacha zabantu egameni leli qumrhu.
- Lokubeka ngokwamanqanaba iinkcukacha zabantu ngokwemigaqo yeNkqubo yeWCG Yokuqulunqwa Kokhuseleko Lweenkcukacha Zabantu.
- Lokugcinwa kweenkqubo zangaphakathi zokunikezela inkxaso ekuphathweni ngendlela kwanokhuseleko lweenkcukacha zoluntu.
- Lokuqinisekisa ukuba bonke abasebenzi, iingcali zangaphandle kunye nabanye abasebenzela eli Sebe bebziwe bazi ukuba ze banikwe imiyalelo yokuba bathobele oku kunye neminye imigaqo-nkqubo echaphazelekayo.

c) **Amagosa/igosa Elilisekela Kwezeenkcukacha** linoxanduva lokujongana nezicelo zabanini beenkcukacha abafuna ukubona iinkcukacha eziqulethe ulwazi ngabo ezigcinwe leli qumrhu (zicelo ezozikwaziwa 'njengezicelo zabanini-zinkcukacha'). Kufuneka buqinisekiswe ubuqu bakhe nabani na owenza isicelo njengomnini-zinkcukacha ngaphambi kokuba kuqhutywe kunikezelwe naziphi na iinkcukacha ezingomntu.

d) **Igosa Elilisekela Kwezeenkcukacha, Kwezolawulo Lolwazi**[1] linoxanduva lokuhlelela:
- Ukuqinisekisa ukuba yonke impahla yobuxhakaxhaka bobugcisaesetyenziselwa ukusebenzisa iinkcukacha ezingomntu iyamelana nemigangatho yokhuseleko ezimiselweyo.
- Ukuwenza iingqwalasela kwanokuskena rhoqo ngenjongo yokuqinisekisa ukuba ubuxhakaxhaka kunye nesoftware isebenza ngendlela eyiyo.
- Ukuvavanya naziphi na iinkonzo zenkampani yabucala iqumrhu eliceba ukuzisebenzisela injongo yokusebenzisa iinkcukacha ezingomntu. Umzekelo, iinkonzo zeekhomyutha ezigcina iinkcukacha a lamafu.

e) **UMlawuli Oyintloko Kwezocwangciso Loshishino Nesicwangciso-qhinga** ngentsebenziswano **noMlawuli Oyintloko Kwezocwangciso Nohlolo** unoxanduva:
- Lokuphumeza nayiphi na intetho yokukhuselwa kweenkcukacha ezingomntu eqhotyoshelwe kumaqonga onxibelelwano afana nee-imeyile kunye neencwadana.

[1] Ukuba le misebenzi/eminye yale misebenzi inikezelwa yinkamopani yabucala (umzekelo: iCe-I okanye iinkampani eziyisebezelayo) ngoko ke ukuqinisekisa ukuba sikho isivumelwano sezolawulo nokubekwa kweso phakathi kweSebe neCei kuluxanduva [loMphathi Wezokhuseleko/leGosa Elilisekela Legosa Lezeenkcukaxha/Lomnye].

- Lokusombulula nayiphi ma imibuzo engokukhuselwa kweenkcukacha esuka kumajelo osasazo oonondaba.
- Apho kunyanzelekileyo, makusetyenziswane namanye amacandelo oshishino ngenjongo yokuqinisekisa ukuba onke amalinge onxibelelwano ayayithobela imigaqo yokukhuselwa kweemfihlo.

f) **UMphathi Wamarekhodi** unoxanduva:

- Kukuhlola ukuthotyelwa kokusetyenziswa kwesicwangciso esiphunyeziweyo sefayili yeSebe ngabasebenzi ngenjongo yokuqinisekisa ukutsalwa ngendlela eyiyo kwamarekhodi
- Kukuqinisekisa ukuba ngabasebenzi kuphela abangaphakathi nabangaphandle kwicandelo lolawulo lwamarekhodi abafikelelayo kwiifayili
- Kukuhlengahlengisa amarekhodi ahlaliswe ngendlela enciphisa isidingo sokugubhulula ifayili yonke xa kusetyenziswa ifayili, umzekelo: ngokuthi kwahlulahlulwe iinkcukacha ezikwezo fayili
- Kukuqinisekisa ukuba abasebenzi bayayithobela imigaqo yamaxesha okugcinwa kweefayili ukuze amarekhodi abe nokulahlwa ngokwemigaqo ephunyeziweyo yeshedyuli yokuhlahlwa kwawo
- Kukunikezela uqeqesho kubasebenzi beDSD ngokugcinwa ngokukhuselekileyo kwamarekhosi akumaqonga okuchwepheshe
- Kukuqinisekisa ukuba iirekhodi ze-elektroniki ziyalahlwa/ zigcinwe ngokuhambelana nexesha lokuchithwa

g) **UMphathi Wolwazi** unoxanduva:

- Kukwenza uphicotho lweenkcukacha ezingabantu eziselugcinweni lwabantu nanacandelo
- Kukuqulunqa, ukuhlaziya nokugcina iRejista yoLwazi loBuqu kwiSebe

7. Izikhokelo Eziphangaleleyo Kubasebenzi

a) Abona bantu abamele ukufikelela nakuzipih na iinkcukacha ezingabantu eziphantsi kwemiqathango yalo mgaqo-nkqubo kufuneka ibe **ngabo bazidingela ukwenza imisebenzi yabo**.
b) Iinkcukacha ezingomntu kufuneka **kungabelwana ngazo ngokungekho sesikweni** yaye kufuneka kungaze kwabelwane ngazo kwii-akhawunti zamakhasi onxibelelwano afana noFacebook, uLinkedIn, uGoogle Plus, kunye nezinye.
c) Xa kudingeka ukudingeka ukufikeleleka kweenkcukacha zabo eziyimfihlo, abasebenzi bangafaka isicelo kubaphathi babo.
d) Iqumrhu **liya kunikezela uqeqesho** kubo bonke abasebenzi ngokuncedisa ukuze baqonde uxanduva lwabo xa besebenza ngeenkcukacha ezingabantu.
e) Abasebenzi kufuneka bagcine zonke iinkcukacha ezingabantu **zikhuselekile**, ngokuthi benze konke okusemandleni ukulandela izikhokelo ezimiselwe apha.
f) Ngokukodwa, kufuneka **kusetyenziswa iipaswedi eziluqilima** yaye kufuneka kungaze kwabelwane ngazo.

g) Iinkcukacha ezingabantu **skufuneka zingaze zidluliselwe kubantu abangenamagunya akuzifumana**, ngaphakathi nangaphandle kwequmrhu.

h) Iinkcukacha kufuneka **zisoloko zihlalutywa ze zihlaziywe rhoqo** ukuba kufumaniseka ukuba zindala. Ukuba azisadingeki, kufuneka zicinywe ze zilahlwe ngokwemigaqo yemiyalelo yokulahlwa kwazo.

i) Abasebenzi **kufuneka balucele uncedokubaphathi** babo xa bathi bangaqiniseki nangayiphi na inkalo yokukhuselwa kweenkcukacha ezingomntu.

j) Abaphathi kufuneka bafune uncedo Lwamagosa Angamasekela alawo Eenkcukacha ukuba bathi bangaqiniseki nangayiphi na inkalo yokukhuselwa kweenkcukacha ezingomntu. ISekela Legosa Leenkcukacha ingathi ikrwece uMphathi Wezokhuseleko kunye/okanye amanye amaSekela Amagosa Eenkcukacha akwiQonga leSebe elijongene nePOPIA.

k) **Qwalasela** ukuba icandelo leenkonzo zomthetho elikwiSebe leNkulumbuso kungathi kuthethiswane nalo ukuze kube nokufumaneka ingcaciso.

7.1 Ukuqokelelwa

Iqumrhu eli liqokelela iinkcukacha ngenjonog yokuxhasa umsebenzi walo owokuhanjiswa kweenkonzo. Iinkcukacha ezingomntu ziqokelelwa ngqo kumnini-zo xa kukwazeka yaye ngalo lonke ixesha kusenziwa oko kwenziwa ithotyelwa imigqaliselo yePOPIA. Iintlobo zeenkcukacha neenjongo eziqokelelelwa zona iinkcukacha ezingomntu zithiwe thaca kwiSaziso Seemfihlo[2] seli qumrhu https://www.westerncape.gov.za/social-development/service/dsd-paiapopia. Jonga **Isihlomelo A** malunga neSaziso saBucala esilungisiweyo seliSebe.

7.2 Ukuhlengahlengiswa

IGosa Leenkcukacha lithi lihlengahlengise iinkcukacha ngokwemigaqo yemithetho yequmrhu, imigqaliselo, ukubaluleka kwakunye nobuzaza bokunikezelwa kwazo ngokungekho mthethweni, ukuguquguqulwa kwazookanye ukulahleka kwazo ngokwemigaqo yeNkqubo yeWCG Yokuqulunqwa Kokhuseleko Lweenkcukacha Zabantu (i-“ISCS”)]

- Ubukhulu becala iinkcukacha ezingomntu zihlengahlengiswa zibekwe njengezi**YIMFIHLO**.
- Iinkcukacha ezingomntu ezizodwa ndawonye neenkcukacha ezingabantwana ziqhele ukuukudweliswa njengezimele **UKUFIHLAKALA**.

7.3 Ukusetyenziswa

Xa iinkcukacha ezingomntu zifikeleleke ze zasetyenziswa zingaba semngciphekweni omkhulu wokulahleka, wokonwakaliswa okanye wokubiwa. Ngoko ke:

a) Xa besebenza ngeenkcukacha ezingomntu abasebenzi kufuneka baqinisekise ukuba **izibuko zeekhomyutha zabo zitshixiwe** xa bengekho kuzo.

b) Iinkcukkacha ezingomnntu **akumelanga kwabelwana ngazo ngokungekho sesikweni**.

[2] Yenza ikhonkco elithungelelanisa kwesi Sazi Seemfihlo / bandakanya iinkcukacha ezidiza ukuba singafumaneka phi.

c) Zonke iinkccukacha ezingomntu ezithunyelwe nge-**imeyile** (ngokuthi ziqhotyoshelwe okanye kubuqu be-imeyile) kufuneka zithatyathwe njgnezinobuzazaze zikhuselwe kwananjalo. Akufunekanga zithunyelwe emntwini ongaphandle kweli qumrhu ngaphandleni kokuba ziphunyezwe ngumphathi. Oku kuquka ukudliliselwa kwezo imeyile kwi-akhawunti ye-imeyile yabucala yomsebenzi lowo.

d) Ngaphambi kokuthumela i-imeyile kugxa wakhe, umsenenzi kufuneka aqale aqinisekise kumphathi wakhe ukuba ugxa wakhe lowo unalo na ilungelo lokufikelela kwezo nkcukacha njengoko ingengabo bonke abasebenzisi beli qumrhu abakwazi ukufikelela kwiinkcukacha ezifanayo.

e) Iinkcukacha kufuneka **zikhuselwe ngokwenziwa ikhowudi ngaphambi kokuba zidluliselwe kusetyenziswa iqonga lezobuchwepheshe.** [UMphathi Weenkcukacha/uMphathi Wezobuxhakaxhaka Bolwazi/Omnye] angacacisa ngendlela yokuthunyelwa kweenkcukacha kubantu bangaphandle abangagunyaziswanga.

f) Iinkcukacha ezingomntu **akufunekanga zidluliselwe ngaphandle kwemida yoMzantsi Afrika** ngaphandle kwesiqinisekiso soMphathi Wezokhuseleko sokuba ilizwe elo zithunyelwa kulo liqinisekisa izinga elamkelekileyo lokhuseleko lweenkcukacha ezo zingomntu.

g) Abasebenzi **kufuneka bangagcini zikopi zeenkcukacha zabantu kwiikhompyutha zabo.** Fikelela ze uhlaziye rhoqo ikopi engundoqo yazo naziphi na iinkcukacha ezingomntu.

7.4 Ugcino

Imithetho ichaza indlela kunye nendawo ezingcinwa kuyo ngokukhuselekileyo iinkcukacha ezingomntu. Imibuzo emayelana nokugcinwa kweenkcukacha ezingomntu ingathunyelwa kwiGosa elifanelekileyo ElilìSekela Kwezeenkcukacha.

Xa kuthi **kugcinwe** iinkcukacha ezingomntu **ephepheni**, kufuneka zigcinwe kwindawo ekhuselekileyo apho abantu abangagunyiaziselwanga kufikelela kuzo bangazibhaqa khona. Ezi zikhokelo zikwasebenza nakwiinkcukacha ezithi ubukhulu becala zigcinwe kumaqonga obuchwepheshe kodwa ezithe zaprintwa ngesizathu esithile:

a) Xa kungalindelekanga, iphepha okanye iifayili kufuneka zigcinwe **kwidrowa okanye kwikhabhinethi yokufayila etshixiweyo.** Apho ezo nkcukacha ziphawulwe njengezi**YIMFIHLO ngokokufikeleleka**, indawo leyo kufuneka ibe **nezithintelo** ze kungenwe kuyo ngeemfihlo.

b) Abasebenzi kufuneka baqinisekise ukuba amaphepha kunye nalawo aprintiweyo **awabekwa apho abantu abangagunyaziswanga bangawabona khona**, njengakwiprinta okanye kumtshini wokwenza iikopi.

c) **Amaphepha aprintiweyo aqulethe iinkcukaca ezingomntu kufuneka atshatyalaliswe ngoko nangoko** ze alahlwe ngendlela ekhuselekileyo xa engasadingeki.

Xa iinkcukacha ezingomntu **zigcinwe kwiqonga lezobuchwepheshe**, kufuneka zikhuselwe ekufikelelekeni ngabangagunyaziswanga, ekucinyweni ngempazamo, kwanasekufikelelweni kuzo ngokobuqhophololo:

a) Onke amaqonga okugcina kwezobuchwepheshe adinga ulawulo lokufikelela ndawonye namalinge okukhuselwa kweefayili afana **nokuvalwa ngeekhowudi**.

b) Zonke iindlela zokufikelela kumaqonga obuchwepheshe kufuneka kungenwe kuwo **ngeenkcukacha**.

c) Iinkcukacha ezingomntu kufuneka zigcinwe kuphela **kumaqonga nakwiiseva ezimiselwe oko** yaye kufuneka zigcinwe **kumqonga aphunyeziweyo eenkonzo zamafu zeekhompyutha.**

d) Ukugcina iinkcukacha ezingomntu nakwiziphi na iidivaysi eziphathekayo, kuquka kodwa kungaphelelanga kumaqonga e-USB (iintongana ezineenkcukacha), kumaqonga aphathekayo angaphandle kweekhompyutha, kumacwecwe okanye kwiiDVD kufuneka **aphunyezwe kwantlandlolo** liGosa elifanelekileyo EliliSekela Kwezeenkckacha.

e) Ukuba iinkcukacha ezingomntu zithi **zigcinwe kumaqonga asusekayo (**afana nentongana yeenkcukacha, kwiqonga elingaphadle kwekhomyutha, kwicwecwe okanye kwiDVD) iifayili ezo kufuneka zikhuselwe ngekhowudi eyodwa, zikhuselwe ngephaswedi ze amaqonga lawo atshixwe ngokukhuselekileyo xa engasetyenziswa.

f) Amaqonga e-USB (intongana zeenkcukacha) afumaneke okanye anikezelwe njengezinto zokuphakamisa igama lendawo kufuneka angafakwa nakwiyiphi na ikhompyutha njengoko njengoko ezi zixhobo zingabe ziqulethe iinkqubo zokugxobhagxobha okanye iivayrasi ezifihlakeleyo.

g) Zonke izixhono ezilahlekileyo okanye ezibiweyo (kuquka nezo zisusekayo) kufuneka kunikezelwe ingxel ongazo ngokukhawuleza kumphathi [ze kugcwaliswe uxwebhu Lokwazisa Ngezehlo Zezokhuseleko].[3]

https://inforegulator.org.za/wp-content/uploads/2020/07/FORM-SCN1-Security-Compromises-Notification-Fillable-Formpdf.pdf

h) Iiseva eziqulethe iinkcukacha ezingomntu kufuneka **zigcinwe kwindawo ekhuselekileyo**, kude nendawo ye-ofisi ekusetyenzelwa kuyo.

i) Iifayili ezikwiqonga lezobuchwepheshe kufuneka zisoloko **zikhuselwa rhoqo.** Oku kukhuselwa ke kufuneka kusoloko kuvavanywa rhoqo ngokwemigaqo yequmrhu yeenkqubo zokhuseleko.

[3] Yenza ikhonkco elinokufumaneka kulo olu xwebhu.

j) Zonke iiseva, iikhompyutha kunye nezinye izixhobo zamaqonga obuchwepheshe eziqulete iinkcukacha ezingomntu kufuneka zikhuselwe **ngeenkqubo zokhuseleko eziphunyeziweyo kunye nezikhuselo.**

7.5 Ukuchaneka kweenkcukacha

Umthetho ulindele ukuba iqumrhu eli lithabathe amanyathelo angawo ukuqinisekisa ukuba iinkcukacha zigcinwa zichanekile yaye zihlaziyekile. Okona kubalulekileyo ukuba iinkcukacha zigcinwe zihlaziyekile kokona icandelo lezoshishino kufuneka liqinise ekuqinisekiseni uukuchaneka. Kuluxanduva lwabo bonke abasebenzi abasebenzi ngeenkcukacha ezingabantu ukuqinisekisa ukuba kuthatyathwa amanyathelo angawo ngenjongo yokuqinisekisa ukuba zigcinwa zichaneke yaye zihlaziyeke kangangoko.

a) Iifayili ezikwiqonga lezobuchwepheshe eziqulethe iinkcukacha ezingomntu ziya kugcinwa **kwiindawo ezimbalwa kangangoko.** Abasebenzi akufunekanga bongeze naziphi na ezinye iiseti zeenkcukacha ezinesosidingo.
b) Abasebenzi kufuneka **bathabathe lonke ithuba lokuqinisekisa ukuna iinkcukacha zihlaziyekile**. Umzekelo, ngokuthi baqinisekise iinkcukacha zomxhamli xa betsala iminxeba.
c) Iqumrhu eli liya kwenza **kube lula ukuba abanini-zinkcukacha bahlaziye iinkcukacha zabo eziselugcinweni lweli qumrhu**. Umzekelo, kwiwebsite yalo.
d) Iinkcukacha ezingomntu kufuneka **zihlaziywe njengoko zifumaneka iziphene kuzo**. Umzekelo, ukuba umxhamli uthi angaphindi afikeleleke kwinombolo yomnxeba eselugcinweni, kufuneka isuswe kuvimba.

7.6 Ukulahlwa

Amaphepha okusebenza kunye neekopi ezinokuthi zilahlwe ngokwemigaqo yomlalelo ophangaleleyo wokulahlwa kwazo kufuneka zilahlwe kusetyenziswe into ekhuselekileyo yokulahlela okanye yokuzitshabalalisa. Iikopi zeenkcukacha ezingomntu, kuquka iinkcukacha ezingomntu ezizodwa, ezicwangciswe njengezi**YIMFIHLELO neziselugcinweni kwiqonga lezobuchwepheshe** kufuneka zitshatyalaliswe isigxina okanye kubhalwe phezu kwazo. Ukulahlwa kwazo zonke iiifayili zokuqala kunye neefayili ezikwiqonga lezobuchwepheshe kufuneka kwenziwe ngokwemigaqo **yoMgaqo-nkqubo Wezolawulo Lwamarekhodi** leli qumrhu.

8. Izicelo Zokufikelela Kwabanini-zinkcukacha Kwiinkcukacha Zabo

Bonke abanini-zinkcukacha eziselugcinweni lweli qumrhu banelungelo:

- Lokubuza ukuba **zeziphi na iinkcukacha** ezingabo eziselugcinweni lweli qumrhu, isizathu soko kwanokuba kwabelwana nabani na ngazo.

- Lokubuza ukuba **bangafikelela njani na** kuzo.
- Lokwaziswa **ngendlela yokuzigcina zihlaziyekile.**
- Lokwaziswa ukuba iqumrhu eli **limelana njani na nezigunyaziso zalo ngokwemigaqo yePOPIA.**

Ukuba umnini-zinkcukacha uthi aqhakamshelane neli qumru ecela iinkcukacha le nkqubo yaziwa njengesicelo somnini-zinkcukacha sokufikelela kwiinkcukacha ezo. Izicelo zokufikelela kwiinkcukacha ezenziwa ngabanini-zinkcukacha kufuneka zithunyelwe kwiGosa elifanelekileyo eliliSekela leGosa Leenkcukacha.

9. Ukudiza (ukwabelana) iiNkcukacha Ezingomntu

Iinkcukacha ezingomntu kungabelwana ngazo ngaphakathi kwanamaqumrhu angaphandle ngeenjongo zoqeqesho, umzekelo.

9.1 Ukudizwa ngaphakathi

Ngokuphangaleleyo, iinkcukacha ezingomntu kwabelwana ngazo ngaphakathi kwiqumruh apho kuvumeleke khona ngokomthetho ngeenjongo ezizizo nezifanelekileyo zoshishino. Noxa kunjalo, nkqubo nangaphakathi kwiqumrhu eli ukufikelela kuzo kunezithintelo eziquka abasebenzi kwanamaqumrhu angaphandle ngenjongo yokufikelela kuzo ukuze enze imisebenzi emiselwe yona.

9.2 Ukudizwa ngaphandle

Ukudizwa kweenkcukacha kumaqumrhu angaphandle kwequmrhu eli kwenziwa kuphela ngokususela kwisivumelwano, njengoko kuvumelekile okanye okanye kulindelekile ngokomthetho okanye ngokweenkqubo zomthetho, okanye ngokwemvume yomnini-zinkcukacha. IPOPIA iyavuma ukuba iinkcukacha ezingomntu kwabelwane ngazo **ngaphandle kwemvume yomnini-zinkcukacha ukuba oko kubandakanya ukhuseleko lwesizwe okanye iintshukumo zolwaphulo-mthetho.** Phantsi kwezi meko, iinkcukacha ezingomntu eziceliweyo kuya kuthi kunikezelwe ngazo. Noxa kunjalo, iGosa EliliSekela Lezeenkcukacha ngentsebenziswano noMphathi Wezokhuseleko liya kuthi liqinisekise ukuba isicelo eso sinyanisekile yaye yaye sihambelana nemigaqo yePOPIA, kucelwe uncedo lwezomthetho kwicandelo Leenkonzo Zomthetho apho kuyimfuneko khona.

10. Ukwaziswa Kwababini-zinkcukacha

Iqumrhu eli lijolise ekuqinisekiseni ukuba abanini-zinkcukacha bayazi ukuba iinkcukacha ezingabo kuyasetyenzwa ngazo, kwanokuba bayawuqonda umcimbi wokusetyenziswa kweenkcukacha ezo zingabo, ukuba athini na amalungelo abo ngokwePOPIA kwanokuba bangawasebenzisa njani na la malungelo. Kwezi nkalo ke, iqumrhu eli linesaziso seemfihlelo, esidiza indlela iinkcukacha ezichaphazela umnini-zo ezingaqokelelwa ze zisetyenziswe ngayo leli qumrhu. Oku ke kuyafumaneka ngesicelo. Ikopi yesi saziso ikwafikeleleka apha https://www.westerncape.gov.za/social-development/service/dsd-paiapopia

11. Unyanzeliso

Ukungathotyelwa kwalo mgaqo-nkqubo ngabasebenzi balo mbutho kuya kujongwana nako ngokungqinelana [neKhowudi yoLuleko/iMimiselo] yombutho. Iziphumo zinokubandakanya inyathelo loluleko ukuya kutsho ekuyekisweni kwengqesho, kunye/okanye amanyathelo asemthethweni okubuyisela nayiphi na ilahleko okanye umonakalo kumbutho, kubandakanywa ukulandwa kwayo nayiphi na imidliwo okanye iintlawulo ezithe zamiselwa nguMqulunqi Weenkcukacha kwelo qumrhu ngokwemigaqo yePOPIA.

Ukungathotyelwa kwalo mgaqo-nkqubo naliliphi na iqumrhu langaphandle elisebenza ngeenkcukacha ezingomntu egameni leli qumrhu kuya kuqwalaselwa ngokwemiqathango yesivumelwano ekungenwe kuso Phakathi kweli qumrhu nelo qumrhu langaphandle. Iziphumo zingabandakanya ukulandwa kwayo nayiphi na imidliwo okanye iintlawulo ezithe zamiselwa nguMqulunqi Weenkcukacha kwelo qumrhu ngokwemigaqo yePOPIA.

12. Ukuhlautywa Nokuhlaziywa

Lo mgaqo-nkqubo uya kuthi uhlalutywer ze uhlaziywe rhoqo ngonyaka ubuncinci. Ukuba naziphi na iinguqu zezoqulunqo okanye zezoshishino ziye zikhokelela ekongezelelweni okanye kwiinguqu ezimandla kwisimo okanye ekuphathweni kweenkcukacha ezingomntu okunokuthi kudinge ukuba kuhlalutywe lo mgaqo-nkqubo iinguqu ezo ziya kukhokelwa nguMphathi Wezokhuseleko/ngamaSekela eGosa Leenkcukacha ze ziphunyezwe liGosa Leenkcukach

Nayiphi na imibuzo kunye nezicelo zokuhlaziywa kwalo mgaqo-nkqubo ziya kudluliselwa kuMlawuli Wezophando Nolawulo Lweenkcukacha.

13. Isindululo Nokuphunyezwa

Ngokwemigaqo yale mihlathi ikhankanywe ngentla apha, iSaziso EsingoMgaqo-nkqubo Wabucala weSebe Lophuhliso Loluntu uphunye

13.1 ISaziso soMgaqo-nkqubo waBucala oLungisiweyo ka- 2025-26 seSebe loPhuhliso loLuntu siyavunywa; kwaye

13.2 INkqubo-sikhokelo yokuThobela ye-POPIA ehlonyelweyo ka- 2025-26 yeSebe yamkelwe.

Inguqulelo yesiNgesi Ivunywe ngomhla we-11 kuTshazimpuzi ka-2025

INTLOKO YESEBE: KWISEBE LOPHUHLISO LOLUNTU

uGQIR. ROBERT MACDONALD

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Inombolo yereferensi: 4/6/2 Isaziso seeMfihlo sePOPIA

ISEBE LOPHUHLISO LOLUNTU: ISAZISO SEEMFIHLO SEPOPIA: 1 KWEKATSHAZIMPUZI KU-2025 – 31 KWEYOKWINDLA KA-2026

ICANDELO A: ISAZISO SEDSD SEEMFIHLELO SE-POPIA

ISebe Lophuhliso Loluntu liyazihlonela yaye liyazikhusela iimfihlo zakho

Yintoni esi saziso yaye sisebenza kubani?

Esi sisaziso esiphangaleleyo esicacisa ukuba:

- Ngubani oya kuqokelela iinkcukacha ezingomntu;
- Zeziphi iinkcukacha ezingomntu eziqokelelwayo;
- Kutheni siziqokelela nje ezi nkcukacha zingabantu;
- Sizisebenzisa njani iinkcukacha ezingawe; kwanokuthi
- Ngawaphi amalungelo onawo kumba weenkcukacha ezingawe.

Esi saziso sicacisa:

- Ngendlela onokufikelela ngayo kwiinkcukacha esizigcinileyo ezingawe nonokucela ngayo ukuba sizilungise; kwanokuba
- Ungasifaka njani na isikhalazo nendlela esiziphethe ngayo iinkcukacha ezingawe.

Esi saziso siphangaleleyo sibhekisa kubo bonke abantu (abaphilayo namaqumrhu afana neenkampani zabucala) esithi siqokelele iinkcukacha ezingabo, nokuba sithini na isimo okanye uhlobo abalulo. Oku ke kuquka abasebenzi bethu, iingcali zangaphandle, ii-arhente neenkampani zangaphandle.

Sisebenza ze sibhekisa kuzo zonke iinkonzo kunye neewebhusayithi ezichaphazelekayo.

Kufuneka ufunde esi saziso seemfihlo ndawonye nemigaqo yokusetyenziswa kwewebhusayithi yethu (kuquka nesinikezelo), imvume yelungelo lethu ndawonye nazozonke ezinye izaziso kunye nemigaqo-nkqubo enokusebenza kuwe. (Umzekelo, uMgaqo-nkqubo Wokusetyenziswa Kwezobuchwephe weWCG).

Ngapha kwesi saziso siphangaleleyo, singathi sidinge ukukucacisa ngeenkqubo ezithile zeemfihlo ngokucacileyo. Phantsi kwezo meko ke, siye siqulunqe ze sisinikezele izaziso ezahlukileyo ngenjongo yokuchaza indlela esiya kuziphatha ngayo iinkcukacha ezingomntu esiziqokelelayo

Umzekelo, apho sikucela ukuba usinike iinkcukacha zakho eziphathelele kwimpangelo yakho okanye kwingeniso likawonkewonke elingombono kokuqulunqwa komgaqo-nkqubo, siya kukunika isaziso seemfihlo ngethuba lokuqokelela kwethu okanye kwakukwazeka emva koko. Ezi zaziso zeemfihlo zicacisa ngeendlela esiziphatha ngayo iinkcukacha ezingomntu ngokuphathelele kuloo njongo okanye kuloo ntshukumo.

Iinkcukacha zoqhakamshelwano kunye needilesi zee-ofisi zeSebe zisezantsi ekugqibeleni kwesi saziso.

IProtection of Personal Information Act, 2013 (iPOPIA)

Umthetho iProtection of Personal Information Act, ka-2013 (iPOPIA) ikhusela iinkcukacha ezingomntu ophilayo kwanezo zequmrhu yaye idinga ukuba iSebe Lophuhliso Loluntu lithobele imiqathango engundoqo njengoko imiselwe kulo Mthetho.

‘**Iinkcukacha ezingomntu’** ziinkcukacha okanye uluvo olungomntu othile, okanye umntu ekukwazekayo ukwalatheka kuye.

Iinkcukacha ezingomntu ziquka ‘iinkcukacha **ezizodwa** ezingomntu’, eziluluhlu olulolunye lweenkcukacha ezingomntu. Noxa sikuqonda ukubaluleka kokukhuselwa kwazo zonke iinkcukcha ezingomntu ekuzuzeni nasekugcineni intembeko kuwe, iinkcukacha ezizodwa ezingomntu zona zinikwa izinga eliphezulu lokhuseleko.

Ukuqokelelwa kweenkcukacha ezingomntu kubeni, kubasebenzi, kwiiNPO nakwiinkampani zabucala

Siqokelela ze sigcine uthotho lweenkcukacha ezingabantu eziphathelele:

- Kwiimbalelwano ezisuka kuluntu ngokubanzi okanye kwimibutho, ethunyelwe kuthi okanye kuMphathiswa wethu kwiPhondo;
- Kwiimbalelwano ezisuka kubanye abaPhathiswa kwiPhondo kunye namaqumrhu ombuso;
- Kwimiba yengqesho nezabasebenzi ephathelele kubasebenzi kunye neenkampani zabucala;
- Ekuququzeleleni amadinga;
- Ekuququzeleleni imihlangano;
- Ekulawuleni iinkqubo elinoxanduva lwazo iSebe;
- Kwiintshukumo zophando esizimiseleyo;
- Kulawulo lwezibhambathiso (kuquka neZivumelwano Zokwenziwa Kweentlawulo neZicwangciso Zoshishino);
- Kwizikhalazo (kuquka nezikhalazo ezingeemfihlo) kwakunye neengxelo esizinikiweyo;
- Kwizicelo phantsi komthetho iPromotion of Access to Information Act, ka-2000 (iPAIA);
- Kwiingcebiso zomthetho ezithe zanikezelwa ngabacebisi abangaphakathi bezomthetho ndawonye namagqwetha angaphandle; kwakunye
- Nakwintsebenzo yeentshukumo zemisebenzi yezowiso-mthetho kunye nezolawulo.

Siqokelela iinkcukacha ezingomntu nothotho lweendlela. Ezi ke ziquka:

- Iimbalelwano namangeniso;
- Iifomu ezisekelwe kumaphepha;
- Amaqonga obuchwepheshe (iifomu ezisekelwe kwiqonga lobuchwephreshe kwanakwi-imeyile); kunye
- Ukutsalwa kweminxeba, iifeksi kunye nemihlangano ebanjwa ubuso ngobuso.

Siye siqokelele iinkcukacha ezingawe kuwe ngqo. Kodwa ke, kwezinye iimeko singaziqokelela iinkcukacha ezingawe kwelinye iqumrhu lombuso okanye umbutho.

- Ezinye iinkampani zangaphandle zingaziqokelela iinkcukacha kuwe okanye ezingawe egameni lethu. Umzekelo, apho sisebenzisa khona ii-arhente zengqesho zangaphandle, ii-arhente zohlolo, amaqumrhu eenkcukacha zeentengo ngetyala,amagqwetha, abagcini-zincwadi, iingcali zangaphandle, amaqumrhu eengcali, iibhanki, ii-arhente zezeehambo kwakunye neenkampani zokhuseleko.
- Sisebenzisana namaqumrhu oluntu kunye nee-arhente zombuso ezifana anamasebe karhulumente wamakhaya, wephondo nowesizwe, oomaspala, iiyunivesithi zikawonkewonke kunye neenkampani eziphantsi kombuso, ezingaqokelela okanye ziqwalasele iinkcukacha kuwe okanye ezingawe egaeni lethu.
- Siqokelela iinkcukacha kuphela xa oko kunyanzelekile yaye sibambeka nesizathu, okanye zichaphazela ngqo omnye wemisebenzi okanye weentshukumo zethu.

Siqokelela iinkcukacha ezingawe kuwe kwanangawe:

- **Abatyeleli kwiwebhusayithi yethu**:
    - Siqokelela iinkcukacha osinika zona ngqo ngokuthi uzibhale kwiwebhusayithi yethu ngokuthi ugcwalise iifomu zoqhakamshelwano.
    - Sikwasebenzisa neeteknoloji eziqhelekileyo (ezifana 'neekhukhi') ukuze sibe nokulandelela ukusetyenziswa kwewebhusayithi yethu singakhange saziwe okanye sibonakale ukuba senza oko ukuze sibe nokuphucula amava abasebenzisi. Uyakwazi ukuziyekisa ezi zinto ukuba uthanda njalo. Isaziso esikwiwebhusayithi yethu esingeemfihlo sineenkcukacha ezithe vetshe.
- **Abantu abafaka izicelo zengqesho kuthi, abafaka izicelo zenkxaso-mali yokufunda, abafaka izicelo zoqeqesho kumava omsebenzi kunye nabasebenzi bethu**:
    - Siqokelela iinkcukacha kuwe xa ufaka isicelo sengqesho, esoqeqesho kumava omsebenzi okanye esenkxaso-mali yokufunda.
    - Sisenakho nokuqokelela iinkcukacha ngawe kumanye amaqumrhu, afana namaziko emfundo okanye abaqeshi bakho bantlandlolo.
    - Sikwaqokelela iinkcukacha ngokusetyenziswa kwe-imeyile ne-intanethi ngabasebenzi kwanee-intheni, sihlole ze sihlalutye iintshukumo ze-eimeyile neze-intanethi, apho sikholelwa ekubeni kufanelekile ukuba siqwalasele ukusetyenziswa gwenxa okanye iintshukumo ezingekho mthethweni kwizibonelelo zeSebe. Awunakulindela iimfihlelo kule nkalo.
- **Iinkampani esisebenza nazo, ezinikezela iinkonzo, ezinezibhambathiso, iingcali zangaphandle kunye neeNPO**:
    - Siqokelela iinkcukacha kuwe xa ufaka isicelo sokufakwa kuludwe leenkampani nabantu abaza kusinika iinkonzo neemveliso ze ufake iithenfda sokusithengisela iimveliso neenkonzo.

- Sikwanakho nokuqokelela okanye siqwalasele iinkcukacha ezingawe kuthotho lwamaqumrhu abucala nakawonkewonke, maqumrhu lawo afana neebhanki kunye namagunya-bantu erhafu.

- **Abemi bethu kwakunye nabasebenzisi beenkonzo namaziko oluntu zeli Sebe**:
    - Siqokelela iinkcukacha osinika zona xa usithumela imbalelwano, i-imeyile okanye umyalezo obhaliweyo, okanye xa usebenzisa elinye lamakhasi onxibelelwano okanye iziko lethu elamkela iminxeba ukuqhakamshelana nathi.
    - Sikwaqokelela iinkcukacha ezingomntu xa ihambelana ngqo neenkonzo zoluntu esikunika zona.
    - Sikwaqokelela iinkcukacha kubatyeleli bezakhiwo namaziko ethu ngokwemigaqo yomthetho iControl of Access to Public Premises and Vehicles Act, ka-1985.

Iintlobo zeenkcukacha ezingomntu esiziqokelelayo sizisebenzise

Inkcukacha ezingomntu esiziqokelelayo ziyahluka ngokuxhomekeka ke emisebenzini nakuxanduva esinga singaluqabelisa. Oko ke kungaquka:

- Igama, idilesi kunye neenkcukacha zakho zoqhakamshelwano (umzekelo, inombolo yakho yomnxeba kunye nedilesi ye-imeyile);
- Iinkcukacha ezingawe (ezifana nosuku lokuzalwa, ilizwe lokuzalwa, iinkcukacha zepasi lokuhambela, ezevisa kunye nephepha-mvume lokuqhuba);
- Iinkcukacha ezingeemeko zokuphila kwakho (umzekelo, ubudala, isini, isimo ngokomtshayo kunye nezengqesho);
- Iinkcukacha ngemicimbi yakho yemali (umzekelo, iinkcukacha zeentlawulo, iinkcukacha ze-akhawunti yebhanki, ndawonye nemicimbi yoshishino neyemali);
- Iinkcukacha ezingengqesho yakho (umzekelo, izicelo zengqesgo, imbali yengqesho, izimvo zabantu ngawe kunye nemivuzo); ndawonye
- Nezinto zokukwalatha zikarhulumente.

Asifane siqokelele ezi nkcukacha nakubani na, kodwa kuba kwiimeko ezinyanzelisayo.

Iinkcukacha ezingomntu ezizodwa

Sinakho kanti nokuziqokelela 'iinkcukacha ezingomntu ezizodwa' ezidweliswa ngaphantsi kweenkcukacha ezingomntu phantsi kwePOPIA.

Iinkcukacha ezingomntu ezizodwa ziquka iinkcukacha ezingoku kulandelayo:

- Impilo yakho;
- Ubulungu bakho kumbutho weengcali okanye woshishino, okanye kwimanyano yabasebenzi;
- Imvelaphi yakho ngokohlanga okanye ngokobuzwe;
- Isimo sakho ngokokukhubazeka;
- Iintshukumo zolwaphulo-mthetho onokuba wawukhe wabandakanyeka kuzo; kunye
- Nobuqu bakho (obuquka imifanekiso, ilizwi kunye nokurekhodwa kwakho kwimiboniso ebhanya-bhanya).

Ngokuphangaleleyo, siya kuqokelela kuphela iinkcukacha ezingomntu ezizodwa ukuba ukuqokelelwa kwazo kunesizathu esibambekayo yaye kwayamene ngqo nomnye okanye neminye yemisebenzi okanye yeentshukumo zethu okanye ingqokelela leyo idingeka okanye igunyaziswe ngokomthetho.

Umzekelo, siqokelela iinkcukacha ezingomntu ezizoswa ezifana nohlanga okanye nesimo sokukhubazeka ngenjongo yokuqulunqwa kwesicwangciso sabasebenzi. Sidinga ukuba abasebenzi bagcwalise ifomu engu-EEA 1 emiselwe ngumthetho i-Employment Equity Act, ka-1998. Siyaqinisekisa ukuba iziqulatho zihlala ziyimfihlo yaye sisebenzisa kuphela ngenjongo yokuthobela lo mthetho obukhe wakhankanywa ngentla apha.

Siqokelela iinkcukacha ezingomntu ziphangaleleyo nezoqhakamshelwano ngabasebenzi bethu, iinkampani esisebenzisana nazo, abaxhamli, iiNPO ndawonye nabasebenzisi beenkonzo namaziko ethu kawonkewonke.

- **<u>Kubafaki-zicelo zengqesho</u>:** Siqhele ukuqokelela iinkcukacha ezingabantu ezineenkcukacha eziphathelele kwimfundo, kwingqesho, kwimvelaphi ngokwemali nangokolwaphulo-mthetho, kwanaziphi na ezinyeiinkcukacha ezinokubandakanyeka ezifana nemifanekiso yakho, imizila yeminwe, iinkcukacha zephepha-mvume lokuqhuba, inombolo yokubhaliswa kwesithuthi, inombolo yerhafu kunye ze-akhawunti yebhanki. Ukuba siyakuqesha, siya kukunika inombolo eyodwa ebizwa inombolo yePERSAL. Sisenokudinga ezinye iinkcukacha ezongelelekileyo ngemiba efana neyempilo kunye namalungu osapho, ze apho kuyimfuneko ukuya kubudlelwane nomqeshi.
- **Iinkampani esisebenzisana nazo, ezisithengisela iinkonzo, ezo zisebenza ngezibhambathiso kunye kunye neengcali zangaphandle**: Siyre siqokelele iinkcukacha ezigcweleyo ezingawe eziphathelele kwimfundo, amava okanye ukufaneleka njengoza kusithengisela iinkonzo, ndawonye nezinye iinkcukacha ezinokuchaphazeleka ezifana neenkcukacha ze-akhwunti yebhanki kunye nenombolo yeVAT. Sisenakho nokudinga ezinye iinkcukacha eziphathelele kubudlelwane bezoshishino, ezifana neengxelo zemali okanye iinkcukacha eziphathelele ekubhangeni.
- **Abatyeleli kwizakhiwo namaziko ethu**: Sesiqhele ukuqokelela imifanekiso kamabonakude wemiboniso ebhanyabhanya (iCCTV) (kunye nemirekhodisho yelizwi, apho kukwazekayo khona) yabatyeleli kwizakhiwo namaziko eli Sebe, ndawonye namagama, ubuni kunye neenkcukacha zoqhakamshelwano.
- **IiNPO**: Siqokelela amagama kunye neenkcukacha zabemi abasebenzisa iinkonzo zeeNPO ezifumana inkxaso-mali kweli Sebe ukuze kube nokuhlolwa, kuvavanywe ze kuphuculwe iinkonzo zethu ezinikwa abo banesidingo esimandla sononophelo nokhuselo.

Kutheni amacandelo eSebe eqokelela iinkcukacha ezithile

I-Ofisi kaMphathiswa

- Inikezela ngenkxaso yezopolitiko nezowiso-mthetho Phakathi kukarhulumente, uluntu ngokubanzi ndawonye nawo onke amanye amahlakani achaphazelekayo.
- Iphendula kwiMibuzo neeMpendulo zaPalamente

Icandelo Leenkonzo Zolawulo Loshishino

- Ukuxhotyiswa ngezakhono kweokhono lentlalo-ntle namanye amakhono.
- Lilawula imiba yeziseko zophuhliso zeDSD
- Lihlanganisa inkqubo yokunikezelwa kwemiba yezibonelel ozabasebenzi ezifana nogayo noqeqesho Phakathi kweDSD neSebe leNkulumbuso
- Liqwalasela izicelo zePAIA/POPIA

Icandelo Lolawulo Lwezemali

- Kukuhlawulwa ngexesha kwee-invoysi kwisithuba seentsuku ezingama-30 kwiinkampani ezinikezela iinkonzo
- Kukunikezelwa kweenkonzo zocwangciso-lwezimali. . Provision of accounting services
- Kukunikezela ngomsebenzi wolawulo lwangaphakathi
- Kukuhlola nokuvavanya icandelo Lolawulo Lwetyathanga Leentengo (iSCM) kwanokuthotyelwa kwemigaqo yolawulo lwempahla yequmrhu

Icandelo Locwangciso Loshishino noHlolo

- Kukunikezela ngenkonzo yonxibelelwano yobuchule kumacandelo emimandla kunye namaziko okuhlala.

Icandelo Lezophando Nolawulo Lweenkcukacha

- Kukwenza nokunikezela iingxelo ngophando
- Kukwenza iinkqubo zophando ngolawluo lwamanani abemi kunye nophando jikelele
- Kukunikezela ngeenkonzo zolawulo lwamarekhodi
- **Kukumiselwa koLawulo loLwazi**
- Kukunikezela ngenkonzo yamathala eencwadi kubasebenzi
- Liqwalasela izicelo zePAIA/POPIA

IiNkqubo zeNtlalontle nezoLuleko

- Kukunikezela ngekonzo ngqo okanye ngecandelo leeNPO kubemi, nkonzo ezo zifana nezokhuseleko lwabantwana, Ezingokukhubazeka kunye Nobundlobongela Obujoliswe Kwisini
- Kukunikezela ngenkonzo zethu ezifana namaziko ononophelo lwabantwana, ulutsha kunye nokusetyenziswa gwenxa kweziyobisi
- Kukuxhobisa imibutho ukuze yakhe uluntu lokuhlala oluzinzileyo.

IiNkonzo zoNonophelo noKhuselo lwaBantwana kunye neeNtsapo namaQela asemngciphekweni

- Kukunikezela ngenkonzo ngqo okanye ngecandelo leeNPO kubemi, nkonzo ezo ezifana nezokhuseleko lwabantwana neentsapho
- Kukunikezela ngenkonzo ngqo okanye ngecandelo leNPO kumaqela asemngciphekweni afana nabakhubazekileyo kunye nabantu abadala
- Kukuxhobisa imibutho ukuze yakhe uluntu lokuhlala oluzinzileyo.

Icandelo Lophuhliso Loluntu Lokuhlala neNtsebenziswano

- Kukunikezela ngenkonzo zophuhliso loluntu lokuhlala ngokuthi lizinike icandelo leeNPO kusenzelwa abemi, nkonzo ezo zifana neenkqubo zenkxaso yesondlo, iinkonzo kulutsha kwakunye nezo zohlangulo kwiinzima zobomi
- Ukudala nokugcina ubudlelwane obusekelwe kwisocwangciso-qhinga ze kulawulwe ukuxhotyiswa kwamaqumrhu ngezakhono.

ULawulo lokuNikezelwa kweeNkonzo kunye noLungelelaniso kwii-ofisi zemimandla

- Kukunikezela ngenkonzo zentlalo-ntle yoluntu kunye nophuhliso loluntu ngokuthe ngqo kubemi ngee-ofisi zemimandla ezintandathu (6) kunye neendawo ezingamashumi amane anesihlanu (45) ezinikezela ngeenkonzo.
- Kukunikezela ngenkonzo zomnxeba zokhuseleko lwasemva kweeyure zomsebenzi

Ukusetyenzizwa nokudizwa kweenkcukacha ezingomntu

Siye sizisebenzise iinkcukacha ezingawe:

- Ukuze sinxibelelane ze silawule ubudlelwane bethu nawe;
- Kukukunika iinkonzo zoluntu, njengoko kuvumelekile ngokwasemthethweni;
- Kukulawula ukhuseleko kwanolawulo lokufikeleleka kwezakhiwo namaziko ethu; kwakunye
- Nokugcinwa kwamarekhodi kunye kwanezinye iinjongo zezolawulo, njengoko kulindelekile ngokomthetho.

Asiyi kunikezela ngeenkcukacha ezingomntu kuye nabani na ngaphandleni kokuba wena unikezele imvume okanye kuthi kwenzeke omnye wale miqathango ilandelayo:

- Uya kuthi ngokukodwa ulindele ukuba sizisebenzisele loo njongo;
- Kulindeleke njalo ngokomthetho okanye kugunyazisiwe, mhlawumbi ngokomthetho, okanye ngumyalelo wenkundla;
- Kunyanzelekile ngenxa yemeko echaphazela unyanzeliso-mthetho;
- Sikholelwa ngokwesizathu esibambekayo ukuba kunyanzelekile ngenjongo yokunciphisa okanye yokuthintela ukuba sesichengeni okumandla kobomi, impilo okanye ukhuseleko lomntu, okanye kwimpilo okanye kukhuseleko loluntu;
- Sinezizathu zokukrokrela ukuba kukho ntshukumo ithile ingekho mthethweni, okanye ukuziphatha kakubi ngendlela emandla, echaphazela imisebenzi okanye iintshukumo

zethu ethe, okanye enokuthi yenzeke yaye sinenkolelo yokuba kunyanzelekile ukuba sithabathe amanyathelo afanelekileyo ngaloo mba;

- Kunyanzelekile ukuba ukumiselwa, ukusetyenziswa nokukhuselwa kwebango lezomthetho okanye lezabelo kwingeniso; okanye
- Ezi nkcukacha zisetyenziselwa kuphela iinjongo zezembali, ezezibalo-manani okanye ezophando yaye azipapashwa ngendlela eza kuzenza zifumaneke.

- Xa sisabelana ngeenkcukacha zakho namaqumrhu athile anikezela iinkonzo nasebenza egameni lethu, ngokweenjongo ezithile ezidiziweyo siya kuqinisekisa ukuba ukhuseleko olululo lweenkcukacha zakho luyenzeka kula maqumrhu sisebenzisana nawo, ngokwemigaqo yezigunyaziso zethu phantsi kwePOPIA.
- Sizikhathalele kakhulu iinkcukacha ezingomntu ezizodwa, ze apho kukwazekayo khona, siye sizihlanganise iinkcukacha kunye njengeenkcukacha ezihlanganisiweyo ukuze abantu ngabantu bangabi nakho ukwalatheka ngokulula.

Ngaphandleni kokuba sinayo imvume yakho ecacileyo nesekelwe kulwazi esivumelayo ukuba phantsi kweemeko ezithile ezibalekayo, asiyi:

- Kuthengisa okanye siqeshise ngeenkcukacha ezingomntu;
- Kusebenzisa iinkcukacha ezingomntu sisenzela iinjongo ezahlukileyo, ezingaqhelekanga okanye ezingalindelekanga eziphathelele kwizizathu zokuqokelelwa kwazo kwasekuqaleni; okanye
- Kwabelana ngeenkcukacha ezingawe namanye amaqumrhu kwiimeko ezingezizo ezifana nezi sizikhankanye ngentla apha.

Ukugcinwa nokhuseleko lweenkcukacha

Siyazihlonipha yaye siyazikhusela iimfihlo ze sigcine iinkcukcha ezingawe ngokwemigaqo yeenkqubo ezamkeleke ngokuphangaleleyo yokhuseleko lweenkcukacha. Sithabatha onke amanyathelo alindelekileyo ukukhuselaiinkcukacha ezingomntu eziselugcinweni lwethu ukuze zingalahleki, ukuze bangafikeleleki kuzo abo bangenazigunyaziso zoko, ekusetyenzisweni, ekutshintshweni okanye ekusetyenzisweni gwenxa. ISebe liya kwenza iintshukumo ezichanekileyo kwimeko apho kuye kwanikezekwa ngempazamo okanye kulowo ungagunyaziswanga iinkcukacha ezingomntu.

Ukugcinwa kweenkcukacha ezingomntu (ndawonye nokulahlwa kweenkcukacha xa zithi zingabi sadingeka) kulawulwa ngokwemigaqo yenkqubo yolawulo lwelwamarekhodi kaRhulumente weNtshona Koloni njengoko kumiselwe kumthetho iProvincial Archives and Records Service Act of the Western Cape, ka-2005. Xa iinkcukacha ezingomntu esiziqokelelayo singasadingeki, siyazicima okanye sizitshabalalise ngendlela ekhuselekileyo, ngaphandleni kokuba kulindeleke ukuba sizigcine ngenxa yomthetho, okanye yomyalelo wenkundla.

Xa kuthi kwenzeke ukuba kophulwe umgaqo wokusetyenziswa kweenkcukacha ezingomntu, siya kwazisa uMqulunqi Weenkcukacha kwanalowo ungumnini-zinkcukacha njengoko kulindelekile. Siya kujolisa ekukunikeni ingcebiso efanelekileyo ngenjongo yokuqinisekisa ukuba uyakwazi ukumelana nayiphi na ilahleko – eyemali okanye eyenye – enokuthi ivele ngenxa yoko kwaphulwa komqathango

Izinto onokuzikhetha ngokuphathelele kwiinkcukacha ezingawe
• Siyazama ukufumana imvume yokuqokelela nokusebenzisa iinkcukacha ezingawe, apho kukwazeka khona. • Akusoloko kudingeka ukuba usinike iinkcukacha ezingawe, kodwa ke ukuba awusiniki, singangabi nakho ukuqhakamshelana nawe okanye sikunike inkonzo zikarhulumente. Unakho ke kant inokusicela ukuba singayidluliseli imiyalezo yakho (uzikhwebule), kodwa ke asiyi kuba nakoh ukukuchazela ngeenkonzo zoluntu ezinokuba zibalulekile kuwe. • Ungazifumana iinkcukacha ezingawe neziselugcinweni lwethu ze usicele ukuba sizilungise okanye sizicime ezingachanekanga, ezingaphatheleleanga kuwe, ezingahlaziywanga, ezikhohlisayo njalo-njalo. Kodwa ke singaqala siqinisekise ukuba unguwe na ngaphambi kokuba sikuvulele. Ukuze ufumane iinkcukacha ezithe vetshe, nceda ufunde isikhokelo sethu njengoko kulindelekile ngokwemigaqo yomthetho iPromotion of Access to Information Act 2000 (isikhokelo sethu sePAIA/POPIA siyafumaneka apha. Ukwanawo ke namalungelo athile okuzikhwebula ekunikezeleni imvume okanye ukukhabe ukusebenzisa kwethu iinkcukacha ezingawe phantsi kwePOPIA, kodwa ke la malungelo abaliwe. Umzekelo, ukuba injongo yokusetyenziswa kweenkcukacha ezingawe ekwakucelelwe sona asisekho, ungacela ukuba iinkcukacha ezo zingabi sasetyenziswa. Singasikhaba isicelo sakho sokucinywa kweenkcukacha eziphathelele kuwe kumarekhodi ethu ukuba kukho mthetho uthile udinga ukuba sizigcine iinkcukacha ezo.
Izikhalazo Ezingeemfihlo
• Ukuba uva ngathi asizisebenzisi ngendlela eyiyo nesemthethweni iinkcukacha ezingawel, ungafaka isikhalazo kuMqulunqi Weenkcukacha e**JD House, kwa-27 kwiSitalato iStiemens, eBraamfontein, eRhawutini, 2001. P.O Box 31533, eBraamfontein, eRhawutini, 2017**, Umnxeba: +27(0) 10 023 52441/42 I-imeyile: POPIAComplaints@inforegulator.org.za okanye apha enquiries@inforegulator.org.za • Nceda ke usinike ithuba lokusombulula nasiphi na isikhalazo ngokuthi uqhakamshelane nathi usebenzisa ezi nkcukacha zoqhakamshelwano zinikezelwe ngezantsi apha. • Isikhalazo sakho kufuneka siqulathe ingcaciso emfutshane ngokwenzekileyo, kwenzeke nini nokuba zeziphi na iinkcukacha ezingawe ezichaphazelekayo.
Ungaqhakamshelana njani nathi ukuze ufake isikhalazo okanye ubuze imibuzo ngesi Saziso Seemfihlo okanye ngeenkcukacha ezingawe
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Uxanduva:	LiCandelo Lwe-Ofisi zengingqi x6
Isikhundla:	IiGosa Elilibambela Leleenkcukacha, kwiSebe Lophuhliso Loluntu, kuRhulumente weNtshona Koloni, kwa-14 Kwisakhiwo Somdibaniso, Private Bag x9112, eKapa, 8001
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Uxanduva:	IiCandelo Lolawulo Lwamaziko
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Sityelele ngokwakho:	R101, Old Paarl Road, De Novo HUB, eKraaifontein, 7570

Inombolo Yomnxeba Yoncedo Kubaxhamli **Umnxeba**: 021 483 5045 okanye 0800-250-220 **I-imeyile**: SD.CustomerCare@westerncape.gov.za Ungasifaka nesicelo seekopi ezingamaphepha sesi saziso seemfihlo okanye naluphi na olunye lwamaxwebhu ekubhekiswe kuwo kolu xwebhu kuyo nayiphi nae nye yee-ofisi ezidweliswe ngentla apha
Iziko Loqhakamshelwano leWCG **Umnxeba**: 0860 142 142 **I-imeyile**: services@westerncape.gov.za