

**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), [invume 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 ezahlukeyo 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.

### **Protection 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 iinkcukacha 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:**

- Kwimbalelwano ezisuka kuluntu ngokubanzi okanye kwimibutho, ethunyelwe kuthi okanye kuMphathiswa wethu kwiPhondo;
- Kwimbalelwano 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);
- Kwilingcebiso 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 lobuchwepheshe 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, iyunivesithi 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 ugqwalise 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 sineenkukacha 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 kwane-intheni, sihlale 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.

### **Intlobo zeenkukacha ezingomntu esiziqokelelayo sizisebenzise**

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

- Igama, idilesi kunye neenkukacha 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 ezingemeko 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 zengqesho, imbali yengqesho, izimvo zabantu ngawe kunye nemivuzo); ndawonye
- Nezinto zokukwalatha zikarhulumente.

Asifane siqokelele ezi nkukacha nakubani na, kodwa kuba kwimeko ezinyanzelisayo.

#### **Iinkcukacha ezingomntu ezizodwa**

Sinakho kanti nokuqokelela '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 iziqulelo 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.

- **Kubafaki-zicelo zengqesho:** Siqhele ukuqokelela iinkcukacha ezingabantu ezineenkukacha 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 apha kuyimfuneko ukuya kubudlelwane nomqeshi.
- **linkampani esisebenzisana nazo, ezisithengisela iinkonzo, ezo zisebenza ngezibhambathiso kunye kunye neengcali zangaphandle:** Siyre siqokelele iinkcukacha ezigcweleleyo ezingawe eziphathelele kwimfundo, amava okanye ukufaneleka njengoza kusithengisela iinkonzo, ndawonye nezinye iinkcukacha ezinokuchaphazeleka ezifana neenkukacha ze-akhawunti 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, apha kukwazekayo khona) yabatyeleli kwizakhiwo namaziko eli Sebe, ndawonye namagama, ubuni kunye neenkukacha zoqhakamshelwano.
- **iINPO:** Siqokelela amagama kunye neenkukacha 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 neMpendulo zaPalamente

### **Icandelo Leenkonzó Zolawulo Loshishino**

- Ukuxhotyiswa ngezakhono kwekhono 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
- Kukulola nokuvavanya icandelo Lolawulo Lwetyathanga Leentengo (iSCM) kwanokuthotyelwa kwemigaqo yolawulo lwempahla yequmrhu

### **Icandelo Locwangciso Loshishino noHlobo**

- Kukunikezela ngenkonzo yonxibelelwano yobuchule kumacandelo emimandla kunye namaziko okuhlala.

### **Icandelo Lezophando Nolawulo Lweenkcukacha**

- Kukwenza nokunikezela iingxelo ngophando
- Kukwenza iinkqubo zophando ngolawulo 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 kwezinyobisi
- 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

## **Ukusetyenziswa 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 ngeenkukacha 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 iinkukacha ezingomntu ezizodwa, ze apho kukwazekayo khona, siye sizihlanganise iinkukacha kunye njengeenkukacha 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 ngeenkukacha ezingomntu;
- Kusebenzisa iinkukacha ezingomntu sisenzela iinjongo ezahlukileyo, ezingaqhelekanga okanye ezingalindelekanga eziphathelele kwizizathu zokuqokelelwa kwazo kwasekuqaleni; okanye
- Kwabelana ngeenkukacha ezingawe namanye amaqumrhu kwiimeko ezingezizo ezifana nezi sizikhankanye ngentla apha.

### **Ukugcinwa nokhuseleko lweenkcukacha**

Siyazihlonipha yaye siyazikhusela iimfihlo ze sigcine iinkukacha ezingawe ngokwemigaqo yeenkqubo ezamkeleke ngokuphangaleleyo yokhuseleko lweenkcukacha. Sithabatha onke amanyathelo alindelekileyo ukukhuselaiiinkukacha 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 iinkukacha 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 iinkukacha ezingomntu esiziqokelelayo singasadingeki, siyazicima okanye sizitshabalalise ngendlela ekhuselekileyo, ngaphandleni kokuba kulindeleke ukuba sizigcine ngenxa yomthetho, okanye yomyalelo wenkundla.

Xa kuthi kwenzekile ukuba kophulwe umgaqo wokusetyenziswa kweenkcukacha ezingomntu, siya kwazisa uMqulunqi Weenkukacha kwanalowo ungumnini-zinkukacha njengoko kulindelekile. Siya kujolisa ekukunikeneni 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 ngeenkonzoluntu 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.

## Izikhhalazo Ezingemfihlo

- Ukuba uva ngathi asizisebenzisi ngendlela eyiyo nesemthethweni iinkcukacha ezingawel, ungafaka isikhhalazo [kuMqulunqi Weenkcukacha eJD 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@info regulator.org.za](mailto:POPIAComplaints@info regulator.org.za) okanye apha [enquiries@info regulator.org.za](mailto:enquiries@info regulator.org.za)
- Nceda ke usinike ithuba lokusombulula nasiphi na isikhhalazo ngokuthi uqhakamshelane nathi usebenzisa ezi nkucukacha zoqhakamshelwano zinikezelwe ngezantsi apha.
- Isikhhalazo sakho kufuneka siqulathe ingcaciso emfutshane ngokwenzekileyo, kwenzeke nini nokuba zeziphi na iinkcukacha ezingawe ezichaphazelekayo.

## Ungaqhakamshelana njani nathi ukuze ufake isikhhalazo okanye ubuze imibuzo ngesi Saziso Seemfihlo okanye ngeenkcukacha ezingawe

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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

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