Province of the
EASTERN CAPE
EDUCATION

IPAIA nePOPIA MANYUWALI

Ngokwe

Candelo 14 lePromotion of Access to Information Act 2 ka2000 (njengoko ilungisiwe)

Noku

Cacisa iimfuno zeProtection of Personal Information Act, 2013 (Act No. 4 of 2013) POPIA

Ipapashwe liSebe LeMfundo laseMpuma Koloni
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UMHLA WOKUYENZA: 07 Juni 2023
UMHLA WOKUYIHLAZIYA: 07 Juni 2024

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1. ULUDWE LOFINYEZO MAGAMA

1.1	**“CEO”**	Igosa elilawulayo eliyintloko
1.2	**“DIO”**	Isekela legosa loLwazi;
1.3	**“IO“**	Igosa loLwazi
1.4	**“Minister”**	UMphathiswa weZobulungisa kunye neNkonzo yoLuleko;
1.5	**“PAIA”**	IPromotion of Access to Information Act No. 2 ka2000 njengoko Ilungisiwe;
1.6	**“PFMA”**	IPublic Finance Management Act No.1 ka1999 njengoko Ilungisiwe;
1.7	**“POPIA”**	IProtection of Personal Information Act No.4 ka2013;
1.8	**“Regulator”**	I-Information Regulator.
1.9	“**ECDoE”**	ISebe lezeMfundo leMpuma Koloni
1.10	“SAQA”	ISouth African Qualification Authority
1.11	“NSFAS”	INational Student Financial Aid Scheme
1.12	“SETA”	ISector Education and Training Authorities

2. INJONGO YEPAIA MANYUWALI

Le PAIA Manyuwali iluncedo kuluntu ngo-

2.1 kuqwalasela ubume beengxelo ezinokuba sezifumaneka kwi (Sebe leMfundo – eMpuma Koloni – Eyaziwa ngokuba yiECDoE), ngaphandle kokuba kufuneke ufake isicelo esibalulekileyo sokufuna iPAIA;

2.2 kuba nokuqonda ukukwazi ukuba ungasenza njani isicelo sokufumana iingxelo zeECDoE

2.3 kukwazi ukufumana zonke iinkcukaca ezizizo zabantu abanokunceda uluntu ngeengxelo abanokufuna ukuzifumana;

2.4 kwazi zonke iingcebiso ezifumaneka kwiECDoE eziphathelele kwimvume yokufumana iingxelo, phambi kokuba udibane noMlawuli woLwazi okanye weeNkundla;

2.5 inkcaza yeenkonzo ezifumaneka kumalungu oluntu avela kwiECDoE kunye nendlela ongafikelela ngayo kwezo nkozo;

2.6 inkcaza yesikhokelo malunga nendlela yokusebenzisa iPAIA, njengoko ihlaziywe nguMlawuli woLwazi nendlela yokufumana ukufikelela kuyo;

2.7 ukuba iqumrhu liyakwenza ulwazi lobuqu, injongo yokusetyenzwa kolwazi lomntu, kunye nenkcazo yeendidi zezifundo zedatha kunye nolwazi okanye iindidi zolwazi olunxulumene noko;

2.8 ukwazi ukuba iECDoE icwangcise ukugqithisela okanye ukwenza iinkcukacha zobuqu ngaphandle kweRiphabhlikhi yoMzantsi Afrika kunye nabamkeli okanye iindidi zabamkeli apho ulwazi lobuqu lunokuthi lunikezelwe; kwaye

2.9 ukwazi ukuba ngaba iECDoE inamanyathelo okhuseleko afanelekileyo okuqinisekisa imfihlo, imfezeko kunye nokufumaneka kolwazi lomntu ekufuneka luqwalaselwe.

3. UMBONO, INJONGO NESIKHOKELO SESEBE LEMFUNDO LEMPUMA KOLONI

- **Umbono**- Bonke abafundi banikwa amathuba okuba babe ngabemi abanemveliso, abanenkathalo nabanokhuphiswana ngenkqubo yemfundo esisiseko esemgangathweni.

- **Injongo-** Ukuphumeza lo mbono, siyakuphumeza iinkqubo zemfundo ezifanekileyo ngokufundisa nokufundaokusemgangathweni. Ngokuhlanganisa uluntu nabachaphazelekayo ngenkxaso ngokuthatha inxaxheba. Ukumisela inkcubeko yokuphendula kuwo onke amanqanaba eSebe

- **Isikhokelo**- Ukusebenza okukwzinga eliphezulu, Ukuphendula ngokukhawuleza, Uvelwano, Ukufikelela, Ubulungisa kunye neMfezeko.

4. INJONGO, IMISEBENZI NOBUME BESEBE LEMFUNDO LEMPUMA KOLONI

- **Iinjongo/Igunya**

Ukunika abafundi amathuba okuba babe ngabemi abanemveliso nabanoxanduva ngemfundo esisiseko esemgangathweni ngokuphumeza iinkqubo ezizizo nezifanelekileyo ngokufunda nokufunda okusengangathweni. Ngokuququzelela inxaso yoluntu nabachaphazelekayo ngokuthatha inxaxheba nokumisela isithethe sokuphendula kuwo onke amanqanaba eMfundo.

- **Ubume**

Ubume beSebe libandakanya undlunkulu ome eZwelitsha,eMpuma Koloni neeofisi zezithili ezilishumi elinesibini (12). Isithili ngasinye sikhokelwa ngumlawuli wesithili njengentloko yolawulo yeso sithili kwaye uphendula kwiNtloko yeSebe njengeGosa eliNika iNgxelo njengoko kuchaziwe kwicandelo lama36 lePFMA.

Iikomiti ezahlukeneyo: Ikomiti yoPhicotho zincwadi, Ikomiti yoHlahlo Lwabiwo Mali, Amanyathelo Angqongqo, Ikomiti yoLawulo loMngcipheko, Ikomiti zokuBeka iLiso, iPotfoliyo komiti

- **Imisebenzi**
- Imisebenzi yeSebe ithathwe kwizigunyaziso zemithetho eyahlukeneyo elawulwa liSebe, kunye namaxwebhu omgaqonkqubo. NgokoMgaqosiseko weRephablikhi yoMzantsi Afrika (108 ka1996), njengoko ulungisiwe, iSebe leMfundo linoxanduva lokunika imfundo esisiseko bonke abafundi kwiphondo. Oku kuquka ukubonelelwa kweMfundo noQeqesho lwabadala, iMfundo noQeqesho Jikelele.

5. IINKCUKACHA ZOQHQKAMSHELWANO EZINGONDOQO ZOKUFIKELELA KULWAZI LWESEBE LEMFUNDO LEMPUMA KOLONI

Igosa loLwazi oluyiNtloko

Igama:	DR S NUKU- IBAMBELA NTLOKO LESEBE
Umnxeba:	040 602 7016
I-Imeyile:	SNuku@ecdoe.gov.za
Inombolo yefeksi:	040 608 4372

IGosa loLawulo oluManyanisiweyo:

Igama:	Mr Cele
Umnxeba:	040 608 4511
I-Imeyile:	Mfanawethu.Cele@ecdoe.gov.za

Ukufumana ulwazi kuqhakamshelwano ngokubanzi

I-Imeyile:	*Chantal.mcLean@ecdoe.gov.za*

a. **Kuzwelonke / Kundlunkulu**

Idilesi yePosi:	Private Bag X895, PRETORIA, 0001
Idilesi yendawo:	Department of Education Sol Plaatjie House 222 Struben Street, Pretoria Central PRETORIA, 0001
Umnxeba:	0800 202 933- Call Centre 012 357 3000-Switchboard
I-Imeyile:	info@dbe.gov.za
IWebhusayithi:	webmaster@dbe.gov.za

6. UKUCACISWA KWAZO ZONKE IINGCEBISO EZIKHOYO MALUNGA NOMTHETHO OKANYE UKUSILELA UKUTHATHWA KWENYATHELO LISEBE LEMFUNDO LEMPUMA KOLONI

(a) Ukucela uLwazi,

(b) isibheno sangaphakathi,

(c) inkqubo yokukhalaza kuMlawuli woLwazi okanye naliphi elinye iqumrhu elilawulayo; kunye/okanye

(d) inkqubo yokuya enkundleni enegunya lokufumana uncedo olufanekileyo.

7. ISIKHOKELO SENDLELA YOKUSEBENZISA IPAIA KUNYE NENDLELA YOKUFUMANA UFIKELELO KWISIKHOKELO

- UMlawuli, ngokwecandelo 10(1) lePAIA, uhlaziye kwaye wenze ukuba kufumaneke Isikhokelo esihlaziyiweyo sendlela yokusebenzisa iPAIA (“ISIKHOKELO”), ngendlela eqondakala lula nangendlela eqondakalayo, esinokufunwa ngokufanelekileyo ngumntu onqwenela ukusebenzisa naliphi na ilungelo elixeliweyo kwiPAIA nakwiPOPIA.

- Isikhokelo siyafumaneka ngolwimi olusemthethweni ngalunye.

- Isikhokelo esikhankanywe ngasentla siqulathe inkcazo yee

i. njongo zePAIA nePOPIA;

ii. nombolo zeposi nedilesi yesitalato, inombolo yefoniphone neyefeksi ukuba ikhona nedilesi e-elektronikhi yeimeyile ye

Gosa loLwazi lwalo lonke iqumrhu loluntu, kunye

onke amaSekela Gosa oLwazi awo wonke amaqumrhu karhulumente nawabucala onyuliweyo ngokwemiqathango yecandelo 17(1) PAIA[1] necandelo 56 lePOPIA[2];

iii. indlela kunye nohlobo lwesicelo sokufikelelakwimiqulu yoluntu echazwe kwicandelo le11[3]; nokufikelela kwingxelo yequmrhu labucala elixelwe kwicandelo 50[4];

iv. uncedo luyafumaneka kwiGosa loLwazi lequmrhu loluntu ngokwemigaqo yePAIA nePOPIA;

v. uncedo luyafumaneka kuMlawuli ngokwemigaqo yePAIA nePOPIA;

vi. zonke izisombululo ezikhoyo emthethweni ziyafumaneka malunga nokwenza okanye ukusilela ukwenza ngukubhekisele kwilungelo okanye umsebenzi onikwe okanye obekwe yiPAIA nePOPIA, ikubandakanya nendlela yokufaka-

isibheno sangaphakathi;

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[1] *Icandelo 17(1) lePAIA- Ngeenjongo zePAIA, iziko likarhulumente ngalinye kufuneka, ngokomthetho olawula ukuqeshwa kwabasebenzi belo qumrhu, lityumbe elo nani labantu njengamasekela magosa olwazi ayimfuneko ukwenzela ukuba iqumrhu likarhulumente lifikeleleke kangangoko kunokwenzeka kwabo bacela iirekhodi zalo. .*

[2] *Icandelo 56(a) lePOPIA- Iziko ngalinye likarhulumente nelabucala kufuneka lenze amalungiselelo, ngendlelaechazwe kwicandelo17 loMthetho wokuPhakanyiswa koFikelelo kuLwazi, kunye notshintsho oluyimfuneko, ukuze kunyulwe inani Labantu abanjalo, ukuba likho, njengamasekela amagosa olwazi njengoko kuyimfuneko, ukwenza imisebenzi noxanduva njengoko kuchaziwe kwicandelo 55(1) le POPIA.*

[3] *Icandelo 11(1) lePAIA- Umceli kufuneka anikwe ufikelelo kwingxelo yequmrhu loluntu ukuba umceli uthobela zonke iimfuno zenkqubo ezikwiPAIA eziphathelele kwisicelo sokufikelela kuloo ngxelo, kwaye ukufikelela kuloo ngxelo akwaliwa ngokwemiqathango yayo nayiphi na ingxelo ngokwaliwa okukhankanywe kwicandelo 4 yale Nxalanye.*

[4] *Icandelo 50(1) lePAIA- Umceli kufuneka anikwe ufikelelo kuyo nayiphi na ingxelo yequmrhu labucala ukuba-*
a) loo ngxelo iyafuneka ekuyisebenzisa okanye ekukhuseleni naliphi ilungelo;
b) loo mntu uthobela iimfuno zenkqubo kwiPAIA ngokunxulumene nesicelo sokufikelela kuloo ngxelo; kunye
c) ukufikelela kuloo ngxelo akwaliwa ngokwemiqathango yokwala okuxelwe kwisahluko 4 sale Nxalenye.

isikhalazo soMlawuli; kunye

isicelo enkundleni ngokuchasene nesigqibo segosa lolwazi lequmrhu loluntu, isigqibo sesibhengezo sangaphakathi okanye isigqibo soMlawuli okanye isigqibo sentloko yequmrhu labucala;

vii. ulungiselelo lecandelo lwe14[5] nelama51[6] afuna iqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelanayo, ukuba liqulunqe incwadi yemigaqo, kunye nendlela yokufikelela kwincwadana yemigaqo;

viii. amalungiselelo ecandelo le15[7] nelama52[8] anika imvume yokudiza iindidi zeengxelo liqumrhu loluntu nelabucala, ngokulandelelan;

ix. izaziso ezikhutshwe ngokwe miqathanga yecandelo lama22[9] nelama54[10] malunga neentlawulo ekufuneka zihlawulwe ngokunxulumene nezicelo zokufikelela; kunye

x. nemimiselo eyenziwe ngokwecandelo lama92[11].

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[5] *Icandelo 14(1) lePAIA- Igosa lolwazi lequmrhu likarhulumente kufuneka, lenze kufumaneke ubuncinane iilwimi ezintathu ezisemthethweni, benze kufumaneke incwada enolwazi oludweliswe kumhlathi 4 ongentla.*

[6] *Icandelo 51(1) lePAIA- Intloko yequmrhu labucala mayinike incwadana yemigaqo enengcaciso yolwazi oludweliswe kumhlathi 4 ongentla.*

[7] *15(1) lePAIA- Igosa lolwazi lequmrhu loluntu, kufuneka lenze kufumaneke ngendlela emiselweyo inkcazo yeendidi zeengxelo zequmrhu loluntu ezifumaneka lula ngaphandle kokuba umntu acele ukuzifumana.*

[8] *Icandelo 52(1) lePAIA- Intloko yequmrhu labucala inakho, ngokuzithandela, ukwenza kufumaneke ngendlela emiselweyo inkcazo yeendidi zeengxelo zequmrhu labucala ezifumaneka ngokulula ngaphandle kokuba umntu acele ukuzifumana.*

[9] *Icandelo 22(1) lePAIA- Igosa lolawulo lequmrhu likarhulumente ekwenziwa kulo isicelo sofikelelo, kufuneka lenze isaziso esifuna ukuba umenzi sicelo ahlawule umrhumo wesicelo omiselweyo (ukuba ukhona), phambi kokuqhubela phambili isicelo.*

[10] *Icandelo 54(1) lePAIA- Intloko yequmrhu labucala ekwenziwa kulo isicelo sofikelelo kufuneka lenze isaziso esifuna ukuba umenzi sicelo ahlawule intlawulo emiselweyo yesicelo phambi kokuba kuqhutyelwe phambili nisicelo.*
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[11] *Icandelo 92(1) lePAIA linika ukuba–"UMphathiswa unokuthi, ngesaziso kwiGazethi,enze imigaqo emalunga- (a) nawuphi umcimbi ofunekayo okanye ovunyelweyo ngulo Mthetho ukuba umiselwe;*
- *(b) Nawuphi umcimbi onxulumene nemirhumo exelwe kwicandelo 22 nelama54;*
- *(c) Nasiphi isaziso esifunwa ngulo Mthetho;*
- *(d) Indlela efanayo yokusetyenziswa ligosa lolwazi lequmrhu likarhulumente xalisenza isigqibo sokubazeziphi iindidi zeengxelo ekufuneka zenziwe zifumaneke ngokwecandelo le15, kwaye*
- *(e) Nawuphi umcimbi wolawulo okanye wenkqubo oyimfuneko ukuze kuphunyezwe izibonelelozalo Mthetho."*

- Amalungu oluntu anokuhlola okanye enze iikopi zesiKhokelo kwiiofisi zika wonkewonke okanye zabuchala, kubandakanywa neofisi yoMlawuli, ngamaxesha/ngeeyure z/okusebenza aqhelekileyo. Isikhokelo singafumaneka-

    xi. Ngesicelo kwiGosa loLwazi;
    xii. Kwiwebhusayith yoMlawuli (https://www.justice.gov.za/inforeg/).

8. IIREKHODI ZEENKCAZA KUNYE NEENDIDI ZEEREKHODI EZIGCINWE YIECDoE

Iindawo apho iqumrhu ligcina khona iirekhodi	**Iindidi zeerekhodi ezigcinwe kwindawo nganye**
Ijenerali Rejistri	Ijenerali Rejistri ngumgcini wazo zonke iirekhodi eziqhelekileyo ezenziwe kwaye zafunyanwa yiECDoE. Zonke iirekhodi eziphathelele kuMthetho, kwiMiba yezoMthetho, kuLawulo lweZimali, uPhicotho zincwadi lwaNgaphakathi nolwaNgaphandle, iiNkozo eziManyanisiweyo, ezoNxibelelwano, uPhuhliso looTitshala, ubuChwephesha boLwazi kunye neenkonzo zoLwazi. Iinkozo zeAuxiliary noxanduva lweNtlalo, ucwangciso, uvavanyo, ukuhoywa kunye novavanyo.
ICandelo eliNtloko leMcimbi yaBasebenzi	- Imigaqonkqubo yeHR kunye neenkqubo; - Izithuba zongqesho ezipapashiweyo; - Iirekhodi/IiNgxelo zabasebenzi; - Ukufunda nophuhliso umz.: uphuhliso lwezakhono kunye nezicwangciso zoqeqesho - Isicwangciso sobulungisa kwezengqesho kunye neenkcukacha manani
ICandelo lezoMthetho neMithetho	Iirekhodi ezisemthethweni zoLawulo lwezoMthetho.
Ulawulo lwezibhabhathiso/leeKhontrakthi	IziVumelwano ezisemthethweni(IiMvumelwano zeNqanaba leeNkonzo & neMemorandam yokuQondana).
IiMviwo, uVavanyo kunye neKharityhulam	Imigaqonkqubo kunye nemimiselo enxulumene neeMviwo kunye novavanyo. Ingcaciso yoMviwa (ingcaciso yabaviwa abazakubhala iimviwo zeNSC neSC)

Iindawo apho iqumrhu ligcina khona iirekhodi	Iindidi zeerekhodi ezigcinwe kwindawo nganye
	Amanqaku afunyenwe ngabaviwa (amanqaku angahlengahlengiswanga nahlengahlengisiweyo) Iingxelo zokubeka esweni iisistim zeemviwo nezisetyenzwe kwiphondo.
EMIS (Iisistim zoLawulo lweMfundo)	I-EMIS inikeza iiNkcazomanani kuzo zonke izikolo zaseMzantsi Afrika, idatha engaphononongwanga nechanekileyo kule miba ilandelayo: • Indlela aqhuba ngayo umfundi kwisifundo ngasinye ngomfundi ngamnye • Amanani abafundi kwisikolo ngasinye ngokwesithili • Ukuphumelela komfundi kwibanga ngalinye kwisikolo ngasinye • Ubhaliso lwabafundi, kwisikolo ngasinye, kwibanga ngalinye (olubandakanya isini, ubumi, ulwimi & neqela lohlanga)
Iziseko zophuhliso	Iimemorandam ezisayinwe yiECDoE kunye neearhente zomiliselo ezahlukileyo Umgaqonkqubo wolungelelwaniso nolungelelwaniso lwesikolo IMimiselo neMigangatho emalunga neziseko zophuhliso neendawo zokuhlala

9. IINDIDI ZEEREKHODI ZESEBE LEMFUNDO- LEMPUMA KOLONI EZIFUMANEKA KWIECDoE WEBHUSAYITHI

- Amaphepha eemviwo (eminyaka edluleyo)
- Iincwadi zoqeqesho
- Umthetho
- Ukukhutshwa kweMediya
- Upapasho
- Iziphumo zoPhando
- Iintetho
- Isicwangciso sobuchule seECDoE
- Izicwangciso zoMsebenzi woNyaka
- IiNgxelo zonyaka
- IiSetyhula
- IiNgxelo zovavanyo

- IiFom/Amagxwebhu
- IiNgxelo ngokubanzi
- Iingxelo zeKota
- Iifom zesiKolo
- Iingxelo zesiKolo
- Izikhokelo zokufunda
- Uqeqesho looTitshala
- Amaxwebhu loLawulo lweSikolo

10. INKQUBO YESICELO KUNYE NEENTLAWULO EZIHLAWULWAYO

- Kufikelelwa njani kwirekhodi (ulwazi)

  - Umceli kufuneka asebenzise ufom A ekwiGazethi kaRhulumente [Isaziso sikaRhulumente R187 se15 Februwari 2002].
  - Isicelo kufuneka sibonise ngokucacileyo ukuba ngaba isicelo sesekopi yerekhodi okanye ufuna ukuza isiqu ukuza kujonga iirekhodi kwiofisi yeECDoE.
  - Impendulo kwisicelo kufuneka inikwzelwe ngendlela ebesicelwe ngayo, ngaphandle kokuba ukwenza njalo kuya konakalisa irekhodi yeECDoE okanye kwaphule ilungelo lobunini baloo rekhodi. Umrhumo kufuneka ubalwe ngokokunikiweyo kumceli.
  - Ukuba ulwazi lucelwa ngumntu wesithathu, ingxelo enjalo kufuneka ibonise ngokucacileyo into efanayo, kwaye kufuneka ikhatshwe ngamandla anikwa liqwetha ngumceli.
  - Ingxelo/irekhodi inokucelwa ngomlomo, okanye ishicilelwe, ngokwesicelo.
  - Isicelo masingeniswe kwiBambela Ntloko leSebe, apha SNuku@ecdoe.gov.za okanye kuSandra Naidoo, uSekela Gosa loLwazi, apha SNaidoo@ecdoe.gov.za

- Imirhumo ehlawulelwa isicelo
  - Kukho iindidi ezimbini zeentlawulo ezihlawulwayo, umrhumo wesicelo kunyenomrhumo wokufikelela.
  - Ukuba umfakisicelo ucela ulwazi lomntu wakhe, ngoko akukho mali ihlawulwayo, nangona kunjalo ukuba isicelo sesalo naluphi olunye uhlobo, intlawulo iya kuhlawlwa.
  - IGosa loLwazi okanye iDIO kufuneka imazise umfakisicelo ngesicelo sentlawulo ehlawulwayo kwaye inokucela loo ntlawulo phambi kokuba isicelo siqwalaselwe.
  - Umrhumo oceliweyo ohlawulwayo kwiECDoE yiR35-00, ukuba umfakisicelo akonwatyiswa kukuhlawula intlawulo enjalo, unokufaka isibheno sangaphakathi kwiECDoE, okanye afake isicelo enkundleni ngokuchasene nokuhlawula intlawulo emiselweyo.
  - Nje ukuba isigqibo senziwe ngu-IO noDIO, umfakisicelo uya kwaziswa ngeso sigqibo ngendlela ayikhethileyo kweso saziso.
  - Ukuba umfakisicelo unikwe enye intlawulo umrhumo wokufikelela kufuneka uhlawulwe ukukhangelwa nokulungiselelwa ulwazi.
  - Uluhlu lweentlawulo ezimiselweyo luqhotyoshelwe kuleManyuwali njengeSihlomelo “A”.

11. UKUBANDAKANYEKA KOLUNTU KUQULUNQO LOMGAQONKQUBO OKANYE EKUSEBENZISENI AMAGUNYA OKANYE UKWENZIWA KWEMISEBENZI YI-ECDoE

Imithetho eyahlukileyo kwezeMfundo imisela ukuba iinkqubo zothethathethwanokufuneka zenzeke nomntu/abantu okanye amaqumrhu anokuchongwa. Isaziso sokuthatha inxaxheba koluntu sifakwe kwigazethi yiECDoE malunga neempendulo zabacaphazelekayo kunye noluntu.

12. UKWENZIWA KWEENKCUKACHA ZOMNTU

ISahluko 3 soMthetho wePOPI sinika iMiqathango ephantsi yokuPhathwa ngokusemthethweni kweeNkcukacha zoMntu liQela elinoxanduva (Responsible Party). Le miqathango ayinakutyeshelwa ngaphandle kokuba kungabandakanywa okukhethekileyo njengoko kuchaziwe kuMthetho wePOPI.

Iqela elinokuthenjwa kufuneka liqinisekise ukuba ulungiselelo njengoko kuchaziwe kwisahluko 3 somMthetho wePOPI kunye nawo onke amanyathelo anika impembelelo kwiimeko ezinjalo, ahlanganiswe ngexesha lokumiselwa kwenjongo kunye neendlela zokusetyenziswa nangexesha lokusetyenzwa.

I-ECDoE ngawo onke amaxesha iya kuthobela iCandelo 5 lePOPIA ekuqinisekiseni ukuba iiNkcukacha zoMntu zaLowo kuThethwa Ngaye:-

(a) Zisetyenzwa ngokusemthethweni, ngokufanelekileyo nangokungafihlisiyo
(b) Zisetyenzwa kuphela ngenjongo ekuqokelelwe yona
(c) Azizukwenziwa ngenjongo yesibini, ngaphandle kokuba loo nkqubo iyahambelana nenjongo yokuqala
(d) Zanele, ifanelekile kwaye ayigqithisanga kwinjongo ebiqokelelwa yona
(e) Zichanekile kwaye igcinwa isexesheni
(f) Zisetyenzwa ngokungqinelana nemigaqo eyingqibelelo kunye neyimfihlo, oku kubandakanya imilinganiselo yokuphila kunye nentlangano yokuqinisekisa ukuba uLwazi lomNtu kwimo yokuphila kunye neyendlela e-elektroniki lixhomekeke kwinqanaba elifanelekileyo lokhuseleko xa ligcinwa, lisetyenziswa kwaye linxibelelana ne-ECDoE ukuze kukhuselwe ukufikelela, kunye nokufunyanwa ngabantu abangagunyaziswanga kunye nelahleko ngengozi, ukutshatyalaliswa okanye umonakalo.
(g) Zisetyenzwa ngokuhambelana namalungelo aLowo kuThethwa Ngaye.

Injongo yokuLungiselela

ULwazi lomNtu lusenokwenziwa kuphela ngenjongo ethile.
I-ECDoE isebenzisa iiNkcukacha zoMntu phantsi kokhathalelo lwayo ngeendlela azilandelayo:

- Ulawulo lwabasebenziStaff
- Ukugcinwa kweerekhodi zootitshala nabafundi
- Ukugcinwa kwababonelelinkonzo nababoneleli beenkonzo

- Iirekhodi zabachaphazelekayo kwiECDoE
- Ukuthobela irhafu

Inkcazo yeendidi Yabo Bachaphazelekayo kunye nolwazi okanye iindidi zolwazi olunxulumene noko

Iindidi Zabo Bachaphazelekayo	**Iinkcukacha zoMntu ezinokuthi zeNziwe**
Abantu abaqhelekileyoNatural Persons	Igama nefani; iinkcukacha zoqhakamshelwano (iinombolo zonxibelelwano, inombolo yefeksi, i-imeyile); Idilesi yendawo yokuHlala, yeposi okanye idilesi yoshishini/yomsebenzi;Inombolo eyodwayeSzisi/inombolo yesazisi kunyenembalelwano eyimfihlo.
Abantu Abasemthethweni	Amagama abantu ekuqhakamshelwana nabo; Igama lequmrhu elisemthethweni; idilesi yendawo yokuhlala neyeposi; (iinkcukacha zoqhakamshelwano, inombolo yefeksi, idilesi yeimeyile); inombolo yobhaliso; ezemali, urhwebo, inzululwazi okanye ulwazi lobugcisa kunye neemfihlo zorhwebo.
Abasebenzi	Isini, ukukhulelwa, ubume bomtshato; uHlanga, ubudala,ulwimi, ulwazi lwemfundo (iziqinisekiso zemfundo); ulwazi lwemali; imbali yengqesho; Inombolo yesazisi; idilesi yendawo yokuhlala neyeposi; iinkcukacha zoqhakamshelwano (iinombolo zoqhakamshelwano, inombolo yefeksi, idilesi yeimeyile); ukuziphatha kulaphulomthetho; intlalontle kunye nezalamane zabo (namalungu osapho) uhlanga, unyango, isini, ubuzwe, imvelaphi yobuhlanga, okanye imvelaphi yentlalo, ukuziqhelisa ngokwesondo, ubudala, impilo yomzimba okanye yenqondo, intlalontle, ukhubazeko, inkolo, isazela, inkolo, inkcubeko, ulwimi, ulwazi lwebhayometriki yomntu.

Abamkeli okanye iindidi zabamkeli ekunokuthi kunikezelwe kubo iinkcukacha zomntu

Iindidi zeenkcukacha zabantu	**Abamkeli okanye Iindidi zaBamkeli**
Inombolo yesazisi negama, lokujonga ulwaphulo mthetho.	Inkozo yamaPolisa aseMzantsi Afrika
Iziqinisekiso zemfundo, ukuqinisekisa ukunyaniseka kwazo.	UGunyanziwe wemiGangathomfundo yaseMzantsi Afrika
Ityala kunye nembali yentlawulo, malunga ngolwazi lwetyala.	IBhodi zamaTyala

UkuChaza ngeeNkcukacha zoMntu

I-ECDoE inokwazisa neeNkcukacha zoMntu kwamanye amaSebe ePhondo okanye eLizwe. I-ECDoE inokuziveza iinkcukacha zoMntu apho kukho umsebenzi okanye ilungelo lokuveza ngokwemigaqo yomthetho osebenzayo, umthetho okanye apho kunokuthathwa ngokuyimfuneko ukuze kukhuselwe amalungelo e-ECDoE.

13. ILUNGELO LABO BACHAPHAZELEKAYO/KUTHETHWA NGABO

Ilungelo lokufumana iinkcukacha zomntu (Icandelo 23 lePOPIA)

I-ECDoE iyakuvuma ukuba Lowo uChaphazelekayo unelungelo lokufumanisa ukuba ulwazi olugcinwe yiECDoE lunxulumene naye, kuquka nelungelo lokucela loo datha.

Ilungelo lokulungisiwa okanye kokucinywa kweenkcukacha zomntu (Icandelo 24 lePOPIA)

Lowo uChaphazelekayo unelungelo lokucela apho kuyimfuneko, ukuba iinkcukacha zake zilungiswe okanye zicinywe apho iECDoE ingasagunyaziswanga ukugcina ezo nkcukacha zomntu.

Ilungelo lokuchasa ukusetyenzwa kweenkcukacha zoMntu

Lowo uChaphazelekayo unelungelo, ngezizathu ezifanelekileyo, ukuchasa ukusetyenzwa kolwazi lakhe leperoal. Kwezi meko, iECDoE iya kuthathela inqalelo ngokufanelekileyo isicelo neemfuno zePOPIA.

Ilungelo lokuchasa ukuthengisa ngokuthe ngqo

Lowo uChaphazelekayo unelungelo lokusebenzwa kwenkcukacha zakhe kwiinkqubo zokuthengisa ngokuthe ngqo ngonxibelelwano lwe-elektronikhi olungacelwanga.

Ilungelo lokwaziswa (Icandelo 18 nela22 lePOPIA)

Lowo uChaphazelekayo unelungelo lokwaziswa ukuba iinkcukacha zakhe ziqokelelwe yiECDoE. Lowo uChaphazelekayo unelungelo lokwaziswa ngayo nayiphi imeko ukuba iEDoE inamandla abambekayo wokukhokelwa ukuba iinkcukacha zomntu zalowo uchaphazelekayo zifunyenwe ngumntu ongagunyaziswanga

14. UKUFUMANEKA KWEMANYULWALI

Le Manyuwali yenziwe yafumaneka ngeelwimi ezine ezisemthethweni ezilandelayo-

- IsiNgesi;
- IsiBhulu
- IsiXhosa
- Sesotho

Ikopi yale Manyuwali okanye inguqulelo ehlaziyiweyo ngoko iyafumaneka ngolu hlobo lulandelayo-

- ku www.ecdoe.gov.za, ukuba ikhona, eyequmrhu loluntu;
- kwiofisi eyintloko yequmrhu likarhulumente ukuze ihlolwe nguwonkewonke ngamaxesha omsebenzi aqhelekileyo;
- kuye nawuphi umntu ngesicelo naxa kuhlawulwe umrhumo omiselweyokinye nakuMlawuli woLwazi ngesicelo naku
- Mlawuli woLwazi ngesicelo.
- Umrhumo wekopi yeManyuwali, njengoko kuchaziwe kwisihlomelo B seMigaqo, uyakuhlawula ngokwekopi nganye eyiA4 ubukhulu ekopiweyo.

15. UKUHLAZIYWA KWEMANYUWALI

ISEBE LEMFUNDO LASE MPUMA KOLONI liya, ukuba kuyimfuneko, liyakuyihlaziya le manyuwali kwaye loo Manyuwali iya kupapashwa ngonyaka ngamnye.

Ikhutshwe ngu

DR S NUKU
IBAMBELA NTLOKO LESEBE

ISIHLOMELO A

Umrhumo omiselweyo

Le mirhumo imiselwe kwiSigaba II sesiHlomelo A kuMmiselo omalunga nokuPhakanyiswa koFikelelo kuLwazi (olupapashwe phantsi koGN R187 kwi *GG* 23119 yowe15 February 2002).

1. **Umrhumo wekopi yemanyuwali** njengoko kuchaziwe kummiselo 5(c) yi R0,60 ngekopi yeA4-ubukhulu bephepha okanye inxalenye.

2. Icandelo 15(3) loMthetho lithi: "Ekuphela komrhumo ohlawulwayo (ukuba kukho nawuphi) ukufikelela kwirekhodi ... ngumrhumo omiselweyo wokuvelisa kwakho." Le **mirhumo yokuphinda yenziwe ngolu hlobo** lulandelayo:

(a) Ngekopi efotiweyo nganye ebukhulu buyiA4 yephepha okanye inxalenye ngoko: R0,60

(b) Ngekopi nganye eprintiweyo ebukhulu buyiA4 yephepha okanye inxalenye egcinwe ekhompyutheni okanye kwimo yombane okanyeefundeka ngomatshini: R0,40

(c) Ngekopi ekwikhompyutha ekwifom efundekayo eli—

(i) cwecwe lestiffy diskhi R5,00

(ii) cwecwe lecompact diskhi R40,00

(d) (i) Ngoshicilelo lwemifanekiso ebonakalayo, ebukhulu buyiA4 yephepha okanye inxalenye yalo R22,00

(iii) Ngekopi yemifanekiso R60,00

(e) (i) Ngoshicilelo lwerekhodi enesandi/erekhodiweyo, ngephepha elibukhulu buyiA4 Okanye inxalenye yalo R12,00

(iii) Ngekopi yerekhodi enesandi/erekhodiweyo R17,00

3. **Umrhumo wesiceloThe request fee**ohlawulwa nguye nawuphi umceli, ngaphandle koMnini Sicelo, ngokojolise kummiselo 7(2) yi R35,00

4. **Iintlawulo zokufikelela** ezihlawulwa ngumceli ngokubhekiselele kummiselo 7(3) zimi ngolu hlobo:

(1) (a) Ngekopi efotiweyo nganye ebukhulu buyiA4 okanye inxalenye yayo R0,60

(b) Ngekopi eprintiweyo ebukhulu buyiA4 yephepha okanye inxalenye yayo Ekwikhompyutha okanye kwi elektronikhi okanye umashini ofundekayo R0,40

(c) Ngekopi ekwikhopyutha ekwimo efundekayo eli—

(i) cwecwe lestiffy diskhi R5,00

(ii) cwecwe lecompact diskhi R40,00

(d) (i) Ngoshicilelo lwemifanekiso, ebukhulu buyiA4 yephepha okanye inxenye yayo R22,00

(ii) Ngekopi yemifanekiso R60,00

(e) (i) Ngoshicilelo lwerekhodi enesandi/erekhodiweyo, ebukhulu buyIA4 yephepha okanye inxenye R12,00

(ii) Ngekopi yerekhodi enesandi/erekhodiweyo R17,00

(f) Ukukhangela nokulungiselela ingxelo ukuze idizwe, R15,00 kwiyure nganye okanye inxalenye yeyure, ngaphandle kweyure yokuqala, efunekayo ngokufanelekileyo kuphando olunjalo nolungiselelo.

(2) Ngeenjongo zecandelo 22(2) loMthetho, kusebenza oku kulandelayo:

(a) Iiyure ezintandathu njengeeyure emazigqithwe phambi kokuba kuhlawulwe idiphozithi; ne

(b) sinye kwisithathu (one third) somrhumo sofikelelo sihlawulwa njenge dephozithi ngumceli.

(3) Eyona mali yokuposa iyahlawulwa xa ikopi yerekhodi kufuneka iposelwe kumceli.