



KWAZULU-NATAL PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

UMNYANGO WEZOKUHLALISWA KWABANTU KWAZULU-NATALI

**IBHUKWANA ELIQUKETHE IZINQUBO
EZIMAQONDANA NOMTHETHO WOKUVIKELA
ULWAZI OLUMAQONDANA NOMUNTU NGQO I-
*POPIA***

Okuqukethwe

1.	Isizathu Sokukhishwa Kwaleli Bhukwana	3
2.	Umkhawuko Waleli Bhukwana	3
3.	Inhloso Yaleli Bhukwana	3
4.	Izincazelo kanye Nezifinyezo Zamagama	3
5.	Izinqubo ze- <i>POPIA</i>	5
5.1.	Okunye Ukucutshungulwa Kolwazi Olumaqondana Nomuntu Ngqo	5
5.2.	Inqubo Elandelwayo Ukuze Kutholakale Imvume.....	8
5.3.	Inqubo Elandelwayo Ekutholeni Ulwazi Oluseqophelweni Eliphezulu	11
5.4.	Inqubo Elandelwayo Uma Kulungiswa Ulwazi Olumaqondana Nomuntu Ngqo.....	14
5.5.	Inqubo Elandelwayo Uma Kufakwa Izikhalo Zobumfihlo kanye Nokuphendula Ezehlakalweni.....	16
5.6.	Inqubo Elandelwayo Ekuhlaziyweni Nasekuphathweni Kolwazi	19
5.7.	Ukuphikiswa Kwenqubo Elandelwayo Ekucutshungulweni Kolwazi Olumaqondana Nomuntu Ngqo 20	
5.8.	Ukwaziswa Kwabanikazi Bolwazi kanye Nenqubo Yomlawuli Wolwazi	23
5.9.	Izicelo Zokufinyelela Olwazini Olumaqondana Nomuntu Ngqo – Inqubo Elandelwayo Ezicelweni Ezifakwa Ngabanikazi Bolwazi	26
5.10.	Izicelo Zokufinyelela Olwazini Olumaqondana Nomuntu Ngqo – Inqubo Elandelwayo Ezicelweni Ezifakwa Wuhlangothi Lwesithathu	29
6.	Ukuqashwa Kokulawulwa Kobumfihlo	32
7.	Amafomu Anqunyiwe E- <i>POPIA</i>	32

1. Isizathu Sokukhishwa Kwaleli Bhukwana

UMthetho Wokuvikela Ulwazi Olumaqondana Nomuntu ngqo, uMthetho uNo.4 wezi-2013 (i-*POPIA*) uqinisekisa inelungelo lobumfihlo elikumthethosisekelo ngokweSigaba 14 Somqulu Wamalungelo Esintu woMthethosisekelo waseNingizimu Afrika. Ukungahambisani nalo Mthetho kungaholela ekutheni umuntu akhokhele uMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali izinhlawulo zomonakalo kanye nokungcolisa igama lalo Mnyango. Uhlobo lomsebenzi owenziwa yilo Mnyango nsuku zonke, wukuqoqa uphinde ucubungule ulwazi olumaqondana nomuntu ngqo okungaba ngabasebenzi, abahlinzekimisebenzi kanye nabanye abawuhlangothi lwesithathu. Ngalokho-ke, uMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali uthathwa ngokuthi yiwona “owuhlangothi oluqondene” ngokwe-*POPIA* kanti-ke kulindeleke ukuthi uhambisane nemibandela kanye nezimiso ezilawula ukucutshungulwa kolwazi olumaqondana nomuntu ngqo.

2. Umkhawuko Waleli Bhukwana

Leli bhukwana lezinqubo lisebenza kubo bonke abasebenzi boMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali, abahlinzekimisebenzi, osonkontileka kanye nezinye izinhlaka ezisebenzisana nalo Mnyango.

3. Inhloso Yaleli Bhukwana

3.1 Inhloso yaleli bhukwana lezinqubo ukusiza uMnyango Wezokuhlaliswa Kwabantu Kwa-Zulu Natali ekutheni ukwazi ukuhambisana nezimiso ze-*POPIA* maqondana nokwenziwa komsebenzi ngokuthi:

3.1.1 Lichaze izinqubo eziphathelene nobumfihlo maqondana nokucutshungulwa kanye nokuphathwa kolwazi olumaqondana nomuntu ngqo; liphinde futhi

3.1.2 Lididiyele ubumfihlo ngaphansi kwezinqubomgomo kanye nezinqubo zoMnyango ezivele zikhona eziphathelene kumbe ezinomthelela ekucutshungulweni kolwazi olumaqondana nomuntu ngqo kanye nokuxhumana Nabanikazi Bolwazi.

4. Izincazelo kanye Nezifinyezo Zamagama

Abanikazi Bolwazi	Abanikazi bolwazi olumaqondana nomuntu ngqo oluqoqwe ngezindlela ezahlukahlukene lwase lucutshungulwa nguMnyango Wezokuhlaliswa Kwabantu Kwa-Zulu Natali ngokwemisebenzi yawo.
Ubumfihlo	Ukuvikela amalungelo abanikazi bolwazi ngokuqinisekisa ukuthi ulwazi olumaqondana nomuntu ngqo lutholakala, lucutshungulwe, lugcinwe futhi lulahlwe ngendlela esemthethweni kanti futhi lolu lwazi kufanele lutholwe yilabo abaludingela izizathu ezizwakalayo.
I-POPIA	UMthetho Wokuvikela Ulwazi olumaqondana Nomuntu ngqo, uMthetho uNo.4 wezi-2013.
I-PAIA	UMthetho Wokukhuthaza Ukufinyelela Olwazini uno. 2 wezi-2000.
Inqubomgomo	Iqoqo lemigomo eyamukelwe nguMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali ngenhloso yokuhambisana nezimiso zolawulo kanye nokufezekisa izinhloso zamasu okusebenza, ezimaqondana nolawulo oluthile futhi okuyizona ezilawula indlela yokuziphatha eMnyangweni.
Izimiso Zolawulo	Nanoma yimuphi umthetho oshayiwe osebenzayo eMnyangweni Wezokuhlaliswa Kwabantu KwaZulu-Natali, okungumthetho oshayiwe obekwe esigatshaneni i-KwaZulu-Natal Department of Human Settlements' Compliance Universe njengalokhu sichitshiyelwe izikhathi ngezikhathi.
Isikhulu esibhekele Ulwazi	Umuntu obhekele imisebenzi yokulawulwa kobumfihlo kanye nokuqinisekisa ukugcinwa kwezimiso ze-PAIA kanye neze-POPIA eMnyangweni Wezokuhlaliswa Kwabantu KwaZulu-Natali.
Isekele Lesikhulu esibhekele Ulwazi	Umuntu omaqondana nokwelekelela Isikhulu esibhekele Ulwazi maqondana nemisebenzi yokulawulwa kobumfihlo kanye

nokuqinisekisa ukugcinwa kwezimiso ze-PAIA kanye neze-POPIA eMnyangweni Wezokuhlaliswa Kwabantu KwaZulu-Natali.

Indlela Yokuqoqa Ulwazi Indlela okuqoqwa ngayo ulwazi olumaqondana nomuntu ngqo kumnikazi wolwazi. Lokhu kungaba ngamafomu angamaphepha okufaka izicelo, uhlu lwemibuzo, izinkontileka, nokunye., noma izindlela zobuchwepheshe besimanje okungaba ngamakhasi e-*online web*, i-imeyili, i-MS, ucingo, nokunye.

5. Izingqubo ze-POPIA

5.1. Okunye Ukucutshungulwa Kolwazi Olumaqondana Nomuntu Ngqo

5.1.1. Inqubo Ngokufingqiwe

Le nqubo ichaza ngezinyathelo okufanele zithathwe ukuze kutholakale ukuthi kungabe okunye ukucutshungulwa kolwazi olumaqondana nomuntu ngqo kwenziwe ngendlela ehambisanayo noma engahambisani nenhloso yasekuqaleni yokuqoqwa kolwazi olumaqondana nomuntu ngqo kubanikazi bolwazi ukuze lucutshungulwe.

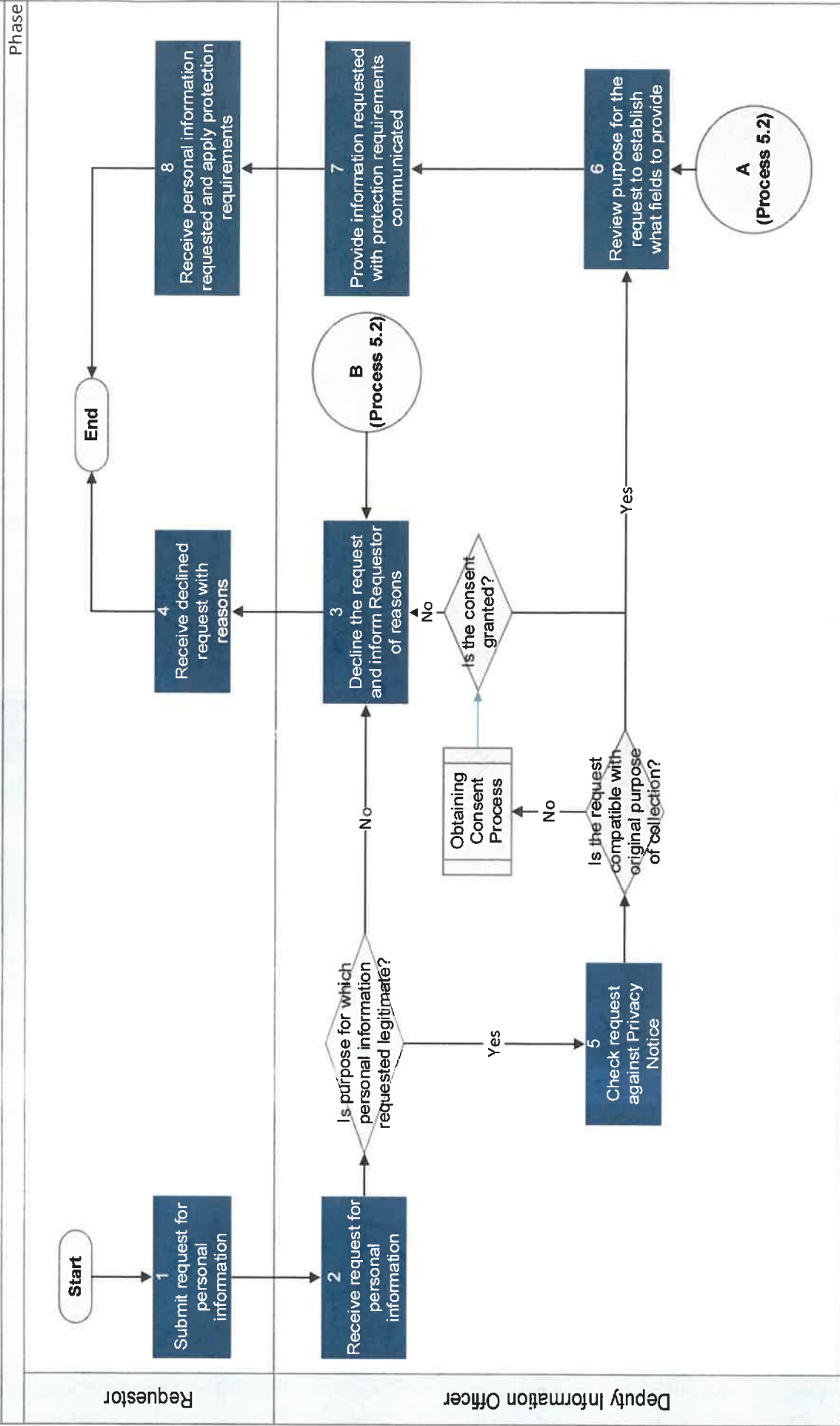
5.1.2 Incazelo Yenqubo

- (a) Ocelayo kumele alethe isicelo solwazi olumaqondana nomuntu ngqo kulowo oyiSekela leSikhulu esibhekele Ulwazi.
- (b) Emva kokwamukela isicelo, iSekela leSikhulu esibhekele Ulwazi kufanele libheke ukuthi kungabe inhloso yokucela ulwazi olumaqondana nomuntu ngqo sisemthethweni yini. ISekela leSikhulu esibhekele Ulwazi siyasichitha isicelo esibonakala singekho emthethweni bese azisa Ocelayo ngezizathu zokuchithwa kwesicelo.
- (c) Uma inhloso yesicelo isemthethweni, iSekela leSikhulu esibhekele Ulwazi sibe sesibheka isicelo ngokusiqhathanisa nesaziso sobumfihlo ngenhloso

yokuqinisekisa siyahambisana nenhloso yasekuqaleni yokucelwa kolwazi olumaqondana nomuntu ngqo.

- (d) Uma isicelo singahambisani nenhloso yasekuqaleni yokuqoqwa kolwazi, kufanele kutholakale imvume Yomnikazi Wolwazi ngaphambi kokuba isicelo [sicutshungulwe](#). Ukucutshungulwa kwesicelo kungenziwa kuphela uma Umnikazi Wolwazi enikeza imvume. Uma ingekho imvume enikeziwe, isicelo kufanele sichithwe, bese kwaziswa Ocelayo ngokuchithwa kwesicelo.
- (e) Maqondana nezicelo ezihambisana nenhloso yasekuqaleni yokuqoqwa kolwazi kumbe uma Umnikazi Wolwazi eyinikezile imvume, iSekela leSikhulu esibhekele Ulwazi sibe sesibuyekeza inhloso yesicelo ukuze sithole ukuthi yimiphi imikhakha okufanele ihlinzikwe ngokwenhloso yesicelo.
- (f) ISekela leSikhulu esibhekele Ulwazi sibe sesihlinzeka Ocelayo ngolwazi olumaqondana nomuntu ngqo oluceliwe okuhambisana nezinto ezidingekayo maqondana nokuvikeleka kwalolo lwazi.
- (g) Ocelayo ube esemukela ulwazi olumaqondana nomuntu ngqo abelucelile kulowo oyiSekela leSikhulu esibhekele Ulwazi bese elandela izimiso zokuvikelwa kwalolo lwazi.

Title: 5.1 Further Processing of Personal Information Process



5.2. Inqubo Elandelwayo Ukuze Kutholakale Imvume

5.2.1. Inqubo Ngokufingqiwe

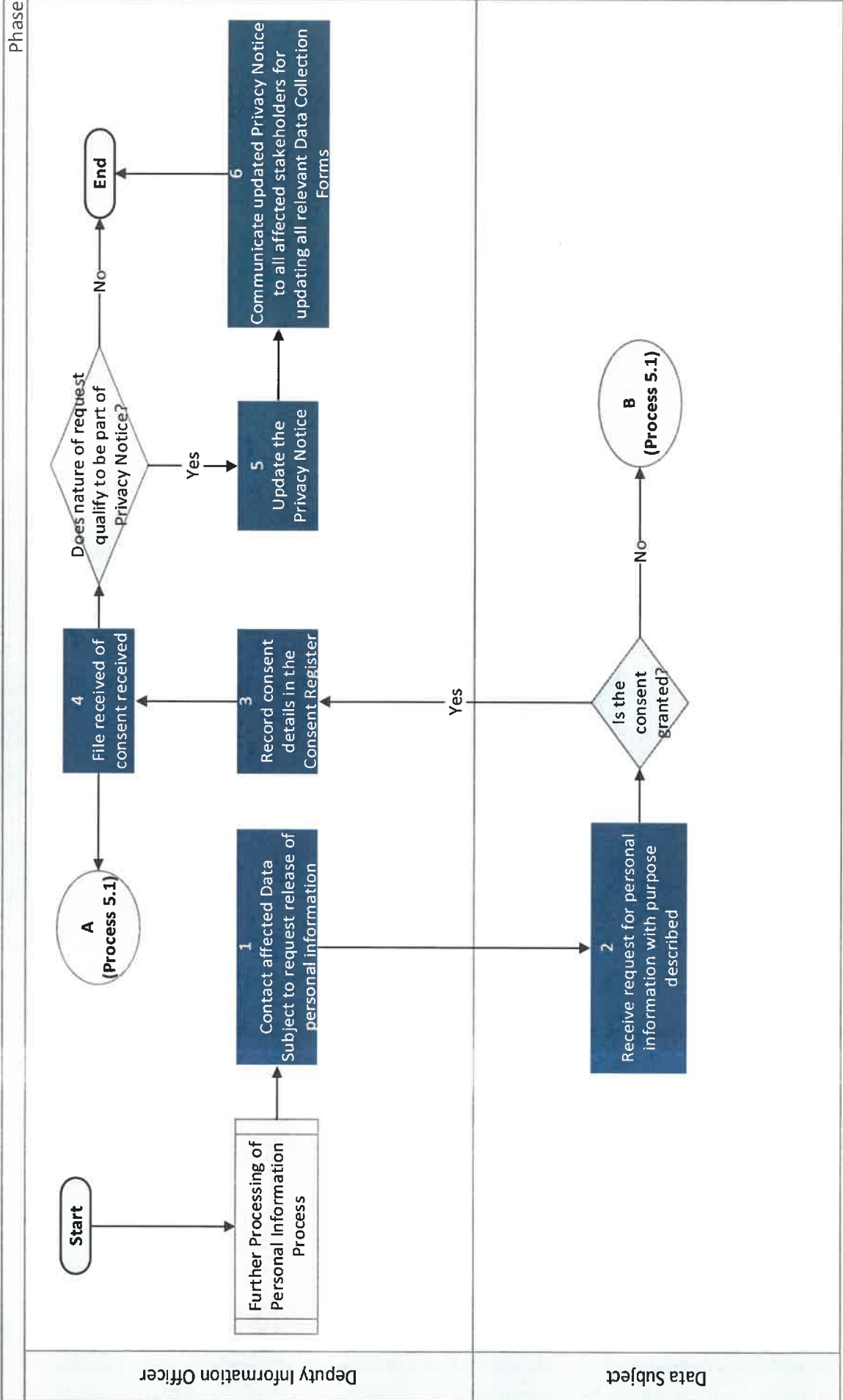
Le nqubo ichaza ngezinyathelo okufanele zilandelwe ukuze kutholakale imvume Yomnikazi Wolwazi emaqondana nokunye ukucutshungulwa kolwazi uma kutholakala ukuthi isicelo solwazi olumaqondana nomuntu ngqo asihambisani nenhloso yasekuqaleni yokuqoqwa kolwazi olumaqondana nomuntu ngqo.

5.2.2. Incazelo Yenqubo

- (a) Isekela leSikhulu esibhekele Ulwazi libe selixhumana Nomnikazi Wolwazi othintekayo ngenhloso yokucela imvume yokunikezela ngolwazi lwakhe kulowo Olucelayo.
- (b) Emva kokuthola isicelo, Umnikazi Wolwazi ube esethatha isinqumo sokuthi uyayinikeza imvume noma cha.
- (c) Uma Umnikazi Wolwazi enqaba ukunikeza imvume, iSekela leSikhulu esibhekele Ulwazi kufanele asichithe isicelo sokucutshungulwa kolwazi olumaqondana nomuntu ngqo bese azisa Ocelayo ngezizathu zokuchithwa kwesicelo.
- (d) Uma Umnikazi Wolwazi eyinikezile imvume yokunye ukucutshungulwa kolwazi olumaqondana nomuntu ngqo, iSikhulu esibhekele Ulwazi kufanele sibhale phansi imininingwane yemvume kwirejista yezimvume i-*Consent Register* bese sifaka ubufakazi bemvume efayelini ukuze bugcineke kahle futhi bukwazi ukusetshenziswa nangesikhathi esizayo.
- (e) Isekela leSikhulu esibhekele Ulwazi sibe sesihlola uhlobo lwesicelo solwazi olumaqondana nomuntu ngqo ngenhloso yokuthola sifanelekile yini ukuba yisaziso esimaqondana nomuntu ongumnikazi waso kuphela i-*private notice*.

- (f) Uma isicelo sifanelekile, iSekela leSikhulu esibhekele Ulwazi libe selibhala isaziso esimaqondana nomuntu ongumnikazi waso kuphela bese lithumela lesi saziso esisha esimaqondana nomuntu ongumnikazi waso kuphela kuzo zonke Izinhlaka Okusetshenziswana (*Stakeholders*) nazo ezithintekayo ngenhloso yokulungisa wonke amafomu okuqoqa ulwazi athintekayo.

Title: 5.2 Obtaining Consent Process



5.3. Inqubo Elandelwayo Ekutholeni Ulwazi Oluseqophelweni Eliphezulu

5.3.1 Inqubo Ngokufingqiwe

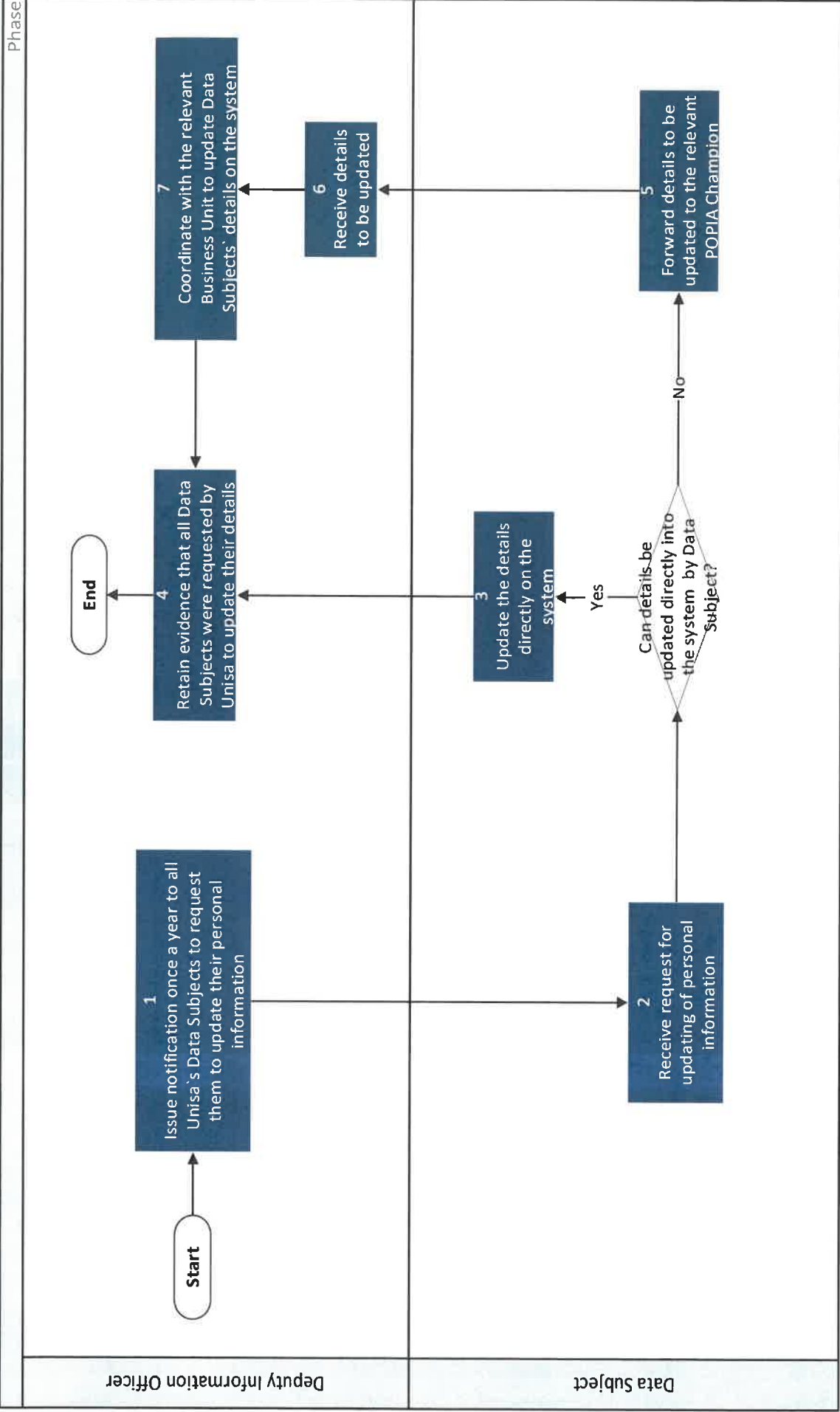
Le nqubo ichaza ngezinyathelo okufanele zilandelwe ukuze kwaziswe Umnikazi Wolwazi ukuthi ulwazi olumaqondana naye ngqo luidinga ukubuyekezwa kanye nokulungiswa kabusha. Le nqubo ibandakanya izinyathelo okufanele zilandelwe ukuze kulungiswe kabusha ulwazi olumaqondana nomuntu ngqo ngaphansi kwazo zonke izimo ezidinga ukuba kulungiswe ulwazi kabusha.

5.3.2 Incazelo Yenqubo

- (a) ISekela leSikhulu esibhekele Ulwazi likhipha izaziso kanye ngonyaka kubo bonke Abanikazi Bolwazi eMnyangweni Wezokuhlaliswa Kwabantu KwaZulu-Natali ngenhloso yokubacela ukuba balungise kabusha ulwazi olumaqondana nabo ngqo.
- (b) Abanikazi Bolwazi babe sebethola izicelo zokuba balungise kabusha ulwazi olumaqondana nabo ngqo baphinde futhi balungise kabusha neminingwane yabo ezinhlelweni zamakhompyutha uma bekwazi ukufinyelela ezinhlelweni zamakhompyutha oMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali.
- (c) Uma Abanikazi Bolwazi bengakwazi ukufinyelela ezinhlelweni zamakhompyutha oMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali, babe sebethumela ulwazi olumaqondana nabo ngqo ukuze lulungiswe kabusha yiSekela leSikhulu esibhekele Ulwazi.
- (d) ISekela leSikhulu esibhekele Ulwazi libe selemukela ulwazi olumaqondana Nabanikazi Bolwazi okufanele lulungiswe kabusha bese exhumana noPhiko (*i-Business Unit*) maqondana nokulungiswa kabusha kweminingwane.
- (e) Uma ulwazi olumaqondana nomuntu ngqo selulungisiwe kabusha, iSekela leSikhulu esibhekele Ulwazi esimaqondana kufanele ligcine ubufakazi

bokuthi uMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali wabacela bonke Abanikazi Bolwazi ukuthi ukuba balungise kabusha imininingwane yabo.

Title: 5.3 Data Quality Process



5.4. Inqubo Elandelwayo Uma Kulungiswa Ulwazi Olumaqondana Nomuntu Ngqo

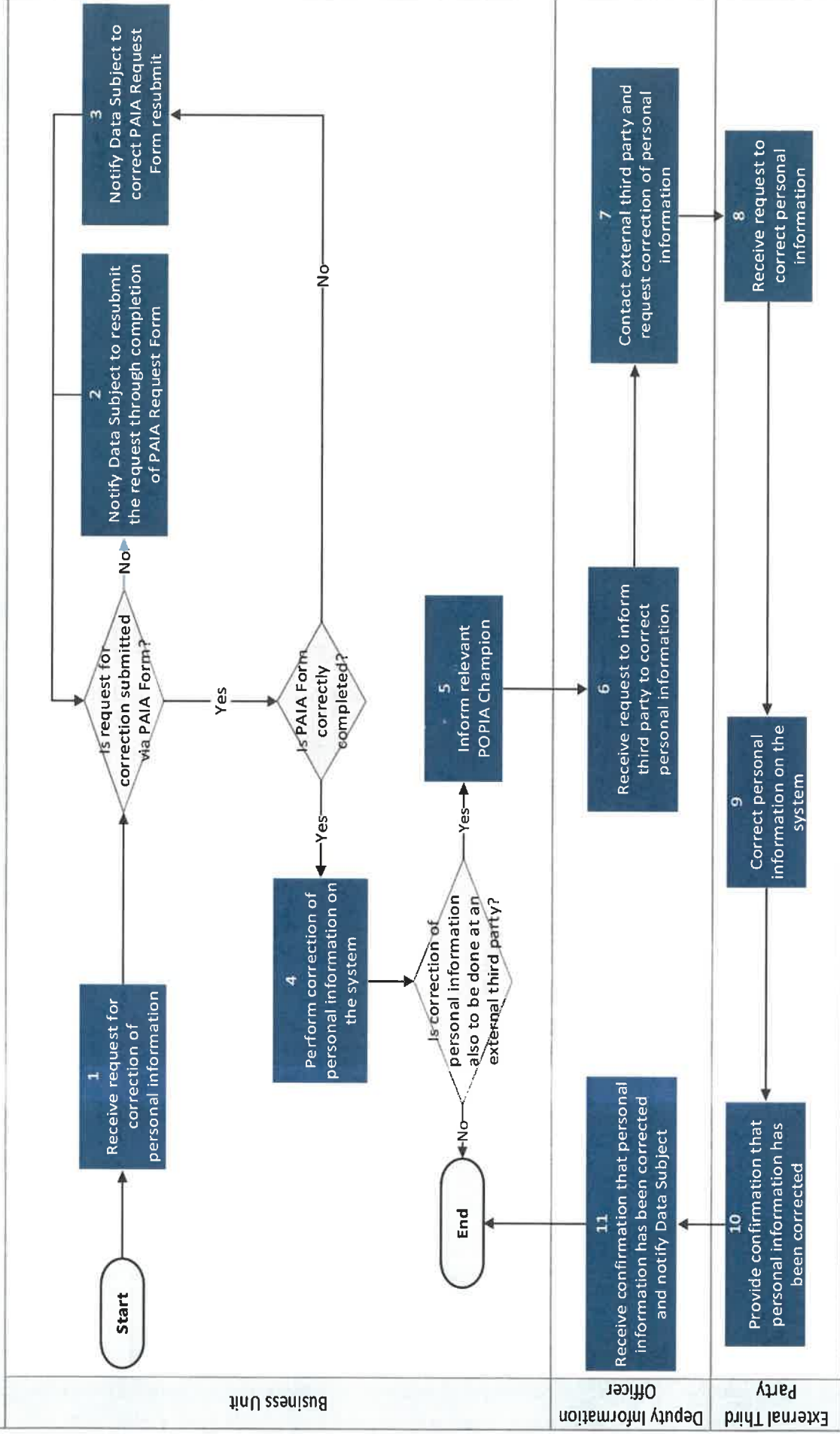
5.4.1 Inqubo Ngokufingqiwe

Le nqubo ichaza ngezinyathelo okufanele zilandelwe maqondana nokuphathwa kwezicelo zokulungiswa kolwazi olumaqondana ngqo Nabanikazi Bolwazi.

5.4.2 Incazelo Yenqubo

- (a) UPhiko (*i-Business Unit*) oluqondene lwamukela isicelo sokulungiswa kolwazi olumaqondana ngqo Nomnikazi Wolwazi ngefomu 2 le-*POPIA* eligcwaliswe ngendlela efanele bese luhlolisisa uMnikazi Wolwazi ngenhloso yokuqinisekisa ukuthi lowo Ocela ulwazi olumaqondana nomuntu ngqo ungumnikazi wolwazi ngempela.
- (b) Uma Umnikazi Wolwazif eseqinisekisiwe, uPhiko (*i-Business Unit*) lube selulungisa ulwazi olumaqondana nomuntu ngqo ohlweni lwamakhompyutha olufanele.
- (c) Uma ulwazi olumaqondana nomuntu ngqo ludinga ukulungiswa enkundleni yananoma yiluphi uhlangothi lwesithathu, uPhiko (*i-Business Unit*) lube selwazisa iSekela leSikhulu esibhekele Ulwazi ukuba luxhumane nohlangothi lwesithathu oluthintekayo.
- (d) Uhlangothi lwesithathu lube selulungisa ulwazi olumaqondana nomuntu ngqo oluthintekayo ngokwesicelo bese lunikeza uMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali isiqinisekiso sokuthi ulwazi selulungisiwe.
- (e) Emva kokuthola isiqinisekiso, iSekela leSikhulu esibhekele Ulwazi libe selazisa uPhiko (*i-Business Unit*) ukuthi ulwazi olumaqondana nomuntu ngqo selulungisiwe.

Title: 5.4 Correction of Personal Information Process



5.5. Inqubo Elandelwayo Uma Kufakwa Izikhalo Zobumfihlo kanye Nokuphendula Ezehlakalweni

5.5.1 Inqubo Ngokufingqiwe:

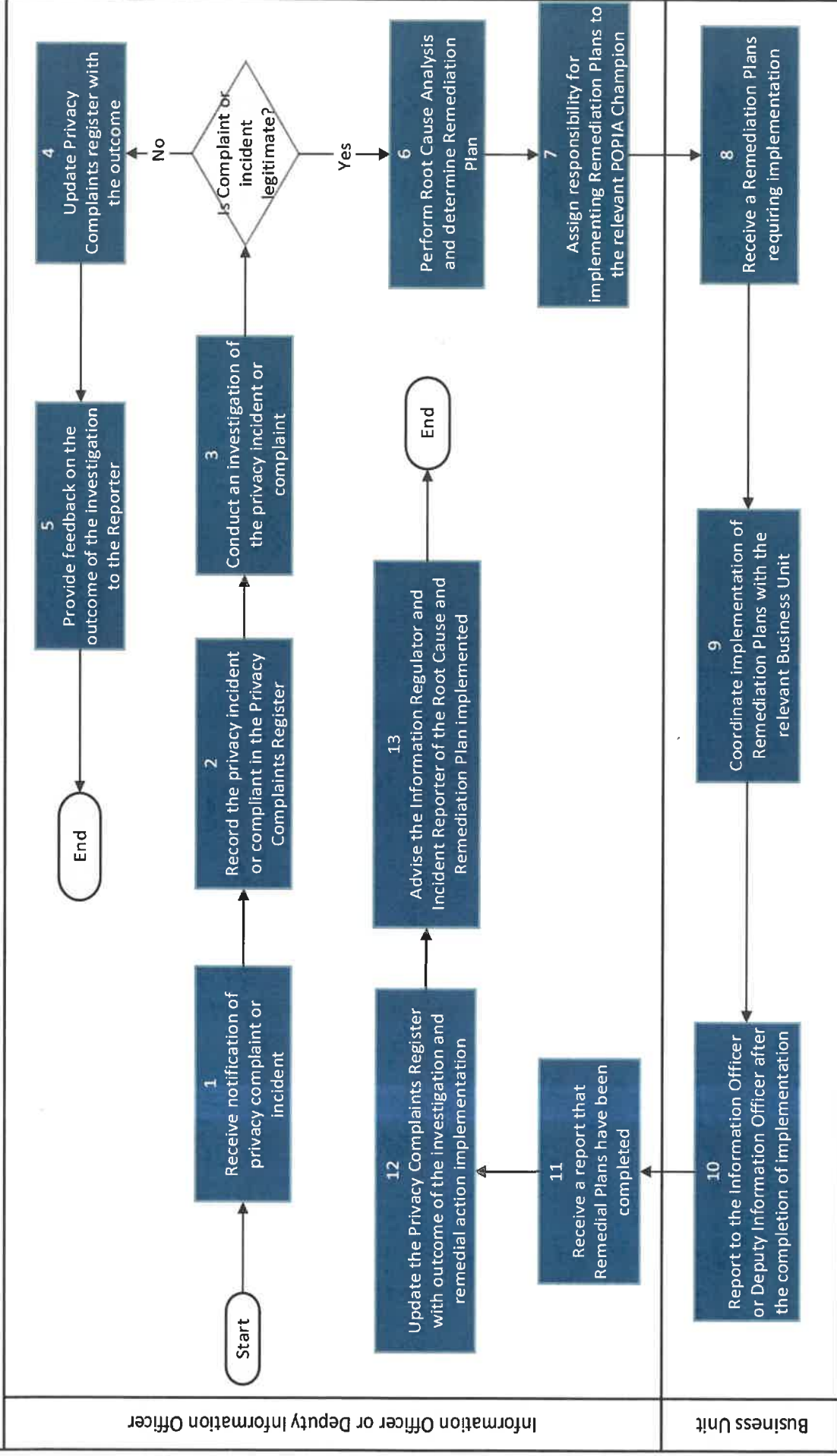
Le nqubo ichaza ngezinyathelo okufanele zilandelwe maqondana nokuphathwa kwezikhalo nezahlakalo zobumfihlo.

5.5.2 Incazelo Yenqubo:

- (a) ISekela leSikhulu esibhekele Ulwazi lamukela isaziso sesikhalo kumbe isehlakalo sobumfihlo, libe selisibhala kwirejista yezikhalo zobumfihlo i-*Privacy Complaints Register* bese lenza uphenyo.
- (b) Uma kutholakala ukuthi isikhalo kumbe isehlakalo asilona iqiniso, iSekela leSikhulu esibhekele Ulwazi libe selilungisa kabusha ulwazi ngokufaka umphumela wophenyo kwirejista yezikhalo zobumfihlo i-*Privacy Complaints Register* bese lazisa nalowo owafaka isikhalo nona owabika isehlakalo.
- (c) Uma kutholakala ukuthi isikhalo kumbe isehlakalo siyiqiniso, iSekela leSikhulu esibhekele Ulwazi libe selifuna umsuka wesikhalo kumbe isehlakalo ngokuthi lenze i-*Root Cause Analysis* bese lihlonza uhlelo lokulungisa lesimo.
- (d) ISekela leSikhulu esibhekele Ulwazi libe selinikeza uPhiko (i-*Business Unit*) oluqondene umsebenzi wokuqalisa ukusebenza kohlelo lokulungisa simo.
- (e) UPhiko (i-*Business Unit*) oluqondene lube selwamukela izinhlelo lokulungisa lesimo okufanele ziqaliswe ukusebenza kulowo oyiSekela leSikhulu esibhekele Ulwazi bese lididiyela ukuqaliswa kwezinhlelo zokulungisa isimo ngokubambisana noPhiko (i-*Business Unit*).
- (f) UPhiko (i-*Business Unit*) lubikela oyiSekela leSikhulu esibhekele Ulwazi uma sekupholiwe ukuqaliswa kokusebenza kwezinhlelo zokulungisa isimo.

- (g) ISekela leSikhulu esibhekele Ulwazi libe sesamukela umbiko oPhikweni (*iBusiness Unit*) oluqondene wokuthi sekuphothiwe ukuqaliswa kokusebenza kwezinhlelo zokulungisa bese lilungisa kabusha ulwazi ngokufaka umphumela wophenyo kanye nokuqaliswa kokusebenza kwezinhlelo zokulungisa kwirejista yezikhalo zobumfihlo *i-Privacy Complaints Register*.
- (h) ISekela leSikhulu esibhekele Ulwazi libe selazisa Umlawuli Wolwazi kanye Nombiki Wesahlakalo ngezimbangela ezingumsuka wenkinga kanye nangezinhlelo zokulungisa eziqalisiwe.

Title: 5.5 Privacy Complaints and Incidents response Process



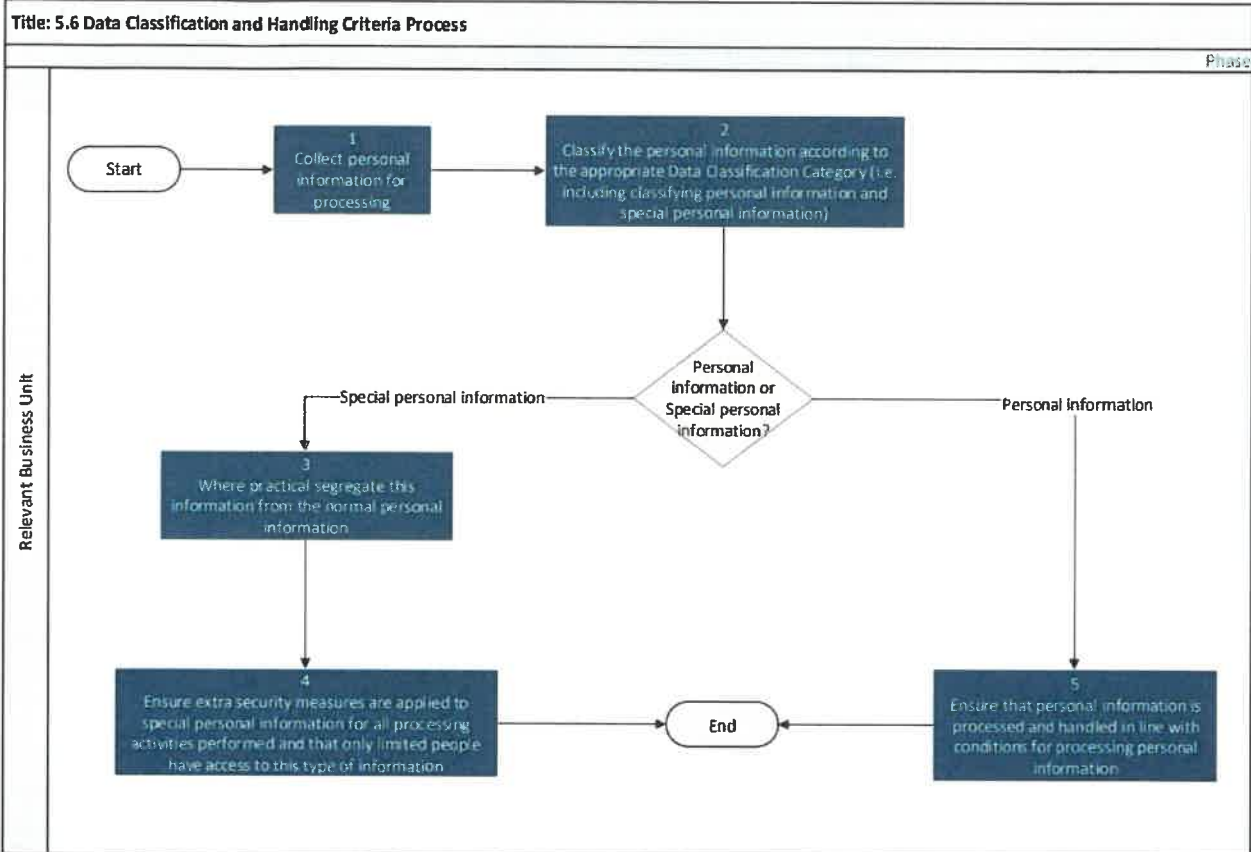
5.6. Inqubo Elandelwayo Ekuhlaziyweni Nasekuphathweni Kolwazi

5.6.1 Inqubo Ngokufingqiwe

Le nqubo ichaza ngezinyathelo okufanele zilandelwe ekuphatheni ukuziywa kolwazi.

5.6.2 Incazelo Yenqubo

- (a) Uphiko (*i-Business Unit*) luqoqa ulwazi olumaqondana nomuntu ngqo ngenhloso yokulucubungula kanye nokuluhlaziya ngokulandela izimiso ezifanele zokuhlaziywa kolwazi ngaphansi kwe-*Data Classification Category*, kubandakanya nokuhlaziywa kolwazi olumaqondana nomuntu ngqo kanye nolwazi olukhethekile olumaqondana nomuntu ngqo.
- (b) Uma izimo zivuma, uPhiko (*i-Business Unit*) oluqondene kufanele lwehlukalise ulwazi olukhethekile olumaqondana nomuntu ngqo nolwazi olwejwayelekile olumaqondana nomuntu ngqo ukuze luqinisekise kuthathwa izinyathelo zokuphepha ezithe xaxa maqondana nokucutshungulwa kolwazi olukhethekile kanye nokuthi kufanele babe yingcosana abantu abafinyelela kulolu hlobo lolwazi.
- (c) Uphiko (*i-Business Unit*) oluqondene kufanele luqinisekise ukuthi ulwazi olumaqondana nomuntu lucutshungulwa futhi luphathwe ngokulandela izimiso zokucutshungulwa kolwazi olundene nomuntu ngqo.



5.7.Ukuphikiswa Kwenqubo Elandelwayo Ekucutshungulweni Kolwazi Olumaqondana Nomuntu Ngqo

5.7.1 Inqubo Ngokufingqiwe

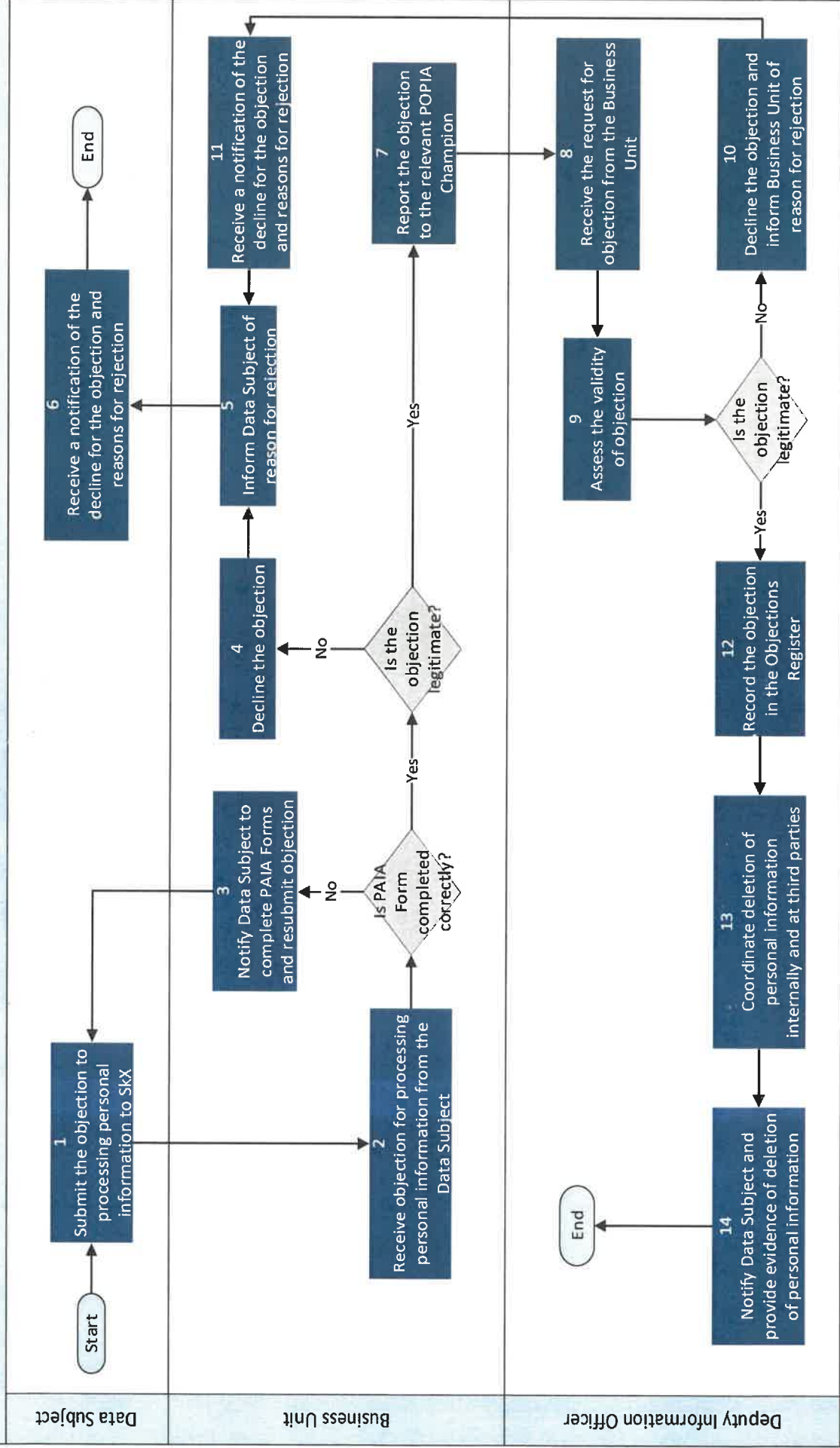
Le nqubo ichaza ngezinyathelo okufanele zilandelwe uma Abanikazi Bolwazi bephikisana nokuthi uMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali ucubungule ulwazi olumaqondana nabo ngqo.

5.7.2 Incazelo Yenqubo

(a) Umnikazi Wolwazi uhambisa isiphikiso sokucutshungulwa kolwazi olumaqondana naye ngqo eMnyangweni Wezokuhlaliswa Kwabantu KwaZulu-Natali oPhikweni oluqondene (*i-Business Unit*) esebenzisa ifomul le-*PAIA* eligcwaliswe ngendlela efanele.

- (b) Emva kokuthola isiphikiso, uPhiko (*i-Business Unit*) lube seluhlola ubuqiniso besiphikiso kanti-ke lube selusichitha isicelo uma luthola ukuthi asilona iqiniso.
- (c) Uma isiphikiso siyiqiniso, uPhiko (*i-Business Unit*) lube selubikela iSekela leSikhulu esibhekele Ulwazi ngesiphikiso ukuze lisibuyekeze bese lusiphasisa.
- (d) ISekela leSikhulu esibhekele Ulwazi samukela isicelo bese sibheka ubuqiniso besiphikiso.
- (e) Uma kutholakala ukuthi isicelo asilona iqiniso, iSekela leSikhulu esibhekele Ulwazi libe selisichitha lesicelo bese lazisa uPhiko (*i-Business Unit*) ngezizathu zokuchithwa kwesicelo.
- (f) Uma kutholakala ukuthi isiphikiso siyiqiniso, iSekela leSikhulu esibhekele Ulwazi libe selisibhala phansi lesiphikiso kwirejista yeziphikiso i-*Objections Register* bese lenza izinhlelo zangaphakathi zokucishwa kolwazi olumaqondana nomuntu ngqo luphinde lucishwe nasezinhlangothini zesithathu, uma zikhona.
- (g) Isekela leSikhulu esibhekele Ulwazi libe selazisa Umnikazi Wolwazi ukuthi ulwazi olumaqondanan naye selucishiwe bese linikeza nobufakazi bokucishwa balolo lwazi.

Title: 5.7 Objections to the Processing of Personal Information Process



5.8. Ukwaziswa Kwabanikazi Bolwazi kanye Nenqubo Yomlawuli Wolwazi

5.8.1 Inqubo Ngokufingqiwe

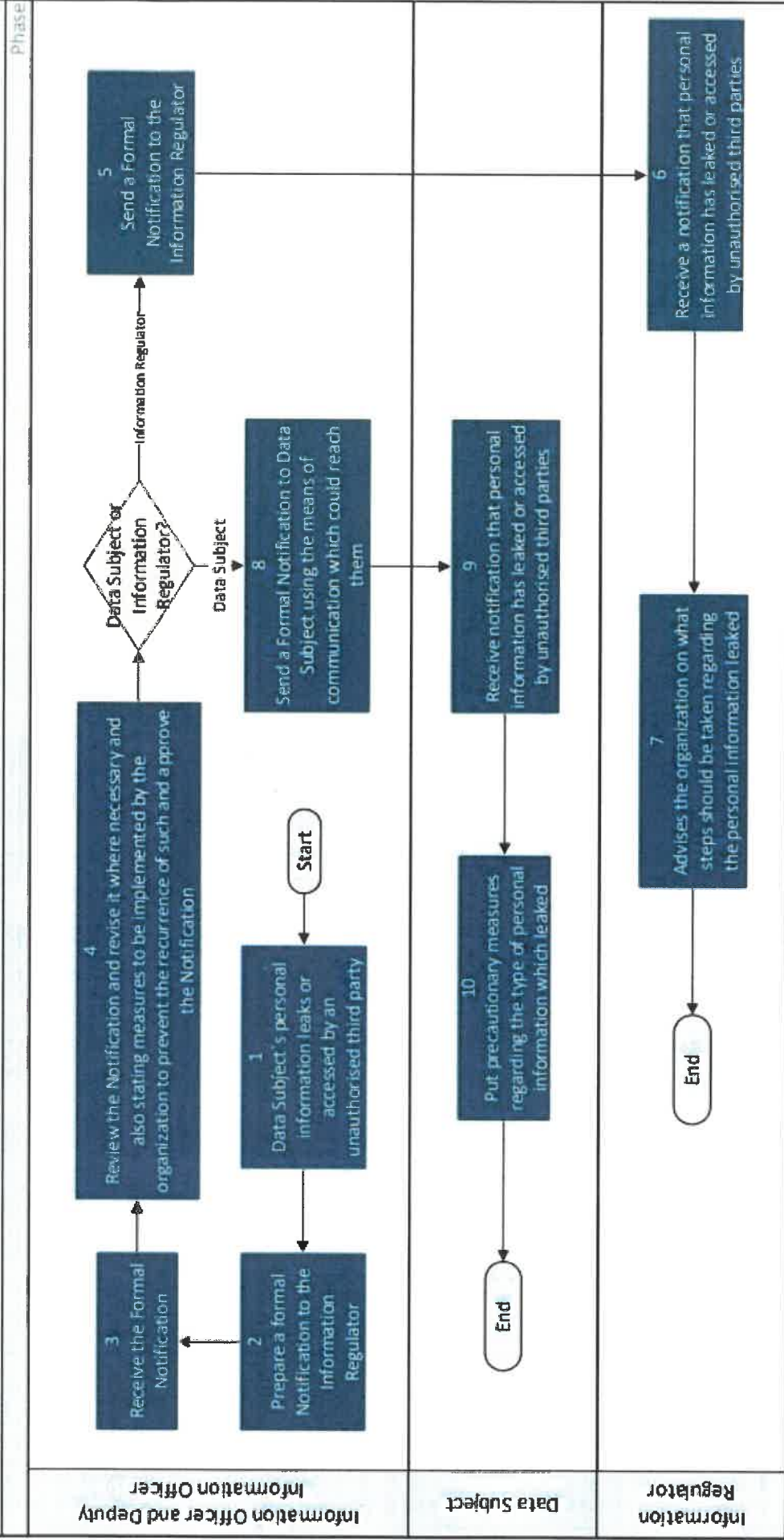
Le nqubo ichaza ngezinyathelo okufanele zilandelwe maqondana nokwazisa Abanikazi Bolwazi ngokuputshuka kolwazi olumaqondana nomuntu ngqo noma ukufinyelela ngokungemthetho kohlangothi lwesithathu olwazini olumaqondana nomuntu ngqo kanye nenqubo elandelwayo maqondana noMlawuli Wolwazi eMnyangweni Wezokuhlaliswa Kwabantu KwaZulu-Natali.

5.8.2 Incazelo Yenqubo

- (a) Ukuputshuka kolwazi olumaqondana ngqo noMnikazi Wolwazi noma ukufinyelela kohlangothi lwesithathu kulolo lwazi ngokungemthetho.
- (b) Isekela leSikhulu esibhekele Ulwazi libhalela uMlawuli Wolwazi isaziso esisemthethweni bese lisinikeza iSikhulu esibhekele Ulwazi ukuze sisibhekisise ngaphambi kokuba sisiphasise.
- (c) ISikhulu esibhekele Ulwazi sibe sesibhekisisa bese sibuyekeza isaziso uma kunesidingo siphinde sibeke nezinyathelo okufanele ziqaliswe nguMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali ukuze kunqandwe ukuthi lokhu kuphinde kwenzeke bese siphasisa isaziso.
- (d) ISikhulu esibhekele Ulwazi noma iSekela leSikhulu esibhekele Ulwazi bathumela isaziso esisemthethweni kuMlawuli Wolwazi both the Information Regulator and the affected Data Subjects [kuMlawuli Wolwazi kanye nakuBanikazi Bolwazi abathintekayo](#).
- (e) Umlawuli Wolwazi kanye Nabanikazi Bolwazi abathintekayo babe sebethola isaziso eMnyangweni Wezokuhlaliswa Kwabantu KwaZulu-Natali esibazisa ngokuputshuka kolwazi olumaqondana nabo ngqo noma ukufinyelela ngokungemthetho kohlangothi lwesithathu olwazini lwabo.
- (f) Emva kokuthola isaziso eMnyangweni Wezokuhlaliswa Kwabantu KwaZulu-Natali, uMlawuli Wolwazi ube esazisa lo Mnyango ngezinyathelo okufanele zithathwe maqondana nolwazi oluputshukile.

(g) ISikhulu esibhekele Ulwazi noma iSekela leSikhulu esibhekele Ulwazi kufanele basebenzisane noMlawuli Wolwazi ekusheshiseni inqubo uhlelo lokuqalisa ukusebenza kwezeluleko ezinikeziwe.

Title: 5.8 Notification to the Data Subject and Information Regulator Process



5.9. Izicelo Zokufinyelela Olwazini Olumaqondana Nomuntu Ngqo – Inqubo Elandelwayo Ezicelweni Ezifakwa Ngabanikazi Bolwazi

5.9.1. Inqubo Ngokufingqiwe

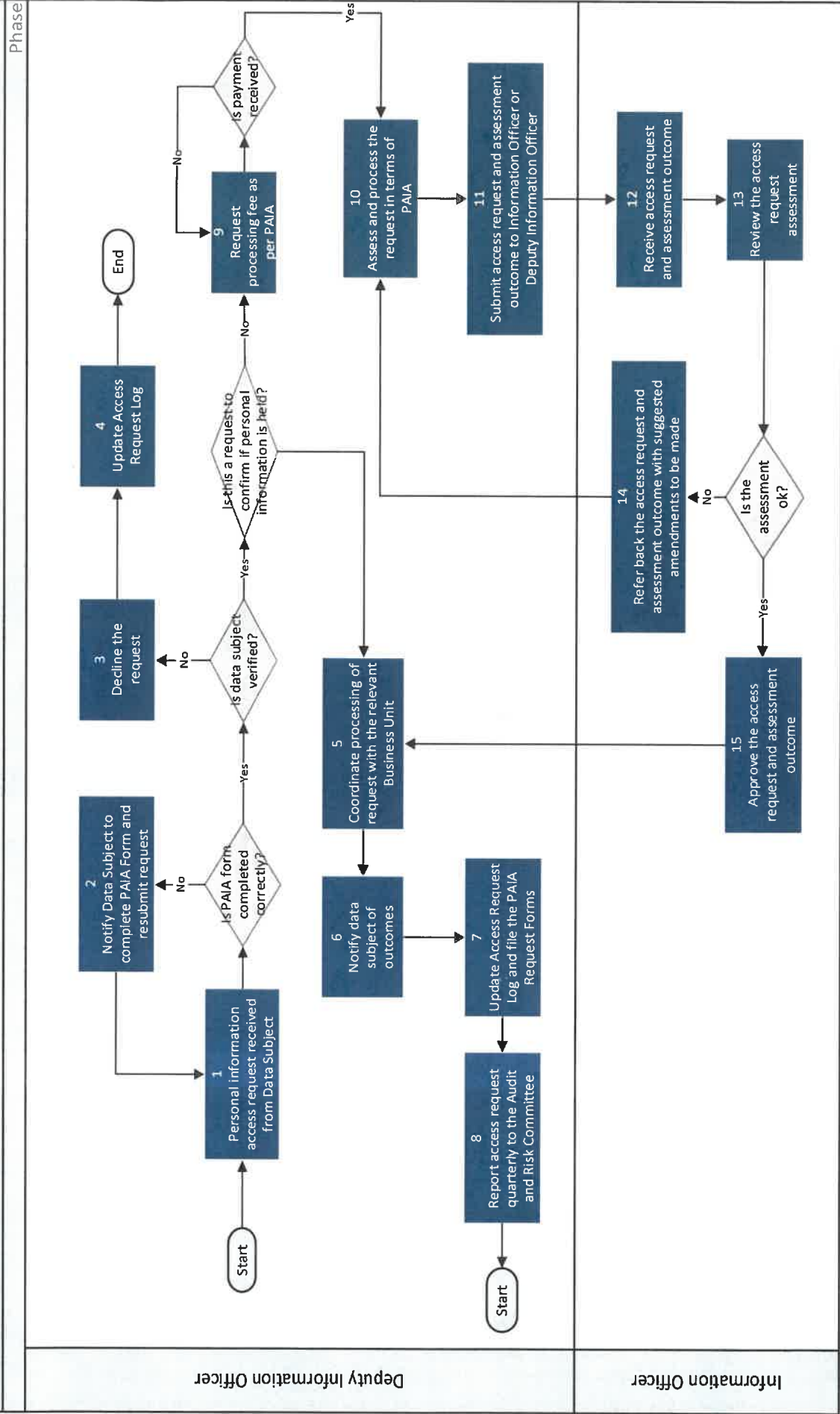
Le nqubo ichaza ngezinyathelo okufanele zilandelwe ukuze kuhlolwe izicelo zolwazi olumaqondana nomuntu ngqo ezifakwe ngaBanikazi Bolwazi eMnyangweni Wezokuhlaliswa Kwabantu KwaZulu-Natali, okusho ukuthi yinqubo elandelwayo uma Abanikazi Bolwazi becela ulwazi olumaqondana nabo ngqo.

5.9.2. Incazelo Yenqubo

- (a) ISekela leSikhulu esibhekele Ulwazi semukela isicelo solwazi olumaqondana nomuntu ngqo esivela kuMnikazi Wolwazi ogcwalise ifomu le-*PAIA*.
- (b) ISekela leSikhulu esibhekele Ulwazi libe selihlolisisa uMnikazi Wolwazi ngenhloso yokuqinisekisa ukuthi lowo Ocela ulwazi olumaqondana nomuntu ngqo ungumnikazi wolwazi ngempela.
- (c) Uma isicelo soMnikazi Wolwazi kunguqinisekisa ulwazi olumaqondana naye olugciniwe, ayikho imali yokucutshungulwa kolwazi eyokhokhwa ngokwe-*PAIA*.
- (d) Uma kuyisicelo sokufinyelela olwazini olumaqondana nomuntu ngqo, iSekela leSikhulu esibhekele Ulwazi libe selicela lowo Ocelayo (Umnikazi Wolwazi) ukuba akhokhe imali yokucutshungulwa kolwazi ngokwe-*PAIA*.
- (e) Emva kokuba uMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali sewuyitholile imali ekhokhwayo, iSekela leSikhulu esibhekele Ulwazi libe selihlola isicelo bese lihambisa umphumela kulowo oyiSikhulu esibhekele Ulwazi ukuze aphasise isicelo.

- (f) ISikhulu esibhekele Ulwazi sibe sesibuyekeza umphumela wokuhlolwa kwesicelo bese siphasisa noma sichithe isicelo sokufinyelela olwazini.
- (g) Emva kokuphasiswa kwesicelo, iSekela leSikhulu esibhekele Ulwazi libe seleledlulilsela ukucutshungulwa kwesicelo oPhikweni *i-Business Unit*) olumaqondana bese lazisa lowo Ocelayo ngomphumela wesicelo
- (h) ISekela leSikhulu esibhekele Ulwazi libe selishicilela isicelo solwazi olqondane nomuntu ngqo kwirejista yezicelo zokufinyelela olwazini *i-Access Request Register* bese lifaka ifomu le-PAIA efayelini ukuze ligcineke kahle futhi lisetshenziswe nangesikhathi esizayo.

Title: 5.9 Access Requests to Personal Information – Data Subject Requests Process



5.10. Izicelo Zokufinyelela Olwazini Olumaqondana Nomuntu Ngqo – Inqubo Elandelwayo Ezicelweni Ezifakwa Wuhlangothi Lwesithathu

5.10.1. Inqubo Ngokufingqiwe

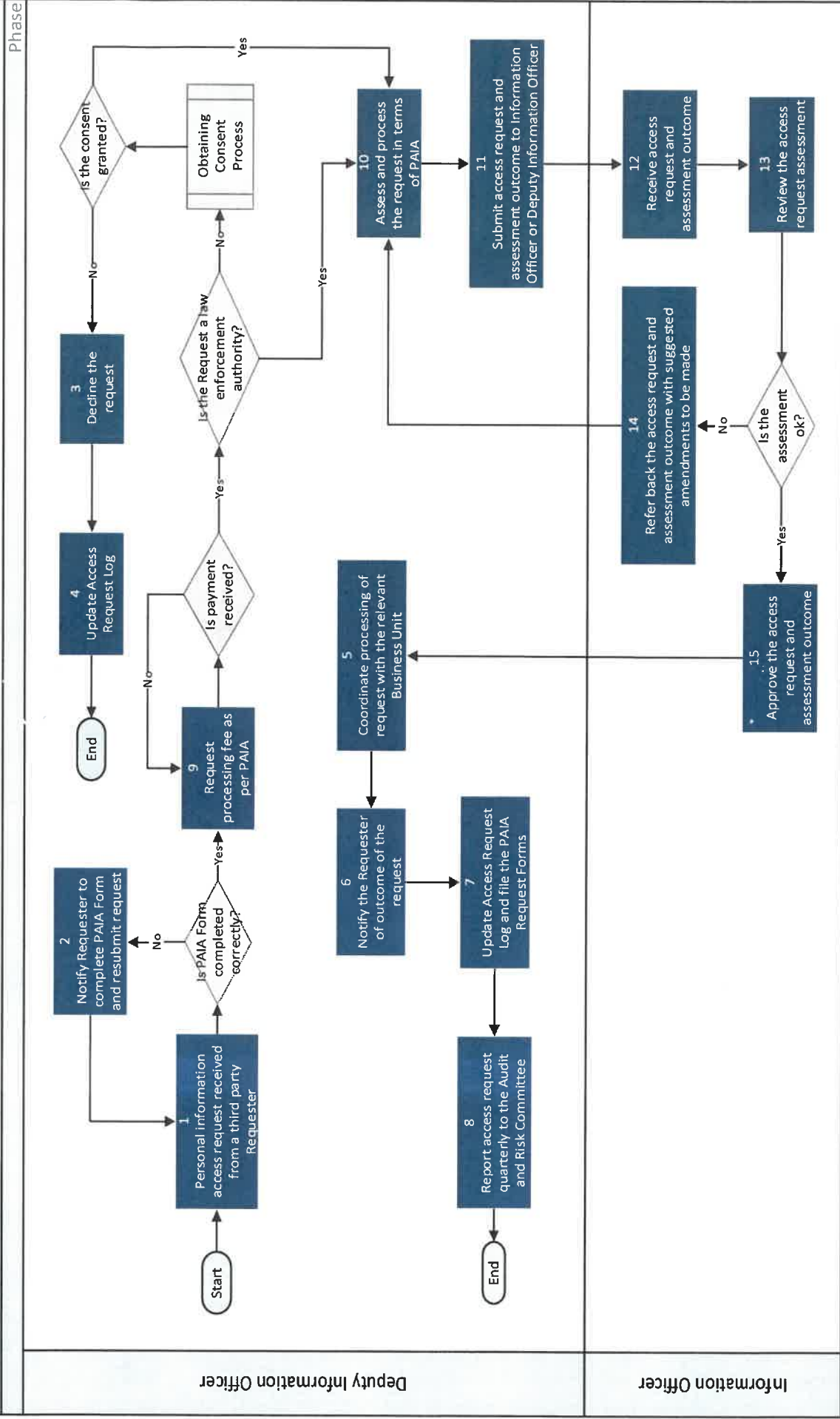
Le nqubo ichaza ngezinyathelo okufanele zilandelwe ukuze kuhlolwe izicelo zolwazi olumaqondana nomuntu ngqo ezifakwe wuhlangothi lwesithathu eMnyangweni Wezokuhlaliswa Kwabantu KwaZulu-Natali.

5.10.2 Incazelo Yenqubo

- (a) ISekela leSikhulu esibhekele Ulwazi lamukela izicelo zolwazi olumaqondana nomuntu ngqo Lwabanikazi Bolwazi eMnyangweni Wezokuhlaliswa Kwabantu KwaZulu-Natali ezivela kulowo Ocelayo owuhlangothi lwesithathu esebenzisa ifomu le-*PAIA* eligcwaliswe ngendlela efanele.
- (b) ISekela leSikhulu esibhekele Ulwazi sibe sesicela lowo Ocela ulwazi olumaqondana nomuntu ngqo ukuba akhokhe imali yokucubungula ulwazi njengoba inqunyiwe ngokwe-*PAIA*.
- (c) ISekela leSikhulu esibhekele Ulwazi sibe sesibheka ukuthi Ocelayo kungabe ungomunye weziphathimandla zezomthetho yini, kanti-ke uma kungenjalo, libe selenza izinhlelo zokuthi kutholakale imvume Yomnikazi Wolwazi othintekayo. ISekela leSikhulu esibhekele Ulwazi liyasichitha isicelo uma imvume inganikeziwe bese lishicilela lokhu kwirejista yezicelo zokufinyelela olwazini i-*Access Request Register*.
- (d) Uma isicelo sifakwe yisiphathimandla sezomthetho kumbe uma Umnikazi Wolwazi eyinikezile imvume, iSekela leSikhulu esibhekele Ulwazi libe selihlola isicelo bese lihambisa umphumela kulowo oyiSikhulu esibhekele Ulwazi ukuze aphasise isicelo.
- (e) ISikhulu esibhekele Ulwazi sibe sesibuyekeza umphumela wokuhlolwa kwesicelo bese siphasisa noma sichithe isicelo sokufinyelela olwazini.

- (f) ISekela leSikhulu esibhekele Ulwazi libe selididiyela bese ledlulisela ukucutshungulwa kwesicelo oPhikweni (*i-Business Unit*) oluqondene bese lazisa lowo Ocelayo ngomphumela wesicelo.
- (g) ISekela leSikhulu esibhekele Ulwazi libe selishicilela isicelo solwazi olqondane nomuntu ngqo kwirejista yezicelo zokufinyelela olwazini *i-Access Request Register* bese lifaka ifomu le-*PALA* efayelini ukuze ligcineke kahle futhi lisetshenziswe nangesikhathi esizayo.

Title: 5.10 Access Request to Personal Information – Third Party Requests Process



6. Ukuqashwa Kokulawulwa Kobumfihlo

IKomidi elibhekele i-*POPIA*, i-*POPIA Working Committee*, liqondene nokuqapha ukugcinwa kwezimiso ze-*POPIA* eMnyangweni. Usihlalo we-*POPIA Working Committee* wethula imibiko njalo ngekwata ezinhlakeni ezibhekele ezokulawula maqondana nokuqashwa okuqhubekayo kokulandelwa kwemibandela nezimiso ze-*POPIA*. Le mibiko ibandakanya lokhu okulandelayo:

- (a) Ukuqashwa okuqhubekayo kokulandelwa kwemibandela nezimiso ze-*POPIA* A
- (b) Ukuphenywa kwezinsolo zokwepulwa kobumfihlo ezibikelwe uMnyango Wezokuhlaliswa Kwabantu KwaZulu-Natali
- (c) Uqeqesho kanye nokuqwashiza okuqhubekayo maqondana ne-*POPIA*

7. Amafomu Anqunyiwe e-*POPIA*

Lawa mafomu alandelayo e-*POPIA* anqunyiwe ngokoMthethnqubo 4 we-*POPIA*, anamathiselwe kuleli Bhukwana Lezinqubo:

- Ifomu 1 – Ukuphikiswa Kokucutshungulwa Kolwazi Oluqondane Nomuntu Ngqo
- Ifomu 2 – Isicelo Sokulungiswa Kolwazi Oluqondane Nomuntu Ngqo
- Ifomu 4 – Isicelo sokuba Umnikazi Wolwazi anikeze Imvume Yokucutshungulwa Kolwazi Olumaqondana Nomuntu Ngqo ngenhloso yokuthi lusetshenziselwe Ukumaketha ngalo Ngqo

IFOMU 1 LE-POPIA

**UKUPHIKISWA KOKUCUTSHUNGULWA KOLWAZI OLUMAQONDANA NOMUNTU
NGQO NGOKWESIGABA 24(1) SOMTHETHO WOKUVIKELA ULWAZI
OLUMAQONDANA NOMUNTU NGQO, 2013 (UMTHETHO UNO. 4 WEZI-2013)2013)**

**IMITHETHONQUBO EPHATHELENE NOMTHETHO WOKUVIKELA ULWAZI OLUMAQONDANA
NOMUNTU NGQO, 2018
(UMthethonqubo 2)**

Amanothi:

1. Ungafaka izitatimende ezifungelwe noma obunye ubufakazi obubhalwe phansi ukwesekela isicelo sakho.
2. Uma Ifomu elihlinzekiwe linendawo yokubhala engenele, sicela ulethe ulwazi lube Yisithasiselo Efomini bese usayina ikhasi ngalinye.
3. Gcwalisa ifomu ngendlela efanele.

A	IMININGWANE YOMNIKAZI WOLWAZI
Amagama nesibongo /igama elirejistiwe lomnikazi wolwazi	
Inombolo ekhethekile ehlonza umuntu ngamunye	
Ikheli lendawo yokuhlala, ikheli okuposa noma ikheli lebhizinisi	Ikhodi ()
Izinombolo zokuxhumana	
Inombolo yefeksi noma ikheli le-imeyili	

B	IMININGWANE YOHLANGOTHI OLUTHINTEKAYO
Igama lohlangothi oluthintekayo	
Ikheli lendawo yokuhlala, ikheli okuposa noma ikheli lebhizinisi	Ikhodi ()

Izinombolo zokuxhumana	
Inombolo yefeksi noma ikheli le-imeyili	
C	IZIZATHU ZESIPHIKISO NGOKWESIGABA 11(1)(d) KUYA KU-(f) (Siceta unikeze izizathu ezicacile zalesi siphikiso)

Kusayine e.....ngalolu suku..... kowezi-20.....

.....
 Isignesha yomnikazi wolwazi (umuntu oqokiwe)

IFOMU 2 LE-POPIA

ISICELO SOKULUNGISWA KOLWAZI OLUMAQONDANA NOMUNTU NGQO NOMA UKUCEKELWA PHANSI KUMBE UKUCISHWA KWEREKHODI LOLWAZI OLUMAQONDANA NOMUNTU NGQO NGOKWESIGABA 24(1) SOMTHETHO WOKUVIKELA ULWAZI OLUMAQONDANA NOMUNTU NGQO, 2013 (UMTHETHO UNO. 4 WEZI-2013)

IMITHETHONQUBO EPHATHELENE NOMTHETHO WOKUVIKELA ULWAZI OLUMAQONDANA NOMUNTU NGQO, 2018 (UMthethonqubo 3)

Amanothi:

1. Ungafaka izitatimende ezifungelwe noma obunye ubufakazi obubhalwe phansi ukwesekela isicelo sakho.
2. Uma Ifomu elihlinzekiwe linendawo yokubhala engenele, sicela ulethe ulwazi lube Yisithasiselo Efomini bese usayina ikhasi ngalinye.
3. Gcwalisa ifomu ngendlela efanele.

Faka uphawu "X" ebhokisini elifanele

Isicelo:

Sokulungiswa noma ukucishwa kolwazi olumaqondana nomuntu ngqo olumayelana nomnikazi wolwazi olugcinwe [kumbe olulawulwa wuhlangothi oluthintekayo](#) *which is in possession or under the*

Sokucekelwa phansi noma ukucishwa kwerekhodi lolwazi olumaqondana nomuntu ngqo olumayelana nomnikazi wolwazi uhlangothi oluthintekayo olungasenalo igunya lokucina lelo rekhodi lolwazi.

A	IMININGWANE YOMNIKAZI WOLWAZI
Amagama nesibongo /igama elirejistiwe lomnikazi wolwazi	
Inombolo ekhethekile ehlonza umuntu ngamunye	
Ikheli lendawo yokuhlala noma ikheli lokuposa	Ikhodi ()
Izinombolo zokuxhumana	
Inombolo yefeksi noma ikheli le-imeyili	
B	IMININGWANE YOHLANGOTHI OLUTHINTEKAYO

Igama lohlangothi oluthintekayo	
Ikheli lendawo yokuhlala, ikheli lokuposa noma ikheli lendawo yebhizinisi	
Izinombolo zokuxhumana	
Inombolo yefeksi noma ikheli le-imeyili	
C	ULWAZI OKUMELE LULUNGISWE/LUCISHWE/LUCEKELWE PHANSI

D	IZIZATHU: <ul style="list-style-type: none"> ZOKULUNGISWA NOMA UKUCISHWA KOLWAZI OLUMAQONDANA NOMUNTU NGQO OLUMAYELANA NOMNIKAZI WOLWAZI OLUGCINWE KUMBE OLULAWULWA WUHLANGOTHI OLUTHINTEKAYO NGOKWESIGABA 24(1)(a) kanye /noma ZOKUCEKELWA PHANSI NOMA UKUCISHWA KWEREKHODI LOLWAZI OLUMAQONDANA NOMUNTU NGQO OLUMAYELANA NOMNIKAZI WOLWAZI NGOKWESIGABA 24(1)(b) UHLANGOTHI OLUTHINTEKAYO OLUNGASENALO IGUNYA LOKULUGCINA (Sicela unikeze izizathu ezicacile zafesi sicelo)
----------	--

Kusayine e.....ngalolu suku..... kowezi-20.....

.....
Isignesha yomnikazi wolwazi (umfakisicelo)

IFOMU 4 LE-POPIA

**ISICELO SOKUBA UMNKAZI WOLWAZI ANIKEZE IMVUME
YOKUCUTSHUNGULWA KOLWAZI OLUMAQONDANA NOMUNTU NGQO
NGENHLOSO YOKUMAKETHE NGOKWESIGABA 69(2) SOMTHETHO WOKUVIKELA
ULWAZI OLUMAQONDANA NOMUNTU NGQO, 2013 (UMTHETHO UNO. 4 WEZI-
2013)**

**IMITHETHONQUBO EPHATHELENE NOMTHETHO WOKUVIKELA ULWAZI OLUMAQONDANA
NOMUNTU NGQO, 2018
(UMthethonqubo 6)**

KUYA KU : _____

(Igama lomnikazi wolwazi)

KUVELA KU : _____

Izinombolo zokuxhumana : _____

Inombolo yefeksi : _____

Ikheli le-imeyili : _____
(Igama, ikheli kanye neminingwane yokuxhumana yohlangothi oluthintekayo)

Amagama aphelele kanye nesikhundla somuntu osayine egameni lohlangothi oluthintekayo :

.....
Isignesha yomuntu oqokiwe

Usuku: _____

Mina, _____ (amagama aphelele omnikazi wolwazi)
lapha:



Nginikeza imvume

Yokuthola ukumakethwa ngqo kwempahla kumbe imisebenzi ezomakethwa ngokuxhamana 9kobuchwepheshe kwesimanje

CACISA IMPAHLA kumbe IMISEBENZI:

CACISA INDLELA OFISA UKWAZISWA NGAYO:

Ifeksi

I-imeyili

I-SMS

Okunye, cacisa _____

Kusayinwe e.....ngalolu suku kowezi-20.....

.....

Isignesha yomnikazi wolwazi