



IKHOMISHANA YOKUXHUMANISA, UKUXOXA KANYE NOKUNQANYULWA INCWADI YE-PAIA NE-POPIA

Ilungiselelwe ngokwesigaba 14 soMthetho Wokukhuthazwa Kokufinyelela Olwazini 2 ka-2000 (njengoba uchitshiyelwe) kanye NoMthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka-2013.

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1. ISANDULELA NGOMPHATHI WOLWAZI

UMthetho Wokukhuthaza Ukutholakala Kolwazi, onguNombolo 2 ka-2000 (PAIA), njengoba uchitshiyelwe yisigaba se-110 soMthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka-2013 (POPIA), washaywa ukuze ufezekise ilungelo lomthethosisekelo elifakwe kuSigaba 32 soMthethosisekelo. UMthethosisekelo waseNingizimu Afrika, 1996, okuyilungelo lokufinyelela olwazini oluphethwe uMbuso nanoma yimuphi omunye umuntu oludingekayo ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo. NgokoMthethosisekelo kanye ne-PAIA, bonke abantu baseNingizimu Afrika, kuhlangele nabangebona abomdabu, bangacela ulwazi ezinhlangeni zikahulumeni nezizimele.

Inhloso ye-PAIA wukugqoguzela isiko lokungafihli, ukuziphendulela kanye nokuphatha ngendlela efanele zonke izinhlanga zikahulumeni nezizimele ngokunikeza noma yimuphi umuntu ilungelo lokufinyelela olwazini ukuze akwazi ukusebenzisa futhi avikele wonke amalungelo akhe ngendlela edingekayo. Kodwa-ke, ngesikhathi esifanayo, i-PAIA kanye ne-POPIA bayaqaphela ukuthi lelo lungelo lokufinyelela olwazini lingaphansi kwemikhawulo ethile efaneleka okuhlangele, kodwa kungacini nje, ukugcinwa kuyimfihlo, ukuvikelwa kobumfihlo, amalungelo angokomthetho kanye nezinjongo ezisemthethweni ezihlobene nokusebenza kwezinhlangano..

Isigaba se-14 se-PAIA sibophezela izinhlangano zomphakathi ukuthi zenze incwadi ehlinzeka ngolwazi ngazo zombili izinhlobo nezigaba zamarekhodi agcinwe yinhlangano yomphakathi futhi lo mbhalo usebenza njengencwadi Yokufinyeleleka Kolwazi yeKhomishana Yokubuyisana, Ukuxoxa kanye Nokunqanyulwa (CCMA) isigaba 14 se-PAIA. Le manuwali yakhiwe ngokuhambisana ne-PAIA ebeka ukuthi inhlangano yomphakathi kufanele ihlinzeke ngemininingwane yamarekhodi agcinwe yileyo nhlangano yomphakathi ukuze izicelo zolwazi zamukeleke. Le manuwali izosebenza njengomhlahlandlela wokuthi ocela ulwazi angacela kanjani ukufinyelela olwazini noma amarekhodi agcinwe yi-CCMA..

Le ncwadi isebenza ukuqondisa ngenqubo okufanele ilandelwe kanye nemibandela okufanele ihlangatshezwe yinoma ubani ocela ukufinyelela olwazini noma amarekhodi aphethwe kanye/noma ngaphansi kokulawula kwe-CCMA. Le ncwadi ihlanganisa noma ibhekele izidingo ze-POPIA njengoba zibekwe esigabeni 13 ngezansi. Eminye imininingwane yenhloso yale ncwadi ingatholakala ngaphansi kwesigaba sokuqala sale ncwadi.

Ukwengeza kule ncwadi, abafake izicelo bayelulekwa ukuthi i-Umlawuli Wolwazi waseNingizimu Afrika ishicilele umhlahlandlela ngokwesigaba 10 se-PAIA, umhlahlandlela ochaza indlela yokwenza isicelo sokuthola irekhodi. Lo mhlahlandlela uyatholakala ehhovisi loMlawuli woLwazi, imininingwane yokuxhumana inikezwe ngezansi:

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IBAMBA LOMQONDISI wakwa-CCMA KANYE NEBAMBA LESIKHUKU SOLWAZI SAKWA-CCMA (IO)

2. IZINCAZELO

Iphini leSkhulu soLwazi	Lokhu kusho abantu abaqokiwe ku-CCMA abazibophezele ngokusiza iSikhulu soLwazi ngokuthobela uMthetho Wokukhuthaza Ukufinyeleleka Kolwazi 2 ka-2000 (PAIA) kanye NoMthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka-2013 (POPIA), njengoba kuhlangozwe esigabeni. 17 ye-PAIA kanye nezigaba 55 no-56 ze-POPIA.
Umlahlandlela	Lokhu kusho umhlahlandlela njengoba kuhlangozwe esigabeni se-10 se-PAIA mayelana nendlela yokusebenzisa i-PAIA kunoma yimuphi umuntu ofisa ukusebenzisa noma yiliphi ilungelo elihlangozwe ku-PAIA kanye/noma noma i-POPIA.
i-ICT	Ulwazi lwezobuchwepheshe kwezokuxhumana
iSikhulu soLwazi	Maqondana ne-CCMA, inhlango yomphakathi, lokhu kusho uMqondisi we-CCMA, noma umuntu obambe kanjalo.
iSilawuli soLwazi	Lokhu kusho iSilawuli soLwazi esungulwe ngokwesigaba 39 soMthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka 2013.
Ulwazi lomuntu siqu	Lokhu kusho ulwazi oluhlobene nomuntu wemvelo obonakalayo, okuhlanganisa, kodwa kungacini nje kokuthi - (a) <i>Ulwazi oluphathelele nohlanga, ubulili, ubulili, ukukhulelwa, isimo somshado, ubuzwe, uhlanga noma imvelaphi yomphakathi, umbala, ukukhetha ubulili, ubudala, impilo yomzimba noma yengqondo, inhlalakahle, ukukhubazeka, inkolo, unembeza, inkolelo, isiko, ulimi nokuzalwa komuntu;</i> (b) <i>ulwazi oluhlobene nemfundo noma umlando wezokwelapha, wezezimali, wobugebengu noma wokuqashwa komuntu;</i> (c) <i>noma iyiphi inombolo ekhombayo, uphawu, ikheli le-imeyili, ikheli lendawo, inombolo yocingo, imininingwane yendawo, isihlonzi esiku-inthanethi noma okunye okunikezwe umuntu;</i> (d) <i>(d) ulwazi lwezici ezibonakalayo ezihlukile ezisetshenziswa ekunakeni okuzenzakalelayo kwabantu ngabanye, ngokuvamile ngokwezinjongo zokuphepha komuntu;</i> (e) <i>(e) imibono yomuntu, imibono ongakhetha kuyo noma okuthandwa komuntu;</i> (f) <i>(f) izincwadi ezithunyelwa ngumuntu eziyimfihlo noma ngokusobala noma ezinye izincwadi ezingadalula okuqukethwe yincwadi yokuqala.;</i> (g) <i>(g) imibono noma imibono yomunye umuntu ngomuntu; futhi</i> (h) <i>(h) igama lomuntu uma livela nolunye ulwazi lomuntu siqu oluphathelele nomuntu noma uma ukudalulwa kwegama ngokwalo kuzoveza ulwazi ngomuntu, kodwa kungafaki ulwazi mayelana nomuntu oseneminyaka engaphezu kwengama-20 ashona.</i>
POPIA	Umthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka 2013
Inhlango yomphakathi	Lokhu kusho ukuthi – (a) <i>noma yimuphi umnyango wombuso noma wokuphatha ezingeni likazwelonke noma lesifundazwe likahulumeni nanoma yimuphi umasipala esigabeni sikahulumeni wasekhaya; noma</i> (b) <i>nanoma yisiphi esinye isisebenzi noma isikhungo lapho -</i> (i) <i>(i) ukusebenzisa amandla noma ukwenza umsebenzi ngokoMthethosisekelo noma umthethosisekelo wesifundazwe; noma</i> (ii) <i>(ii) esebenzisa amandla omphakathi noma enze umsebenzi womphakathi ngokwanoma yimuphi umthetho¹.</i>
iRekhodi	Lokhu kusho uhlobo lwemibhalo maqondana nenhlango yomphakathi noma ezimele nanoma yiluphi ulwazi olurekhodiwe oluvikelwe yinhlango yomphakathi noma ezimele - a) <i>a) kungakhathalekile ukuthi hlobo luni noma lunjani;</i> b) <i>b) ekuphatheni noma ngaphansi kokulawula kwaleyo nhlangano yomphakathi noma elizimele, ngokulandelayo; futhi</i>

	c) c) noma ngabe yadalwa yileyo nhlangano yomphakathi noma elizimele, ngokulandelana
Iqembu elizibophezele	Lokhu kusho inhlangano yomphakathi noma ezimele nanoma yimuphi omunye umuntu, eyedwa noma ngokuhlanganyela nabanye, enquma inhloso kanye nezindlela zokucubungula ulwazi lomuntu siqu .
Umthetho	Lokhu kusho uMthetho Wokukhuthazwa Kokufinyelela Olwazini 2 ka 2000 njengoba uChitshiyelwe, futhi kubandakanya noma yimuphi umthethonqubo owenziwe wasebenza ngokwesigaba 92..

3. INHLOSO YENCWADI YE-CCMA PAIA

Le ncwadi ye-PAIA ne-POPIA ingasetshenziswa amalungu omphakathi ukuze -

- 3.1. hlola uhlobo lwamarekhodi okungenzeka asevele ekhona kwa-CCMA, ngaphandle kwesidingo sokuletha isicelo esisemthethweni se-PAIA.;
- 3.2. baqonde ukuthi senziwa kanjani isicelo sokuthola irekhodi le-CCMA;
- 3.3. ukuthola yonke imininingwane yokuxhumana efanele yabantu abangaphakathi kwa-CCMA abazosiza umphakathi ngamarekhodi abahlose ukuwathola;
- 3.4. ukwazi wonke amakhambi akhona kwa-CCMA mayelana nesicelo sokufinyelela kumarekhodi, ngaphambi kokuya kuMlawuli Wezolwazi noma Ezinkantolo;
- 3.5. ukufinyelela incazelo yezinsizakalo ezihlizekwa yi-CCMA kumalungu omphakathi kanye nendlela yokuthola lezo zinsizakalo;
- 3.6. qaphela incazelo yomhlahlandlela wokuthi isetshenziswa kanjani i-PAIA, njengoba ibuyekizwa nguMlawuli woLwazi, kanye nendlela yokuthola ukufinyelela kuyo;
- 3.7. baqonde izimo lapho i-CCMA izocubungula khona Ulwazi Lomuntu Siqu;
- 3.8. ukuthola incazelo yezihloko i-CCMA enamarekhodi azo kanye nezigaba zamarekhodi esihlokwini ngasinye;
- 3.9. bazi ukuthi i-CCMA ihlele yini ukudlulisa noma ukucubungula Ulwazi Lomuntu Siqu ngaphandle kweRiphabhulikhi yaseNingizimu Afrika kanye nabamukeli noma izigaba zabamukeli okungase kuhlinzekwe kubo Ulwazi Lomuntu Siqu; futhi
- 3.10. ukwazi ukuthi i-CCMA inazo yini izinyathelo zokuphepha ezifanele zokuqinisekisa ukugcinwa kwemfihlo, ubuqotho kanye nokutholakala kolwazi lomuntu siqu okumele lucutshungulwe.

4. UKUSUNGULWA KWEKHOMISHANA YOKUBUYISA, UKUXOKA KANYE NOKUNQANYULWA

I-CCMA isungulwe ngokwesigaba 112 soMthetho Wezobudlelwano Wabasebenzi 66 ka-1995 [njengoba uchitshiyelwe] ("i-LRA") njengomuntu osemthethweni. I-CCMA ibuswa Isigungu Esilawulayo esisungulwe ngokwesigaba 116 se-LRA. INdikimba Ebusayo inosihlalo kanye namanye amalungu ayisishiyagalolunye, ngalinye liqokwe yi-NEDLAC futhi liqokwe uNgqongqoshe Wezokuqashwa Nezabasebenzi ukuthi libambe isikhundla iminyaka emithathu, kanye noMqondisi we-CCMA (oqokwe YINdikimba Ebusayo futhi osebenza esigungwini. umthamo wangaphambili wesikhundla). Ngokwesigaba 116 se-LRA, isigungu esilawulayo siyisigungu esiphezulu esenza inqubomgomo ye-CCMA..

4.1. IZINHLOSO/IGUNYA

Igunya le-CCMA lisuselwa enjongweni ye-LRA, phakathi kokunye, ukuqhubekisela phambili intuthuko yezomnotho, ubulungiswa bezenhlalakahle, ukuthula kwabasebenzi kanye nokwenza intando yeningi endaweni yokusebenza. Igunya lenhlangano liphinde lithuthukiswe yimithetho esebenza ngendawo yokusebenza futhi ikakhulukazi uMthetho Wezimo Eziyisisekelo Zokuqashwa wama-75 ka-1997 [njengoba uchitshiyelwe] ("i-BCEA") kanye noMthetho Wokulingana Kwezokuqashwa wama-55 ka-1998 [njengoba uchitshiyelwe]. I-CCMA izimele ngaphansi koMbuso, noma yiliphi iqembu lezombusazwe, inyunyana yabasebenzi, umqashi, izinhlangano zabaqashi, umfelandawonye wezinunyana noma umfelandawonye wezinhlangothi zabaqashi. Ingunya kuzo zonke izifundazwe eziyisishiyagalolunye zeRiphabhulikhi yaseNingizimu Afrika.

4.2. UMBONO, UMNQOPHISO KANYE NEMIPHUMELA YE-CCMA

Umbono

I-CCMA iyisikhungo esisezingeni lomhlaba esikhuthaza ukuzinza kwemakethe yezabasebenzi, ubulungiswa bezenhlalakahle kanye nokuphepha kwemisebenzi.

Umqophiso

Ukwenza kusebenze amalungelo nenkululeko yawo wonke umuntu.

Imiphumela

Inhlonipho - Siyabazisa labo esibasebenzelayo, labo esisebenza nabo kanye nenhlangano yethu.

Okuhle kakhulu - Siyaqhubeka senza konke okusemandleni ethu ekufezeni umsebenzi esiwuthunyiwe nasezinkonzweni kubantu bakithi.

Ukuziphendulela - Sizibophezele ngezenzo zethu, kanye nemiphumela yomsebenzi wethu.

Ukuhlukahluka - Siyahlonipha, siyakwamukela futhi sibungaza ukuhlukana kwabantu bakithi.

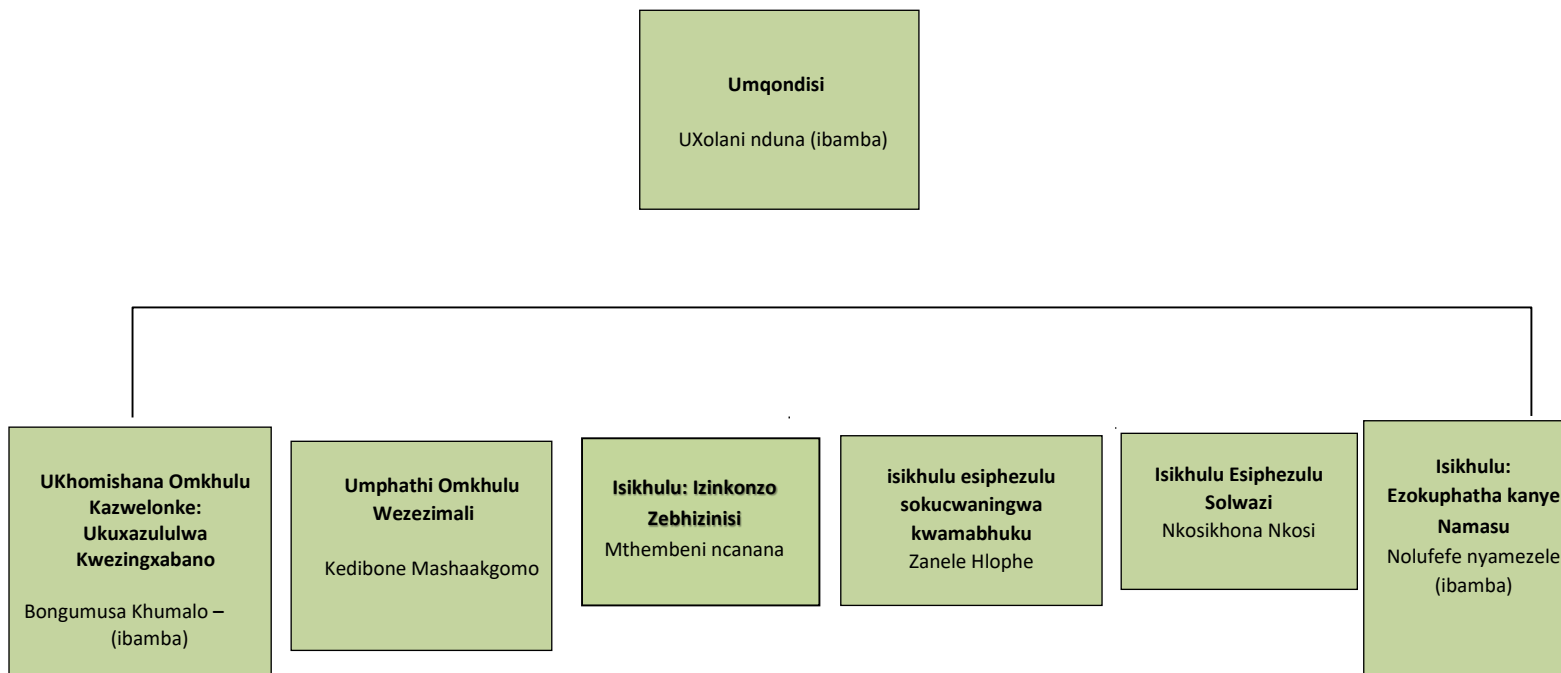
Ubuqotho - Senza into efanele ngisho nalapho kungekho osibhekile.

Ukungafihli - Sisebenza ngendlela evulekile, enobulungiswa nethembekile.

5. ISAKHIWO KANYE NEMISEBENZI YE-CCMA

5.1. ISAKHIWO

ISAKHIWO SOKULAWULWA KWE-CCMA (EXCO)



INhloko ye-CCMA (iHhovisi likaZwelonke) liseGoli. Isungule amahhovisi ezifundazwe nawesathelayithi kuzo zonke izifundazwe zaseNingizimu Afrika.

5.2. IMISEBENZI

5.2.1. Imisebenzi yeKhomishana

Amandla e-CCMA inikezwe yisigaba 115 se-LRA. Ngokwalokho, i-CCMA inamandla okuyimpoqo kanye nawokuzikhethela. La mandla ami kanje:

“ 115 (1) **Ikhomishani kufanele —**

- (a) attempt to resolve, through conciliation, any *dispute* referred to it in terms of *this Act*;
- (b) if a *dispute* that has been referred to it remains unresolved after conciliation, arbitrate the *dispute* if—
 - (i) *this Act* requires arbitration and any party to the *dispute* has requested that the *dispute* be resolved through arbitration; or
 - (ii) *all the parties to a dispute in respect of which the Labour Court has jurisdiction consent to arbitration under the auspices of the Commission*;
- (c) assist in the establishment of workplace forums in the manner contemplated in Chapter V;
- (d) compile and publish information and statistics about its activities; and
- (e) at least every second year, review any rules made in terms of this section.

(2) **UKhomishane kungenzeka —**

- (a) uma iceliwe, icebise uhlangothi oluphikisanayo mayelana nenqubo okumele ilandelwe ngokwalo Mthetho;
- (b) uma icelwa, isize uhlangothi olubambene ukuze luthole iseluleko sezomthetho, usizo, noma ukumelwa;
- (c) (bA) uma iceliwe, ihlinzeke ngosizo lokuphatha kumsebenzi oholo ngaphansi komkhawulo obekwe uNgqongqoshe ngaphansi kwesigaba sesi-6 (3) soMthetho Wezimo Eziyisisekelo Zokuqashwa ukuze anikeze noma yisiphi isaziso noma incwadi maqondana nokubuyisana. noma izinyathelo zokulamula ngokwemibandela yalo Mthetho, inqobo nje uma umsebenzi ehlala enesibopho ngokomthetho nganoma iyiphi leyo nkonzo;

- (c) athembise ukuxazulula ukungaboni ngaso linye okungakadluliswa kuKhomishana ngokubuyisana;
- (cA) yenza imithetho—

(i) ukulawula, ngokweyame oHlelweni 3, ukuqhubeka emihlanganweni yayo kanye nasemihlanganweni yanoma yiliphi ikomidi leKhomishana;

(ii) [Isigatshana. (ii) isuswe ngu-s. 18 (c) woMthetho No. 6 ka 2014.]

(iii) ukulawula umkhuba kanye nenqubo—

(aa) nganoma iyiphi inqubo yokuxazulula ingxabano ngokubuyisana;

(bb) ezigcawini zokulamula;

(iv) inquma inani lanoma iyiphi imali uKhomishane engayikhokhisa ngaphansi kwesigaba 147, futhi elawula ukukhokhwa kwaleyo mali ngokuningiliziwe;

(d) [Isigaba. (d) isuswe ngu-s. 31 (a) woMthetho Nombolo 42 ka-1996.]

(e) [Isigaba. (e) isuswe ngu-s. 31 (a) woMthetho wama-42 ka-1996]

(f) ukuphatha, ukwengamela noma ukucubungulisa noma yiluphi ukhetho noma ivoti lenyunyana yabasebenzi ebhalisiwe noma inhlangano yabaqashi ebhalisiwe uma icelwa ukuba yenze kanjalo yileyo nyunyana noma inhlangano yabaqashi;

(g) ishicilele imihlahlandlela maqondana nanoma yiluphi udaba okukhulunywa ngalo kulo Mthetho;

(h) liqhube futhi lishicilele ucwaningo ezindabeni eziphathelele nemisebenzi yalo.

(i) . . [Isigaba. (i) isuswe ngu-s. 31 (a) woMthetho Nombolo 42 ka 1996]

(2A) IKhomishana ingenza imithetho elawulayo—

(a) inkambiso nenqubo ephathelene nokuxazulula ingxabano ngokubuyisana noma ukulamula;

(b) inqubo ukubuyisana okuqaliswa ngayo, kanye nefomu, okuqukethwe, kanye nokusetshenziswa kwaleyo nqubo;

(c) inqubo okuqalwa ngayo ukulamula noma ukulamula, kanye nefomu, okuqukethwe, kanye nokusetshenziswa kwaleyo nqubo;

(d) umhlanganisi wanoma yimuphi umuntu onentshisekelo engxabanweni kunoma yiziphi izinyathelo zokubuyisana nezokulamula;

- (e) ukungenelela kwanoma yimuphi umuntu njengomfakisiselo noma ummangalelwa ezinqubeni zokubuyisana noma zokulamula;
 - (f) ukuchitshiyelwa kwanoma iyiphi indikimba kanye nokufaka esikhundleni sanoma yiliphi iqembu esikhundleni sokubuyisana noma ezinqubeni zokulamula;
 - (g) amahora lapho amahhovisi eKhomishana eyobe evuliwe ukuze amukele noma yiluphi uhlelo;
 - (h) noma yisiphi isikhathi okungafanele sibalwe ngenhloso yokubala isikhathi noma izikhathi zokulethwa kwanoma iyiphi inqubo noma isaziso esihlobene nanoma yiziphi izigcawu;
 - (i) amafomu okumele asetshenziswe amaqembu kanye neKhomishini;
 - (j) isisekelo lapho ukhomishani angenza noma yimuphi umyalo mayelana nezindleko kunoma yikuphi ukulamula;
 - (k) ilungelo lanoma yiluphi uhlangothi lokumelwa yinoma yimuphi umuntu noma isigaba sabantu kunoma yiziphi izinyathelo zokubuyisana noma zokulamula, okuhlanganisa nomthethonqubo noma umkhawulo welungelo lokumelwa kulezo zinqubo;
- [Isigaba. (k) kufakwe isi-. 18 (d) woMthetho Nombolo 6 wezi-2014.]

- (kA) imiphumela yanoma yiluphi uhlangothi ezinqubweni zokubuyisana noma zokulamula ngokungathameli lezo zinqubo;
- (l) izimo iKhomishana engakhokhisa kuzo imali maqondana nanoma yiziphi izinyathelo zokubuyisana noma zokulamula noma nganoma yiziphi izinkonzo iKhomishana ezihlinzekayo;
- (m) zonke ezinye izindaba eziphathelele nokwenza imisebenzi yeKhomishana.

[Izikhonzi. (2A) ifakwe ngu-s. 22 (a) woMthetho No. 12 ka 2002.]

- (3) IKhomishana inganikeza abasebenzi, abaqashi, izinyunyana ezibhalisiwe, izinhlangano zabaqashi ezibhalisiwe, imifelandawonye yezinyunyana, imifelandawonye yezinhlangano zabaqashi noma imikhandlu izeluleko noma ukuqeqeshwa okuphathelele nezinjongo eziyinhloko zalo Mthetho nanoma yimuphi omunye umthetho wokuqashwa, kuhlanganise kodwa kungacini lapho —

- (a) ukusungula izinhlaka zokuxoxisana ngokuhlanganyela;
- (b) ukuklama, ukusungula kanye nokukhetha izithangami zezindawo zokusebenza nokudala izindlela zokunqanda umgqigqo;
- (c) ukusebenza kwezithangami zasemsebenzini;
- (d) ukuvimbela nokuxazulula izingxabano kanye nezikhalazo zabasebenzi;
- (e) izinqubo zokuqondiswa kwezigwegwe;
- (f) izinqubo maqondana nokuxoshwa;
- (g) inqubo yokuhlela kabusha indawo yokusebenza;
- (h) izinhlelo zokuqinisekisa kanye namathuba alinganayo;
- (i) ukuvimbela ukuhlukunyezwa ngokocansi emsebenzini.

(4) IKhomishana kufanele yenze noma yimiphi eminye imisebenzi ebekiwe, futhi ingasebenzisa noma yimaphi amanye amandla elinikezwe yona noma ngokwalo Mthetho futhi inamandla okwenza noma yimuphi omunye umsebenzi ephathiswe wona ngomunye umthetho.

(5) Imithetho yenqubo yesigungu esilawulayo, imigomo yokuqokwa kwamalungu aso kanye nezinye izindaba zokuphatha kudingidwa oHlelweni 3.

(6) (a) Umthetho owenziwe ngaphansi kwesigatshana (2) (cA) noma (2A) kufanele ushicilelwe kuGazethi Kahulumeni. Ikhomishana izoba nesibopho sokuqinisekisa ukuthi ukushicilelwa kuyenzeka.

(b) Umthetho owenziwe kanjalo ngeke ube namandla omthetho noma umphumela ngaphandle kokuthi ushicilelwe.

(c) Umthetho owenziwe kanjalo uqala ukusebenza kusukela ngosuku lokushicilelwa ngaphandle uma kubekiwe usuku lwakamuva.

6. IMININGWANE YOKUXHUMANA EMQOKA YOKUTHOLA ULWAZI LWE-CCMA

6.1. UMPHATHI WOLWAZI WE-CCMA

Igama: Ibamba lesikhulu (mnu. UXolani Nduna)
 Ucingo: + 2711 377 6633 (Thato Mkhwanazi: ThatomK@ccma.org.za)
 I-imeyili: XolaniN@ccma.org.za

6.2. AMAPHINI EZIPHATHI ZOLWAZI

Ithebula elingezansi libeka amagama kanye neminingwane yokuxhumana yawo wonke amaPhini Ezikhulu Zolwazi ze-CCMA njengoba ejutshwe yiSikhulu soLwazi se-CCMA..

AMAHHOVISI ESIFUNDAZWE	IGAMA	ISIKHUNDLA	IMININGWANE YOKUXHUMANA
Igatsha eliphethe	Nolufefe Nyamezele (ibamba)	Isikhulu: Ezokuphatha kanye Namasu	i-imeyili: NolufefeN@ccma.org.za Ikheli lendawo: 28 Harrison Street , Johannesburg, 2001 Ikheli leposi: Private bag x94, marshalltown, 2107 Ucingo: +27113776701
Igatsha eliphethe	Bongumusa Khumalo (Ibamba)	I-NSC: Ukuvinjelwa Nezingxabano Nezixazululo	i-imeyili: BongumusaK@ccma.org.za Ikheli lendawo: 28 Harrison street, Johannesburg, 2001 Ikheli leposi: Private bag x94, marshalltown, 2107 Ucingo: +27136552619
Igatsha eliphethe	Mthembeni Ncanana	Isikhulu: Izinkonzo Zebhizinisi	i-imeyili: MthembeniN@ccma.org.za Ikheli lendawo: 28 Harrison street, Johannesburg, 2001 Ikheli leposi: Private bag x94, marshalltown, 2107 Ucingo: (011) 377 6667

Igatsha eliphethe	Zanele Hlophe	Isikhulu esiphezulu sokucwaningwa kwamabhuku	i-imeyili: ZaneleH@ccma.org.za Ikheli lendawo: 28 Harrison street, Johannesburg, 2001 Ikheli leposi: Private bag x94, marshalltown, 2107 Ucingo: (011) 377 6712
Igatsha eliphethe	Nkosikhona Nkosi	Isikhulu Esiphezulu Solwazi	i-imeyili: NkosikhonaN@ccma.org.za Ikheli lendawo: 28 Harrison street, Johannesburg, 2001 Ikhelileposi: Private bag x94, marshalltown, 2107 Ucingo: (011) 377 6 6 92
Igatsha eliphethe	Asanda Mgaga	Umpathi Omkhulu: Ihovisi lomqondisi	i-imeyili: AsandaM@ccma.org.za Ikheli lendawo: 28 Harrison street, Johannesburg, 2001 Ikheli leposi: Private bag x94, marshalltown, 2107 Ucingo: (011) 377 6628
Gauteng	UMpumelelo Nconco	UKhomishana Omkhulu Wesifundazwe	i-imeyili: MpumeleloN@ccma.org.za Ikheli lendawo: CCMA House, 127 Fox Street, Johannesburg, 2001 Ikheli leposi: Private bag x 94, Marshalltown, 2109 Ucingo: (011) 845 9011 e-mail: Johannesbur@ccma.org.za
Free State, Northern Cape	Lucky Moloi	UKhomishana Omkhulu Wesifundazwe	i-imeyili: LuckyM@ccma.org.za Ikheli lendawo: 60 Park Rd, Willows, Bloemfontein, 9301 Ikheli leposi: Private bag x20705, Bloemfontein, 9300 Ucingo: (051) 411 1700 e-mail: blm@ccma.org.za
Eastern Cape	Mandy Coetzee	UKhomishana Omkhulu Wesifundazwe	i-imeyili: MandyC@ccma.org.za Ikheli lendawo: CCMA House, 107 Govan Mbeki avenue, Port Elizabeth Ikheli leposi: Private bag x 22500, Port Elizabeth, 6000 Ucingo: (041) 509 1000 e-mail: pe@ccma.org.za
KwaZulu-Natal	Joanne Vermaak	UKhomishana Omkhulu Wesifundazwe (Ibamba)	i-imeyili: JoanneV@ccma.org.za Ikheli lendawo: 1 st & 3 rd Floor, Aquasky Building, 275 Anton Lembede Street, Durban, 4001 Ikheli leposi: Private bag x54363, Durban, 4000 Ucingo: 031-362-2300 e-mail: kzn@ccma.org.za
Limpopo	Morwa-Mapale Setlago	UKhomishana Omkhulu Wesifundazwe	i-imeyili: MorwaS@ccma.org.za Ikheli lendawo: CCMA House, 104 Hans van Rensburg Street, Polokwane, 0699 Ikheli leposi: Private bag x 9512, Polokwane, 0700 Ucingo: (015) 287 7400 e-mail: ptb@ccma.org.za

Mpumalanga	Marlies Dreyer	UKhomishana Omkhulu Wesifundazwe (Ibamba)	I-imeyili: MarliesD@ccma.org.za Ikheli lendawo 25 Samora Machel, Sanlam Centre Building., 7 th Floor Nelspruit Ikheli leposi: Private bag x 7290, Witbank, 1035 Inombolo yocingo: (013) 752 2155 e-mail : wtb@ccma.org.za
North West	Elias Hlongwane	UKhomishana Omkhulu Wesifundazwe	I-imeyili: EliashH@ccma.org.za Ikheli lendawo: CCMA House, 47 Siddle Street, Klerksdorp, 2570 Ikheli leposi: Private bag x5004, Klerksdorp, leSiza 2571 Ucingo: (018) 487 4600 e-mail: kdp@ccma.org.za
Entshonalanga kapa	Vusumuzi Landu	UKhomishana Omkhulu Wesifundazwe	I-imeyili: VusumziL@ccma.org.za Ikheli lendawo: CCMA House, 78 Darling Street, Cape Town, 8001 Ikheli leposi: Private bag x9167, Cape Town, 8000 Ucingo: (021) 469- 0111 e-mail: ctn@ccma.org.za

6.2.1. UKUFINYELELA ULWAZI KANYE NEMIBUZO EPHATHELENE NE-PAIA KANYE NE-POPIA YOKUXHUMANA

I-imeyili:	paia@ccma.org.za / popia @ ccma.org.za
Kuzwelonke / Indlunkulu	
Ikheli leposi:	Private bag x94, Marshalltown, 2107
Ikheli lendawo:	28 Harrison Street, Johannesburg, 2001
Inombolo yocingo:	011 377 6600
E-mail:	HQ@ccma.org.za
Isisindalwazi:	www.ccma.org.za

7. INCAZELO YAZO ZONKE IZIXAZULULO EZITHOLAKALA MAYELANA NOMTHETHO NOMA UKWEHLULEKA OKWENZA IZINYATHELO NGOKWEMIBANDELA YE-PAIA/POPIA

7.1. OCELAYO ANGAFAKA ISIKHALAZO SANGAPHAKATHI KUMQONDISI WE-CCMA

Umfakisiselo angafaka isikhalo esihlobene nalokhu:

7.1.1. Isinqumo sokunganikezeli ukufinyelela kwerekhodi noma okucatshangwa ukuthi kwaliwe;

7.1.2. Imali ekhokhiswayo;

7.1.3. Isinqumo sokwelula isikhathi sokubhekana nesicelo; noma

7.1.4. I-CCMA yenqaba ukunikeza umfakisiselo irekhodi efomini alicelile.

7.2. INQUBO YOKUFAKA ISIKHALAZO SANGAPHAKATHI IKANJENA;

7.2.1. Umfakisiselo kufanele agcwalise ifomu lokubuyekeza elifanele elinamathiselwe lapha njengeSithasiselo B futhi afake isikhalo sakhe zingakapheli izinsuku ezingama-60 ethole isinqumo esihlongozwayo sePhini Lomphathi Wezokwazisa kuSikhulu Sezokwazisa esizokwenza isinqumo esingujuqu ngesikhalazo.

7.2.2. Ngemva kokugcwalisa ifomu, umfakisiselo kufanele athumele ifomu kuSekela-Mphathi Wolwazi othintekayo ngokwakhe, nge-imeyili esebenzisa imininingwane ebekwe esigabeni 6.2 ngenhla.

7.2.3. Umfakisiselo kumele abeke izizathu zesikhalazo mayelana nerekhodi ngalinye alifunayo.

7.2.4. Umfakisiselo angacela ukwaziswa ngomphumela wesikhalo nganoma iyiphi indlela ngaphandle kwempendulo ebhaliwe, isibonelo, nge-imeyili noma ngocingo, nokho i-CCMA isazothumela i-imeyili ngokusemthethweni njengoba lokhu kuyimpendulo ebhaliwe.

7.2.5. Umuntu ofaka isikhalo kufanele anikeze imininingwane yakhe yokuxhumana futhi kungase kudingeke ukuthi akhokhe imali enqunyiwe yesikhalazo. (Imali ayikhokhwa uma ungaceli imininingwane yangasese, imali ekhokhwayo njengamanje ngama-R35 ezinhlanganweni zikahulumeni.)

7.2.6. Isekela lesKhulu soLwazi kumele ezinsukwini zokusebenza eziyi-10 lilethe isikhalo sangaphakathi kanye nezizathu zalo zokwenqaba udaba ukuze kube nesinqumo esingujuqu kuSikhulu soLwazi kanye nemininingwane yokuxhumana yanoma yimuphi umuntu wesithathu okufanele aziswe.

7.2.7. Uma isikhalo sifakwe ngemva kokuphela kwesikhathi esidingekayo esiyizinsuku ezingama-60, uMqondisi, ngesizathu esihle esibonisiwe, angavumela ukufakwa sekwephuzile kwesikhalazo sangaphakathi. Uma uMqondisi enqaba ukukuvuna ukufakwa sekwephuzile kwesikhalo, kuyofanele anikeze izizathu zesinqumo sakhe.

7.2.8. UMqondisi angaqinisekisa isinqumo esiphikisayo noma ashintshe isinqumo esisha esikhundleni saso. Isinqumo esiphathelene nesikhalazo kufanele senziwe uMqondisi ngokushesha okukhulu kodwa zingakapheli izinsuku ezingama-30 uMqondisi athola isikhalazo.

7.2.9. Esimeni lapho isikhalazo singavunywanga i-CCMA izoqinisekisa ukuthi ulwazi oluceliwe luyagcinwa futhi awekho amarekhodi azosulwa kuze kufinyelelwe esinqumweni.

7.3. UMA UMFASI SICELO ANGENELISEKI NGESINQUMO SOMQONDISI ESIPHATHELENE NGESIKHALAZO, UMFASI SICELO ANGAFASA ISICELO ENKANTOLO UKUZE APHUMELE IZINSUKU EZIYI-180 YOKUTHOLA ISINQUMO SOMQONDISI.

7.3.1. Inkantolo elalela isicelo inganikeza noma yimuphi umyalo olungile nolinganayo, kuhlenganisa nemiyalelo-

- Ukuqinisekisa, ukuchibiyela noma ukubekela eceleni isinqumo okuyisihloko sesicelo esithintekayo;
- Ukufuna ukuthi iSikhulu soLwazi noma isiphathimandla esifanele senhlangano yomphakathi noma inhloko yebandla elizimele ukuthi bathathe lesi sinyathelo noma bayeke ukuthatha lesi sinyathelo inkantolo esibona sifanelekile phakathi nesikhathi esishiwo kumyalelo;
- Ukunikeza isivimbelo, impumuzo yesikhashana noma ethize, umyalelo wokumemezela noma isinxephezelo;
- Mayelana nezindleko; noma
- Ukuvumela ukungalandelwa kwesikhathi esiyizinsuku eziyi-180 sokulethwa kwesicelo, lapho izintshisekelo zezobulungiswa zidinga kanjalo.

7.4 IZISOMBULULO EZITHOLAKALA UMA IZINIKEZELO ZE-PAIA ZINGAHAMBISANI

7.4.1. Noma yimuphi umuntu angashushiswa ngobugebengu uma eziphatha ngale ndlela elandelayo:

- Isikhulu Esihlinzeka Ngolwazi esihluleka ngamabomu noma ngobudedengu obukhulu ukuthobela izinhlinzeka zesigaba 14 sinecala futhi lapho silahlwa yicala siyohlawuliswa inhlawulo, noma sigqunywe ejele isikhathi esingeqile eminyakeni emibili.
- Umuntu onenhloso yokwenqaba ilungelo lokufinyelela ngokwe-PAIA ucekela phansi, abonakalise, noma aguqule irekhodi; afihla irekhodi; noma enze irekhodi elingamanga.
- Umuntu ohlukumezekile angafaka isikhalazo kuMvikeli Womphakathi mayelana nelungelo elinikezwe noma umsebenzi obekwe yi-PAIA.
- Amagama ezinhlangano zomphakathi ezingathobeli i-PAIA azothunyelwa nguMlawuli Wolwazi esiGungwini Sikazwelonke SePhalamende ngokwesigaba sama-84 se-PAIA

8. UMHLAHLANDLELA WOKUTHI KUNGASETSHENZISWA KANJANI I-PAIA NOKUTHI UNGAFINYELELWA KANJANI UMHLAHLANDLELA

I-CCMA, ngokwesigaba 10(1) se-PAIA, iye yavuselela futhi yenza ukuba kutholakale umhlahlandlela obuyekaziwe wendlela yokusebenzisa i-PAIA ("Umhlahlandlela"), ngendlela eqondakala kalula nangendlela eqondakala kalula, njengoba kungase kutholwe umuntu ifisa ukusebenzisa noma yiliphi ilungelo elihlongozwe kwi-PAIA kanye ne-POPIA. Le ncwadi itholakala ngolimi ngalunye olusemthethweni njengoba kunqunywe isikhungo futhi iqukethe okulandelayo:

8.1. Izinjongo ze-PAIA kanye ne-POPIA

8.2. Ikheli leposi nelomgwaqo, inombolo yocingo neyefeksi futhi, uma likhona, ikheli le-imeyili lika-

8.3. Isikhulu Sezokwazisa sawo wonke amagatsha kahulumeni, kanye nePhini Lesikhulu Solwazi sawo wonke amagatsha kahulumeni nezizimele aqokwe ngokwesigaba 17(1) se-PAIA kanye nesigaba 56 se-POPIA;

8.4. Indlela nefomu lesicelo soku- -

8.4.1. Ukuthola irekhodi lebandla lomphakathi elihlongozwe esigabeni 11; futhi

8.4.2. Ukuthola irekhodi lendikimba yangasese ehlongozwe esigabeni 50;

8.4.3. Usizo olutholakala kuSikhulu Solwazi senhlangano yomphakathi ngokwe-PAIA kanye ne-POPIA;

- 8.4.4. Usizo olutholakala kuMlawuli ngokwe-PAIA kanye ne-POPIA;
- 8.4.5. Wonke amakhambi akhona emthethweni mayelana nesenzo noma ukwehluleka ukwenza okuthile maqondana nelungelo noma umsebenzi onikezwe noma obekwe yi-PAIA kanye ne-POPIA, kuhlenganisa nendlela yokufaka-
- 8.4.6. Isikhalazo sangaphakathi;
- 8.4.7. Isikhalo kuMlawuli; futhi
- 8.4.8. Isicelo esiya enkantolo esiphikisana nesinqumo seSikhulu Esibhekele Ulwazi senhlangano yomphakathi, isinqumo sokudlulisa icala kwangaphakathi noma isinqumo soMlawuli noma isinqumo senhloko yenhlangano ezimele.;
- 8.5. Izinhlinzeko zesigaba 14 kanye nesama-51 ezidinga uhlaka lukahulumeni kanye nebandla elizimele, ngokulandelana, ukuba zenze imanuwali, kanye nendlela yokuthola ukufinyelela kumanyuwali;
- 8.6. Izinhlinzeko zezigaba 15 kanye nesama-52 ezihlinzekela ukudalulwa ngokuzithandela kwezigaba zamarekhodi yinhlangano yomphakathi kanye nebandla elizimele, ngokulandelana;
- 8.7. Izaziso ezikhishwe ngokwezigaba 22 no-54 mayelana nezimali okufanele zikhokhwe maqondana nezicelo zokufinyelela;
- 8.8. Imithethonqubo eyenziwe ngokwesigaba 92.
- 8.9. Amalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi ezinhlangano zikahulumeni noma ezizimele, kuhlenganisa nehovisi le-CCMA, ngezikhathi zokusebenza eziwayelele. Umhlahlandlela ungatholakala futhi:
- Ngesicelo kuSikhulu soLwazi;
 - Iphuma kusizindalwazi se-CCMA: <https://www.ccma.org.za/ccma-resources/>

9. INCAZELO YEZIHLOKO I-CCMA INAZO AMAREKHODI KANYE NEZINHLOBO ZAMAREKHODI AGCINWE YI-CCMA.

UMNYANGO	UPHIKO	AMADOKHUMENTI ATHOLAKALA NGESICELO
Ukubusa kanye Namasu	Iyunithi Yezobunhloleli Bocwaningo Lwebhizinisi	• Imibiko yocwaningo eyenziwa ngaphakathi kwenhlangano njengoba igunyazwe ukukhululwa ngabholi abafanele bephrojekthi • Imiklomo ye-CCMA yokulamula kanye nezibalo ze-CCMA, njengoba zigunyazwe ukuthi zikhishwe Isigungu Esiphethe: Ukubusa Nesu kanye noMqondisi..
	Uphiko Lokuphathwa Kwababambiqhaza kanye Nemiklamo	• Amacala ebhizinisi nabalingani bamasu • Imemorandamu yezivumelwano nabalingani bamasu
	Uphiko Lwezinkonzo Zokubusa Nonobhala	• Izinqubomgomo Zokubusa
	Uphiko Lwezingozi Nokuthotshelwa	• Izinhloko Zokulawula Ubungozi kanye Nokuthobela • Amamanuwali, izinqubomgomo kanye nezethulo mayelana nokuqeqeshwa kokulawulwa kobungozi kanye nokuhambisana nokuqwashisa.
Ikomidi Lezinsiza Ezibalulekile	Ikomidi Lezinsiza Ezibalulekile	• ukuqoshwa kwecala • Izaziso zeGazethi kaHulumeni
Ukucwaningwa Kwamabhuku Kwangaphakathi	Ukucwaningwa Kwamabhuku Kwangaphakathi	• Imibiko yocwaningomabhuku lwangaphakathi kanye nobufakazi bocwaningomabhuku

Izinkonzo Zebhizinisi	Uphiko Lwezabasebenzi	• Amarekhodi okuqashwa • Izincwadi zokuqeqesha • Izakhiwo zamaholo • Uhlelo lokuqashwa ngokulingana • Ukusebenza ngoMthetho Wokuthuthukiswa Kwamakhono
	Uphiko Lwezokuphatha Nezinsiza	• Abathengisi • Amathenda • Izivumelwano zokuqasha • Izivumelwano zokuqashisa
	Uphiko Lwemisebenzi Yezomthetho	• Izivumelwano Nezinkontileka • Imibhalo Yamacala
uMnyango Wezwimali	Izindleko Nokuphatha ukubalwa kwezimali, ukubalwa kwezimali, Ukuphathwa Kochungechunge Lokuthenga	• Isabelomali Esigunyaziwe Sonyaka kanye Nesamaphakathi Nesikhathi • Ukuhanjiswa kwe-ENE kanye ne-MTEF • Izitatimende Zezimali Zonyaka, Zekota nezenyanga • Imibhalo yamabhidi • Noma yimaphi amanye amarekhodi ezezimali
Isixazululo Senxabano	Uphiko Lokuthuthukiswa Kokuqeqeshwa	Izincwadi zokuqeqesha
Izifundazwe ze-CCMA	Izifundazwe ze-CCMA	• Amafayela ecala • Amaminithi emihlangano yabasebenzi besifundazwe • Amaminithi omhlangano kakhomishana wesifundazwe • Izibalo zamareyithi okukhokhelana • Ukulayishwa kwecala ngokwezifundazwe • Izingxabano ngomkhakha
Ulwazi, Umnyango Wezokuxhumana Nobuchwepheshe	Ulwazi lezokuxhumana Nobuchwepheshe	• Imibiko ekhiqizwayo edinga ukuhlanganiswa, isibonelo: • Imibiko yeprophjekthi yolwazi lezokuxhumana Nobuchwepheshe • Imibiko yezinga lenkonzo yombiko we-antivirus • Umbiko wokuthengwa kwezingxenyekazi zekhompyutha/zesofthiwe>

10. Inqubo Ukucela ukufinyelela amarekhodi olusezandleni le-CCMA ngokulandela paia

- 10.1.** Umfakisicelo kumele asebenzise ifomu elishicilelwe kuGazethi kaHulumeni [Govt. Isaziso R187- 15 Unhlolanja 2002] (Ifomu A) okuyifomu elinamathiselwe kuleli bhukwana njengeSithasiselo A futhi sitholakala kusizindlwazi se-CCMA (<https://www.ccm.org.za>) enesihloko esithi IFOMU LE-PAIA – ISICELO SOKUFINYELELA KULO IREKHODI.
- 10.2.** Umfakisicelo angaphrinta ifomu lesicelo elisemthethweni elinamathiselwe lapha njengeSithasiselo A futhi kufanele agcwalise zonke izinkundla efomini. Ifomu kufanele lihanjiswa kuSikhulu Esibhekele Ulwazi se-CCMA, noma kuSekela Lesikhulu Esibhekele Ulwazi esifundazweni lapho ofake isicelo ehlala khona. Isicelo singathunyelwa nge-imeyili nge-imeyili ye-Paia ejwayelekile nge-paia@ccma.org.za.
- 10.3.** Umfakisicelo kumele aveze ukuthi isicelo ngesekhophi yerekhodi noma efuna ukuvakashela noma yiliphi ihhovisi ukuze abone irekhodi alifunayo. Kungenjalo, uma irekhodi lingewona umbhalo lingase libukwe ngendlela eliceliwe ngayo, lapho kungenzeka khona.
- 10.4.** Uma umuntu ecela ukufinyelela ngendlela ethile, umfakisicelo kufanele athole ukufinyelela ngendlela ayicelile. Lokhu kwenzeka ngaphandle uma ukwenza kanjalo kuzophazamisa ngokungafanele ukusebenza kwe-CCMA, noma kulimaze irekhodi, noma kwephule ilungelo lobunikazi okungeyona eye-CCMA. Uma ngezizathu ezizwakalayo ukufinyelela lihanjiswa kuMlawuli Wolwazi waseNingizimu Afrika yi-CCMA

kungeke kunikezwe ngendlela edingekayo, kodwa ngenye indlela, imali ekhokhwayo kufanele ibalwe ngokwendlela umfakisicelo aqale wayicela ngayo.

10.5. I-CCMA izovuma ukuthi isitholile isicelo, ngokubhalwe phansi, zingakapheli izinsuku ezintathu (3) isitholile futhi yeluleke zingakapheli izinsuku ezingama-30 (amashumi amathathu) ngokuthi ulwazi oluceliwe luyafinyeleleka yini nokuthi umfakisicelo angalulanda kanjani futhi kuphi. Uma kwenzeka umfakisicelo engayitholi incwadi eqinisekisa ukuthi uyitholile incwadi ebhaliwe ezinsukwini ezintathu (3), umfakisicelo kufanele athinte Isikhulu soLwazi noma iPhini Lesikhulu soLwazi ukuze aqinisekise ukuthi isicelo sitholakele..

10.6. Uma, ngaphezu kwempendulo ebhaliwe esicelweni sakhe serekhodi, umfakisicelo efuna ukwaziswa ngesinqumo nganoma iyiphi enye indlela, isb., ngocingo, lokhu kufanele kukhonjiswe.

10.7. Uma isicelo sokufinyelela olwazini senziwa egameni lomunye umuntu, isikhundla okwenziwa ngaso isicelo kufanele sikhonjiswe.

10.8. Uma umfakisicelo engakwazi ukufunda noma ukubhala, noma enokukhubazeka, angasenza isicelo serekhodi ngomlomo. Isikhulu soLwazi noma iPhini leSikhulu soLwazi noma umuntu ogunyaziwe kufanele agcwalise ifomu egameni lalowo mfakisicelo bese emnika ikhophi.

10.9. Uma isicelo sivunyiwe, kufanele kukhokhwe enye imali yokufinyelela ekusesheni, ekulungiseni, ekukhiqizweni kabusha kanye nanoma yisiphi isikhathi eseqe amahora anqunyiwe okucinga nokulungisa irekhodi ukuze lidalulwe.

10.10. Isikhulu soLwazi okwenziwa kuso isicelo sokufinyelela noma esidluliselwe kuso, singanweba isikhathi esiyizinsuku ezingama-30 okukhulunywe ngaso esigabeni sama-25 (1) se-PAIA kanye isikhathi esingeqi ezinsukwini ezingama-30, uma-

10.10.1. Isicelo ngesenani elikhulu lamarekhodi noma sidinga ukuseshwa ngenani elikhulu lamarekhodi futhi ukuhambisana nesikhathi sokuqala kungaphazamisa ngokungenasizathu imisebenzi ye-CCMA;

10.10.2. Isicelo sidinga ukuseshwa kwamarekhodi, noma ukuqoqwa kwawo, ehhovisi le-CCMA elingekho edolobheni noma idolobha elifanayo nehhovisi lesiphathimandla sezokwazisa elithola isicelo, futhi angeke ligcwaliswe ngokufanelekile ngesikhathi sokuqala;

10.10.3. Ukubonisana phakathi kwezigaba ze-CCMA noma nomunye uhlaka lukahulumeni kuyadingeka noma kuyafiseleka ukuze kuthathwe isinqumo ngesicelo, esingekhe saqedwa ngokufanelekile ngesikhathi sokuqala;

10.10.4. Izimo ezingaphezu kwesisodwa ezihlongozwe ngenhla zikhona mayelana nesicelo esenza ukuthobelana nesikhathi sokuqala kungenzeki ngendlela ephusile; noma ofake isicelo evuma ngokubhala leso sandiso.

10.11. Lapho isicelo siwukuthola amarekhodi aqukethe ulwazi olunganqatshwa noma okufanele lwenqatshwe, yonke ingxenye yerekhodi engaqukethe lolo lwazi futhi engahlukaniswa ngokufanelekile ezingxenyeni eziqukethe lolo lwazi, kufanele idalulwe (isigaba 28);

10.12. Umfakisicelo isicelo sakhe sokuthola irekhodi le-CCMA sivunyiwe kufanele, uma irekhodi likhona ngolimi aluthandayo, anikezwe ukufinyelela ngalolo limi. Uma irekhodi lingekho ngolimi alithandwayo, irekhodi kufanele linikezwe nganoma yiluphi ulimi irekhodi elikhona (Isigaba 31).

10.13. Uma isicelo senziwa egameni lomunye umuntu (esingokwemvelo noma ngokomthetho), umfakisicelo kufanele aveze isikhundla ahlobene ngaso nomuntu futhi anikeze i-CCMA imvume yomuntu ukuze inikeze umfakisicelo ulwazi oluceliwe noma ikhophi yegunya elibhaliwe eligunyaza ofake isicelo ukuthi ammele lowo muntu kufanele alethwe kanye nefomu eligcwaliswe ngokufanelekile. Lokhu kwenzelwa ukuqinisekisa ukuthi umfakisicelo akanqatshelwa ukufinyelela ngenxa yokuthi ulwazi luyimfihlo. Umfakisicelo kumele asho uhlobo lwerekhodi alicelile ngesikhathi enza isicelo, ukuze i-CCMA

ikwazi ukusiza ngempumelelo.

10.14. Esimeni lapho irekhodi lingatholakali noma lingekho, umfakisicelo unelungelo lokuthola impendulo ngendlela yesiqinisekiso esivela kwa-CCMA. I-afidavithi noma isiqiniseko kufanele sinikeze i-akhawunti ephelile yazo zonke izinyathelo ezithathiwe ukuze kutholwe irekhodi okukhulunywa ngalo noma ukuze kunqunywe ukuthi irekhodi likhona, njengoba kungaba njalo, kuhlenganisa konke ukuxhumana nawo wonke umuntu owenze uphenyo egameni iSikhulu soLwazi noma IPhini leSikhulu soLwazi, inqobo nje uma lokho kuxhumana kungenayo imininingwane eyimfihlo noma ukudalulwa okufanayo angeke kulingane nokwepulwa kwemibandela ye-POPIA..

10.15. ISikhulu soLwazi noma i-DIO ecubungula isicelo sokuthola irekhodi okungenzeka kube irekhodi: elokudalulwa kolwazi lomuntu siqu mayelana nomuntu wesithathu, kuhlenganisa nomuntu oshonile (Isigaba 34(1)); iqukethe

(a) izimfihlo zohwebo zomunye umuntu;

(b) ulwazi lwezezimali, lwezohwebo, lwesayensi noma lwezobuchwepheshe, ngaphandle kwezimfihlo zohwebo, zomunye umuntu, ukudalulwa kwazo okungadala ukulimala kwezentengiselwano noma zezezimali zalowo muntu wesithathu;

(c) ulwazi oluhlinzekwe ngokuthenjwa ngumuntu wesithathu ukudalulwa kwalo okungalindeleka ngokunengqondo-(i) ukubeka lelo qembu lesithathu kusimo esingesihle ezingxoxweni zenkontileka noma kwezinye izingxoxo; 36 (1),

10.16. Ukudalulwa kwerekhodi kuzohlenganisa isenzo sokwepulwa kwesibopho sokwethembeka esikweletwa umuntu wesithathu ngokwesivumelwano; okungalindeleka ngokunengqondo ukuthi kuphazamise ukuhlinzekwa kolwazi olufanayo esikhathini esizayo, noma ulwazi oluvela emthonjeni ofanayo;

10.17. (Isigaba 37 (1)) siqukethe ulwazi mayelana nocwaningo olwenziwe noma oluzokwenziwa noma egameni lomuntu wesithathu, ukudalulwa kwalo okungase kudalule- (a) umuntu wesithathu; noma uzobe enza ucwaningo egameni lomuntu wesithathu noma (c) isihloko socwaningo, kube kubi kakhulu.

10.18. (Isigaba 43 (1)) kumele sithathe zonke izinyathelo ezifanele ukwazisa umuntu wesithathu lowo noma irekhodi elihlobene nesicelo.

10.19. ISikhulu soLwazi noma i-DIO kufanele yazise ingxenye yesithathu yalokhu okungenhla ngokushesha ngangokunokwenzeka, kodwa kunoma yikuphi, zingakapheli izinsuku ezingama-21 ngemva kokuba leso sicelo samukelwe noma sesidluliselwe; nangezindlela ezishesha kakhulu ngangokunokwenzeka.

10.20. Lapho wazisa umuntu wesithathu njengoba kuhlongozwe ku-10.12.1 ngenhla, ISikhulu Solwazi noma i-DIO kufanele:

a) a) sisho ukuthi ucubungula isicelo sokufinyelela kulelo rekhodi, futhi achaze okuqukethwe yirekhodi;

b) b) anikeze igama lomfakisicelo;

c) c) ukuchaza izinhlinzeko zesigaba se-PAIA njengoba zihlobene namarekhodi njengoba kuhlongozwe ngenhla ku-19.12.1 (isigaba 34 (1), 35 (1), 36 (1), 37 (1) noma 43 (1));

10.21. Kunoma yikuphi lapho iSikhulu soLwazi sikholelwa ukuthi izinhlinzeko zesigaba 46 se-PAIA zingase zisebenze, chaza lezo zinhlinzeko, ucacise ukuthi yiziphi izimo okukhulunywe ngazo esigabeni 46 (a) ngokubona kweSikhulu soLwazi esingase sisebenze futhi sisho izizathu zokuthi kungani. unombono wokuthi isigaba 46 singasebenza; futhi

10.22. Isho ukuthi umuntu wesithathu, zingakapheli izinsuku ezingama-21 ngemuva kokuthi umuntu wesithathu azisiwe (i) enze izethulo ezibhaliwe noma ngomlomo esiphathisweni sezolwazi ukuthi kungani isicelo sokufinyelela kufanele senqatshwe; noma (ii) anikeze imvume ebhaliwe yokudalulwa kwerekhodi kumfakisicelo.

10.23. Uma umuntu wesithathu engaziswanga ngomlomo ngesicelo sokufinyelela ngokwesigatshana (1), isikhulu solwazi kufanele sinikeze isaziso esibhaliwe esisho izindaba okukhulunywe ngazo esigatshaneni (3) kumuntu wesithathu.

11. ISIKHATHI ESENGULIWE SOKUBHEKANA NEZICELO EMINYAKENI EMIBILI YOKUQALA

11.1. I-CCMA ingase yelule isikhathi sokubhekana nezicelo phakathi neminyaka emibili yokuqala:

(1) Okwe:

a) izinyanga eziyi-12 kusukela ngosuku iNgxenywe yesi-2 iqala ukusebenza ngalo maqondana nhlangano yomphakathi;

b) izinsuku ezingama-30 esigabeni 25 (1) nanoma yikuphi okunye okubhekiselwe kuleso sikhathi kwezinye izinhlinzeko zalo Mthetho;

c) izinsuku ezingama-30 esigabeni sama-49 (1) kanye nanoma yikuphi okunye okubhekiselwe kuleso sikhathi kwezinye izinhlinzeko zalo Mthetho, kufanele kuthathwe njengokusho izinsuku ezingama-90 maqondana nalelo bandla lomphakathi;

(d) izinyanga eziyi-12 ezilandela izinyanga eziyi-12 okukhulunywe ngazo endimeni (a), kubhekiselwa ku:

i) izinsuku ezingama-30 esigabeni 25 (1) nanoma yikuphi okunye okubhekiselwe kuleso sikhathi kwezinye izinhlinzeko zalo Mthetho;

(ii) izinsuku ezingama-30 esigabeni 49 (1) kanye nanoma yikuphi okunye okubhekiselwe kuleso sikhathi kwezinye izinhlinzeko zalo Mthetho, kufanele kuthathwe njengokusho izinsuku ezingama-60 maqondana nebandla lomphakathi elithintekayo..

(2) Izikhathi zezinsuku ezingama-90 nezinsuku ezingama-60 okukhulunywe ngazo esigatshaneni (1) (a) no-(b), ngokulandelana, angeke zelulwe ngokwesigaba sama-26.

(3) IPhalamende kufanele, ngemva kwesikhathi esiyizinyanga eziyi-12, kodwa phakathi nenkathi eyizinyanga eziyi-18, ngemva kokuqaliswa kwalesi sigaba, libuyekeze ukusebenza kwalesi sigaba..

12. ZIZATHU ZOKUNIKEZELA NOMA UKUNQABA KOKUTHOLAKALA KWAMAREKHODI AGCINWE YI-CCMA NGOKWEMIBANDELA YE-PAIA.

IPhini leSikhulu soLwazi senhlangano yomphakathi linganikeza ukufinyelela kumarekhodi uma:

12.1. Umfakisicelo uthobela zonke izidingo zenqubo ezigabeni 33 kuya ku-46 ze-PAIA.

IPhini leSikhulu soLwazi lenhlangano yomphakathi lingenqaba isicelo sokuthola irekhodi uma:

12.2. Isicelo sibonakala siwubala noma siyakhathaza; noma

12.3. Umsebenzi obandakanyekayo ekucubunguleni isicelo uzophambukisa kakhulu izinsiza ze-CCMA ngendlela engafanele.

12.4. I-CCMA inelungelo lokwenqaba isicelo sokuthola irekhodi lenhlangano uma ukudalulwa kwalo kubandakanya ukudalulwa okungenangqondo Kolwazi Lomuntu Siqu ngomuntu wesithathu ongumuntu wemvelo, ngaphandle uma lowo muntu evumile ngokubhala lokho kudalulwa.

12.5. Ngokuya ngesigatshana (2), isikhulu sezolwazi senhlangano yomphakathi kufanele senqabele isicelo sokuthola irekhodi lebandla uma irekhodi liqukethe –

a) izimfihlo zohwebo zomunye umuntu;

b) ulwazi lwezizimali, lwezohwebo, lwesayensi noma lwezobuchwepheshe, ngaphandle kwezimfihlo zohwebo, zomunye umuntu, ukudalulwa kwawo okungadala ukulimala kwezentengiselwano noma zezimali zalowo muntu wesithathu; noma

c) ulwazi oluhlinzekwe ngokuthenjwa ngumuntu wesithathu ukudalulwa okungalindeleka ngokunengqondo -

i. ukubeka lowo muntu wesithathu esimweni esingasihle ezingxoxweni zenkontileka noma ezinye; noma

ii. ukubandlulula lowo muntu wesithathu emqhudelwaneni wezohwebo.

12.6 Irekhodi angeke lenqatshwe ngokwesigatshana (1) uma nje liqukethe ulwazi –

a) osekuvele kutholakala esidlangalaleni;

b) mayelana nomuntu wesithathu ovume ngokwesigaba 48 noma ngenye indlela ngokubhala ukuthi lidalulwe kumfakisicelo othintekayo; noma

c) mayelana nemiphumela yanoma yimuphi umkhqizo noma ukuhlolwa kwemvelo noma olunye uphenyo oluhlinzekwe ngomunye umuntu noma umphumela wanoma yikuphi ukuhlola noma uphenyo olwenziwa noma egameni lomuntu wesithathu futhi ukudalulwa kwalo kuzoveza ukuphepha komphakathi noma ubungozi bemvelo.

12.7 Ngenhloso yesigatshana (2)(c), soMthetho imiphumela yanoma yimuphi umkhqizo noma ukuhlolwa kwemvelo noma olunye uphenyo alubandakanyi imiphumela yokuhlolwa kokuqala noma olunye uphenyo olwenziwa ngenjongo yokuthuthukisa izindlela zokuhlola noma olunye uphenyo..

13. UKUVIKELA OKUYIMPOQO OKUPHEPHILE KOMUNTU NGAMUNYE, NOKUVIKELWA KWEMPAHLA.

13.1 Isikhulu solwazi senhlangano yomphakathi:

(a) kumele lenqabe isicelo sokuthola irekhodi lenhlangano uma ukudalulwa kwalo kungalindeleka ngokunengqondo ukuthi kubeke engozini impilo noma ukuphepha ngokomzimba komuntu; noma

(b) lingase lenqabe isicelo sokuthola irekhodi legatsha uma ukudalulwa kwalo kungase kuphazamise noma kukhinyabeze (i) ukuphepha kwesakhiwo, isakhiwo noma uhlelo, okuhlanganisa, kodwa kungacini nje, kukhompuyutha noma uhlelo lokuxhumana. ;

Izizathu ezibalulwe ngenhla zihlanganisa nezizathu zokwenqatshwa njengoba zihlinzekwe eSahlukweni 4 SENGXENYE 2 ye-PAIA njengoba kushiwo eSigabeni 34 kuya ku-46 se-PAIA:

(a) Ukuvikelwa okuyisibopho kwamarekhodi athile uPhiko Lwezentela lwaseNingizimu Afrika

(b) Ukuvikelwa okuyimpoqo kolwazi lwezentengiso lomuntu wesithathu

(c) Ukuvikelwa okuyisibopho kolwazi oluthile oluyimfihlo, nokuvikelwa kolunye ulwazi oluyimfihlo, lomuntu wesithathu

(d) Ukuvikelwa okuyimpoqo kokuphepha kwabantu, kanye nokuvikelwa kwempahla

(e) Ukuvikelwa okuyisibopho kwamadokodo wamaphoyisa ekuqulweni kwecala lebheyili, kanye nokuvikelwa kokugcinwa komthetho kanye nezinqubo zomthetho Ukuvikelwa okugunyaziwe kwamarekhodi anikezwe ilungelo ekukhiqizweni ezinkantolo zomthetho.

(f) Ukuvikela, ukuphepha kanye nobudlelwano bamazwe ngamazwe beRiphabhulikhi Izintshisekelo Zomnotho kanye nenhlalakahle yezezimali yeRiphabhulikhi kanye nemisebenzi yezohwebo yezinhlangano zomphakathi

(g) Ukuvikelwa okuphoqelekile kolwazi locwaningo lomuntu wesithathu, kanye nokuvikelwa kolwazi locwaningo lwenhlangano yomphakathi 20 Ukusebenza kwezinhlangano zomphakathi

(h) Izicelo ezibonakala ziwubala noma ezicasulayo, noma ukuphambukiswa kwezinsiza okukhulu nokungenangqondo

(i) Ukudalulwa okuyimpoqo ngokwentshisekelo yomphakathi

14. IZIGABA ZAMAREKHODI E-CCMA EZUTHOLAKALA NGAPHANDLE KOKUTHI UMUNTU AFAKE ISICELO SOKUFINELELA

UMNYANGO	UPHIKO	AMADOKODO ATHOLAKALA NGOKUZENZAKALELAYO	ATHOLAKALA NGESICELO	ATHOLAKALA KUSIZINDA LWAZI
Ukubusa kanye Namasu	Uphiko Olungaphansi Kwezobunhloli Bebhizinisi	Uphiko Olungaphansi locwaningo - Imibiko yocwaningo eyenziwa ngaphakathi kwenhlangano njengoba igunyazwe ukukhululwa ngabholi abafanele beprojekthi. - Amathuluzi okuqapha imakethe yezabasebenzi, njengamadeshibhodi, ama-barometers, njll Uphiko olungaphansi lokuphathwa kolwazi - Izihloko ezivela kumajenali - Imiklomo ye-CCMA yokulamula, njengoba kuvunywe ukuthi ikhishwe Isigungu Esiphethe: Ukubusa Nesu. - Izinqumo Ezikhethiwe Zenkantolo Yezabasebenzi - Amaphepha olwazi Uphiko langaphansi lokuxhumana: - Ukukhishwa kwezezinda/Izitatimende - Izincwadi Zonyaka ze-PAIA	x x x x	 x x
	Uphiko Lokuphathwa Kwababambiqhaza kanye Nemiklamo	- Uhlu lwabazakwethu be-CCMA Strategic - Amaprojekthi/imicimbi yamasu e-CCMA	X x	
	Uphiko Lwezinkonzo Zokubusa Nonobhala	- Izinqumbongo Zokubusa	x	
	Ubungozi kanye nokuhambisana	- Ubungozi kanye nokuhambisana management izinhloko - Izincwadi, imigomo kanye nezethulo mayelana ubungozi kanye nokuhambisana ukuphatha kanye.	x x	
	Uphiko Lwezingozi Nokuthotshelwa	- Imibiko yonyaka - Imibiko Yonyaka Yokusebenza		x x
Inhlangano Yezinkonzo Ezibalulekile		- Izinqumbongo Ezisebenzayo kanye Nezinqubo Ezijwayelekile Zokusebenza - Uhlu lwe-ESC lwezikhundla - Amafomu e-ESC LRA - Imihlahlandlela yesivumelwano sesevisi esincane	X x x	 x
Izinkonzo Zebhizinisi	Uphiko Lwezabasebenzi	- Zonke izinqumbongo Zabasebenzi kanye nezinqubo ezijwayelekile zokusebenza - Izikhangiso Zezikhala	x	 x
	Uphiko Lwezokuphatha Nezinsiza	- Zonke izinqumbongo zokuphatha kanye nezinqubo ezijwayelekile zokusebenza	x	

	Uphiko Lwemisebenzi Yezomthetho	- Izinkontileka SOPs - I-SOPs yecala	x	
Umnyango Wezezimali	Ukuphathwa Kwezimali	- Zonke izinqubomgomo zezezimali kanye nezinqubo ezijwayelekile zokusebenza - Izitatimende zezimali zonyaka	x x	
	Ukuphatha ukuhlinzeka	- Wonke amadokhumenti eBhidi - Amabhidi aphumelele - Izikhangiso zamathenda		x x x
	Uphiko Lokuvimbela Ingxabano kanye Nezixazululo	- Amafomu okudluliselwa kwengxabano/lcala - Ulwazi AmaSpredishithi - Imininingwane yokuxhumana yezikhungo ezihlobene nezabasebenzi - Imininingwane yokuxhumana yemikhandlu yezingxoxo - Ulwazi ngesimo semibuzo ehlobene necala - Imiklomo yokulamula kanye nezinqumo - Ulwazi ngezindaba ezibalulekile ezisekelwe kuMthetho Wezobudlelwane Babasebenzi, Umthetho Wezimo Eziyisisekelo Zokuqashwa kanye NoMthetho Wokulingana Kokuqashwa	x x	x x x x x x
Isixazululo senxabano	Izicelo Zesifundazwe	- Amafomu okudlulisela amacala - Amaphepha olwazi - Umbiko wokuphatha icala - Izibalo ze-CCMA ezifanele - Zonke izinqubomgomo kanye nezinqubo ezijwayelekile zokusebenza	x x x x	x
Umnyango Wezolwazi, Wezokuxhumana Nobuchwepheshe		- Zonke izinqubomgomo kanye nezinqubo ezijwayelekile zokusebenza	x	

15. IZINKONZO EZITHOLAKALA KUMALUNGU OMPHAKATHI EZIPHUMA KU-CCMA NOKUTHI UNGAFINYELELA KANJANI KULEZO ZINKONZO

15.1. UHLOBO LWEZINKONZO EZITHOLAKALA EMPHAKATHINI

Izinkonzo ze-CCMA zivezwe ngohlelo kuthebula elingezansi.

UMNYANGO WEZOKUVIKELA NOKUXAZULULA	UKUBUSA KANYE AMASU	UKUXHUMANA KWEZINHLANGANO ZOMTHETHO	UMNYANGO WEZOBUCHWEPHES HE BOLWAZI NOKUXHUMANA
ukhomishana - Izivumelwano - Ukulamula - Ukusiza -Ukuxoshwa ngaphanbili - Izinqubo ze-Con/Arb -Izinqubo zasemsebenzini -Indawo yokusebenza esebenzayo, inyunyana, umqashi kanye nokuqeqeshwa kokuhlolwa kwamacala e-CCMA -Ukuqeqeshwa Neziqondiso Zokuzilolonga Okuhle kakhulu kwe-CCMA - Izithangami zezingxoxo zababambe iqhaza zikazwelonke nezesifundazwe	Uphiko oluncane locwaningo - Igalelo ezinhlelweni zokuqeqesha/izindlela zokuqeqesha ze-CCMA kanye nezinsiza zokuqeqesha - Ukuthuthukiswa kwemakethe yezabasebenzi -amadeshibhodi nama-barometer ahlobene. -Ukuthuthukiswa kwamamodeli abikezelayo/ama-algorithms wokubikezela/amamodeli okubikezela - Izifundo zokuhlola uhlelo/umcimbi - Izifundo zesimo sezulu - Izifundo zokulinganisa - Ukuhlanganiswa kwezihloko zocwaningo Iyunithi encane yolwazi lwebhizinisi - Izincwadi namajenali ahlobene nomsebenzi - Ukufinyelela emitatsheni yolwazi kagesi - Ukwenza ukuvakasha kokulinganisa - Amakhomishana okuqeqesha ngezixhumanisi zamalabhulali aku-inthanethi Uphiko Lwezokuxhumana - Izitatimende zabezindaba - Incwadi ye-PAIA	-Ukugunyazwa kanye noxhaso lwemikhandlu yezingxoxo kanye nama-ejensi azimele -Ukuqeqeshwa, ukugqugquzelwa kanye nokuqapha imikhandlu yezingxoxo nezinhlobo ezizimele - Ukwengamela amavoti ezinyunyana nezinhlangano zabaqashi -Izingxabano zokuhlukaniswa kwemingcele - Ukusungulwa kwezithangami zasemsebenzini kanye nemikhandlu esemthethweni	-Ingqalasizinda ye-ICT yokulalelwa kwamacala - Uhlelo lokuphathwa kwamacala kusizindwalazi lwe-CCMA - CCMA Xhuma - CCMA ihabhu lolwazi - ukudluliselwa

Ukuze uthole ukufinyelela kulezi zinsizakalo ezingenhla kwa-CCMA, izicelo kufanele zithunyelwe kuleli kheli le-imeyili: PAIA@CCMA.ORG.ZA

15.2. UMSEBENZI WOKUSIZA ABACELI NGOKUDLULISELA IZICELO

Ngokuhambisana neSigaba 19 kanye neSigaba 20 se-PAIA, i-CCMA izoqinisekisa ukuthi izicelo ezingenayo zamarekhodi noma ulwazi lwezinye izinhloko zikahulumeni zidluliselwa esikhungweni esifanelekile noma emgwaqeni kahulumeni. Ukwengeza kulokhu, isaziso sizothunyelwa kumceli esimazisa ngokuqondisa kabusha

16. UKUHLEHLISWA KOKUFINYELELA

Esimeni lapho umfakisiselo ecela ulwazi olungakashicilelwa ngokusemthethweni, i-CCMA izothatha isicelo bese iphendula ngokubhala yazisa umfakisiselo ukuthi ulwazi alucelile alukakenziwa ngokusemthethweni.

17. UKUBANDAKANYEKA KOMPHAKATHI EKWENZIWENI KWENQUBOMGOMO NOMA NOKUSETSHENZISWA KWAMANDLA NOMA UKWENZIWA KWEMISEBENZI YI-CCMA.

Amalungu omphakathi ananoma yimiphi imibuzo noma ukukhathazeka mayelana ne-CCMA futhi angathanda ukubamba iqhaza ekwakhiweni kwenqubomgomo, kuyodingeka afake isicelo ngoMqondisi we-CCMA noma athinte noma yiliphi ilungu labalingani bezenhlalakahle be-CCMA abangaphansi kwesifunda labo lezo zindawo zokungebeleka ezingamalungu azo. Isibonelo, uma ilungu lomphakathi beliyinyunyana, bekufanele lidlulisele udaba endaweni emele abasebenzi.

18. UKUHLAZIYA ULWAZI LOMUNTU SIQU

18.1. INHLOSO YOKUHLAZIYA

Ngokwe-POPIA, Ulwazi Lomuntu Siqu kufanele lucutshungulwe ngenjongo ethile. Inhloso Ulwazi Lomuntu Siqu olucutshungulwa ngayo yi-CCMA izoncika ohlotsheni Lolwazi Lomuntu Siqu kanye nesihloko semininingo ethile. Le njongo ivamise ukudalulwa, ngokusobala noma ngokungagunci, ngesikhathi kuqoqwa imininingo. Ulwazi lomuntu siqu lucutshungulwa kakhulu ngezinjongo zokudluliselwa kwezixabano ngabasebenzisi, ukugibela amakhasimende nabaphakeli, inkonzo noma ukulethwa komkhiquzo, ukuphathwa kwamarekhodi, ukuphepha, ukuqashwa kanye nezindaba ezihlobene.

I-CCMA idinga ulwazi lomuntu siqu oluphathelele nabantu bemvelo kanye nabasemthethweni ukuze yenze imisebenzi yayo kanye nomsebenzi wayo osemthethweni. I-CCMA ngakho-ke inenjongo esemthethweni yokuqoqa ulwazi lomuntu siqu futhi ngokuvamile imvume ayidingeki. Indlela Ulwazi Lomuntu Siqu olucutshungulwa ngayo kanye nenjongo olucutshungulwa ngayo inqunywa i-CCMA. Ngokunjalo, i-CCMA iyiQembu Elizibophezele ngezinhloso ze-POPIA.

18.2. AMALUNGELO ESIHLOKO SEMININGO

Izihloko zeminingo zinelungelo:

18.2.1. Ukuze baziswe ukuthi Ulwazi lwabo lomuntu siqu luqoqwa yi-CCMA.

18.2.2. Ukwaziswa uma kwenzeka kwephulwa imininingo;

18.2.3. Ukwazi ukuthi i-CCMA inalo yini ulwazi lomuntu siqu ngabo, kanye nokufinyelela lolo lwazi. Noma yisiphi isicelo solwazi kumele sisingathwe ngokuhambisana nezinhlinzeko zale ncwadi;

18.2.4. Ukucela ukulungiswa noma ukususwa kolwazi lomuntu siqu olunganembile, olungabalulekile, oludlulele, oluphelelwe yisikhathi, olungaphelele, oludukisayo noma olutholwe ngokungekho emthethweni;

18.2.5. Ukuphikisana nokusetshenziswa kwe-CCMA kolwazi lwabo lomuntu siqu ngenjongo engekho emthethweni futhi bacele ukusulwa kwalolu lwazi lomuntu siqu.

18.2.6. Ukunqaba ukucutshungulwa kolwazi lomuntu siqu ngezinjongo zokumaketha okuqondile kusetshenziswa ukuxhumana kwe-elektronikhi okungaceliwe; futhi

18.2.7. Ukukhalaza kuSilawuli soLwazi mayelana nezinsolo zokwephulwa kwanoma yimaphi amalungelo avikelwe ngaphansi kwe-POPIA futhi athathe izinyathelo zomphakathi mayelana nezinsolo zokungathobeli ukuvikelwa kolwazi lwakhe lomuntu siqu.

18.3. IMVUME ka-CCMA POPIA/PAIA

Lapho kudingeka khona imvume yokumaketha ukuqeqeshwa kwe-CCMA nemicimbi, noma ukwabelana ngolwazi ngokoMthetho Wokuvikelwa Kolwazi Lomuntu 4 ka-2013 isihloko semininigo singavuma ukuqoqwa, ukugcinwa nokuphathwa kolwazi lomuntu siqu ngokugcwalisa ifomu lemvume kanye uyithumele ku-popia@ccma.org.za. I-CCMA ibheka ukuvikelwa kolwazi lomuntu ngokungathi sina futhi izibophezele ekuthobeleni uMthetho Wokuvikelwa Kolwazi Lomuntu Siqu lapho enza umsebenzi wawo mayelana nalokhu. Ngokusayina ifomu lemvume (Isijobelelo E), isihloko semininigo siyavumelana nemibandela yaleli fomu lemvume, futhi sivuma ngokucacile ekucutshungulweni kolwazi lwakho ngenjongo ehlosiwe yokusebenzelana kwakho nenhlangothi. Isihloko semininigo sinegunya lokulungisa ulwazi lomuntu siqu olunikeziwe futhi singahoxisa imvume nganoma yisiphi isikhathi.

18.4. IZIMO LAPHO I-CCMA IZOHLAZIYA KUZO ULWAZI LOMUNTU SIQU - UKUFEZWA KWEZIBOPHO ZOMTHETHO NGOKOMTHETHOSISEKELO KANYE NEZIMBANDELA ZEMISEBENZI.²

18.4.1. I-CCMA iyinkantolo yezokuphatha, njengoba kuqinisekiswa yiNkantolo yoMthethosisekelo, futhi ngenxa yalokho ingena ngaphansi kwencacelo "yinkantolo" njengoba kushiwo esigabeni 12(2)(d)(iii) kanye nesigaba 18(4)(c)(iii) se-POPIA. Lezi zigatshana zihlinzeka ngokuthi akudingekile ukuthi i-CCMA iqoqe Ulwazi Lomuntu Siqu ngokuqondile esihlokwini sedatha lapho ukuqoqwa kolwazi komunye umthombo kudingekile ukuze kuqhutshekwe nezinqubo kwa-CCMA eseziqalile noma ezicatshangwayo, futhi akudingekile. ukuze i-CCMA yazise isihloko semininigo yolwazi oludingekayo ngokwesigaba 18(1) kulezi zimo.

18.4.2. Ngokwesigaba 10 se-POPIA, Ulwazi Lomuntu Siqu lungasetshenzwa kuphela uma, kubhekwa inhloso olucutshungulwa ngayo, lwanele, lufanelekile futhi aludluleli. Isigaba 11 se-POPIA sihlizeka ngokuthi Ulwazi Lomuntu Siqu lungase lusetshenzwe uma lokhu kudingekile ukuze kwenziwe ngendlela efanele umsebenzi womthetho womphakathi yinhlangano yomphakathi. I-CCMA iyinhlangano yomphakathi eyenza umsebenzi ngokoMthethosisekelo waseNingizimu Afrika, futhi ukucutshungulwa kwalolu lwazi lomuntu siqu kuvunyelwe ngokomthetho.

18.4.3. Isigaba 15 se-POPIA sihlizeka ngokuthi ukucutshungulwa okwengeziwe Kolwazi Lomuntu Siqu kufanele kuhambisane noma kuhambisane nenjongo oluqoqwe ngayo. I-CCMA idingeka ngokomthetho ukuthi izibandakanye ekuqhubekiseni phambili Ulwazi Lomuntu Siqu ngezinjongo ezihlanganisa ukuqulwa kwezingxoxo zokuxazulula izingxabano kanye nokukhishwa kwemiklomelo yokulamula kanye nezinqumo..

Ihanjise kuMlawuli Wolwazi waseNingizimu Afrika yi-CCMA

²Abe-CCMA acquires isigceme lapho abasebenzi izimiso ezilandelayo: Basic conditions of employment act 75 ka 1997; Labour Relations Act 66 of 1995; Kazwelonke (umthetho 9 ka 2018 lomphakathi; UMthetho Wokuqashwa Ngokulinganisekile 55 ka 1998; Umthetho wokuthuthukiswa kwamakhono 97 ka 1998); I-Occupational Health and Safety Act 85 ka-1993.

18.4.4. I-CCMA ingacubungula imininingwane yomuntu siqu (ehlobene nezinhlobo zolwazi okukhulunywe ngalo esigabeni 26 se-POPIA) uma isihloko semininingo sivuma lokho kucutshungulwa, noma ukucutshungulwa kudingekile ukuze kusungulwe, kusetshenziswe noma kuvikelwe ilungelo noma isibopho emthethweni. , noma lapho ulwazi lwenziwe obala ngamabomu ngesihloko sedatha, inqobo nje uma izinhlinzeko ezifanele ze-POPIA ziyathotshelwa.

18.5. UKUFINYELELA OLWAZINI LOMUNTU SIQU

18.5.1. I-POPIA ihlinzeka ngokuthi isihloko semininingo, ngemva kobufakazi bokuthi ungubani, sicele lowo othintekayo ukuba aqinisekise, mahhala, yonke imininingwane enalo mayelana nesihloko semininingo futhi angacela ukufinyelela kuleyo mininingwane, okuhlanganisa ulwazi mayelana nokuthi ungubani bafinyelele noma bafinyelele ulwazi olunjalo.

18.5.2. I-POPIA iphinde ihlinzekele ukuthi lapho kudingidwa ngemininingo kudingeka ukuthi akhokhe imali yemisebenzi ehlinzekwe yona, othintekayo kufanele ahlinzeke isihloko semininingo ngesilinganiso esibhaliwe semali ekhokhwayo ngaphambi kokunikeza izevisi futhi angadinga ukuthi umfakisicelo akhokhe idiphozithi yayo yonke noma ingxenye yemali.

18.5.3. I-POPIA ihlinzeka ngokuthi isihloko semininingo singaphikisa, nganoma yisiphi isikhathi, ukucutshungulwa kolwazi lomuntu siqu yi-CCMA, ngezizathu ezizwakalayo ezihlobene nesimo saso esithile, ngaphandle uma umthetho uhlinzekela lokho kusetshenzwa. Isihloko sedatha kufanele sigcwalise ifomu elinqunyiwe elinamathiselwe lapha **njengeSithasiselo C** futhi silithumele kuSikhulu Esibhekele Ulwazi noma iPhini Lesikhulu Solwazi ekhelini leposi noma lendawo, inombolo yefeksi noma ikheli le-imeyili elibekwe ngenhla. Bheka ukugeleza kwenqubo yokufakwa kwezikhazazo ngokwesigaba 11 se-POPIA esifakwe ngaphansi kuka-13.4 ngezansi.

18.5.4. Isihloko semininingo singase futhi sicele i-CCMA ukuthi ilungise noma isuse Ulwazi Lomuntu Siqu mayelana nesihloko semininingo ekusona noma esingaphansi kolawulo lwayo olunganembile, olungabalulekile, oludlulele, oluphelelwe isikhathi, olungaphelele, oludukisayo noma olutholwe ngokungekho emthethweni; noma ucekele phansi noma ucime irekhodi Lolwazi Lomuntu Siqu mayelana nesihloko semininingo yokuthi i-CCMA ayisagunyaziwe ukugcina amarekhodi ngokwemibandela ye-POPIA ephathelene nokugcinwa kanye nokukhawulelwa kwamarekhodi. Bona ukugeleza kwenqubo ukuze ucele ukulungiswa noma ukususwa kolwazi lomuntu siqu ngokwesigaba 24 se-POPIA esifakwe ngaphansi kuka-13.5 ngezansi.

18.5.5. Isihloko semininingo esifisa ukucela ukulungiswa noma ukususwa kolwazi lomuntu siqu noma ukucekelwa phansi noma ukususwa kwerekhodi Lolwazi Lomuntu Siqu kufanele lithumele isicelo kuSikhulu Esibhekele Ulwazi noma iPhini Lomphathi Wolwazi ekhelini leposi noma lendawo, inombolo yefeksi noma ikheli le-imeyili. okubekwe ngenhla efomini elinamathiselwe lapha **njengeSithasiselo D** siyatholakala nakusizindalwazi (<https://www.ccma.org.za>) elinesihloko esithi IFOMU LE-PAIA – ISICELO SOKULUNGISWA NOMA UKUSUSWA KOLWAZI LOMUNTU NOMA UKUKHALISA NOMA UKUSUSWA KWEREKHODI LOLWAZI LOMUNTU.

18.6 INKQUBO YOKUHLAZIYA – UKUPHIKISANA KOKUHLAZIYA KOLWAZI LOMUNTU SIQU NGOKWEMIBANDELA YE-POPIA

IZIPHAKAMISO EZENZIWE
NGOKWESIGABA 11(3) SE-POPIA

- iSiza mahhala
- Ukuhambisa kungenziwa ngesandla noma ngenye indlela nge-imeyili: popia@ccma.org.za

IFOMU 1 Lemithetho ye-POPIA

Thumela iFomu lokuqala eligcwalisiwe kuPhini Lesikhulu soLwazi esisebenzayo sakwa-CCMA njengoba sisohlwini lwencwadi ye-CCMA PAIA.

S11 (3)(a) noma (b)
ye PAIA

Ifomu loku 1 lizocatshangelwa
yiPhini leSikhulu Solwazi

Phenya ukuthi zikhona yini izizathu ezizwakalayo zokuphikisa ukucutshungulwa kolwazi lomuntu siqu ngokwemibandela ye-511 (3)(a) noma (b) ye-POPIA efundwa nezimfuneko eziyisikhombisa

Kunezizathu ezikhona -
isicelo siphumelele

Izizathu azikho

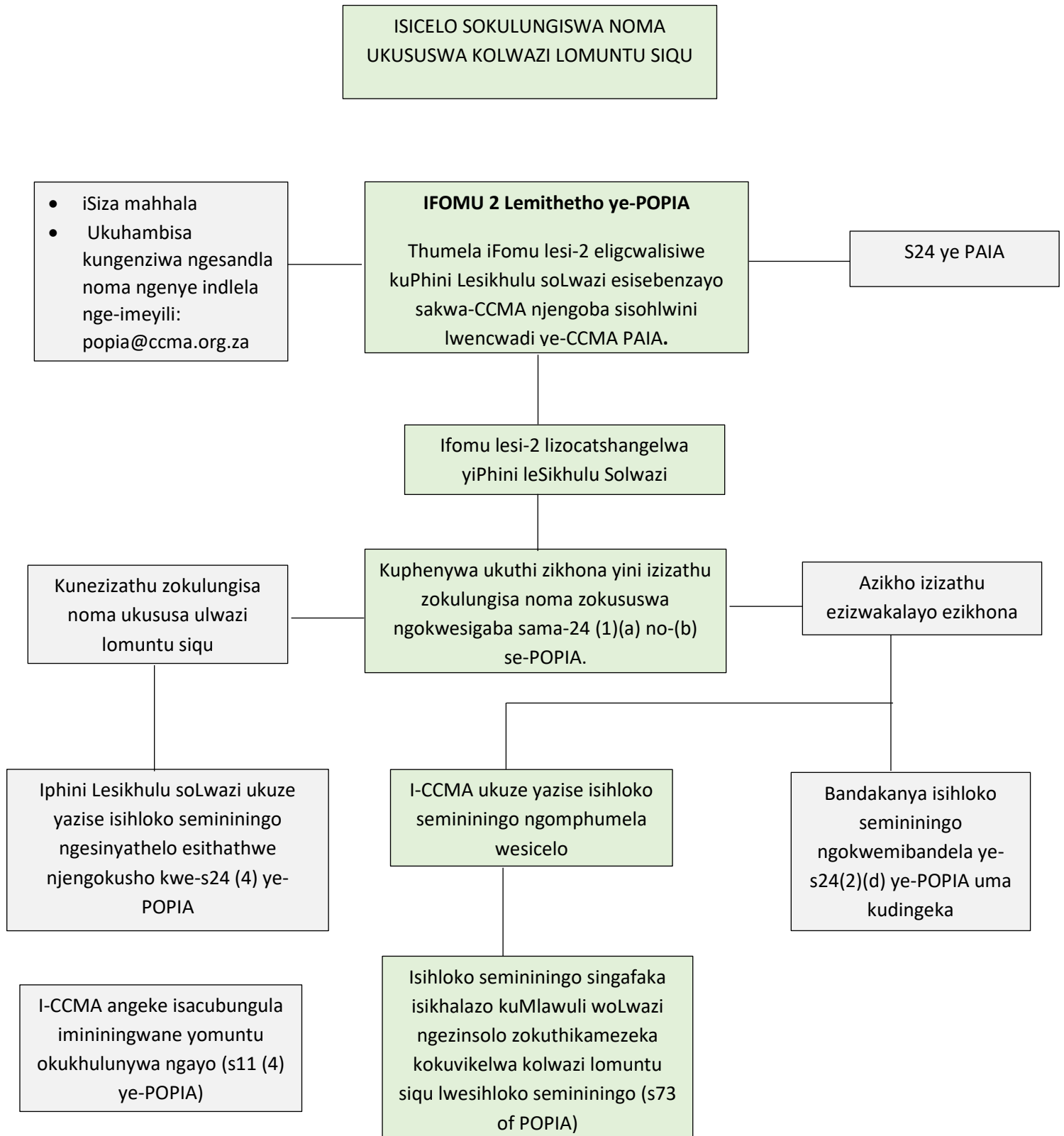
Iphini leSikhulu Solwazi lixhumane nemenenja ka-CCMA ngemiphumela ukuze isetshenziswe

I-CCMA ukuze yazise isihloko semininingo ngomphumela

I-CCMA angeke isacubungula imininingwane yomuntu okukhulunywa ngayo (s11 (4) ye-POPIA)

Isihloko semininingo singafaka isikhalazo kuMlawuli woLwazi ngezinsolo zokuthikamezeka kokuvikelwa kolwazi lomuntu siqu lwesihloko semininingo (s73 ye POPIA)

18.7 INKQUBO YOKUHLAZIYA – UKUPHIKISANA KOKUHLAZIYA KOLWAZI LOMUNTU SIQU NGOKWEMIBANDELA YE-POPIA



18.8 INCAZELO YEZIGABA ZESIHLOKO SEMININGO KANYE NEMININGWANE NOMA IZIGABA ZOLWAZI ELIPHATHELENE NAKHO.

- 18.8.1 Abasebenzi/istafu sakwa-CCMA;
- 18.8.2 Imindeneni noma izihlobo zabasebenzi;
- 18.8.3 Ababambe iqhaza / abasebenzisi be-CCMA;
- 18.8.4 Noma yimuphi umuntu wesithathu i-CCMA eqhuba naye imisebenzi yebhizinisi;
- 18.8.5 Osonkontileka be-CCMA..

Abahlinzeki / Abahlinzeki Bezinsizakalo be-CCMA. Izigaba Zezihloko Zemininingo	Ulwazi lomuntu siqu olungase lucutshungulwe
Abantu bemvelo - Abasebenzisi	Amagama nezibongo; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili; Ikheli lendawo yokuhlala, leposi noma lebhizinisi; Isikhombi esihlukile/Inombolo kamazisi kanye nezincwadi eziyimfihlo
Abantu Abangokomthetho - Ababambe iqhaza bamaqhinga, Osonkontileka, Abahlinzeki/ Abasebenzisi	Amagama abantu okuxhunyanwa nabo; Igama lebhizinisi elisemthethweni; ikheli lendawo kanye neleposi; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili; inombolo yokubhalisa; ulwazi lwezezimali, lwezohwebo, lwesayensi noma lobuchwepheshe
Izisebenzi, Amalungu Endikimba Ebusayo	Ubulili, ukukhulelwa; isimo somshado; Ubuhlanga, ulimi, izinga lemfundo (); imininingwane yezimali; ukuqashwa umlando; Inombolo ye-ID; ikheli leposi: imininingwane (yokuxhumana yocingo), inombolo yefeksi, ikheli le-imeyili; ukuziphatha kwezigebe; inhlalakahle kanye nabafo wabo (amalungu omndeneni), ubuhlanga, ubulili, ubuzwe, ubulili, ubuzwe noma imvelaphi, ubulili, iminyaka yobudala, impilo ngokomzimba noma ngokwengqondo, inhlalakahle, ukukhubazeka, inkolo, unembeza, inkolelo, isiko, ulimi, biometric ulwazi lomuntu

ABAMUKELI NOMA IZIGABA ZABAMUKELI OKUNGANIKEZWA KUZO ULWAZI LOMUNTU SIQU.

Kufundwa kanye nesigaba 10.8 sale manuwali, kuye ngohlobo lwedatha, i-CCMA ingahlinzeka ngolwazi noma amarekhodi kulezi zigaba ezilandelayo zabamukeli:

- 18.8.6. Izinhlobo zokwengamela ezisemthethweni, abalawuli noma amakhomishana amajaji ophenyo enza isicelo sedatha;
- 18.8.7. Noma iyiphi inkantolo, inkundla yokuphatha noma yokwahlulela, ukulamula, ikhomishini esemthethweni, noma umxazululi owenza isicelo sedatha noma ukutholwa ngokwemithetho esebenzayo (okungukuthi, uMvikeli Womphakathi);
- 18.8.8. Izinkonzo Zentela zaseNingizimu Afrika, noma esinye isiphathimandla esifanayo;
- 18.8.9. Noma yimuphi umuntu owenza isicelo ngempumelelo sokufinyelela ngokwe-PAIA; futhi
- 18.8.10. Noma yimuphi umuntu oqhuba ibhizinisi ne-CCMA, esikhathini esijwayelekile sebhizinisi okungukuthi osonkontileka, abasebenzisi njll.
- 18.8.11. Uhlangothi lwesithathu oluthola ulwazi mayelana nesicelo sokufinyelela ngaphandle kwemibandela yesigaba 71(1)- (a) lwenza izethulo ezibhalwe phansi noma ngomlomo kuSekela-Mphathi woLwazi noma (b) linikeze imvume ebhaliwe yokudalulwa kwerekhodi umceli

18.9 INKQUBO EHLELIWE YOKWEQA UMZILA YOLWAZI LOMUNTU SIQU

18.9.1. Ezimweni lapho i-CCMA ingase idinge ukudlulisa ulwazi lwesihloko semininingo kwabanye abantu emazweni angaphandle kweNingizimu Afrika, i-CCMA izohambisana ngokugcwele nomthetho osebenzayo wokuvikela imininingo njengoba la mazwe engase angabi nayo imithetho yokuvikela imininingo efana naleyo yaseNingizimu Afrika. .

18.9.2. Lapho kunesidingo sokudlulisa Ulwazi Lomuntu Siqu, i-CCMA izolwela ukukhuthaza ukufinyelela kumininingo nolwazi kanye nezinsizakalo ezihlobene futhi igweme ukwakhiwa kwezithiyo ezingenabulungiswa ekuhwebeni kwamazwe ngamazwe kwemininingo nolwazi.

18.9.3. Ngokuhambisana nemithethonqubo kanye nezinqubomgomo, i-CCMA izozama ukuqinisekisa ukuba sobala kolwazi, izinsiza zekhompuyutha kanye nezokuxhumana ezithinta ukuhamba kwemininingo ewela imingcele.

18.9.4. I-CCMA izozama ukuqinisekisa ukuthi Abahlinzeki bayo Bensizakalo kanye nezinkampani zangaphandle bazokwenza yonke imizamo enengqondo yokuvikela imininingo kanye Nolwazi Lomuntu Siqu ngokusebenzisa izigaba zenkontileka noma izaziso ezivumelwaneni nokunye.

18.9.5. Ngaphezu kwalokho, i-CCMA izosebenzisa isethi yezinyathelo ezihloselwe ukuvikela abantu (izihloko zedatha) ekulimaleni, okubangelwa ukucutshungulwa kolwazi lwabo ngekompuyutha noma okwenziwa ngesandla ngabalawuli bemininingo.

18.9.6. I-CCMA ngeke idlulise Ulwazi Lomuntu Siqu mayelana nemininingo engaphansi komunye umuntu ovela kwelinye izwe ngaphandle uma—

18.9.6.1. Umuntu wesithathu ongumamukeli wolwazi ungaphansi komthetho, imithetho yebhizinisi ebophayo noma isivumelwano esibophezelayo esinikeza izinga elanele lokuvikela—

- Isekela ngokuphumelelayo izimiso zokucutshungulwa okunengqondo kolwazi olufana kakhulu nezimo zokucutshungulwa okusemthethweni Kolwazi Lomuntu Siqu oluhlobene nesihloko sedatha ongumuntu wemvelo futhi, lapho kufanele, umuntu ongokomthetho; futhi
- Kufaka phakathi imibandela efana kakhulu nalesi sigaba, ehlobene nokudluliswa okwengeziwe Kolwazi Lomuntu Siqu lusuka kumamukeli luyiswe kuzinkampani zangaphandle ezikwelinye izwe; noma
- Isihloko semininingo sivuma ukudluliswa; noma
- Ukudluliselwa kuyadingeka ekusebenzeni kwenkontileka phakathi kwesihloko semininingo neqembu elibophezekile, noma ukuze kusetshenziswe izinyathelo zangaphambi kwenkontileka ezithathwe ukuphendula isicelo sesihloko sedatha; noma
- Ukudluliselwa kuyadingeka ukuze kuphothulwe noma kwenziwe inkontileka ephethwe ngokuzuzisa isihloko semininingo phakathi kohlangothi olunesibopho kanye nomuntu wesithathu; noma ukudluliselwa kungokwenzuzo yesihloko sedatha, futhi
- Akwenzeki ngendlela ephusile ukuthola imvume yemininingo engaphansi kwalokho kudluliselwa; futhi
- Uma bekungenzeka ngokuphusile ukuthola leyo mvume, isihloko sedatha kungenzeka siyinikeze.

18.10 INCAZELO ZOLWAZI LEZOKUPHEPHA JIKELELE

18.10.1 I-CCMA kumele iqinisekise ukuthi kunezinqubo ezikhona zokuqondisa isikhulu solwazi ekubikeni kwaso kuMlawuli noma yikuphi ukutholakala okusolisayo nokungagunyaziwe olwazini lomuntu siqu.

- 18.10.2 I-CCMA izoqinisekisa ukuvikeleka, ubuqotho kanye nokugcinwa kuyimfihlo kolwazi lomuntu siqu olukuyo noma olulawulwa yilo ngokuthatha izinyathelo ezifanele, eziqondile zobuchwepheshe kanye nenhlango ukuvimbela—
- (a) ukulahlekelwa, ukulimala noma ukucekelwa phansi okungagunyaziwe kolwazi lomuntu siqu;
 - (b) ukufinyelela ngokungemthetho noma ukucutshungulwa kolwazi lomuntu siqu;
 - (c) ukucekelwa phansi okungagunyaziwe kwabantu, imininingwane yabo siqu, kanye noma impahla.
- 18.10.3 Ukuze kufezuke imfuneko ebekwe ngenhla futhi ikakhulukazi ngaphansi koMgomo 7 (Izivikelo Zokuvikeleka) we-POPIA, i-CCMA izothatha izinyathelo ezifanele ukuze—
- (a) ukuhlonza zonke izingozi zangaphakathi nezangaphandle ezingase zibonakale kolwazi lomuntu siqu oluluphethe noma olulawulwa yilo;
 - (b) ukusungula nokugcina izivikelo ezifanele ezingozini ezihlonziwe;
 - (c) aqinisekise njalo ukuthi izivikelo zisetshenziswa ngempumelelo; futhi
 - (d) aqinisekise ukuthi izivikelo zivuselelwa ngokuqhubekayo mayelana nezingozi ezintsha noma ukushiyeka kwezivikelo ezisetshenziswe ngaphambilini..
- 18.10.4 Ngaphezu kwalokho, ngokuhambisana ne-POPIA i-CCMA izobheka izinqubo nezinqubo zokuphepha zolwazi ezamukelwa ngokuvamile ezingase zisebenze kuyo ngokuvamile noma zidingeke ngokwemibandela yemboni ethile noma imithetho neziqondiso zobungcweti.
- 18.10.5 I-CCMA inesethi yamathuluzi nezinqubo ezisetshenziselwa ukuqinisekisa ukuthi imininingo ebucayi ayilahleki, ayisetshenziswa kabi, noma ayifinyelelwanga abasebenzisi abangagunyaziwe. Amathuluzi aqapha futhi alawule imisebenzi yephuzu lokugcina, ahlunge ukusakazwa kwemininingo kunethiwekhi, futhi aqaphe imininingo ukuze avikele imininingo lapho ikhona, inyakaza futhi isetshenziswa okufaka okulandelayo:.

- **Ukubuyekwezwa Kokufinyelela Komsebenzisi:** Amalungelo okufinyelela okuphatha abuyekwezwa ngokuqhubekayo.
- **Ukuqwashisa:** Ukufundiswa kwabasebenzi ngokungangabazeki kunomthelela omkhulu ekuvikeleni imininingo kanye nokuvikeleka kwezinhlelo zolwazi ngaphakathi, i-ICT inikeza ngamathiphu okuphepha e-IT wekota afundisa abasebenzisi
- **Ukuhlanza i-AD Nokupheliswa Kwe-akhawunti Yomsebenzisi:** Ukubuyekwezwa kwanyanga zonke kokunqanyulwa kwe-akhawunti yomsebenzisi
- **Isixazululo Sokuvikela Okuhlosiwe** - I-ICT isebenzise izici noma amamojula aqondiswe ekuvikeleni izinsongo, ukuze kuvikelwe i-CCMA ezinsongweni ezihlosiwe ezifana nobugebengu bokweba imininingwane ebucayi.
- **Isigcino Seminining Yomsebenzisi:** Imininingo igcinwa ku-SharePoint namafolda anokufinyelela okunomkhawulo.
- **I-firewall:** iqapha ithrafikhi yenethiwekhi angenayo naphumayo futhi inquma ukuthi iyayivumela noma inqabe ithrafikhi ethile ngokusekelwe kusekethe ecacisiwe yemithetho yokuphepha;
- **Ukuhlola ukungena:** Ukuhlola okusebenzayo kwezinkampani zangaphandle kwenziwa kanye ngonyaka ukuze kunqunywe izinga umhlaseli ononyangathola ngalo ukufinyelela okungagunyaziwe ezimpahleni zethu;
- **Ukuvikelwa kohlelo olungayilungele ikhompuyutha:** I-antivirus enokuvikelwa kwe-Adaptive Threat;
- **Ukuhlolwa kokuba sengcupheni:** Ukubuyekwezwa kwanyanga zonke kwezobuchwepheshe kwengqalasizinda ukuze kuhlolwe ukuthi amasistimu ayakwazi yini ukuba sengozini okwaziwayo futhi incoma ukulungiswa noma ukuncishiswa;
- **Ukulawula amagama ayimfihlo:** Abasebenzi bakwa-CCMA kudingeka ukuthi balungise kabusha noma bashintshe igama-mfihlo njalo;

- **Ukubuyekwezwa kwesichibi:** I-CCMA ICT iqinisekisa ukuthi isofthiwe nezinhlelo zokusebenza zinamathiselwe ngokuvikeleka kwakamuva kanye neziqephu zokusebenza ezivela kubathengisi. Lezi zibuyekozo ziqukethe amapeshi axazulula izenzo zakamuva ezaziwayo nokuba sengozini.
- **I-BitLocker:** Ihlinzeka ngokubethela ukuze kuvikelwe imininingo emishinini yasendaweni, esimweni lapho ikhompyutha ephathekayo yebiwa.
- **Ukuvikelwa Kwemininingo Yekhasimende:** Imininingo yeklayenti (i-CCMA ne-BC) ivikelwe ngaphakathi kwesizindalwazi esivikelekile.
- **Izibuyekozo Zakamuva Zokuvikela Amagciwane:** Kufakwe ukuze kuqinisekiswa ukuthi amasistimu aphephe ngangokunokwenzeka ekuqubukeni kwegciwane.
- **Isipele Sokubeka:** I-CCMA ICT yenza izipele zansuku zonke zemininingo.
- **Ukuhlola Ukungenelela:** Imibiko ye-Firewall ihlolwa nyanga zonke, ukuze kutholwe izinsongo ezingaba khona zokuphepha kwenethiwekhi.
- **Ukuvikela Ingqalasizinda ye-CCMA:** I-CCMA ICT iqapha ingqalasizinda futhi icuphe izexwayiso lapho kutholwa izinto ezixakile. Imibiko yokuhlaziya kwethrendi iyenziwa, ithrafikhi yenethiwekhi iyagadwa, ukusebenza kwesistimu kuyabikwa futhi kulandelelwa amasistimu.
- **Izinqubomgomo nezinqubo zokuphepha:** Lezi ziyasebenza futhi zisebenza ukuchaza nokulawula ukusetshenziswa okwamukelekayo kolwazi ngabasebenzi, osonkontileka abazimele kanye nabanye abasebenzi.
- **Izilawuli zokungena okuphathekayo:** Izilawuli zokungena zikhona futhi zinika amandla i-CCMA ukuthi ilandelele ukuthi ubani ongene emakamelweni amaseva.
- **Ukwabelana ngefayela:** Ukuthumela ulwazi oluyimfihlo noma lomuntu siqu ku-inthanethi kungase kukhathaze. I-ICT iqalise i-OneDrive, lapho umsebenzisi kufanele athole amagama ayimfihlo ukuze afinyelele isixhumanisi esabiwe. Lokhu kuvimbela ukufinyelela okungagunyaziwe kumafayela uma umamukeli edlulisela phambili noma abelana ngesixhumanisi.
- **Ukuvikelwa kwe-imeyili kolwazi olubucayi:** Isixazululo se-Microsoft Office 365 sokubethela ama-imeyili, ukunciphisa ukufinyelela kuma-imeyili avikelwe ngokungavumeli umamukeli we-imeyili ukwabelana nge-imeyili noma ukuyidlulisela

19 UKUTHOLAKALA KWENCWADI

19.7 LE NCWADI IZOKWENZA ITHOLAKALE NGEZINLIMI EZILANDELAYO

- Isingisi;
- Isibhunu
- IsiZulu

19.8 IKHOPHI YALE MANUWALI NOMA Inguqulo Ebuyekeziwe, ITHOLAKALA NGOKULANDELAYO

- Kusizindalwazi se-CCMA (www.CCMA.org.za);
- EHhovisi Eliyinhloko (iHhovisi Likazwelonke) le-CCMA ukuze lihlolwe ngumphakathi ngezikhathi zomsebenzi ezijwayelekile;
- Kunoma yimuphi umuntu ngesicelo nangemva kokukhokhwa kwemali enqunyiwe efanele; futhi
- KuMlawuli Wezolwazi uma ucela.

Imali yekhophi yeManuwali, njengoba kuhlangezwe kuSithasiselo B seMithethonqubo, izokhokhwa ngekhophi ngayinye yosayizi ongu-A4 eyenziwe.

I-CCMA izobuyekeza futhi ishicilele, uma kunesidingo, le ncwadi minyaka yonke.

Ikhishwe ngu

IBAMBA LOMQONDISI wakwa-CCMA KANYE NEBAMBA LESIPHATHISI SOLWAZI SAKWA-CCMA (IO)

Mnu. Xolani NDUNA

B. IZIMALI EZIMISELWE IZIKHUNGO ZOMPHAKATHI

Isigaba sama-22(1) se-PAIA sithi izimali ezikhokhwayo zokufinyelela kumarekhodi e-CCMA kufanele zinqunywe.

- 1.1 Umfakisicelo ofuna ukufinyelela kunoma yiliphi irekhodi kungase kudingeke ukuthi akhokhe imali, ngaphandle uma ekhululiwe, njengoba kushiwo endimeni 1.2 ngezansi.
- 1.2 Umfakisicelo akadingi ukuthi akhokhe imali yokufinyelela enhlanganweni yomphakathi ngokweSaziso sikaHulumeni esingu-R991 somhla ziye-14 kuMfumfu 2005 uma: -
 - 1.2.1 Ungumuntu ongashadile umholo wakhe wonyaka, emva kokubanjwa okuvumelekile, njenge-PAYE ne-UIF, ungaphansi kuka-R14 712 ngonyaka, noma
 - 1.2.2 Ushadile futhi imali engenayo ehlangene nophathina wakhe, ngemva kokudonswa kwemali okuvunyelwe, njenge-PAYE ne-UIF, ingaphansi kuka-R27 192 ngonyaka.

3. Izimali zokukhiqiza kabusha okukhulunywe ngazo kumthethonqubo 7(1a-e) kanye no-7(3) (1a-e) zimi kanje:

Izimali Ezikhokhwayo Ngokuphathelene Nezinhlaka Zomphakathi

Uhlobo ikhophi icelwa	Izimali
Ikhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo	R1.50
Ikhophi ngayinye ephrintiwe yekhasi elingu-A4 noma ingxenye yalo egcinwe kukhompuyutha noma ngogesi noma ngefomu elifundeka ngomshini	R1.50
Ikhophi efomini elifundeka ikhompuyutha ku-Stiffy disc	R5,00
Ukuze uthole ikhophi efomini elifundeka ngekhompuyutha ku-Compact disc	
Uma kuhlinzekwe ngumfakisicelo	R40,00
Uma kuhlinzekwe kumfakisicelo	R60, 00
Okulotshiweyo kwezithombe ezibukwayo, zekhasi elingusayizi A4 noma ingxenye yalo	R22,00
Ikhophi yezithombe ezibukwayo	R60,00
Ukubhalwa kwerekhodi elilalelwayo, ikhasi elingu-A4 noma ingxenye yalo	R24 ,00
Ngekhophi yerekhodi lomsindo	
1. I-Flash Drive (izohlinzekwa ngumceli)	R40 ,00
2. I-Compact Disc	
Uma kuhlinzekwe ngumfakisicelo	R40,00
Uma kuhlinzekwe kumfakisicelo	R60,00

Izimali ezikhokhwayo maqondana Nezinhlaka Ezizimele

Uhlobo ikhophi icelwa	Izimali
Ikhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo (elimnyama nelimhlophe)	R2.00
Ikhophi ngayinye ephrintiwe yekhasi elingu-A4 noma ingxenye yalo egcinwe kukhompuyutha noma ifomu le-elektronikhi noma elifundeka ngomshini	R2.00
Ikhophi efomini elifundeka ikhompuyutha ku-Stiffy disc	R10.00
Ukuze uthole ikhophi efomini elifundeka ngekhompuyutha ku-Compact disc	
Uma kuhlinzekwe ngumfakisicelo	R40,00
Uma kuhlinzekwe kumfakisicelo	R60, 00
Okulotshiweyo kwezithombe ezibukwayo, zekhasi elingusayizi A4 noma ingxenye yalo	R22,00
Ukuze uthole ikhophi yezithombe ezibonakalayo	R60,00
Ukulotshwa kwerekhodi lomsindo, lekhasi elingusayizi A4 noma ingxenye yalo	R24
Ngekhophi yerekhodi lomsindo	
1. Umbani Drive (ukuze ocelayo)	R40.00
2. Icwecwe	
Uma okuhlinzekwa lomfakisicelo	R40.00
Uma kuhlinzekwa lomfakisicelo	R60
Ukusesha nokulungisa irekhodi ukuze lidalulwe ihora ngalinye noma ingxenye yehora, ngaphandle kwehora lokuqala, elidingekayo ngokunengqondo kulokho kusesha nokulungiselela.	R 145,00
Ukuze ungeqi isamba sezindleko ze	R435,00

4. Imali yesicelo ekhokhwa yiwo wonke umfakisicelo, ngaphandle komfakisicelo oqondene naye uqobo, okukhulunywe ngaye kumthethonqubo wesi-7(2) ngama-R100,00.

5. Izimali zokuthola ulwazi ezikhokhwa ngumfakisicelo okukhulunywe ngazo kumthethonqubo wesi-7(3) (1) (f) zimi kanje:

- Ukusesha nokulungisa irekhodi ukuze lidalulwe, u-R15,00 ngehora ngalinye noma ingxenye yehora, ngaphandle kwehora lokuqala, elidingekayo ngokunengqondo lokho kusesha nokulungiselela.

6. Ngezinhloso zesigaba 22(2) soMthetho, okulandelayo kuyasebenza:

- Amahora ayisithupha njengamahora okumele eqiwe ngaphambi kokuba kukhokhwe idiphozithi, kanye
- Ingxenye eyodwa kwezintathu yemali yokuthola ikhokhwa njengediphozithi ngumfakisicelo.

7. Imali yokuposa iyakhokhwa uma ikhophi yerekhodi kufanele iposelwe kumfakisicelo..

C. AMAFOMU AMISELWE UKUFINYELELA IREKHODI LEZIKHUNGO ZOMPHAKATHI

Ifomu okufanele lisetshenziswe ngenjongo yokuhambisa isicelo kwa-CCMA YISIQINISEKISO B SESAZISO 187 KUGAZETHI KAHULUMENI MHLA KA-15 UNHLOLANJA 2002 – IFOMU A. Leli fomu liphinde linamathiselwe kule Ncwadi NJENGESITHAMELO A.

ISIQEPHU A

IFOMU A

ISICELO SOKUFINYELELA IREKHODI LEZINKONDLO ZOMPHAKATHI

[Isigaba 18(1) soMthetho Wokukhuthaza Ukutholakala Kolwazi, 2000 (uMthetho No. 2 ka-2000)]

[Umthethonqubo 2]

ISETSHENZISWA NGUNYANGO

Inombolo yereferensi:

Kucelwe ngu:.....

(isikhundla sombuso, igama nesibongo sehhovisi lolwazi/isekela leskhulu solwazi).....(usuku)

(indawo)

Imali yesicelo (uma ikhona):R

Idiphozithi (uma ikhona):R.....

Imali yokufinyelela:.....

Isiginesha Yesikhulu sLwazi / Isekela Lesikhulu solwazi

A. Imininingwane yeskhungo somphakathi

Isikhulu Solwazi/lphini Lesikhulu solwazi

B. IMINININGWANE YOMUNTU OCELA UKUFINYELELA IREKHODI

(a) Imininingwane yomuntu ocela ukufinyelela kwirekhodi kufanele irekhodwe ngezansi.

(b) Nikeza ikheli kanye/noma inombolo yefeksi yaseRiphabhulikhi lapho ulwazi kufanele luthunyelwe khona.

(c) Ubufakazi besikhundla isicelo esenziwa ngaso, uma bukhona, kumele bunanyathiselwe.

Amagama agcwele nesibongo:.....

Inombolo yomazisi:

Ikheli leposi:

Inombolo yefeksi:.....

Inombolo yocingo:

Ikheli le-email:.....

Amandla okwenza isicelo egameni lomunye umuntu:.....

C. IMINININGWANE YOMUNTU ISICELO EZENZIWA EGAMENI LAKHE **

Lesi sigaba kumele sigcwaliswe kuphela uma isicelo solwazi senziwa egameni lomunye umuntu.

Amagama agcwele nesibongo:

Inombolo yomazisi:

****Isicelo kumele sihambisane nencwadi yemvume**

D. IMINININGWANE YEREKHODI

a) Nikeza imininingwane egcwele yerekhodi okuceliwe ukufinyelela kulo, kuhlenganisa nenombolo yereferensi uma uyazi, ukuze irekhodi litholakale.

(b) Uma isikhala esinikeziwe singenele, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli fomu. **Umfakisicelo kufanele asayine wonke amaphepha engeziwe.**

Incazelo noma ingxenye efanele yerekhodi:.....

Inombolo ye referensi (uma ekhona):.....

Noma yimiphi eminye imininingwane:.....

E. IZIMALI

(a) Isicelo sokuthola irekhodi, ngaphandle kwerekhodi elikukethe ulwazi lomuntu siqu, sizocutshungulwa kuphela emva kokuba imali yokucela isikhokhiwe.

(b) Uzokwaziswa ngemali edingekayo ukuze ukhokhelwe njengemali yesicelo.

(c) Imali ekhokhwayo yokuthola irekhodi incike ohlotsheni oludingeka ngalo kanye nesikhathi esidingekayo sokucinga nokulungisa irekhodi.

(d) Uma ufaneleka ukukhululwa ekukhokhweni kwanoma iyiphi imali, sicela usho isizathu salokho.

Isizathu sokukhululwa ekukhokhweni kwezimali

F. IFOMU LOKUFINYELELA IREKHODI

Uma uvinjelwa ukukhubazeka ukufunda, ukubuka noma ukulalela irekhodi ngendlela yokufinyelela ehlinzekwe ku-1 - 4 lapha ngezansi, sho ukukhubazeka kwakho futhi ubonise ukuthi irekhodi lidingeka ngayiphi indlela..

Ukukhubazeka:

Uhlobo irekhodi elidingeka ngalo:.....

**Maka ibhokisi elifanele ngo-'X'.*

(a) Ukukhomba kwakho uhlobo oludingekayo lokufinyelela kuncike ohlotsheni irekhodi elitholakala ngalo.

(b) Ukufinyelela ngendlela eceliwe kungase kwenqatshwe ezimeni ezithile. Esimeni esinjalo uzokwaziswa ukuthi ukufinyeleleka kuzonikezwa ngenye indlela.

(c) Imali ekhokhwayo yokuthola irekhodi, uma ikhona, iyonqunywa ngokwengxenywe uhlobo ukufinyelela okucelwe ngalo.

1. Uma irekhodi libhalwe noma liphrintiwe:..

- ☐ ikhophi Record *
- ☐ ukuhlolwa kwe-rekhodi *

2. Uma irekhodi liqukethe izithombe ezibonakalayo:

Lokhu kuhlenganisa izithombe, amaslayidi, okurekhodiwe kwevidiyo, izithombe ezikhiqizwe ngekhompuyutha, imidwebo, njll.

- ☐ bona imifanekiso *
- ☐ ikhophi yezithombe *
- ☐ ukulotshwa kwezithombe*

3. Uma irekhodi linagama arekhodiwe noma ulwazi olungaphinda lukhiqizwe ngomsindo:

- ☐ lalela umsindo womkhonto (ikhasethi elilalelwayo) *
- ☐ Ukubhalwa kwengoma yomsindo (idokhumenti ebhaliwe noma ephrintiwe) *

4. Uma irekhodi ligcinwe kukhompuyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini:

- ☐ ikhophi ephrintiwe yerekhodi*
- ☐ ikhophi ephrintiwe yolwazi olutholakala kwirekhodi*
- ☐ kopisha ngendlela efundeka ikhompuyutha (i-stiffy noma i-compact disc, i-memory stick) *

Uma ucele ikhophi noma okulotshiweyo kwerekhodi (ngenhla), ufisa ukuthi ikhophi noma okulotshiweyo kuthunyelwe kuwe? Imali yokuposa iyakhokhwa.

- ☐ Yebo
- ☐ Cha

Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyelela kunganikezwa ngolimi irekhodi elitholakala ngalo.

Ungathanda irekhodi ngaluphi ulimi?.....

G. ISAZISO NGESINQUMO MAYELANA NESICELO SOKUFINYELELA

Uzokwaziswa ngokubhalwe phansi ukuthi isicelo sakho sivunyiwe / sinqatshiwe. Uma ufisa ukwaziswa ngenye indlela, sicela usho indlela futhi unikeze neminingwane edingekayo ukuze sikwazi ukuthobela isicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokufinyelela irekhodi?.....

Kusayinwe ngalolu suku

ISIGINISHA YOMCELI / UMUNTU LESI SICELO ESENZWA EGAMENI LAKHE.....

ISITHASISELO B

iFomu B

ISAZISO NGESIKHALAZO SANGAPHAKATHI

(Isigaba 75 soMthetho Wokukhuthaza Ukutholakala Kolwazi, 2000 (uMthetho No. 2 ka-2000)) [Umthethonqubo 8]

INOMBOLO YAKHO YE-REFERENSI:

A. Imininingwane yenhlangotho yomphakathi

Isikhulu soLwazi/lphini Lesikhulu soLwazi:

B. Imininingwane yomfakisiselo/umuntu wesithathu ofaka isikhalo sangaphakathi

- a) Imininingwane yomuntu ofake isikhalo sangaphakathi kufanele inikezwe ngezansi.

b) Ubufakazi besikhundla okufakwa ngaso isikhalo, uma bukhona, kumele bunanyathiselwe.

c) Uma ofake isikhalo kungumuntu wesithathu hhayi umuntu obecele ulwazi ekuqaleni, imininingwane yomfakisiselo kufanele inikezwe ku-C ngezansi..

Amagama aphelele nesibongo:

Inombolo yomazisi:

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Ikheli leposi :

Inombolo yocingo: (.....)

Inombolo yefeksi: (.....)

Ikheli le-email:

Amandla okufakwa ngawo isikhalazo sangaphakathi egameni lomunye umuntu:

C. Imininingwane yomfakisicelo

Lesi sigaba kufanele sigcwaliswe KUPHELA uma umuntu wesithathu (ngaphandle komfakisicelo) efaka isikhalazo sangaphakathi

Amagama Aphelele Nesibongo:

D. Inombolo yomazisi:

E. Isinqumo okufakwa ngaso isikhalazo sangaphakathi

Phawula ngesinqumo okufakwa kuso isikhalazo sangaphakathi ngophawu X ebhokisini elifanele

	Ukwenqatshwa kwesicelo sokufinyelela
	Isinqumo mayelana nezimali ezikhokhwayo ezibekwe ngokwesigaba sama-22 soMthetho
	Isinqumo mayelana nokwelulwa kwesikhathi isicelo okumele kusetshenzwe ngaso ngokwesigaba 26(1) soMthetho.
	Isinqumo ngokwesigaba 29(3) soMthetho sokwenqaba ukufinyelela ngendlela ecelwe
	Isinqumo sokunikeza isicelo sokufinyelela

F. Izizathu zesikhalazo

Uma isikhala esinikeziwe singenele, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli fomu. Kufanele usayine wonke amaphepha engeziwe.

Yisho izizathu okusekelwe kuzo isikhalazo sangaphakathi:

.....
.....
.....
.....
.....

Yisho noma yiluphi olunye ulwazi olungase lube wusizo ekucubunguleni isikhalazo:

.....
.....
.....
.....

ISITHASISELO C

I Fomu C

UKUPHIKA KOKUQUQUZWA KOLWAZI LOMUNTU NGOKWESIGABA 11(3) SOMTHETHO WOKUVIKELWA KOLWAZI LOBUQU, 2013 (UMTHETHO NO.4 KA-2013)

IMITHETHO EPATHELENE NOKUVIKELELWA KOLWAZI LOBUQU, 2017

[Umthethonqubo 2 (1)]

Qaphela:

1. Ama-afidavithi noma obunye ubufakazi bamadokhumenti obusekela ukuphikisa kufanele bufakwe.
2. Uma isikhala esihlinzekwe kuleli fomu singanele, thumela imininingwane njengesithasiselo saleli fomu bese usayina ikhasi ngalinye.

Inombolo ye-referensi:

a	IMINININGWANE YEMINININGO
Igama nesibongo sika Isihloko semininingo:	
Ikheli lendawo, leposi nelebhizinisi	
	Ikhodi ()
Inombolo yokuxhumana:	
Inombolo ye-Feksi:	
Ikheli le-email:	
b	IMINININGWANE YEQEMBU ELIZIBOPHEZELE
Igama nesibongo seqembu elizibophelele (uma iqembu linesibopho ngokwemvelo):	
Ikheli lendawo, leposi nona elebhizinisi:	
	Ikhodi ()
Inombolo yokuxhumana:	
Inombolo ye-feksi:	
Ikheli le-email:	

I-CCMA POPIA KANYE NE-PAIA MANUAL 2024/25

UKUZE IHANJISWE KUMLAWULI WEZWAZI WASENINGIZIMU

AFRIKA

paia@ccma.org.za / popia@ccma.org.za

Igama lenhlangano yomphakathi noma yangasese (uma umuntu onesibopho kungeyena umuntu wemvelo):	
Ikheli lebhizinisi:	
	Ikhodi ()
Inombolo yokuxhumana:	
Inombolo ye-feksi:	
Ikheli le-email:	
c	IZIZATHU ZOKUPHIKISA (Sicela unikeze izizathu ezinemininingwane zokuphikisa)

Isayinwe e..... lolu..... ngosuku lwe..... 20.....

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Isiginisha yesihloko semininingo (umfakisicelo)

I-CCMA POPIA KANYE NE-PAIA MANUAL 2024/25

UKUZE IHANJISWE KUMLAWULI WEZWAZI WASENINGIZIMU AFRIKA

paia@ccma.org.za / popia@ccma.org.za

ISITHASISELO D

Fomu D

**ISICELO SOKULUNGISWA NOMA UKUSUSWA KOLWAZI LOMUNTU NOMA UKUKONA NOMA
UKUSUSWA KWEREKHODI LOLWAZI LOMUNTU NGEMIBANDELA YESIGABA SAMA-24(1)
SOMTHETHO WOKUVIKELWA KOLWAZI LOMUNTU, 2013 (UMTHETHO NO.
4 KA-2013)**

IMITHETHO EPHATHELENE NEKUVIKELELWA KOLWAZI LOMUNTU SIQU, 2017

[Umthethonqubo 3 (2)]

Qaphela:

3. *Ama-afidavithi noma obunye ubufakazi bamadokhumenti obusekela isicelo kufanele bufakwe.*
4. *Uma isikhala esihlinzekwe kuleli fomu singanele, thumela imininingwane njengesithasiselo saleli fomu bese usayina ikhasi ngalinye..*

Inombolo ye-referensi

Faka uphawu ebhokisini elifanele "X".

Isicelo:

☐ Ukulungiswa noma ukususwa kolwazi lomuntu siqu mayelana nesihloko seminingo esiphethwe noma ngaphansi kokulawulwa yiqembu elinesibopho.

☐ Ukucekela phansi noma ukususwa kwerekhodi lolwazi lomuntu siqu mayelana nesihloko sedatha esiphethwe noma esilawulwa yilowo othintekayo futhi ongasagunyaziwe ukugcina irekhodi lolwazi.

A	IMININGWANE YEMININGO
Isibongo:	
Agama aphelele:	
Inombolo yomazisi:	
Ikheli lendawo, leposi noma elebhizinisi:	
	Ikhodi()
Inombolo yokuxhumana:	
Inombolo ye Feksi:	
Ikheli le-email:	
B	IMININGWANE YEQEMBU ELIZIBOPHEZELE

UKUZE IHANJISWE KUMLAWULI WEZWAZI WASENINGIZIMU AFRIKA

paia@ccma.org.za / popia@ccma.org.za

Igama nesibongo Seqembu elizibophezele (Uma iqembu kungelemvelo) :	
Ikheli lendawo, leposi noma elebhizinisi:	
	Ikhode ()
Inombolo yokuxhumana:	
Inombolo ye-feksi:	
Ikheli le-email:	
Igama lenhlangano yomphakathi noma yangasese (uma othintekayo kungeyena umuntu wemvelo) :	
Ikheli lebhizinisi:	
	Ikhode ()
Inombolo yokuxhumana:	
Inombolo ye-feksi:	
Ikheli le-email:	
C	IZIZATHU ZOKULUNGISWA NOMA UKUSUSWA KOLWAZI LOMUNTU MAYELANA NESIHLOKO SEMININGO/*UKUKONA NOMA UKUSUSWA KWEREKHODI LOLWAZI LOMUNTU MAYELANA NESIHLOKO SEMININGO ESIKHONA NOMA NGAPHANSI KOKULAWULWA IQEMBU ELIPHENDULE. (Sicela unikeze izizathu ezineminingwane zesicelo)

* Susa noma yikuphi okungasebenzi

Isayinwe e..... lolu..... ngosuku 20.....

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Isiginisha yesihloko semininingo (umfakisicelo)

I-CCMA POPIA KANYE NE-PAIA MANUAL 2024/25

UKUZE IHANJISWE KUMLAWULI WEZWAZI WASENINGIZIMU AFRIKA

paia@ccma.org.za / popia@ccma.org.za

ISITHASISELO E

ISICELO ESISUKA KUSIHLOKO SEMININGO UKUNIKEZWA KWEMVUME YOKUSEBENZA KOLWAZI LOMUNTU SIQU NGENHLOSO YOKUTHENGA NGQO NGEMIBANDELA YESIGABA 69(2) SOMTHETHO WOKUVIKELWA KOLWAZI LOMUNTU SIQU (POPIA) NO.4 KA-2013

[Umthethonqubo 6]

INGXENYE A: Sicela unikeze imininingwane yakhoyakho:

KUSUKA: _____

I-IMEYILI: _____

KUYA:

IPhini Lesikhulu Solwazi seHhovisi Likazwelonke le-CCMA (i-DIO) ngemibuzo ehlobene nokucutshungulwa kolwazi lomuntu siqu oluhlobene nokumaketha okuqondile ngaphandle kokumaketha okuqondile kusetshenziswa ukuxhumana ngogesi okungaceliwe njengoba kushiwo esigabeni 69 se-POPIA:

Nolufefe Nyamezele

Isikhulu: Ukubusa kanye namasu (ibamba)

Ihhovisi Likazwelonke: Isekela Lesikhulu Esibhekele Ulwazi

Ikhomishana Yokubuyisana, Uxoxisana kanye Nokulamula

popia@ccma.org.za

INXENYE B:

Mina, _____

_____ (amagama aphelele imininingo ngokuvumelana) kusukela _____

_____ (yisho isifundazwe) ngakho-ke nginikeza imvume yami yokwamukela ukumaketha okuqondile kwemikhiqizo/izinsizakalo esohlwini

olungezansi ezizokhangiswa ngendlela yokuxhumana ngogesi: Sicela ususe noma iyiphi ongafuni ukuyithola

Ccma incwadindaba

-Iphephabhuku lekota le-CCMA

- Imibiko ye-CCMA (Umbiko Wonyaka/ Izinhlelo Zokusebenza Zonyaka)

- Izimemo zokubonisana nababambiqhaza noma imicimbi ye-CCMA

- Ukungenelela kokuqeqeshwa nokufinyelela

- Ucwangingo

- Izaziso zemidiya

- Izaziso

CACASA INDLELA YOKUXHUMANA OKUTHANDAYO:

☐ i-imeyili

☐ Isicelo seselula; I-CCMAConnect

☐ isisindalwazi se-CCMA

EZINYE IZINDLELA- CHAZA: _____

Isayinwe e..... lolu..... ngosuku of..... 20

..... Isiginesha yesihloko semininingo

Nganoma yimiphi imibuzo eqondile ehlobene ne-POPIA, sicela uthumele i-imeyili ekhelini le-imeyili le-POPIA eliqokiwe le-CCMA kokuthi

popia@ccma.org.za