



**INCWADI YEPAIA YEHHOVISI LOMXAZULULI
WEZIKHALO ZOMBUTHO WAMASOSHA**

**Ilungiswe ngokwesigaba 14 somthetho Wokukhuthaza ukufinyelela
olwazini, 2000 (Umthetho ongunombolo 2 ka-2000)**

Inguqulo yesiZulu yokugcina, engunombolo 1

Usuku Lokushicilelwa kwayo: kuMbasa 2026

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ISENDLALELO

Ukufinyelela olwazini kuyisisekelo sombuso wentando yeningi futhi kumiswe njengelungelo lomuntu liyisisekelo ngokwesigaba 32 soMthethosisekelo waseNingizimu Afrika, ka-1996. Leli lungelo linika abantu amandla okwenza izinqumo ezisekelwe ekwazini nokuqinisekisa ukuthi izikhungo zikahulumeni zibophezelekile emisebenzini yazo.

Ihhovisi lomMxazululi wezikhalo zamasosha waseNingizimu lizibophezele ekukhuthazeni ukwenziwa kwezinto ngokusobala, ukukwazi ukuziphendulela ngezenzo zakho, nokuphatha okuhle. Ngokuhambisana noMthethosisekelo kanye noMthetho Wokukhuthaza Ukufinyelela Olwazini ka- 2000 (PAIA), njengoba uchitshiyelwe, le ncwadi ishicilelelwe ukufundisa umphakathi ngendlela yokufinyelela emarekhodini agcinwe yihhovisi, kanye nokuqinisekisa ukusebenza kwelungelo loMthethosisekelo lokufinyelela olwazini.

Ukusetshenziswa kwePAIA kuzolinganiswa namanye amalungelo aqukethwe kumqulu wamalungelo, okufaka nelungelo lobumfihlo njengoba livikelwe ngaphansi koMthetho Wokuvikela Ulwazi olumayelana nomuntu, 2013 (POPIA).

Ngenkathi iHhovisi licubungula ulwazi olumayelana nomuntu lapho lenza umsebenzi walo, lihlala lizibophezele ekuvikeleni lolo lwazi nokuqinisekisa ukuthi luphathwa ngokusemthethweni, ngobulungiswa nangokusobala.

Le ncwadi isebenza njengethuluzi elisebenzisekayo lokwenza ukuthi kufinyeleleke olwazini kube kuhlonishwa izimiso zobulungiswa, ubumfihlo nalokho okufunwa ngumphakathi.



**LIEUTENANT GENERAL (OSAPHLALA PHANSI) V.R. MASONDO
UMXAZULULI WEZIKHALO ZOMBUTHO WAMASOSHA**

USUKU: 13/04/2026

1. UHLU LWEZIFINYEZO NAMAGAMA FINGQIWE

- 1.1. **DIO** – ISekela Lesikhulu Solwazi
- 1.2. **DMO** – ISekela LoMxazululi Zombutho Wezamasosha
- 1.3. **DOD** – UMnyango Wezokuvikela
- 1.4. **IO** – Isikhulu Solwazi
- 1.5. **UNGGONGQOSHE** – UNggongqoshe Wezokuvikela kanye Nomakadebona bamasosha
- 1.6. **MO** – UMxazululi Wezikhalo Zombutho Wamasosha (Isikhulu Solwazi)
- 1.7. **IHHOVISI** – IHhovisi LoMxazululi Wezikhalo
- 1.8. **PAIA** – Umthetho wokukhuthaza ukufinyelela olwazini, 2 ka-2000
- 1.9. **PFMA** – Umthetho wokuphathwa kwezimali zomphakathi, 1 ka-1999
- 1.10. **POPIA** – UMthetho Wokuvikela Ulwazi Olumayelana Nomuntu, 4 ka-2013
- 1.11. **UMLAWULI** – Umlawuli Wolwazi
- 1.12. **ONEGUNYA ELIFANELE** – UNggongqoshe Wezokuvikela kanye Nomakadebona bamasosha

2. INHLOSO YENCWADI YEPAIA

2.1. Inhloso yale Ncwadi:

- 2.1.1. Ukunikeza umhlahlandlela ngenqubo nezindlela zokusebenza ezikhona zokufinyelela emarekhodini agcinwe yiHhovisi ngokuhambisana noMthetho Wokukhuthaza Ukufinyelela Olwazini, ka- 2000 (iPAIA);
- 2.1.2. Ukusiza amalungu omphakathi, izisebenzi, ababambiqhaza kanye nezinye izinhlangothi ezinentshisekelo ukuthi baqonde amalungelo nezibopho zabo ngaphansi kwePAIA nangendlela yokuwasebenzisa ngokufanele.

2.2. Le ncwadi ihlose ngokuqondile:

- 2.2.1. **Ukukhuthaza ukwenza izinto ngokusobala nokuphendula ngalokho okwenzayo:** Ukuqinisekisa ukuthi ulwazi mayelana nokusebenza, izinqubomgomo kanye nezinqumo zeHhovisi luyafinyelela emphakathini, ngalokho kuqiniseke isiko lokusebenza ngokusobala kanye nokuphatha ngendlela enhle.
- 2.2.2. **Ukuchaza izigaba zolwazi olugcinwa yiHhovisi:** Ukunikeza imininingwane ngezinhlobo zamarekhodi agcinwa yiHhovisi, okufaka nal awoatholakala ngaphandle kokufaka isicelo kanye nalawo adinga isicelo esisemthethweni.

- 2.2.3. **Ukuchaza inqubo yokucela ukufinyelela olwazini:** Ukuchaza izinqubo, amafomu kanye nezimfuneko zomthetho ezingena ekwenziweni kwesicelo sokuthola amarekhodi ngaphansi kwePAIA, okuqinisekisa ukuthi abafakizicelo bayawaqonda amalungelo nezibopho zabo.
- 2.2.4. **Ukuhlonza imininingwane yokuxhumana efanele:** Ukunikeza ulwazi mayelana nesikhulu solwazi kanye nesekele lesikhulu solwazi abanomsebenzi wokubhekana nezicelo zePAIA nokuqinisekisa ukuthi kuhanjiswa nomthetho.
- 2.2.5. **Ukucacisa izindlela zokulungisa ezingasetshenziswa mayelana nezicelo ezenqatshiwe:** Ukwazisa abafake izicelo ngezindlela zomthetho ezikhona uma izicelo zabo zinqatshiwe, okufaka ukwedlulisa udaba kwangaphakathi kanye nokufaka izikhalo kuMlawuli.
- 2.2.6. **Ukwethula izindlela zokuqinisa ukuphepha nobumfihlo bolwazi olumayelana nomuntu:**¹ Ukuchaza indlela iHhovisi elicubungula futhi livikele ngayo ulwazi olumayelana nomuntu ngokuhambisana nePAIA kanye noMthetho Wokuvikela Ulwazi Olumayelana Nomuntu, ka-2023.
- 2.2.7. **Ukusiza umphakathi ekusebenziseni ilungelo lawo lokufinyelela olwazini:** Ukweluleka ngokucacile ngendlela abafakizicelo abangathola ngayo ulwazi abaludingayo ukuze basebenzise futhi bavikele amalungelo abo.

3. UKUSUNGULWA KWEHHOVISI

- 3.1. IHhovisi lisungulwe ngokwemigomo yoMthetho woMxazululi wezikhalo zombutho wamasosha, 4 ka-2012 njengesakhiwo somthetho esizimele nesingakhethi. Lisebenza njengesikhungo esiqaphayo esibhekana nezikhalo futhi siqinisekise ukuthi kuphendulwe ngokwenzekayo phakathi koMbuthe Wesizwe Wokuvikela waseNingizimu Afrika, ngenkathi ligcina izimiso zobulungiswa, ukusebenza ngokusobala, kanye nokusebenza komthetho.

¹ ISigaba 1 soMthetho Wokuvikela Ulwazi Olumayelana Nomuntu 4 ka-2013 sichaza igama elithi ' **Ulwazi Olumayelana Nomuntu** ' ngokuthi ulwazi oluhlobene nomuntu ophilayo, ongumuntu wemvelo ongahlonzeka, futhi lapho kufanele khona, kubandakanya nenhlangano esemthethweni ekhona, ehlonzekayo, okufaka, kodwa kungacini kulokhu -
a) ulwazi oluhlobene: nobuhlanga, ubulili, ucansi ukukhulelwa isimo sokushada, ubuzwe, ukudabuka ngokobuhlanga noma ngokomphakathi, umbala, isimo sokuthandana ngokobulili, ubudala, impilo yokomzimba noma yengqondo, inhlalakahle, ukukhubazeka, inkolo, unembeza, izinkolelo, isiko, ulimi, kanye nokuzalwa komuntu,
b) ulwazi oluhlobene: nemfundo yomuntu noma umlando wezokwelashwa, ulwazi lwezezimali, umlando wobugebengu, noma wokusebenza womuntu ;*c)* noma iyiphi inombolo yokuhlonza umuntu, uphawu, ikheli le-imeyili, ikheli lendawo yokuhlala, inombolo yocingo, ulwazi ngendawo umuntu akuyo, inkomba yaku-inthanethi, noma noma okunye okuyamaniswa nomuntu;
d) Ulwazi lweminwe nezimpawu zezitho zomuntu;
e) Imibono yomuntu, indlela abuka ngayo noma lokho akuthandayo;
f) Izincwadi noma imilayezo ethunyelwe yilowo muntu ngokucacileyo noma ngokucashile enobumfihlo noma okwangasese, noma okunye ukuxhumana okungaveza ingxoxo okuqalwe kuyo;
g) Imibono noma indlela omunye umuntu abuka ngayo lowo muntu; kanye
h) Igama lomuntu uma livela nolunye ulwazi olumayelana nomuntu uma ukudalulwa kwegama lodwa kungaveza ulwazi ngalowo muntu.

3.2. **Igunya Kanye Nemisebenzi.** IHhovisi linesibopho salokhu:

3.2.1. **Ukuphenya izikhalo ezifakwe:**

- 3.2.1.1. Amalungu eSANDF asasebenza mayelana nezimo zawo zokusebenza.
 - 3.2.1.2. Amalungu eSANDF asaphuma mayelana nezimo zawo zokusebenza.
 - 3.2.1.3. Amalungu omphakathi mayelana nokuziphatha kabi kwamalungu eSANDF esemsebenzini.
 - 3.2.1.4. Abantu abasebenza egameni lomfakisikhalo abanegunya elifanele.
- 3.2.2. Ukuqinisekisa uphenyo olunobulungiswa nolungachemile ezikhalweni ukuze kuvikelwe amalungelo nesithunzi sabo bobabili abafaki zikhalo namalungu eSANDF.
- 3.2.3. Ukwenza izincomo kuNgqongqoshe Wezokuvikela Nomakadebona bamasosha ukuze kwenziwe ngcono izinkinga ezihlobene nezimo zokusebenza bamasosha kanye nokuziphatha kwezisebenzi.
- 3.2.4. Ukulamula nokuxazulula izimpikiswano lapho kufanele khona, ngenqubo yokubuyisana nokuxoxisana ngaphandle kokuya ezinkantolo.
- 3.2.5. Ukukhuthaza ukuhambisana nezimiso zomthethosisekelo ezimweni zokusebenza nokuziphatha kuSANDF.

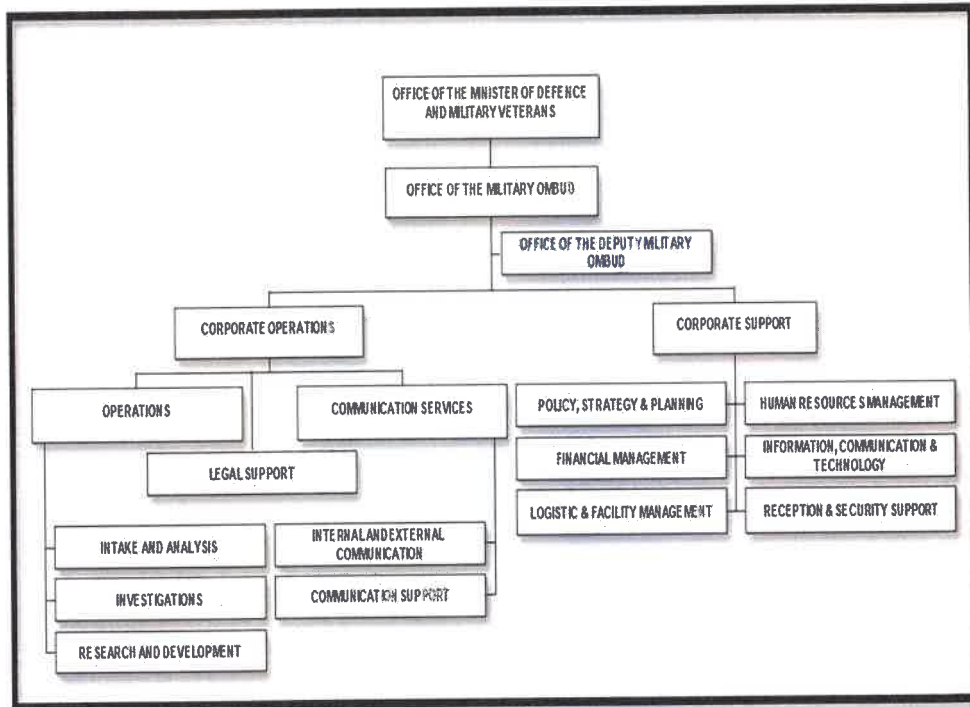
3.3. **Imikhawulo Nalapho Lingangeni Khona**

- 3.3.1. Lapho iHhovisi linikeza umgudu obalulekile wokuxazulula izikhalo, lezi zindaba ezilandelayo azingeni ngaphansi kwamandla alo, ngaphandle kwalapho uMxazululi Wezikhalo engenqaba khona ukuphenya isikhalo ngokwezigaba 3.3.1.4 kuya ku-3.3.1.7 ngezansi:
- 3.3.1.1. Indlela enzangayo umsebenzi umahluleli wenkantolo yamasosha.
 - 3.3.1.2. Izindaba ezingakaphethwa eziphambi kwezinkantolo zamasosha noma zomphakathi.
 - 3.3.1.3. Izinqumo esezithathwe yizinkantolo zamasosha noma zomphakathi.
 - 3.3.1.4. Uphenyo lungase lubukele luphazamise imigudu yokulawula noma ligqugquzela ukungalaleli eMbuthweni Wokuvikela.
 - 3.3.1.5. Isikhalo singenasisindo noma esiyitsumatshumane.
 - 3.3.1.6. Umfaki wesikhalo ehlulekile ukufaka isikhalo ngesikhathi esimukelekayo njengoba kubekiwe.

3.3.1.7. Umfaki wesikhalo akaqalanga gokusebenzisa izindlela ezikhona ngaphansi kweMithethonqubo Yokukhononda komuntu ka-2016, ngaphandle kwalapho isikhalo siphathelene nezinkinga zohlelo lomsebenzi.

4. ISAKHIWO SOKUPHATHA SEHHOVISI

4.1. Isakhiwo senhlangano seHhovisi, njengoba siboniswe kuMdwebo 1 ngezansi,



sakhelwe ukuqinisekisa ukuthi umsebenzi waso wenziwa ngempumelelo, ngokuba amaqhaza nezibopho ezichazwe ngokucacile zezisebenzi ezibalulekile.

5. IZINHLAKA ZOKUPHATHA ZEHHOVISI

5.1. Izinhlaka zokuphatha zeHhovisi zakhelwe ukuqinisekisa ukuthathwa kwezinqumo ngendlela enomphumela omuhle, ukukwazi ukuphendula ngalokho okwenziwe kanye nokusebenza okunemiphumela efanele kweHhovisi. Ithebhula elingaphezulu linikeza isithombe sezigaba zokuphatha, likhombisa izinhlaka ezibalulekile zokuphatha kanye namaqhaza azo ngokulandelana kwawo ekusebenzeni kweHhovisi.

Ithebhula 1: Izinhlaka Zokuphatha

Uhlaka Lokuphatha	Umsebenzi/Inhloso	Usihlalo
a	b	c
Umhlangano We-Komidi Eliphezulu (EXCO)	Ukunikeza isiqondiso esiyisu leHhovisi.	UMxazululi Wezikhalo Zombutho Wamasosha
Umhlangano Wekomdi Lokuphatha (MANCO)	Ukubeka imigomo yokusebenza ye-MANCO nokwakha ukubambisana/ukwethembana okuqhubekayo Phakathi kweHhovisi eliphezulu labaqondisi, Ukwesekelwa ngezomthetho, IHhovisi elilawula umsebenzi kanye nokwesekelwa kwenhlangano, okwenza ukuba izakhiwo zenhlangano zihlangananise ukusebenza kwazo kuqonde emgomweni osuthuthukile wokwazi ukuphendula ngokwenziwayo, ukuphatha, ukubheka izingozi nokuhambisana nezinqubo, ukuze kubikwe ngendlela enempumelelo, esebenza kahle futhi esobala.	ISekela loMxazululi Wezikhalo Zombutho Wamasosha
Ideshibhodi Yomxazululi Wezikhalo Zezempi (Imisebenzi)	Ukusebenza njengesakhiwo esiqinisekisa ukulinganiswa nokuhambisana nezilinganiso zokwethulwa kwezinkonzo.	UMxazululi Wezikhalo Zombutho Wamasosha
Umhlangano Wokuphatha Imisebenzi	Ukuphatha nokuhlanganisa izimo zemisebenzi yansukuzonke zokusekelwa kwenhlangano kwansukuzonke (okungukuthi, imihlangano yokuhlola nemihlangano yangaphakathi yokubheka izingabunjalo lemihlangano yemibiko emayelana nezikhalo nokuphenya olwenziwe).	Umqondisi Omkhulu Wemisebenzi
Ideshibhodi Yomxazululi Wezikhalo Zezempi (Ukwesekela inhlangano)	Ukuphatha nokuhlanganisa izimo zemisebenzi yansukuzonke yokusekelwa kwennhlangano.	UMxazululi Wezikhalo Zombutho Wamasosha
Umhlangano wabaphathi Wokwesekelwa kwenhlangano	Ukuphatha nokuhlanganisa izimo zemisebenzi yansukuzonke yokusekelwa kwenkampani.	Isigungu Esiphezulu Sokusekela Inhlangano
Ikomidi Elingaphansi Elibheke Ukuhambisana Nokubhekela Izingozi Kwezezimali	Ukuqinisekisa ukuthi ihhovisi linezikhali zokuphatha izimali ngendlela ephendulayo, esobala, eyongayo futhi esebenza kahle nangokulinganayo.	ISekela Lomxazululi Wezikhalo Zombutho Wamasosha
Ikomidi Lokuthuthukisa Izindaba Zezisebenzi	Ukuthuthukisa imfundo, ukuqeqeshwa nokukhula ngaphakathi kwenhlangano ukuze kuqiniseke ukusebenza kwenhlangano.	Umqondisi Wezokuphenya

6. IMININGWANE ESEMQOKA YOKUXHUMANA NGOKUFINYELELA OLWAZINI LWEHHOVISI

Ithebhula 2: Iminingwane Yokuxhumana

Isihloko	Iminingwane Yokuxhumana	
Ulwazi lokuxhumana ngayo yonke imibuzo ehlobene nokuphathwa kwePAIA	Ucingo:	+27 12 676 3800
	Olungakhokhelwa:	+27 80 726 6238
	ifekhsi:	+27 86 523 2296
	I-imeyili:	paia@milombud.org
Isikhulu Solwazi	Lieutenant General (Osahlala Phansi) V.R. Masondo	
ISekela Lesikhulu Solwazi	Asikagcwaliswa	
Iminingwane Ejwayelekile Yokuxhumana Ngokufinyelela Olwazini Kanye Nolunye Ulwazi		
Ikheli Leposi	SA Military Ombud Private Bag X163 Centurion Pretoria 0046	
Ikheli Lendawo	Block C4 Eco Origin 349 Witch-Hazel Avenue Centurion Pretoria 0046	
Iwebhusayithi	www.milombud.org	
Izinkundla zokuxhumana	Thola iSA SA Military Ombud ku-Instagram, Facebook, @Mil_OmbudSA ku-X (Okukade kunguTwitter)	

7. INCAZELO YEZHLOKO IHHOVISI ELIGCINE AMAREKHODI NGAZO; IZIGABA ZAMAREKHODI AGCINWE YIHHOVISI

Ithebhula 3: Incazelo Yezihloko Zamarekhodi

Izihloko i-MO egcina amarekhodi azo	Izigaba zamarekhodi agcinwayo ngesihloko ngasinye
IMISEBENZI (Ukwamukelwa nokuhlaziywa; Uphenyo; Ukucwaninga nokuthuthukisa)	<ul style="list-style-type: none"> • Imibiko yophenyo • Incwadi yokuphatha izikhalo • Irejista enkulu yezikhalo • Amaminithi emihlangano • Inqubomgomo yocwaningo • Isu locwaningo • Amaphepha ocwaningo • Izinhlobo

<p>UKUSEKELWA KWEBHIZINISI</p> <p>(Ukuphathwa Kwezezimali; Ukuphathwa Kwezisebenzi; Inqubomgomo, Isu Kanye Nokuhlela)</p>	<ul style="list-style-type: none"> • Ukuphathwa kwezezimali • Imithethonqubo yoMnyango Wezezimali • Incwadi yemigomo yokusebenza kwezezimali • Imihlahlandlela ye-MTEF • Izincwadi zamathenda <hr/> <ul style="list-style-type: none"> • Imihlahlandlela yenqubo yokuqasha nokukhetha izisebenzi ku-DPME • Umhlahlandlela wokuhlolwa kwemisebenzi • Uhlaka lwezisebenzi • Imibiko yophenyo ye-MO esiqediwe • Amafayela emifundaze • Amarekhodi okukhetha • Izisebenzi • Amafayela amayelana nesisebenzi ngasinye • Amarekhodi okuqondiswa kwezisebenzi <hr/> <ul style="list-style-type: none"> • Izinqubomgomo • Amasu • Izinhlelo zamasu • Izinhlelo zokusebenza zonyaka • Imibiko yemisebenzi yonyaka • Imibiko yokusebenza yekota • Ezokuphepha /ukuhlonza ngezimpawu zomzimba • Amarejista okulawula ukungena
<p>EZOKUXHUMANA</p>	<p>Izinto zokukhangisa nezokumaketha</p> <ul style="list-style-type: none"> • Amabhena • Amaphosta • Uhlelo lokwenabela emphakathini • Amarejista okuhambela imihlangano yokwenabela emphakathini • Amabhukwana anolwazi <hr/> <p>Okushicilelwe</p> <ul style="list-style-type: none"> • Umthetho Womxazululi Wezikhalo Zezempi, 4 ka-2012 • Imithethonqubo Yomxazululi Wezikhalo Zezempi, ka-2015 • Isu Nohlelo Lokuxhumana Nokumaketha • Incwadi Yesithombe Somsebenzi Womxazululi Wezikhalo Zezempi • Izincwadi Zezindaba Zomxazululi Wezikhalo Zezempi • Imibuzo Evame Ukubuzwa <hr/> <p>Ezokusakaza</p> <ul style="list-style-type: none"> • Izitatimende Kwabezindaba • Izingxoxo Zomsakazo Nethelivishini

	<ul style="list-style-type: none"> • Izikhangiso Zabamaphepha • Imiyalezo Eya Ezinkundleni Zokuxhumana • Izithombe/Amavidiyo Ezisebenzi Nababambiqhaza • Ukuxhumana Kwangaphakathi • Imibhalo Yemibono
Ukusekelwa Ngokwezomthetho o	Izincwadi Zomthetho <ul style="list-style-type: none"> • Imibono Yezomthetho • Amacala Enkantolo • Ukubhalwa Nokubuyekwezwa Kwezincwadi Zomthetho • Imibhalo Yokuzwana/Izivumelwano • Izivumelwano Ezingeni Lokunikezwa Kwezinkonzo • Imibiko Yokuvakasha Mayelana Nezindlela Zikazwelonke • Zokuvimba

8. INDLELA YOKUCELA UKUFINYELELA EMAREKHODINI ANGATHOLAKALI NGAPHANDLE KOKUFAKA ISICELO

8.1. Ilungelo Lokufinyelela Emarekhodini

8.1.1. Ngokwesigaba 11 soMthetho Wokukhuthaza Ukufinyelela Olwazini, 2000 (PAIA), noma yimuphi umuntu unelungelo lokufinyelela emarekhodini agcinwa yiHhovisi uma:

- 8.1.1.1. Umfakisicelo ehambisana nakho konke okudingwa yinqubo;
- 8.1.1.2. Irekhodi lidingekela ukuthi kusetshenziswe noma kuvikelwe noma liphi ilungelo
- 8.1.1.3. Ukufinyelela kungenqatshiwe ngenxa yezizathu ezibekwe eSahlukweni 4 sePAIA.

8.2. Indlela Yokucela Ukufinyelela Emarekhodini

8.2.1. Kudingeka isicelo esisemthethweni sePAIA emarekhodini angatholakali ngaphandle kokufaka isicelo.

8.2.1.1. Izinyathelo Zokucela Ukufinyelela Emarekhodini:

8.2.1.1.1. Kudingeka isicelo esisemthethweni sePAIA emarekhodini angatholakali ngaphandle kokufaka isicelo.

8.2.1.1.2. **Gcwalisa Ifomu 2** – Isicelo Sokufinyelela Erekhodini (bheka imininingwane engezansi).²

² Ukuze kuqinisekiswa ukucutshungulwa kahle kwesicelo, uMfakisiceloi kufanele anikeze lonke ulwazi oludingekayo eFomuni 2, kufake kodwa kungacini kulokhu:

- Igama eligcwele nemininingwane yokuxhumana (ikheli leposi, i-imeyili, nenombolo yocingo);

8.2.1.1.3. Ifomu lesicelo kufanele lihambisane kanye nekhophi **yekhadi noma incwadi Kamazisi** efomini lesicelo. Uma umfakisisicelo efaka isicelo egameni lomunye umuntu, kufanele kufakwe ikhophi yekhadi/incwadi kamazisi walowo muntu kanye nokugunyazwa okubhalwe phansi. Uma kungummeli emele umuntu ofaka isicelo, kufanele ihambisane ikhophi yencwadi egunyaza ummeli efomini.

8.2.1.1.4. **Ukukhokha imali yesicelo – faka ubufakazi bokukhokha ndawonye Nefomu lesicelo eligcwalisiwe.**

8.2.1.1.5. **Thumela ifomu** nge-meyili, ngeposi, noma ngokuliletha mathupha.

8.2.1.1.6. **Isikhathi sokucubungula:** izinsuku ezingu-30 (singanwetshwa ngesaziso).

8.2.1.2. **Izindlela zokuthumela isicelo:**

8.2.1.2.1. Ifomu eligcwalisiwe lingathunyelwa ngalezi zindlela:

8.2.1.2.1.1. **I-imeyili: paia@milombud.org;**

8.2.1.2.1.2. **Ikheli Leposi:**
SA Military Ombud, Private Bag,
X163, Centurion, Pretoria, 0046;

8.2.1.2.1.3. **Ukukhambisa Ngesandla:**
Ihhovisi of the UMXazululi
Wezikhalo Zezempi, Block C4
Eco Origin, 349 Witch-Hazel
Avenue, Centurion, Pretoria,
0046

8.2.1.3. **Izimali zokucubungula isicelo kanye nokukhokha:**

8.2.1.3.1. Ngokwesigaba 22 sePAIA, kungasebenza lezi zimali ezilandelayo:

-
- Inombolo kamazisi (noma inombolo yokubhaliswa kwenkampani, uma kusebenza) – kudingeka ikhophi kamazisi noma ikhadi likamazisi.);
 - Incazelo ecacile yerekhodi/amarikhodi aceliwe;
 - Ukubonisa indlela ekhethwa ukuthi kutholakale ngayo irekhodi (ikhophi yekhompuyutha, ikhophi eyiphapha, noma ukuhlola mathupha);
 - Uma ucela egameni lomunye umuntu, ubufakazi bokugunyazwa (isib. Incwadi yamandla obumeli, kanye
 - Nelungelo elisetshenziswayo noma elivikelwayo (uma kufanele).

8.2.1.3.2. **Imali yesicelo:** kufanele ikhokhwe **ngaphambi** kokuba kuqale ukucubungula;

8.2.1.3.3. **Imali yokufinyelela:** ikhokhwa uma isicelo sivunyelwe futhi incike ekukhishweni noma ebuningini bomsebenzi wokuthungatha amarekhodi;

8.2.1.3.4. Uma isicelo **sisikhulu kakhulu**, kungadingeka idiphozithi efika engxenyeni **eyodwa kwezintathu yemali yokufinyelela elinganisiwe. Uhlu lwezimali luyatholakala uma lucelwa.**

8.2.1.3.5. **Imininingwane yebhange yoMnyango Wezokuvikela:** Njengoba iHhovisi lingenaso isimo sokuziphathela izimali ngokwalo, zonke izimali zePAIA kufanele zikhokhwe ku-akhawunti ye-DOD. Nansi **imininingwane yebhange yeDOD:**

IBhange: ABSA Bank

Uhlobo lwe-akhawunti: Cheque/Current

Ikhodi yegatsha: 632005

Igama lomnikazi we-akhawunti: RSA

Department of Defence

Inombolo ye-akhawunti yomnyango:
1044280074

Inkomba yediphozithi: Request fee

8.2.1.4. **Ubude besikhathi sokucubungula izicelo:**

8.2.1.4.1. IHhovisi lizokwazisa ngokuthola kwalo isicelo kungakapheli izinsuku eziyi-5.

8.2.1.4.2. Isinqumo ngesicelo esamukeliwe kufanele senziwe kungakapheli izinsuku ezingu-30 kusukela osukwini esamukelwe ngalo.

8.2.1.4.3. Uma kudingeka isikhathi esengeziwe (isib. ngenxa yezicelo eziningi noma ukuxhumana nohlangothi lwesithathu), umfakisicelo uzokwaziswa, kushiwo izathu.

8.2.1.5. **Isinqumo Ngesicelo:**

8.2.1.5.1. Ngemva kokuhlola isicelo, Isikhulu Solwazi:

8.2.1.5.1.1. **Sizosivuma isicelo:** Ofake isicelo uzokwaziswa ngemali yokufinyelela kanye nendlela yokuthola amarekhodi.

8.2.1.5.1.2. **Sizosenqaba isicelo:** Ofake isicelo uzothola izizathu ezibhaliwe zokwenqatshwa ngokweSigaba 4 sePAIA.

8.2.1.6. **Inqubo yangaphakathi yokudlulisa isikhalo:**

8.2.1.6.1. Uma ofake isicelo enganelisekile ngesinqumo angedlulisa udaba ngokwangaphakathi kuNgqongqoshe kungakapheli izinsuku ezingu-60.

8.2.1.6.2. Ukuze ufake isikhalo:

8.2.1.6.2.1. **Gcwalisa Ifomu 4** - Ifomu lesikhalo sangaphakathi (liyatholakala uma ulicela).

8.2.1.6.2.2. **Lithumele konikezwe igunya lokulalela izikhalo** (uNgqongqoshe Wezokuvikela) kanye nezincwadi ezesekeleyo.

8.2.1.6.2.3. **Isinqumo** ngesikhalo siyonikezwa kungakapheli izinsuku ezingu-30.

8.2.1.7. **Ezinye izindlela ezengeziwe zokulungisa isimo:**

8.2.1.7.1. Uma ukwedlulisa udaba kwangaphakathi kungaphumeleli, ofake isicelo:

8.2.1.7.1.1. **angafaka isikhalo** kuMlawuli Wolwazi ku:: **PAIAComplaints@inforegulator.org.za** kungakapheli izinsuku eziyi-180 kusukela esinqumweni sokugcina.

8.2.1.7.1.2. Angafaka isicelo ezinkantolo kungakapheli **izinsuku ezingu-180** kusukela esinqumweni sokugcina.

8.2.1.8. **Usizo kwabafake:**

8.2.1.8.1. Ngokwesigaba 19 sePAIA Isikhulu Solwazi kufanele sinikeze usizo lwamahlala kwabafake isicelo abangakwazi ukufunda, abakhubazekile, noma abangakwazi ukugcwalisa ifomu lesicelo.

8.2.1.8.2. Ukuze bathole usizo kulokhu okungenhla, abafakaisicelo kufanele baxhumane neHhovisi ngokweminingwane yokuxhumana eshiwo esigabeni 6 ngenhla.

9. AMAREKHODI ATHOLAKALA NGAPHANDLE KOKUFAKA ISICELO

9.1. Amarekhodi athile ngokwesaziso esifakwe kuMqondisi ayatholakala **ngaphandle kokufaka isicelo esisemthethweni sePAIA** ngezindlela ezilandelayo:

9.1.1. **Iwebhusayithi: www.milombud.org**

9.1.2. **Izicelo nge-imeyili: paia@milombud.org**

9.1.3. **Izicelo ngocingo noma ngeposi: +27 80 726 6238 (Engakhokhelwa): +27 12 676 3800; SA Military Ombud, Private Bag X 163, Centurion, Pretoria, 0046**

9.1.4. **Ukuzicelela mathupha eHhovisi: Block C4, Eco Origin, 349 Witch-Hazel Avenue, Centurion, 0046**

9.2. Izimali Zokufinyelela

9.2.1. Ukufinyelela emarekhodini atholakala ngaphandle kokufaka isicelo kumahhala, ngaphandle kwalapho kudingeka izimali zokukupisha, ukuphrinta noma ukuthumela ngeposi ngokwemithethonqubo yePAIA. **Uhlaka lwezimali ezikhokhwayo luyatholakala uma ulucela.**

10. INCAZELO YAZO ZONKE IZINDLELA ZOKULUNGISA EZITHOLAKALAYO MAYELANA NOKWENZA NOMA UKWEHLULEKA UKWENZA KUKAMXAZULULI WEZIKHALO ZOMBUTHO WEZAMASOSHA

10.1. Ngaphansi kwePAIA, abafakaisicelo nabanye ababambiqhaza bangasebenzisa izindlela ezilandelayo uma uMxazululi Wezikhalo zombutho wezamasosha engathathi isinyathelo, engasivumi isicelo sokufinyelela olwazini, noma, uma kungenjalo, ephula okushiwo ngumthetho.

10.2. Nazi izinyathelo zokulungisa **ngokulandelana kokubaluleka** kwazo:

10.2.1. **Cela izizathu ezibhaliwe** kuMxazululi Wezikhalo wezamasosha sikhulu Solwazi.

10.2.2. **Dlulisela udaba kuNgqongqoshe Wezokuvikela Nomakadebona bamasosha** kungakapheli izinsuku ezingu-60. IFomu 4 (Ukudlulisa Udaba Kwangaphakathi) liyatholakala uma ulicela.

10.2.3. **Dlulisela udaba kumlawuli wolwazi.** Lokhu kungenziwa kuphela uma ukwedlulisa udaba okwangaphakathi kungaphumelelanga lapho kufakwa kuNgqongqoshe.

10.2.4. **Faka isicelo enkantolo.** Uma umfakeisicelo engenelisekile ngomphumela wokukhononda kuMqondisi, noma uma kungatholakali sixazululo, udaba lungedluliselwa eNkantolo yomthetho efanelekile ukuze kubuyezwe ngokomthetho kungakapheli izinsuku ezingu-180.

11. UMHLAHLANDLELA WOKUSEBENZISA IPAIA NENDLELA YOKUFINYELELA KUMHLAHLANDLELA

11.1. UMlawuli wolwazi, ngokweSigaba 10(1) sePAIA, ubuyekeze futhi wakhapha umhlahlandlela obuyekeziwe ngendlela yokuwusebenzisa. Lo mhlahlandlela ubhalwe ngendlela nangesimo njengoba kungadingeka kumuntu ofisa ukusebenzisa noma liphi ilungelo elicatshangwe kePAIA nakuPOPIA.

11.2. Umhlahlandlela utholakala kuzo zonke izilimi ezisemthethweni.

11.3. Umhlahlandlela oshiwo ngenhla uqukethe incazelo yalokhu okulandelayo:

11.3.1. Izinhloso zePAIA kanye nePOPIA;

11.3.2. Ikheli leposi nekheli nelomgwaqo, inombolo yocingo ne-fekhsi, kanye nekheli le-imeyili lalokhu:

11.3.2.1. Isikhulu solwazi sazo zonke izikhungo zomphakathi; kanye

11.3.2.2. Nawo wonke amasekela ezikhulu zolwazi kuzo zonke izakhiwo zomphakathi nezizimele eziqokwe ngokwesigaba 17(1) sePAIA kanye nesigaba 56 sePOPIA.

11.3.3. Indlela nesimo sokucela:

11.3.3.1. Ukufinyelela erekhodini lesakhiwo somphakathi njengoba kucatshangelwe eSigabeni 11; kanye

11.3.3.2. Nokufinyelela erekhodin lesakhiwo esizimele njengoba kucatshangelwe eSigabeni 50.

11.3.4. Usizo olutholakala ku:

11.3.4.1. Esikhulwini solwazi sesakhiwo somphakathi ngokwemigomo yePAIA nePOPIA.

11.3.4.2. KuMlawuli wolwazi ngokwemigomo yePAIA nePOPIA.

11.3.5. Zonke izindlela zokulungisa ezisemthethweni ezitholakalayo maqondana nokwenza noma ukwehluleka ukwenza mayelana nelungelo noma isibopho esibekwe yiPAIA nePOPIA, okuhlanganisa indlela yokufaka:

11.3.5.1. Ukwedlulisa udaba kwangaphakathi.

11.3.5.2. Ukukhononda kuMlawuli wolwazi.

11.3.5.3. Isicelo enkantolo mayelana:

11.3.5.3.1. Nesinqumo esenziwe yisikhulu solwazi sesakhiwo somphakathi.

11.3.5.3.2. Isinqumo esenziwe ngemuva kokwedlulisa udaba kwangaphakathi.

11.3.5.3.3. Isinqumo esenziwe uMlawuli wolwazi.

11.3.5.3.4. Isinqumo senhloko yesakhiwo esizimele.

11.3.6. Okwethulwa yizigaba ezilandelayo:

11.3.6.1. Izigaba 14 no-51, ezidinga ukuthi isakhiwo somphakathi nesakhiwo esizimele zihlanganise incwadi, kanye nendlela yokufinyelela encwadini.

11.3.6.2. Izigaba 15 no-52 ezihlinzekela ukudalulwa ngokuzithandela kwezigaba zamarekhodi yizinhlangano zomphakathii nezizimele.

11.3.6.3. Izigaba 22 no-54, mayelana nezimali okufanele zikhokhwe mayelana nezicelo zokufinyelela olwazini.

11.3.6.4. Isigaba 92, mayelana nemithethonqubo eyenziwe ngaphansi kwePAIA.

11.4. Ukufinyelela kumhlahlandlela:

11.4.1. Amalungu omphakathi angawuhlola noma enze amakhophi omhlahlandlela emaHhovisi ezakhiwo zomphakathi noma ezizimele, okufaka neHhovisi loMlawuli Wolwazi, ngezikhathi zokusebenza ezijwayelekile.

11.4.2. Umhlahlandlela ungatholakala futhi ngalezi zindlela:

11.4.2.1. Ngokucela esikhulwini solwazi noma enhlokweni yesakhiwo ezimele kusetshenziswa iFomu 1, elitholakala ku: <https://info regulator.org.za/paia-forms>;

11.4.2.2. Ngokucela kumlawuli wolwazi ngokuthumela iFomu 1 (isicelo sekhophi yoMhlahlandlela) ku: PAIACompliance@infoRegulator.org.za;

11.4.2.3. Ngokuyithola kuwebhusayithi yomlawuli wolwazi: <https://info regulator.org.za/paia-guidelines>: <https://info regulator.org.za/paia-guidelines>.

12. **ISAZISO SAKAMUVA MAYELANA NEZIGABA ZAMAREKHODI EHHOVISI
ATHOLAKALA NGAPHANDLE KOKWENZA ISICELO SOKUFINYELELA**

12.1. Lesi saziso siyatholakala uma sicelelwa kanje:

12.1.1. **Iwebhusayithi:** www.milombud.org

12.1.2. **Izicelo nge-imeyili:** paia@milombud.org

12.1.3. **Izicelo ngocingo noma ngeposi:** +27 80 726 6238 (Engakhokhelwa):
+27 12 676 3800; SA Military Ombud, Private Bag X 163, Centurion,
Pretoria, 0046

12.1.4. **Ukusicela mathupha:** Block C4, Eco Origin, 349 Witch-Hazel Avenue,
Centurion, 0046

13. **IZINKONZO EZITHOLAKALA KUMALUNGU OMPHAKATHI KUSUKA EHHOVISI
NENDLELA YOKUTHOLAKALA KWAZO**

13.1. **Ukufaka Isikhalo kuMxazululi Wezikhalo Zezempi**

13.1.1. Ngokwesigaba 4(1)(c) soMthetho woMxazululi Wezikhalo zombutho wamasosha, 4 ka-2012, amalungu omphakathi angafaka izikhalo kuMxazululi mayelana nokuziphatha kabi kwamalungu oMbutho Wokuvikela ngesikhathi enza umsebenzi wabo.

13.2. **Okudingekayo lapho kuthunyelwa isikhalo**

13.2.1. NgokoMthethonqubo 3 weMithethonqubo yoMxazululi wezikhalo zombutho wamasosha, ka-2015, zonke izikhalo kufanele zithunyelwe ngokubhaliwe kusetshenziswa ifomu elifana kakhulu ne**Fomu 1 (iFomu Lezikhalo KuMxazululi)**, elinamathiselwe kule mithethonqubo njengesithasiselo "A". Isikhalo kufanele sifake yonke imininingwane efanele ukuze kwenziwe uphenyo olunobulungiswa nolusebenzayo.

13.2.2. Amalungu omphakathi angasebenzisa lezi zindlela ezilandelayo ukufaka izikhalo:

13.2.2.1. **Ukuxhumana Ngocingo:**

13.2.2.1.1. Shayela iHhovisi enombolweni yokuxhumana ebekiwe.

13.2.2.1.2. Cela ukukhuluma nesikhulu Sokwamukela, esizokweluleka ngendlela yokugcwalisa nokuthumela izincwadi zesikhalo.

13.2.2.2. Ukuvakasha mathupha:

13.2.2.2.1. Vakashela iHhovisi mathupha.

13.2.2.2.2. Thola ikhophi **yeFomu 1** bese uthola usizo ezisebenzini zeHhovisi mayelana nenqubo yokufaka isikhalo.

13.2.2.3. Isicelo Nge-imeyili:

13.2.2.3.1. Thumela i-imeyili ku: **intake@milombud.org** ukuze ucele ikhophi yeFomu 1.

13.2.2.3.2. Ihhovisi lizokunikeza ifomu kanye nemiyalelo eyengeziwe edingekayo ukuze uqedele inqubo yokufaka isikhalo.

14. UKUBANDAKANYWA KOMPHAKATHI EKWAKHENI IZINQUBOMGOMO NOMA EKUSEBENZISENI AMANDLA NOMA EKWENZENI KWEHHOVISI IMISEBENZI

14.1. IHHovisi lizibophezele ekukhuthazeni ukusebenza ngokusobala, ukuziphendulela kulokho okwenzayo, kanye nokubandakanywa kwabantu ekwakhiweni kwezinqubomgomo nasekusebenziseni amandla alo noma ekufezeni imisebenzi yalo. Njengengxenywe yomgomo walo, iHhovisi libandakanya ngokukhuthala amalungu ezempi kanye nawomphakathi ngokusebenzisa izinhlelo ezehlukene zokwenabela emphakathini nokubonisa. Lapha ngezansi kunikezwa isithombe jikelele sezindlela ezisetshenziselwa ukubandakanya umphakathi:

14.2. Izinhlelo Zokwenabela Emphakathini:

14.2.1.1. **Ukusebenzisana Nombutho wezamasosha.** IHHovisi lide liqhuba izinhlelo zokwenabela embuthweni wezamasosha ukuze lifundise amalungu ngeqhaza leHhovisi, amalungelo awo, kanye nenqubo yokufaka izikhalo.

14.2.1.2. **Ukwenabela Ezikhungweni Zomphakathi.** Izinhlelo ezifanayo zenziwa nasezikhungweni zomphakathi ukuze kwandiswe ulwazi ngemisebenzi yeHhovisi, izinqubo zokufaka izikhalo eziphathelene nokuziphatha okusemthethweni kwamalungu oMbutho Wezokuvikela, kanye nokusebenzisana phakathi kwalezi zikhungo neHhovisi.

14.2.1.3. **Ukubonisa nomphakathi ngomthetho owuhlaka woMxazululi wezikhalo zezempi:**

14.2.1.3.1. Uma kuhlangozwa imithetho emisha noma izichibiyelo emithethweni okhona, kushicilelwa izimemezelo kumagazethi kahulumeni, emaphephandabeni, noma kwezinye izinkundla okufinyeleleka kalula kuzo ukuze

umphakathi ukwazi ukuyibuyekeza futhi ufake isandla.

14.2.1.3.2. Amalungu omphakathi, amaqembu ashisekelayo, kanye nabanye ababambiqhaza bakhuthazwa ukuba bathumele ukuphawula noma izincomo zabo ngokubhala ngesikhathi sokubonisana.

14.2.1.3.3. UMxazululi wezikhalo zombutho wamasosha ucubungula ngokucophelela zonke izethulo zomphakathi ukuze kuqinisekiswa ukuthi izinqubomgomo nemithetho ibonisa izidingo nalokho okulindelwe ngumphakathi ngokubanzi.

14.2.2. **Ukuxoxa nabezindaba:**

14.2.2.1. **Izingxoxo zomsakazo.** UMxazululi wezikhalo ubamba iqhaza ezingxoxweni zomsakazo ukuze afinyelele kubabukeli abaningi. Lezi zingxoxo zisebenzela to:

14.2.2.1.1. Ukwazisa umphakathi ngegunya loMxazululi wezikhalo zombutho wamasosha, izindlela zokufaka izikhalo, kanye namalungelo ngaphansi koMthetho woMxazululi, 4 ka-2012.

14.2.2.1.2. Ukuphendula imibuzo evame ukubuzwa nokukhuthaza iqhaza loMxazululi ekuqinisekiseni ukuziphendulela ngaphakathi koMbuthe Wezokuvikela.

14.2.2.2. **Ezinye izinkundla zezindaba.** Ihhovisi liphinde lixoxe nezinye izinkundla zabezindaba ezifana nethelivishini, imithombo yezindaba ezibhaliwe, kanye nezinkundla zokuxhumana ukuze lisabalalise ulwazi olubalulekile.

14.2.3. **Imikhankaso yokuqwashisa umphakathi:**

14.2.3.1. Ihhovisi lamukela futhi lihambele izingqungquthela zamazwe nezinkundla zokucobelelana eziphathelene nemisebenzi yezikhungo zabaxazululi beMibutho yamasosha.

14.2.3.2. Ihhovisi liphinde lisabalalise izinto zolwazi ezifana namabhukwana anolwazi, amaphosta, kanye nezincwadi zezindaba ngesikhathi sezinhlelo zokwenabela emiphakathini nakweminye imisebenzi yomphakathi.

14.2.4. **Ukuvama ukubika nokwenza izinto obala:**

14.2.4.1. Ihhovisi lishicilela imibiko yaminyaka yonke echaza ngemisebenzi yalo, izinhlelo zokwenabela emiphakathini, kanye nokuthuthuka kwezinqubomgomo. Kwenziwa lula ukutholakala kwale mibiko emiphakathini.

14.2.4.2. Ihhovisi liphinde libike minyaka yonke kuNgqongqoshe ngemisebenzi yalo.

15. UKUCUTSHUNGULWA KOLWAZI OLUMAYELANA NOMUNTU

15.1. Ihhovisi licubungula ulwazi lomuntu ngokuhambisana noMthetho Wokuvikela Ulwazi Olumayelana Nomuntu (POPIA), 4 ka-2013, kanye negunya lalo ngaphansi koMthetho woMxazululi wezikhalo zombutho wamasosha, 4 ka-2012. Ukucutshungulwa kolwazi lomuntu kubalulekile ekwenziweni ngokuyikho kwemisebenzi yeHhovisi, okubandakanya:

15.1.1. Ukuphathwa Kwezikhalo:

15.1.1.1. Ukuphenya nokuxazulula izikhalo ezifakwa amalungu ombutho wezokuvikela, amalungu asaphuma emsebenzini, noma amalungu omphakathi mayelana nokuziphatha kabi kwamasosha uma enza umsebenzi.

15.1.1.2. Ukuqinisekisa nokuhlonzwa okunembayo kwabafaka izikhalo, abaphendulayo, kanye nofakazi.

15.1.2. Ukuxhumana:

15.1.2.1. Ukuxhumana nabafaka izikhalo, abaphendulayo, kanye nabanye ababambiqhaza ngesikhathi senqubo yokuxazulula izikhalo.

15.1.2.2. Ukunikeza ngezibuyekezo mayelana nesimo sophenyo noma ukuphendula izicelo.

15.1.3. Ukuphathwa kolwazi:

15.1.3.1. Ukugcina amarekhodi ukuze kuqinisekise ukuziphendulela, ukusebenza ngokusobala, kanye nokuhambisana nezibopho zomthetho nezokubika.

15.1.3.2. Ukuhlaziya ulwazi ukuze kuthuthukiswe izinqubo zokuphathwa kwezikhalo.

15.1.4. Izibopho zomthetho nezinqubomgomo:

15.1.4.1. Ukuhambisana nezimfuneko zomthetho nemithethonqubo ephathelene nokufinyelela olwazini kanye nokuvikelwa kolwazi olumayelana nomuntu.

15.1.4.2. Ukufeza izibopho ngaphansi kwePAIA nePOPIA ukuze kuvikelwe ubumfihlo, ubuqotho, nokutholakala kolwazi lomuntu.

15.1.4.3. Ihhovisi liqinisekisa ukuthi ulwazi olumayelana nomuntu luphathwa ngokusemthethweni, ngokuphepha, futhi kuphela ngezinhloso ezihlobene ngqo nemisebenzi yalo.

16. INCAZELO YEZIGABA ZABANTU ABATHINTEKAYO OLWAZINI KANYE NOLWAZI NOMA IZIGABA ZOLWAZI OLUPHATHELENE NALO

16.1. Ukucutshungulwa kolwazi olumayelana nomuntu yihhovisi kubalulekile ngenxa yokulandelayo:

16.1.1. **Ukuxazulula izikhalo:** Ukuphenya nokuxazulula izikhalo ngendlela enobulungiswa, futhi esebenza kahle.

16.1.2. **Ukuxhumana:** Ukugcina ukuxhumana nabafaki bezikhalo, abaphendulayo, ofakazi, kanye nabanye ababambiqhaza ngesikhathi kuphenywa.

16.1.3. **Ukuphathwa kolwazi:** Ukugcina nokuphatha amarekhodi ngendlela ephephile ukuze kuqinisekiswa ukuziphendulela, ukubonakala obala kanye nokuhambisana nemithetho.

16.1.4. **Ukuphathwa kwezisebenzi:** Ukuphatha amarekhodi ezisebenzi, ukuqinisekisa ukuhambisana nemithetho yezizisebenzi kanye nokweseka inhlalakahle yizisebenzi.

16.1.5. **Izibopho zomthetho:** Ukuhambisana nezimfuneko zomthetho nezokulawula, kuhlanganise nalezo ezibekwe ngaphansi kwePAIA kanye nePOPIA.

Ithebhula 4: Izigaba zabantu abayizihloko zolwazi

Izigaba zabantu abayizihloko zolwazi	Ulwazi olumayelana nomuntu olungacutshungulwa
Abantu bemvelo (Abafakizikhalo, ofakazi kanye nabameli abagunyaziwe ababandakanyeka ezikhalweni nasekuphenyeni; izivakashi eziya ehhovisi).	Amagama nezibongo; imininingwane yokuxhumana (izinombolo zocingo, izinombolo zefekhsi, ikheli le-imeyili); Ikheli lokuhlala, lokuposa noma lebhizinisi; inombolo yokuhlonza lowo muntu kuphela/kamazisi; inombolo nokuxhumana okuyimfihlo noma ukuxhumana kwangasese okuhlobene nezikhalo noma uphenyo.
Abantu Abasemthethweni (Abaqashi noma izikhungo ezibandakanyeka ezikhalweni; izinhlango/izinhlaka ezinikeza usizo lwezomthetho noma lokuphatha; abahlinzeki bezinkonzo).	Amagama abantu okuxhunywana nabo; igama lesikhungo esisemthethweni; amakheli endawo nawokuposa; imininingwane yokuxhumana (izinombolo zocingo, izinombolo zefekhsi, amakheli e-imeyili); inombolo yokubhalisa; ulwazi lwezezimali, lwezohwebo, lwesayensi noma lobuchwepheshe, nezimfihlo zebhizinisi.
Izisebenzi zoMxazululi wezikhalo zombutho wamasosha kanye Namalungu emindeni yazo	Ubulili; ukukhulelwa; isimo somshado; uhlanga; ulimi; ulwazi lwezemfundo (iziqu); ulwazi lwezezimali; umlando wokusebenza;

Izigaba zabantu abayizihloko zolwazi	Ulwazi olumayelana nomuntu olungacutshungulwa
	inombolo kamazisi; amakheli okuhlala nawokuposa; imininingwane yokuxhumana (izinombolo zocingo, izinombolo zefekhsi, amakheli e-imeyili); amarekhodi obugebengu; ulwazi mayelana nenhlalakahle yamalunga; ulwazi lwezempilo; ezocansi, ubuzwe; indabuko yobuzwe noma yokuhlala; ubulili ozibona uyibo ngokocansi; iminyaka; ukukhubazeka; inkolo; unembeza; inkolelo; amasiko; ulimi; kanye nolwazi lwezimpawu wezitho (njengezithupha) zomuntu.

16.2. Abamukeli noma izigaba zabamukeli abanganikwa ulwazi olumayelana nomuntu

Ithebhula 5: Izigaba zolwazi olumayelana nomuntu

Isigaba solwazi olumayelana nomuntu	Abamukeli noma izigaba zabamukeli
Inombolo kamazisi namagama, ukuze kuhlolwe amarekhodi obugebengu.	ISouth African Police Services. (SAPS).
Iziqu zemfundo.	ISouth African Qualifications Authority, noma abanye abanikezi bezinkonzo abavunyiwe abenza ukuqinisekiswa kweziqu.
Umlando wesikweletu nokukhokha.	Izikhungo zokwelusa isimo sokukweleta.
Ulwazi ngomfakisikhalo kanye nophendulayo.	Iziphathimandla ezifanele zoMbutso Wokuvikela, isib. C SANDF; Izikhulu Ezingabakhuzi; amabutho nabanye abandakanyekayo esikhalweni; ofakazi noma abanye abantu ababandakanyeka enqubeni yesikhalo (kukhawulelwe eminingwaneni edingekayo); Izinkantolo zomthetho, uma kudingeka ezinqubeni zomthetho; nezinye izakhiwo iMO ebhekisa izikhalo kuzo, ngokuhambisana nemisebenzi yazo esemthethweni).
Ulwazi olumayelana nezisebenzi.	Ukuhambisana nezokuphatha nomthetho ngenhloso yokuqasha abantu (isib. Iminyango kahulumeni, njengomnyango Wezokuvikela noma uMnyango Wezemisebenzi) ngenhloso yokubika nokuhambisana nemithetho. Abanikezi bezinkonzo zokukhokha kwamaholo; izinhlelo zezokwelekelela

Isigaba solwazi olumayelana nomuntu	Abamukeli noma izigaba zabamukeli
	kwezokwelapha noma abaphathi bezikhwama zempesheni ngokokuphathwa kwemihlomulo yezisebenzi; kanye neziNyunyana zezisebenzi ezimele amalungu mayelana nobulungu, iminikelo, nokunye.

16.3. **Ukugeleza okuhleliwe kolwazi olumayelana nomuntu lweqa imingcele.** UMxazululi wezikhalo zamasosha akahlelile ukuhambisa ulwazi olumayelana nomuntu alweqise imingcele yezwe.

16.4. **Incazelo ejwayelekile yezinyathelo zokuphepha kolwazi okufanele zisetshenziswe yilolo hlangothi olufanele ukuze kuqinisekiswa ubumfihlo, ubuqotho kanye nokutholakala kolwazi olumayelana nomuntu olugcinwe yiHhovisi**

16.4.1. **Izinyathelo zokuphepha eziphathekayo.** Lezi zinyathelo zibekelwe ukuvikela ulwazi olumayelana nomuntu olugcinwe ngesimo esithintekayo noma okufinyelelwa kulo ngaphakathi kwesikhungo:

16.4.1.1. **Ukulawula Ukungena:**

16.4.1.1.1. Ukungena okunqindiwe esakhiweni esikhulu senhlokoyehhovisi, emahhovisi, emagunjini okucina amafayela nakumaseva.

16.4.1.1.2. Ukusebenzisa ubuchwepheshe obuthwebula isitho somzimba noma ibhuku elibhalwa ngesandla ezisebenzini ezigunyaziwe kuphela.

16.4.1.2. **Ukucina okuphephile:**

16.4.1.2.1. Ulwazi olumayelana nomuntu lugcinwa emakhabetheni Amafayela ahluthulelwe noma ezisefweni ezisezindaweni ezivikelekile.

16.4.1.3. **Izinhlelo zokuqapha:**

16.4.1.3.1. Amakhamera eCCTV abheka futhi aqophe ezindaweni zokungena ezakhiweni.

16.4.2. **Izinyathelo zokuphepha zobuchwepheshe:** Lezi zinyathelo zibekelwe ukuvikela ulwazi olugcinwe ngobuchwepheshe bedijithali ekufinyeleleni okungagunyaziwe, ekuguqulweni noma ekubhujisweni:

16.4.2.1. **Ukuqinisekiswa okuphephile:**

16.4.2.1.1. Kusetshenziswa Izingqobomgomo zamaphasiwedi alukhuni ukuze kulawulwe ukufinyelela ezinxakanxakeni zokusebenza nakuzizindalwazi.

- 16.4.2.2. **Izinhlelo zamaFirewall kanye nezokuhlonza ukufohla (IDS):**
- 16.4.2.2.1. AmaFirewall aqapha futhi avimbele ukufinyelela kumanethiwekhi okungagunyaziwe.
 - 16.4.2.2.2. Uhlelo lwe-IDS luqwashisa umnyango we-IT uma kusolakala ukufohla okungenzeka noma iminyakazo esolisayo.
- 16.4.2.3. **Ukulondoloza ulwazi ngokuvamile:**
- 16.4.2.3.1. Amakhophi olwazi agcinwa nsuku zonke, masonto onke noma nyanga zonke njengoba kudingeka ukuze kuqinisekise ukutholakala kolwazi uma luthuka lulahleka.
- 16.4.2.4. **Ubuchwepheshe obulwa namagciwane angamaMalware namapheshi okobugcina buphephile:**
- 16.4.2.4.1. Ukubuyekezwa kwezinhlelo nokufakwa kwamapheshi obuchwepheshe kwenziwa nsukuzonke, masonto onke noma nyangazonke ukuze kuvinjwe ukungena kobuthakathaka.
 - 16.4.2.4.2. Kufakwa ubuchwepheshe obulwa namagciwane angamaMalware bese bude bubuyekezwa ukuze kubonakale futhi kuvinjwe izigameko eziyingozi.
- 16.4.3. **Ukuphathwa komjikelezo wempilo yolwazi.** Ukuqinisekisa ukuthi ulwazi luphathwa ngokuphepha kuyo yonke impilo yalo, kubekwe lezi zinyathelo:
- 16.4.3.1. **Ukunciphisa imininingwane:**
 - 16.4.3.1.1. Ulwazi olumayelana nomuntu luqoqwa futhi lucutshungulwe kuphela ngezinhloso ezithile ezisemthethweni.
 - 16.4.3.2. **Izinqubomgomo zokugcinwa kolwazi:**
 - 16.4.3.2.1. Ulwazi olumayelana nomuntu lugcinwa kuphela isikhathi esidingekayo ngezinhloso zokusebenza noma zomthetho.
 - 16.4.3.2.2. Kusetshenziswa izindlela zokuchithwa ngokuphepha, njengokuklebhula noma ukwesula ulwazi olungasadingeki.
- 16.4.4. **Ukuphendula ezigamekweni nokubuyisa.** Lezi zinyathelo ezilandelayo zibekelwe ukuba kuncishiswe umthelela wokufohla okungenzeka:

16.4.4.1. Uhlelo lokuphendula ezigamekweni zokufohla:

16.4.4.1.1. Uhlelo lokuphendula olunemininingwane lubeka izinyathelo zokuhlonza, ukuqukatha kanye nokunciphisa ukufohla.

16.4.4.1.2. Kwaziswa ngokushesha abantu abathintekayo kanye nezikhungo ezilawulayo uma kwenzeka ukufohla okukhulu.

16.4.4.2. Uhlelo lokulungisa inhlekelele:

16.4.4.2.1. Zikhona izinyathelo eziphuthumayo ukuqinisekisa ukuqhubeka kwemisebenzi ngesikhathi sezimo eziphuthumayo, njengokunqamuka kukagesi noma ukuhlaselwa ngokwamakhompyutha/ngokwe-inthanethi.

16.4.4.3. Ukuhlola nokubuyekeza:

16.4.4.3.1. Ukuhlola ngokuvamile izinhlelo zokuphendula nezokubuyisa ukuze kuqinisekise ukusebenza kahle kwazo.

16.4.5. Ukuqapha Nokuhlola. Izinyathelo ezilandelayo zihlale zisetshenziswa ukuze kwenziwe ngcono izinyathelo zokuphepha nokuhambisana nezingozi ezintsha eziqhamukayo:

16.4.5.1. Ukuvama ukuhlola ukuphepha:

16.4.5.1.1. Ukuhlola ubuthakathaka kanye nokuhlola ukungena omonakalo ukuze kuhlonzwe futhi kulungiswe ubuthakathaka.

16.4.5.2. Ukuhlola ukuhambisana nemithetho:

16.4.5.2.1. Ukuhlolwa kwangaphakathi nangaphandle ukuze kuqinisekise ukuhambisana nezimfuneko zomthetho nezokulawula/ukuqondisa.

16.4.5.3. Ukuphathwa kwezimo ezingaba yingozi:

16.4.5.3.1. Ukuhlola ngokuvamile izimo ezingaba yingozi ukuze kuqhakanjise futhi kubhekwane nezingozi zokuphepha ezingaba khona.

17. UKUTHOLAKALA KWENCWADI

17.1. Le ncwadi izotholakala okungenani ngezilimi ezintathu ezisemthethweni, futhi izotholakala kanje:

- 17.1.1. Ehhovisi lesikhungo somphakathi ukuze ihlolwe ngemahora okusebenza ajwayelekile;
 - 17.1.2. Kunoma yimuphi umuntu oyicelayo, ngemva kokukhokhwa kwemali efanele ebekiwe
 - 17.1.3. KuMlawuli uma icelwa.
- 17.2. **Imali** yokuthola ikhophi yale ncwadi, njengoba kucatshangelwe esithasiselweni B semithethonqubo, izokhokhwa ngefothokhophi ngayinye eyi-A4 njengoba kubekiwe.

18. **UKUBUYEKEZWA KWENCWADI**

- 18.1. Ihhovisi lizobuyekeza le ncwadi minyaka yonke ngosuku lokugubha ukusayina koMxazululi Wezikhalo zombutho wezamasosha. Nokho, ukubuyekezwa kungase kwenziwe ngaphambi kwalolo suku lokugubha uma kunezizathu eziphoqayo, njengokuguquka kwemithetho, izinguquko ezikhungweni, noma iziqondiso ezivela ezinhlanganweni eziqaphayo.

Ikhishwe nguMxazululi wezikhalo zombutho wezamasosha