



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

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**INYUVESI YASE-WITWATERSRAND, EGOLI**

# **IBHUKU ELIKHUTHAZA UKUTHOLAKALA KOLWAZI**

**Ilungiselelwe ngokwesigaba 14  
soMthethosisekelo**

**Umthetho Wokukhuthaza Ukutholakala  
Kolwazi 2 wezi-2000 (njengoba  
kuchitshiyelwe)**

## OKUQUKETHWE

1. Uhlu lwama-akhronimu nezifinyezo.....	3
2. Inhloso yebhuku le-PAIA.....	3
3. Ukusungulwa kweNyuvesi yaseWitwatersrand, eGoli.....	4
4. Uhlaka kanye nomsebenzi wenyuvesi yase-Witwatersrand.....	5
5. Imininingwane Ebalulekile Yokufinyelela Olwazini lweNyuvesi yase-Witwatersrand (Isigaba 17 (1) se-PAIA).....	6
6. Umhlahlandlela Wokusebenzisa i-PAIA kanye nokuthi Ungakuthola Kanjani Ukufinyelela Kulo mhlahlandlela.....	8
7. Inqubo Yokutholakala Kwamarekhodi Aphethwe YiNyuvesi YaseWitwatersrand.....	9
8. Incazelo yeZihloko zeSigungu esiphethe amarekhodi kanye nezigaba zamarekhodi aphethwe yiNyuvesi yaseWitwatersrand.....	13
9. Izigaba zamarekhodi eNyuvesi yaseWitwatersrand atholakala ngaphandle kokuthi Umuntu Acele Ukufinyelela.....	14
10. Incazelo yazo zonke Izinsiza ezitholakalayo kumfakisicelo ngokwe-PAIA.....	16
11. Ukuzibandakanya Komphakathi Ekwakhiweni Kwenqubomgomo noma Ekusetshenzisweni Kwamandla noma Ukwenziwa Kwemisebenzi yiNyuvesi yaseWitwatersrand.....	17
12. Ukubuyezwa kweBhuku.....	18

## IZITHASISELO

<b>Isithasiselo 1:</b> Uhlaka lwamaKomidi okuBusa.....	19
<b>Isithasiselo 2:</b> Izinsiza Ezitholwa Amalungu Omphakathi Ezivela Enyuvesi kanye Nendlela Yokufinyelela Kuzo.....	20
<b>Isithasiselo 3:</b> Ukucutshungulwa kolwazi lomuntu siqu .....	23
<b>Isithasiselo 4:</b> Abamukeli Noma Izigaba Zabamukeli Ulwazi Lomuntu Siqu Olunganikezwa Kubo.....	27

## 1. UHLU LWAMA-AKHRONIMU NEZIFINYEZO

“VC”	Vice – Chancellor (Iphini likaShansela)
“DVC”	Deputy Vice Chancellor (IPhini leSekela likaShansela)
“DIO”	Deputy Information Officer (IPhini lesiKhulu Esibhekele Ulwazi)
“IO”	Information Officer (IsiKhulu Esibhekele Ulwazi)
“ExCo”	Executive Committee of Convocation (IKomidi Eliphezulu labaPhathi)
“Minister”	Minister of Justice and Correctional Services (Ungqongqoshe Wezobulungiswa nezokuHlunyeleliswa kweZimilo)
“PAIA”	Promotion of Access to Information Act No. 2 of 2000(as Amended) {Umthetho Wokukhuthaza Ukutholakala Kolwazi Nombolo. 2 wezi-2000 (njengoba kuchitshiyelwe)}
“PFMA”	Public Finance Management Act No.1 of 1999 as Amended. (Umthetho Wokuphathwa Kwezimali Zikahulumeni Nombolo. 1 we-1999 njengoba uchitshiyelwe.)
“POPIA”	Protection of Personal Information Act No.4 of 2013. (Umthetho Wokuvikelwa KoLwazi Lomuntu Siqu Nombolo. 4 wezi-2013)
“Regulator”	Information Regulator (Umlawuli woLwazi)
“HEA”	Higher Education Act No.101 of 1997 as amended (Umthetho Wezemfundo Ephakeme Nombolo. 101 we-1997 njengoba uchitshiyelwe)
“WITS”	University of the Witwatersrand (Inyuvesi yase-Witwatersrand)
“WA”	Wits Archives (Imiqulu yase-Wits)
“WAM”	Wits Art Museum (Imyuziyamu Yobuciko yaseWits)

“Constitution”	Constitution of the Republic of South Africa, Act No.108 of 1996 (Umthethosisekelo weRiphabhulikhi yaseNingizimu Afrika, Umthetho Nombolo 108 we-1996)
“SAHRC”	South African Human Rights Commission (IKhomishana Yamalungelo Abantu yaseNingizimu Afrika)
“SRC”	Student Representative Council (Umkhandlu Omele Abafundi)
“UF”	University Forum (Iforamu yeNyuvesi)

## 2. INHLOSO YEBHUKU LE-PAIA

Le bhuku le-PAIA liwusizo ukwazisa umphakathi mayelana-

**2.1** uhlobo lwamarekhodi okungenzeka akulungele ukutholakala kubantu eNyuvesi yaseWitwatersrand, eGoli (“iNyuvesi”), ngaphandle kwesidingo sokuhambisa isicelo esisemthethweni se-PAIA.

**2.2** usenza kanjani isicelo sokuthola irekhodi leNyuvesi elingatholakali.

**2.3** imininingwane yokuxhumana efanele yabantu abazosiza amalungu omphakathi ukufinyelela kumarekhodi atholakala kalula futhi/noma ukuqondisa amalungu omphakathi mayelana nenqubo okufanele ilandelwe ukufaka isicelo se-PAIA ngokwale bhuku;

**2.4** zonke izinsiza ezitholakala eNyuvesi mayelana nesicelo sokufinyelela kumarekhodi.

**2.5** inhloso kanye nencazelo yezinsizakalo ezitholakalayo kumalungu omphakathi zivela eNyuvesi kanye nendlela yokuthola lezo zinsizakalo. Bheka Isithasiselo sesi-2 mayelana nalokhu.

**2.6** umhlahlandlela wokuthi isetshenziswa kanjani inqubo ye-PAIA, njengoba ibuyekeziwe nguMlawuli.

**2.7** indlela iNyuvesi ecubungula ngayo ulwazi lomuntu siqu njengoba kubekwe kuSithasiselo 3;

**2.8** ukudluliswa noma ukucutshungulwa kolwazi lomuntu siqu yiNyuvesi ngaphandle kwe

IRiphabhulikhi yaseNingizimu Afrika kanye nabamukeli noma izigaba zabamukeli okuqondene nabo siqu

ulwazi lungahlinzekwa ngokweSithasiselo sesi-3 esinanyathiselwe lapha; futhi

**2.9** izinyathelo zokuphepha iNyuvesi enazo zokuqinisekisa ukugcinwa kuyimfihlo,

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ubuqotho nokutholakala kolwazi lomuntu siqu olucutshungulwa yiNyuvesi ngokweSithasiselo sesi-3 esinanyathiselwe lapha.

### **3. UKUSUNGULWA KWENYUVESI YASE-WITWATERSRAND, EGOLI**

#### **3.1. Izinjongo/Igunya**

INyuvesi yaseWitwatersrand, eGoli (“Wits” noma “iNyuvesi”) ihlinzeka ngemfundo ephakeme kanye nezinsiza zocwaningo emphakathini wonkana ngokwemithetho, imithethonqubo, izinqubomgomo nezinqubo zayo.

Inyuvesi inamakhampasi amahlanu atholakala eBraamfontein (2) naseParktown (3) eGoli kanye nemikhakha emahlanu okuhlanganisa iCommerce, Law and Management Faculty, Engineering and Built Environment Faculty, Humanities Faculty, Science Faculty, kanye noMkhakha wezeSayensi Yezempilo (Faculty of Health Sciences). I-Wits iyisikhungo semfundo ephakeme esisezingeni eliphezulu esigxile ekukhuthazeni okuhle emphakathini ngokutusa ubuhle bobuhlakani, ukuncintisana kwamanye amazwe, kanye nokufanele endaweni.

INyuvesi izibophezele ekuhlinzekeni ngemfundo esezingeni eliphezulu, encintisana namazwe ngamazwe, esekelwe emazingeni aphezulu ezemfundo, ucwaningo olusezingeni eliphezulu, ukusebenzelana nomphakathi, kanye nobudlelwano obuphumelelayo nezinye izikhungo ezihamba phambili emhlabeni jikelele.

Inhloso yeNyuvesi ukwenza umthelela omuhle emphakathini ngokudala kanye nokuthuthukisa ulwazi lomhlaba wonke kanye nokukhuthaza abathweswe iziqu ukuba babe ngabaholi abanobuqotho. Ngokuqhuba indlela yokwenza izinto entsha, yamukele ukwehlukahlukana kwabantu bakithi, imikhakha kanye nemibono, iWits ihlose ukuba yindawo lapho abafundi bethu nabasebenzi bechuma khona.

Inyuvesi ilwela ukunika abathweswe iziqu bayo amandla okuphendula emphakathini futhi bakwazi ukuhambisana nezwe elishintshashintsha njalo. Abantu bakithi bayisinda sokwenza iWits ibe phezulu. Amalungu eNyuvesi kudingeka ukuthi asebenzisane, abe nomqondo ovulekile, ahloniphe, athembeke futhi aziphathe ngobuqotho ngaso sonke isikhathi.

Thina siyi-Wits, sihlose ukugqugquzela indawo ebamukelayo abantu futhi iphinde yamukele ukuhlukahluka kwemvelaphi yethu. Ukuqamba okusha yikhona okuqhubezela iNyuvesi phambili futhi kwenza kube nesikhala sokwakha, ukubambisana, nokuzibandakanya engxoxweni enamandla nenolwazi, kuzo zonke izifundo nemingcele.

INyuvesi izibophezele ekusebenziseni ulwazi lwayo ekuthuthukiseni umphakathi wethu, idolobha, izwe, izwekazi kanye nomhlaba wonke (Strategic Framework 2033 – Wits University).

#### 4. UHLAKA NOKUSEBENZA KWENYUVESI YASE-WITWATERSRAND

INyuvesi yaseWitwatersrand, eGoli (iNyuvesi yaseWits) ihlonishwa njengesikhungo semfundo ephakeme futhi isebenza ngokoMthetho Wezemfundo Ephakeme, uMthetho we-101 we-1997, (“the HEA”) njengoba kuchitshiyelwe. Ngokuhambisana ne-HEA (Higher Education Act), iNyuvesi izisungulele eyayo imithetho yesikhungo, izinqubomgomo, kanye nemithetho.

UMthetho Wezemfundo Ephakeme (i-HEA) unquma lezi zinhlaka zokuphatha ezilandelayo kanye nemisebenzi ngaphakathi kweNyuvesi:

- **Umkhandlu** – Umkhandlu ulawula isikhungo ngokulandela uMthetho Wezemfundo Ephakeme kanye noMthetho Wesikhungo.
- **ISenethi** – ISenethi iqokwe ukuziphendulela eMkhandlwini mayelana nemisebenzi yezemfundo nocwaningo lwesikhungo.
- **Amakomidi Ahlangene Omkhandlu kanye neSenethi** – Lawa makomiti enza imisebenzi ejwayelekile kuMkhandlu kanye neSenethi.
- **Iforamu yeSikhungo (Iforamu yeNyuvesi)** – Iforamu yeluleka uMkhandlu ngazo zonke izindaba ezithinta isikhungo, kuhlenganisa nalezo ezisohlwini loMthetho.
- **Umkhandlu Omele Abafundi (SRC)** – I-SRC imele abafundi kuyo yonke imikhakha yempilo yabafundi.
- **Ikomidi Eliphezulu Labaphathi (ExCo)**– Lolu Uhlaka olumele abafundi asebaqeda besikhungo.

Izinhlaka Zokubusa zeNyuvesi kanye nezigungu ezelulekayo zeSekela-Shansela kanye namakomiti azo amisiwe zibekwe **kuSithasiselo 1**.

Inyuvesi inamakhampasi amahlanu atholakala eBraamfontein (2) naseParktown (3) eGoli. I-Wits inemikhakha emahlanu ahlenganisa i-*Commerce, Law and Management Faculty*, i-*Engineering*

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kanye ne-*Built Environment*, i-*Humanities*, i-*Science*, kanye ne-*Health Sciences*. I-Wits iyisikhungo semfundo ephakeme esisezingeni eliphezulu esigxile ekukhuthazeni okuhle komphakathi ngokugqugquzela ubuhle bobuhlakani, ukuncintisana namanye amazwe, kanye nokufaneleka kwendawo. INyuvesi izibophezele ekuhlinzekeni ngemfundo esezingeni eliphezulu, encintisana namazwe ngamazwe, esekelwe emazingeni aphezulu ezemfundo, ucwaningo olusezingeni eliphezulu, ukusebenzelana nomphakathi, kanye nobudlelwano obuyimpumelelo nezinye izikhungo ezihamba phambili emhlabeni jikelele.

## **5. IMINININGWANE EBALULEKILE YOKUXHUMANA YOKUTHOLA ULWAZI ENYUVESI YASE-WITWATERSRAND NGOKWE- (ISIGABA Se-17(1) SE-PAIA)**

### **5.1. Isikhulu Esibhekele Ulwazi**

Imininingwane yokuxhumana neSikhulu soLwazi imi kanje:

Igama: USolwazi Zeblon Vilakazi

Isikhundla: IPhini likaShansela kanye no-*Principal*

Ucingo: 011 717 1102

I-imeyili: [zeblon.vilakazi@wits.ac.za](mailto:zeblon.vilakazi@wits.ac.za)

Inombolo yeFeksi: 011 717 1107

### **5.2. Iphini leSikhulu Esibhekele Ulwazi**

Igama: Carol Crosley

Isikhundla: Registrar

Ucingo: 011 717 1201

I-imeyili: [carol.crosley@wits.ac.za](mailto:carol.crosley@wits.ac.za)

Inombolo yeFeksi: 011 717 1217

### **5.3 Oxhumana nabo abajwayelekile Ukuthola uLwazi**

I-imeyili: [carol.crosley@wits.ac.za](mailto:carol.crosley@wits.ac.za)

### **5.4 Kuzwelonke/ Ibhovisi Elikhulu**



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Ikheli lePosi: Private Bag 3, Wits, 2050, South Africa  
Ikheli leNdawo: 1 Jan Smuts Avenue, Braamfontein, 2000  
Ucingo: 011 717 1201  
I-imeyili: [carol.crosley@wits.ac.za](mailto:carol.crosley@wits.ac.za)  
Iwebhusayithi: [www.wits.ac.za](http://www.wits.ac.za)

### 5.5 Ukutholakala kweBhuku le-PAIA

Ikhophi yaleli Bhuku itholwa yinoma yimuphi umuntu uma ekhokhe imali efanele futhi enqunyiwe ngale migudu elandelayo -

- Ngesicelo eHhovisi Lombhalisi: 10th Floor Senate House, Jorissen Street, Braamfontein, Johannesburg, South Africa, noma nge-imeyili, ngamakheli e-imeyili aboniswe ngenhla;
- Kwiwebhusayithi yethu ngaphansi kwe-link <https://www.wits.ac.za/paia/> kanye
- Emikhakheni yeNyuvesi ngamunye njengoba kuchaziwe kulelithebula ngezansi.

<b>Umkhakha we - Health Science</b>	Faculty Registrar's Office: Philip V Tobias Health Sciences Building I 29 Princess of Wales Terrace Parktown, 2193, Johannesburg
<b>Umkhakha we- Science</b>	Faculty Registrar's Office: TW Kambule Building, Room 009, Mezzanine Floor, West Campus
<b>Umkhakha we-Humanities</b>	Faculty Registrar's Office: Southwest Engineering Building, Braamfontein - East Campus Room A209, 2nd Floor, Administration Building Education Campus - Parktown
<b>Umkhakha we-Commerce, Law and Management</b>	Faculty Registrar's Office: CLM Faculty Administration Building G, Ground Floor, CLM012, Braamfontein Campus West, Johannesburg. Faculty House (Block M), 1st Floor, Room 006, Management Campus, Parktown, Johannesburg
<b>Umkhakha we-Engineering and Built Environment</b>	Faculty Registry, Ground Floor, ARM Building, West Campus, Johannesburg.

Le Bhuku leNyuvesi yaseWitwatersrand, eGoli liyatholakala nangezilimi ezilandelayo ezisemthethweni-



- 
- IsiNgisi
  - Isizulu
  - ISetswana

## **6. UMHLAHLANDLELA WOKUSEBENZISA I-PAIA NOKUTHI UTHOLAKALA KANJANI LOMHLAHLANDLELA**

**6.1** UMlawuli, ngokwesigaba se-10(1) se-PAIA, ubuyekeze futhi wenza ukuba kutholakale umhlahlandlela obuyekeziwe wendlela yokusebenzisa i-PAIA (“Umhlahlandlela”), ngendlela eqondakala kalula nangendlela eqondakala kalula, njengoba kungase kudingwe umuntu ofisa ukusebenzisa noma yiliphi ilungelo elihlongozwe kwi-PAIA kanye ne-POPIA.

**6.2.** Umhlahlandlela uyatholakala ngezilimi ezisemthethweni ngalunye ulimi.

**6.3.** Umhlahlandlela oshiwo ngenhla uqukethe incazelo ye-

**6.3.1.** izinjongo ze-PAIA kanye ne- POPIA;

**6.3.2.** ikheli leposi nelomgwaqo, inombolo yocingo, nefeksi futhi, uma ikhona, nge-elektronikhi ikheli lemeyili lika-

**6.3.2.1.** Isikhulu Esibhekele Ulwazi sawo wonke amagatsha kahulumeni, kanye

**6.3.2.2.** iPhini leSikhulu Esibhekele Ulwazi lawo wonke amagatsha kahulumeni nazimele aqokwe kuwo ngokwesigaba se-17(1) se-PAIA1 kanye nesigaba sama-56 se-POPIA.

**6.3.3.** indlela kanye nohlobo lwesicelo-

**6.3.3.1.** ukufinyelela kwirekhodi lohlaka somphakathi elihlongozwe esigabeni 11; futhi

**6.3.3.2.** ukufinyelela kurekhodi lohlaka elizimele elihlongozwe esigabeni 50;

**6.3.4.** usizo olutholakala kwiSikhulu Esibhekele Ulwazi sohlaka lomphakathi ngokwe-PAIA kanye ne-POPIA;

**6.3.5.** usizo olutholakala kuMlawuli ngokwe-PAIA kanye ne- POPIA.

**6.3.6.** zonke izinsiza ngokomthetho ezikhona mayelana nokwenza noma ukwenza mayelana nelungelo noma umsebenzi onikezwe noma obekwe yi-PAIA kanye ne-POPIA, kuhlanganisa nendlela yokufaka isicelo-

**6.3.6.1.** isikhalazo sangaphakathi.

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**6.3.6.2.** isikhalazo esibheke kuMlawuli; kanye

**6.3.6.3.** isicelo enkantolo esiphikisana nesinqumo sesikhulu esibhekele ulwazi sohlaka lomphakathi, isinqumo ngesikhalazo sangaphakathi noma isinqumo soMlawuli noma isinqumo senhloko yohlaka lwangasese.

**6.3.7** izinhlinzeko zesigaba se-14 nesama-51 ezidinga inhlangano kahulumeni kanye nezimele, ngokulandelana, ukuhlanganisa ibhuku, kanye nendlela yokuthola ukufinyelela ebhukwini.

**6.3.8** izinhlinzeko zezigaba se-15 nezama-52 ezihlinzekela ukudalulwa kwezigaba ngokuzithandela wamarekhodi enhlangano yomphakathi kanye nezimele, ngokulandelana;

**6.3.9** izaziso ezikhishwe ngokwezigaba sama-22 nezama-54 mayelana nezimali okufanele zikhokhwe maqondana izicelo zokufinyelela; kanye

**6.3.10** imithethonqubo eyenziwe ngokwesigaba sama-92.

**6.4.** Amalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi ezinhlangano zikahulumeni noma ezizimele, kuhlanganisa nehhovisi loMlawuli, ngezikhathi zokusebenza ezijwayelekile. Umhlahlandlela ungatholakala ngo-

**6.4.1** ngokufaka isicelo kwiSikhulu Esibhekele Ulwazi, kanye

**6.4.2** kwiWebhusayithi yoMlawuli (<https://www.justice.gov.za/inforeg/>).

## **7. INQUBO YOKUFINYELELA KUMAREKHODI AGCINWE ENYUVESI YASE-WITWATERSRAND**

**7.1.** Isigaba se-18 se-PAIA sinikeza inqubo okufanele ilandelwe lapho kwenziwa isicelo sokuthola ulwazi oluphethwe yiNyuvesi yaseWitwatersrand, isigaba sama-32 (1) se-POPIA sinikeza nenqubo yokuthola ulwazi lomuntu siqu. Indlela yokuthola ulwazi lomuntu siqu kufanele ihambisane neSigaba se-18 se-PAIA.

**7.2. Umfakisicelo** noma **isihloko yedatha** angasebenzisa ifomu elinqunyiwe, Ifomu A elitholakala kwiwebhusayithi yase-Wits. Ifomu lingatholakala ngaphansi kwesixhumanisi esilandelayo: <https://www.wits.ac.za/paia/> noma ingatholakala kunoma yimuphi koxhumene naye osohlwini lweSigaba 5 ngenhla.

**7.3.** Umfakisiselo yinoma yimuphi umuntu owenza isicelo sokuthola irekhodi e-Wits. I-PAIA ihlukanisa phakathi kwezinhlobo ezimbili zabafaki izicelo zokuthola ulwazi, okungukuthi, Umfakisiselo Umuntu Siqu, (isihloko sedatha) kanye Nomfakisiselo Omunye.

**7.3.1.** Isihloko sedatha ngumfakisiselo othi, esenikeze ubufakazi obanele bomazisi, ofuna ukufinyelela kwirekhodi eliqukethe ulwazi lomuntu siqu mayelana nesihloko sedatha. Ngokuya ngezinhlinzeko ze-PAIA kanye ne-POPIA, i-Wits ingahlinzeka ngolwazi oluceliwe, noma ivume ukutholakala kwanoma yiliphi irekhodi elimayelana nolwazi lomuntu siqu ngesikhathi esifanele, (ngemali enqunyiwe, uma ikhona) ngendlela efanele nangefomethi futhi ifomu eliqondakalayo futhi elijwayelekile. Imali enqunyiwe yokukhiqiza kabusha imininingwane yomuntu eceliwe izokhokhiswa i-Wits.

**7.3.2.** Umuntu owela esigabeni somunye umfakisiselo unegunya lokucela ukuthola ulwazi oluphathele nabantu besithathu. Nokho, i-Wits ayiphokelekile ukuthi inikeze imvume ngaphambi kokuba umfakisiselo agcwalise izidingo zokuthola ulwazi ngokwe-**PAIA** kanye ne-**POPIA**.

**7.4. Uma irekhodi licelwe yinoma imuphi Omunye Umfakisiselo, okulandelayo okuzosebenza:**

- Ifomu A lesicelo kumele ligcwaliswe.
- Kulo Ifomu Lesicelo imininingwane yonke kumele igcwaliswe, kubandakanya nelungelo umfakisiselo afuna ukulivikela ngokucela ulwazi.
- Uma umfakisiselo emelela omunye umuntu (isb., ummeli omele iklayenti), isiginesha yomunye umuntu (okungukuthi, iklayenti) kufanele ivele kwiFomu futhi iNyuvesi izoba nelungelo lokuqinisekisa ukuthi lowo muntu isicelo esenziwa egameni lakhe usigunyazile ngempela leso sicelo
- Umfakisiselo kumele asho ukuthi ufuna ukuthola ulwazi ngayiphi indlela (ukuhlolwa kwekhophi, ikhophi yephepha, ikhophi ye-elektronikhi, umbhalo, njll.).
- Uma irekhodi liyingxenye yelinye irekhodi, umfakisiselo, kuncike ezinhlinzekweni ze-POPI kanye ne-PAIA kuphela ukuvunyelwa kwakhe ukufinyelela kuleyo ngxenye yerekhodi ephathelene nolwazi alufunayo noma anelungelo lokuluthola, hhayi lonke irekhodi.
- Umfakisiselo kumele aveze ukuthi irekhodi eliceliwe ulidinga ngaluphi ulimi.
- Umfakisiselo kufanele aveze indlela afisa ukwaziswa ngayo ngesinqumo sesicelo kanye

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nemininingwane edingekayo ukuze aziswe ngokufanele.

- Isicelo somlomo sokuthola i(ama)rekhodi singenziwa uma umfakisiselo engafundile noma enokukhubazeka. Isikhulu Esibhekele Ulwazi noma iPhini Lesikhulu Esibhekele Ulwazi sizosiza ofake isicelo ukugcwalisa ifomu egameni lalowo mfakisiselo futhi simnikeze ikhophi yefomu eligcwalisiwe.
- Isicelo solwazi, ngokweSigaba sama-25 se-PAIA, sizocutshungulwa yiSikhulu soLwazi zingakapheli izinsuku ezingama-30 ngemuva kokuthola isicelo noma ngokushesha ngangokunokwenzeka, emva kwalokho Isikhulu Esibhekele Ulwazi sizokwazisa Umfakisiselo ngesinqumo sakhe, ukuvuma noma ukwenqaba isicelo sokufinyelela kumarekhodi. Isinqumo kufanele, uma kungenzeka, sikhishwe ngendlela ecelwe ngumfakisiselo.
- **7.5.** Isigaba sama-26 se-PAIA sibeka izimo lapho isikhathi sezinsuku ezingamashumi amathathu (30) esibalulwe eSigabeni sama-25 se-PAIA, singanwetshwa ngezinye izinsuku ezingama-30. Isikhathi sezinsuku ezingama-30 singanwetshwa kanye kube isikhathi esingeqile kwezinsuku ezingama-30, uma-
  - isicelo ngesamarekhodi amaningi noma sidinga ukuseshwa kwamarekhodi amaningi futhi ukuhambisana nesikhathi sokuqala kungaphazamisa ngokungenangqondo imisebenzi yeNyuvesi yase-Wits.
  - Uma isikhathi seluliwe, iSikhulu Esibhekele Ulwazi kumele ngokushesha futhi zingakapheli izinsuku ezingama-30 sithole isicelo okokuqala, sazise Umfakisiselo ngaleso sikhathi sokunwetshwa.
  - Uma isicelo sokuthola irekhodi sinqatshiwe, sibambezelekile, noma sanikezwa kuncike ezindlekweni ezingafanele noma sinikezwe ngendlela engamukelekile, umfakisiselo angafaka isikhalo sangaphakathi ngokweSigaba sama-74 se-PAIA..

**7.6.** Zonke izicelo zizohlaziywa ngokubheka izinhlinzeko zoMthetho (ngokuhambisana nanoma yimuphi omunye umthetho, okuhlanganisa noMthetho Wokuvikela Ulwazi Lomuntu Siqu wezi-2013). Umthetho uvumela Isikhulu Esibhekele Ulwazi ukuthi senqabe nemvume ngezizathu ezibalulwe eMthethweni noma ngokoMthetho Wokuvikela Ulwazi Lomuntu Siqu wezi-2013.

Ezinye zezizathu zibandakanya, kodwa azikhawulelwe:

- Ilungelo lomsebenzi;
- ukuthi kuyadingeka ukuvikela ulwazi lwezohwebo noma imininingwane eyimfihlo yomuntu wesithathu;

- 
- ukuthi irekhodi lakha ulwazi olukhethekile ngezinjongo zezinqubo zomthetho;
  - ukuthi kuyadingeka ukuvikela ulwazi lwezohwebo lweNyuvesi;
  - ukuthi kuyadingeka ukuvikela ukuphepha kwabantu noma impahla; noma
  - ukuthi ukunikeza imvume kuzodala ukudaluleka okungadingeki kolwazi lomuntu siqu mayelana nomuntu wesithathu..

### **7.7. Izimali**

Umfakisiselo uzokwaziswa ngemali enqunyiwe okufanele ikhokhwe, uma ikhona, indlela yokukhokha kanye nehovisi angakhokha kulo noma alethe ubufakazi bokukhokha ngaphambi kokuba isicelo solwazi siqhubeke nokusebenza. Sicela uqaphele ukuthi ofake isicelo uyakhululwa ekukhokheni imali yokuthola imvume e-Wits uma –

**7.7.1.** Umfakisiselo ungumuntu ongashadile umholo wakhe wonyaka, ngemva kokubanjwa kwemali okuvumelekile, njenge-PAYE kanye ne-UIF, ibe ngaphansi kuka-**R14 712** ngonyaka, noma

**7.7.2** Umfakisiselo ushadile futhi iholo lakhe elihlangene, ngemva kokubanjwa kwemali okuvunyelwe, njenge-PAYE kanye ne-UIF ingaphansi kwama-**R27 192** ngonyaka.

**7.7.3.** Umfakisiselo ofuna ukufinyelela irekhodi eliqukethe ulwazi lomuntu siqu ngalowo ofake isicelo akudingekile ukuba akhokhe imali yokufaka isicelo.

**7.7.4.** Wonke umfakisiselo omunuye, ongaceli ukufinyelela kwirekhodi eliqukethe ulwazi lomuntu siqu olumayelana naye, kufanele akhokhe imali yokufaka isicelo.

**7.7.5.** ISikhulu Esibhekele Ulwazi kumele ngesaziso sifune ukuthi lowo ofake isicelo (ngaphandle komfakisiselo somuntu siqu) akhokhe imali enqunyiwe ngaphambi kokuba kuqhutshekwe nokucutshungulwa kwesicelo.

**7.7.6.** Imali okumele uMfakisiselo ayikhokhe eNyuvesi ngu-R35,00. Umfakisiselo angafaka isicelo eNkantolo ngokumelene nethenda noma ukukhokhwa kwesicelo.

**7.7.7.** Uma imvume yokuthola amarekhodi ivunyiwe yiNyuvesi, umfakisiselo kungadingeka ukuthi akhokhe imali yemvume yokufuna nokulungisa amarekhodi kanye nokukhiqizwa kabusha kwamarekhodi/ irekhodi/s.

**7.7.8.** Izimali zemvume ezisebenzayo zibekwe ngezansi futhi zingatholakala eNgxenyeni III yesiThasiselo A seMithethonqubo yoMthetho. INyuvesi ngeke ikwazi ukukhipha irekhodi kuze kube yilapho imali yemvume isikhokhiwe.

Izimali ezisebenzayo ziqukethwe kushejuli yokukhokha, engabukwa futhi kusetshenziswa isixhumanisi <https://www.sahrc.org.za/home/21/files/PAIA%20Notice%20on%20fees.pdf>

## 8. INCAZELO YEZIHLOKO ZOHLAKA OLUGCINE NGAZO AMAREKHODI KANYE NEZIGABA ZAMAREKHODI APHETHWE INYUVESI YASE-WITWATERSRAND

Izihloko eziveza ukuthi iluphi uhloko olugcine amarekhodi	Izigaba zamarekhodi agcinwe kwisihloko ngasinye
Umkhandlu, Isenethi, kanye ne-SET	Ama-ajenda, amapheshana (amadokhumenti) okuthumela, amaminithi emihlangano kanye nohlu lwababekhona.
Imibhalo Yamasu, Izinhlelo, Iziphakamiso	Uhlelo Lokusebenza Lonyaka. Izinhlelo ze-Faculty, Izinhlelo Zebhizinisi, Iziphakamiso Zezemfundo Nezohwebo kanye neNyuvesi yonkana kanye naMasu oHlelo athile.
Amarekhodi ahlobene nokuphathwa kweNyuvesi:	Izinhloko zokuphatha, imininingwane yomuntu siqu yabaphathi behhovisi, imithetho yangaphakathi, imithetho nezinqubomgomo, amaminithi emihlangano, izethulo ezinhloko zokuphatha, amarekhodi ezezimali, izinkontileka, ubambiswano, imifundaze, izibonelelo neminikelo, amathenda nabahlinzeki bezinsizakalo, idatha yokulingana kokuqashwa, isimo se-BBBEE, idatha ye-PAIA, amalayisensi asemthethweni namanye, amarekhodi okumaketha. Amarekhodi aphaqhelele nemisebenzi yezemfundo neyocwaningo yabasebenzi nabafundi: Izitatimende zamasu, ikharikhulamu, ucwaningo, izifundo neziqinisekiso zeminyango kanye nezinguquko, izicelo zamakomidi nezinqumo zeKomidi Lokuziphatha, izinto zokufundisa, izihloko zocwaningo, idatha yocwaningo, okushicilelwe, uxhaso lwezimali lwabafundi, uxhaso lwezimali locwaningo, ukusebenzisana, izinhlelo, ukusebenzisana kocwaningo, imizamo yoshintsho nedatha, idatha yokubalwa kwabantu.



Amarekhodi ahlobene nemisebenzi yezemfundo nocwaningo ngokuvamile:	Izitatimende zamasu, izinkontileka, ubambiswano, isabelomali, imibhalo yesiphakamiso, izinkontileka, amarekhodi ezezimali.
Amarekhodi aphaathelene nabafundi noma abazoba abafundi:	Idatha yomuntu siqu yomfundi ehlanganisa, kodwa engagcini nje ngamarekhodi emfundo, ukuhanjiswa okuhlobene nezemfundo, amarekhodi okuqondiswa kwezigwegwe, amarekhodi okufanelekile, amarekhodi omfundaze, amarekhodi ezezimali namarekhodi ezinsiza zomphakathi.
Amarekhodi aphaathelene nezindaba zabasebenzi:	Idatha yomuntu siqu yabasebenzi ehlanganisa, kodwa ingagcini nje kuma-CV, umlando wesevisi, izincazelo zemisebenzi, ukubuyekwezwa komsebenzi, imiklomo yokufaneleka kanye nokubalula, ukulalelwa kwezigwegwe nezinqumo, isimo somshado, umlando wezikweletu, amarekhodi obugebengu, amamaki omholo, ukuqhubeka, idatha yeholo kanye nezimo ezijwayelekile zomsebenzi.
Amarekhodi ahlobene nemisebenzi yokuhwebelana yeNyuvesi:	Izinkampani zokuhweba eziphethwe yiNyuvesi, i-Consultancy yaseNyuvesi, abasebenzi zaseNyuvesi abazimele, ukudayiswa kwempahla yomqondo, ezohwebo, amabhajethi namarekhodi ezezimali.
Amarekhodi ahlobene nempahla yomqondo yeNyuvesi:	I-IP ebhalisiwe, izinhlelo zokuhwebelana, ukushicilelwa, izinkontileka ze-IP nezinqubomgomo ze-IP.
Amarekhodi ahlobene nezinhlelo zeNyuvesi zokuhlomula komphakathi:	Imizamo yokuthola amathalente, imitholampilo, ukuthuthukiswa kwezindawo zasemakhaya, ukusebenzisana nohulumeni, ukusebenzisana kanye nokwamazwe ngamazwe
Amarekhodi obuchwepheshe	Ingqalasizinda ye-ICT, ingqalasizinda ebonakalayo, amapulani okwakha
Amarekhodi ahlobene nesakhiwo sangempela esiqashiwe noma esiphethwe yiNyuvesi ngokuphelele noma ingxenye:	Amatayitela ezakhiwo, ukuqashisa, ukusetshenziswa, amalungelo ezinkampani zangaphandle.
Ulwazi lohlangothi lwesithathu	Abaxhasi, Abanikelayo, Abahlanganyeli Nabathengi.



Abahlinzeki, abathengisi/ elinye ibhizinisi	igama neminingwane yokuxhumana, umazisi nezinombolo zabafundi, ulwazi lwasebhangane kanye nezezimali, ulwazi mayelana nemikhiqizo noma amasevisi, nolunye ulwazi oludingekayo ngezinjongo zokuphatha nokusebenza kweNyuvesi.
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**Sicela uqaphele ukuthi uhlu olungenhla aluziqedi zonke izigaba zamarekhodi apethwe yiNyuvesi. Lusebenza kuphela ukunikeza incazelo ephezulu yezinhlobo zamarekhodi apethwe yiNyuvesi.**

**9. IZIGABA ZAMAREKHODI ENYUVESI YASE-WITWATERSRAND ATHOLAKALA NGAPHANDLE KOMUNTU UKUBA ACELE INVUME.**

Isigaba	Uhlobo Lombhalo	Uyatholakala Kwiwebhusayithi	Uyatholakala uma Ufaka Isicelo
Imibhalo Yamasu (Izinhlelo kanye noMbiko)	<ul style="list-style-type: none"> <li>- Iphrofayili yenhlangano</li> <li>- (Uhlolajikelele, Izinhloso, Imisebenzi, Izakhiwo)</li> <li>- - Imibiko Yonyaka.</li> <li>- - Isu Lokusebenza.</li> </ul>	X	
Ukumaketha	<ul style="list-style-type: none"> <li>- Noma yiluphi ulwazi olushicilelwe yiNyuvesi kunoma yiziphi izincwadi, omagazini, izincwajana, noma olunye uhlobo lwempahla oluye lwenziwa lwatholakala emphakathini yiNyuvesi.</li> </ul>	X	
	<ul style="list-style-type: none"> <li>- Umgomo nezinjongo zeNyuvesi nazo zonke izingalo zayo ezihlukahlukene.</li> <li>- Imithetho, imithethonqubo kanye nezinqubomgomo zeNyuvesi.</li> <li>- I-oganogramu/isakhiwo seNyuvesi, okuhlanganisa namagama namahhovisi abasebenzi abasezikhundleni.</li> </ul>	X	





	<ul style="list-style-type: none"><li>- iminyango nezifundo ezitholakala eNyuvesi.</li><li>- Izidingo zokwamukelwa, amafomu ezicelo, izimali ezikhokhwayo, kanye nanoma yiluphi olunye ulwazi oludingekayo ukuze kube lula ukuxhumana nomphakathi neNyuvesi ekuthuthukiseni izinjongo zayo.</li><li>- ezinye izinhlelo zocwaningo kanye nezemfundo iNyuvesi ebandakanyeka kuzo;</li></ul>		
Ulwazi lomuntu siqu luyatholakala ngaphandle kokusetshenziswa koMthetho kuphela uma lucelwe ngumuntu ulwazi luqondene ngqo (okungukuthi, Umfakisicelo ucela ukufinyelela eminingwaneni yakhe siqu):	<ul style="list-style-type: none"><li>- amarekhodi ezemfundo.</li><li>- amarekhodi okuklonyeliswa okuhle noma okukhulunywe.</li><li>- amarekhodi emisebenzi yangemva kwesikole.</li><li>- amarekhodi okulalelwa kwezigwegwe kanye/noma izinqumo.</li><li>- amaphepha asezingeni elethwe uMfakisicelo ngesikhathi e nza izifundo zakhe eNyuvesi.</li><li>- izitatimende zezimali eziphatelene nezibopho zezimali zoMfakisicelo noma amalungelo ngokumelene neNyuvesi.</li></ul>		X

**10. INCAZELO YAZO ZONKE IZINSIZA EZITHOLAKALA KUMFAKISICELO  
NGOKWEMIGOMO YE-PAIA**

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### 10.1. Isikhalazo Sangaphakathi

Uma umfakisiselo ekholelwa ukuthi ukwenqaba kweNyuvesi ukunikeza ulwazi akulungile, noma uma umfakisiselo enezizathu zesikhalazo ngokwe-PAIA, isikhalazo sangaphakathi singafakwa e-Wits ngokugcwalisa iFomu B elitholakala ngaphansi kwalesi sixhumanisi [Form B - Notice of Internal Appeal.pdf \(wits.ac.za\)](#)

### 10.2. Inqubo Yokukhalaza Kumlawuli Wolwazi

Umfakisiselo angaya eHhovisi Lomlawuli Wolwazi ngemva kokuba lowo Mfakisiselo, noma omunye umuntu eseyiqedile inqubo yangaphakathi yesikhalazo okukhulunywe ngayo ngenhla, ephikisana nesinqumo seSikhulu Esibhekele Ulwazi SeNyuvesi. Umfakisiselo noma Uhlangothi Lwesithathu (ngemuva kwalokhu osekubhekiswa kuye ngokuthi “ummangali”) angasebenzisa iFomu lesi-5 ukufaka isikhalazo kuMlawuli Wolwazi. Ifomu lingatholakala kuwebhusayithi yomlawuli wolwazi evezwe ngezansi:

<https://info regulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form05-Reg10-1.pdf>

Uma ifomu seligcwalisiwe, lingathunyelwa ekhelini le-imeyili elilandelayo: [PAIAComplaints@infoRegulator.org.za](mailto:PAIAComplaints@infoRegulator.org.za) noma ifomu lesikhalazo nge-inthanethi lingagcwaliswa ku:

<https://www.justice.gov.za/info reg/>

Isikhalo soMfakisiselo noma umuntu wesithathu kufanele sifakwe zingakapheli izinsuku eziyi-180 kukhishwe isinqumo eNyuvesi.

### 10.3. Inqubo yokuya eNkantolo

Uma umfakisiselo noma omunye umuntu engagculiseki ngesikhalo sangaphakathi noma futhi kubonakele ukuthi izinqubo zokukhalaza zangaphakathi ziphelile/aziphumelelanga; ofake isicelo angaya eNkantolo efanelekile ukuze athole usizo olufanele.

## 11. UKUBANDAKANYWA KOMPHEKATHI EKWAKHIWENI KWENQUBOMGOMO NOMA EKUSETSHENZISWENI KWAMANDLA NOMA UKWENZA IMISEBENZI YENYUVESI YASE-WITWATERSRAND

11.1. Njengoba kuqinisekiswa izinkantolo nesishayamthetho, iNyuvesi inegunya lokunquma izinqubomgomo, imithetho kanye nezinqubo zayo. Ngakho-ke, akudingekile ukumema amalungu



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

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omphakathi jikelele ukuthi enze izethulo noma ukubamba iqhaza ekuthuthukisweni kwezinqubomgomo, imithetho kanye nezinqubo. Nokho, imema ababambiqhaza bayo ukuthi benze izethulo noma babambe iqhaza noma babe nomthelela ekuthuthukisweni kweMithetho yayo, Imithetho Yokuziphatha kanye Nemihlahlandlela ngokusebenzisa izinhlaka zeNyuvesi ezifanele.

**11.2.** Amalungu omphakathi, lapho kufanele, angenza izethulo kuMlawuli mayelana nokuziphatha kwanoma yimuphi umuntu owela ngaphansi kwamandla egunya lanoma yiliphi igunya loMlawuli.

**11.3.** Umlawuli usabalalisa ulwazi emphakathini ngokusebenzisa imithombo yezindaba ye-elektronikhi neyokushicilela, igazethi kahulumeni kanye nezinkundla zokuxhumana.

## **12. UKUBUYEKEZWA KWEBHUKU**

INyuvesi yaseWitwatersrand izosebenzisa ihhovisi loMbhali ukubuyekeza futhi ishicilele leli bhuku minyaka yonke.

**Ikhizwe ngu**

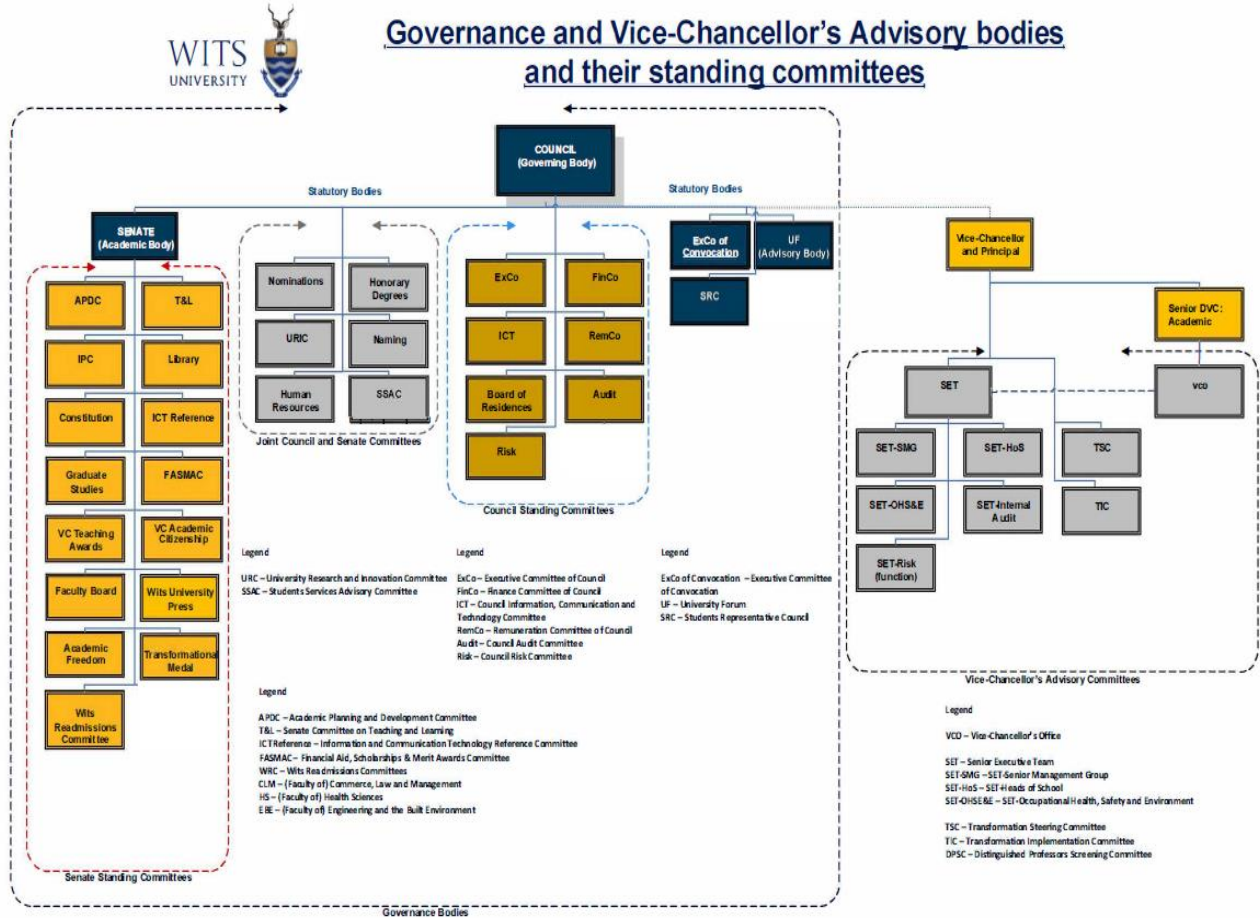
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***USolwazi Zeblon Vilakazi***

**Iphini likaShansela**

**IZITHASISELO**

**ISITHASISELO 1: UHLAKA LWAMAKOMIDI OKUBUSA**



## ISITHASISELO 2: IZINSIZA EZITHOLWA AMALUNGU OMPHAKATHI EZIVELA ENYUVESI NOKUTHI UNGAFINYELELA KANJANI KUZO

Ngezansi kunohlu lwezinsiza iNyuvesi ezinika umphakathi kubandakanya neminingwane yokuxhumana:

- **I-Wits Law Clinic:** isiza amalungu omphakathi, abasebenzi, nabafundi ngezeluleko zezomthetho ezindabeni eziphathelene nomthetho womndeni, Ubulili, Abasebenzi, Izakhiwo, umthetho Wobugebengu kanye nomthetho & Owabangalaleli kanye noMthetho Wababaleki. Olunye ulwazi lungatholakala kulesixhumanisi <https://www.wits.ac.za/lawclinic/>
- **Emthonjeni Centre:** iyiSikhungo esinezinhlinzeko eziningi kungaba ezengqondo, umsebenzi wezenhlalakahle, ukugula kwenkulumo kanye nezinsiza zokuzwa ukuzwa emphakathini, ulwazi olwengeziwe mayelana nendlela yokufinyelela lezi zinsizakalo lungatholakala kulesi sixhumanisi esingezansi: <https://www.wits.ac.za/shcd/emthonjeni-centre/>



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- **Isikhungo Sezifundo ze-Deaf:** isiza ukuqeqeshwa othisha beZithulu kanye nokuhlomisa abazali bezingane eziyiziThulu kanye nomphakathi omkhulu weziThulu ngolwazi namakhono okukhuthaza amathuba alinganayo kuMphakathi OyiziThulu waseNingizimu Afrika, ulwazi olwengeziwe mayelana nendlela yokuthola izinsiza lungatholakala kulesi sixhumanisi. <https://www.wits.ac.za/centre-for-deaf-studies/>
  - **Isikhungo Sokwelapha i-Donald Gordon se-Wits:** yisibhedlela sokuqala futhi sodwa sokufundisa eNingizimu Afrika, ulwazi olwengeziwe ngezinsiza lungatholakala kulesi sixhumanisi: <http://www.dgmc.co.za/>
  - **Imitapo Yolwazi ye-Wits:** I-Wits iyikhaya lemitapo yolwazi engu-11 evumela abasebenzi, abafundi nabacwaningi ukuba bathole imiqulu yezincwadi, izihloko zamajenali kanye nezinsiza zikagesi, okuhlanganisa imidwebo emihle, amamephu, izincwadi ezinyatheliswe ekuqaleni kanye nemibhalo yesandla eyivelakancane, ulwazi olwengeziwe ngezinkonzo lungatholakala kulesi sixhumanisi: <https://www.wits.ac.za/library/>
  - **Umqulu Womlando Wamaphepha Ocwaningo:** iyinkundla yocwaningo nokuxhumana nomphakathi futhi ingenye yemiqulu yomlando womphakathi ehlanganisa kakhulu iNingizimu Afrika enamaqoqo angaphezu kwezi-3400, ulwazi olwengeziwe ngezinkonzo lungafinyelelwa kulesi sixhumanisi. <https://www.wits.ac.za/historicalpapers/>
  - **I-Workshop Yomlando:** Ikhuthaza ucwaningo ngempilo, ulwazi kanye nemihlaba yezenhlalo yabantu nemiphakathi yaseNingizimu Afrika enganakiwe uphenyo lwezazi ukuze kubhekwane nokuqedwa kobukoloniyali kanye nobandlululo, ulwazi olwengeziwe ngezinsiza lungatholakala kulesi sixhumanisi, <https://www.wits.ac.za/history-workshop/>
  - **Imuziyamu Yobuciko ye-Wits {Wits Art Museum (WAM)}:** Izinkampani ze-WAM zinenani elikhulu locwaningo lwezifundiswa, amaciko nabafundisi, kanye nalabo abasebenza emkhakheni wezobuciko, amasiko kanye namagugu, ulwazi olwengeziwe ngezinsiza lungatholakala kulesi sixhumanisi. <https://www.wits.ac.za/wam/collections/>
  - **Imiqulu ye-Wits {Wits Archives (WA)}:** iphethe amarekhodi okubusa enyuvesi, amaphepha angasese nemibhalo yesandla, ukushicilelwa okuphrintiwe, nokusikwa kwamaphephandaba. Umsebenzi we-WA ukwenza nokuqoqa ulwazi lweNyuvesi lutholakale kusetshenziswa izinqubo ezingalandisa futhi zivikele ubuqotho baleli gugu ekuguqulweni, ekwebiweni, ekulimaleni nasekucekeleni phansi. Imiqulu ye-Wits ingatholwa abacwaningi abafisa ukusebenzisa iqoqo lolwazi oligcinwe endaweni yethu yokucina, abacwaningi kudingeka bagcwalise ohlwini lokubhaliswa kwabacwaningi ngokusebenzisa lesi sixhumanisi <https://www.wits.ac.za/about-wits/facts-and-figures/central-records-and-archives/>

- **Izinsiza Zokufundisa kanye Nokufunda:** I-Wits izibophezele ekuhlizekeni ngemfundo esezingeni eliphezulu, encintisana namazwe ngamazwe, esekelwe amazinga aphezulu ezemfundo, ucwaningo olusezingeni eliphezulu, ukusebenzelana nomphakathi, kanye nokusebenzisana okuyimpumelelo. Izinsiza zingatholakala kulesi sixhumanisi <https://www.wits.ac.za/teaching-and-learning/>
- **Izinsiza Zocwaningo:** I-Wits inyuvesi egxile kakhulu kucwaningo futhi efisa ukukhulisa lokhu kugxila ngendlela yokuthi iya ngokuya iqhudelana namazwe ngamazwe futhi isahambisana nezidingo zaseNingizimu Afrika. Uhlelo lwamanje lwamasu ocwaningo kanye nezindaba ze-*postgraduate* luzama ukukhulisa ukukhiqizwa 'kocwaningo olunomthelela'.  
Ucwaningo olunomthelela ucwaningo lwekhwalthi oluchazwa ngokucophelela okubandakanya:
  - Ucwaningo oluqamba okusha futhi oluqhubekisela phambili isifundo.
  - Ucwaningo olusakuhumusha oluthinta inqubomgomo nokwenza.
  - Ucwaningo olusha olukhuthaza ukuthuthukiswa komnotho.
  - Ukuphumelela kwalomgomo ophakeme kuzoncika ekukhulisweni kwezizukulwane ezintsha zamakhono ocwaningo. Esimeni saseNingizimu Afrika lesi sidingo sokuthuthukiswa kocwaningo sixhumene kakhulu noguquko lwabantu. Izinsiza zingatholakala kulesi sixhumanisi <https://www.wits.ac.za/research/researcher-support/>
- **Isikhungo Sokufunda, Ukufundisa kanye Nokuthuthukiswa:** I-*Centre for Learning, Teaching and Development (CLTD)* isekela uhambo lokufunda lobungcweti lwabasebenzi bezemfundo zase-Wits ngokusebenza ngokubambisana neminyango kanye nabantu ngabanye kuzo zonke izigaba zemisebenzi.

Isikhungo sihlizeka ngokulandelayo:

- Ukusekelwa kokufunda nokufundisa okuxubile
- Izinhlelo zokufunda zobungcweti, kanye
- Izinsizakalo zokuhlola izifundo

Izinsiza zingatholakala kulesi sixhumanisi <https://www.wits.ac.za/cltd/>

### ISITHASISELO 3: UKUCUTSHUNGULWA KOLWAZI LOMUNTU

- **Inhloso Yokucubungula**

Inyuvesi icubungula iminingwane yomuntu ukuze, phakathi kokunye:

- ukwenza imisebenzi ngokwemibandela yokubandakanyeka kwayo nemigomo nemibandela nabafundi nokubhalisa.
- ukwenza imisebenzi yokuphatha kanye nokusebenza.
- ukuthobela imithetho yeNyuvesi kanye nezinye izibopho.
- ukwenza imisebenzi yokuqasha kanye nokuqasha okuhlanganisa impesheni, iholo, usizo lwezokwelashwa, ukuqeqeshwa, ukuqondiswa kwezigwegwe kanye nentela yeholo

- **Incazelo yezigaba Zezihloko Zedatha kanye nolwazi noma nezigaba zezihloko ezihlobene nakho**

Izigaba Zezihloko Zedatha	Ulwazi Lomuntu Siqu Olungacutshungulwa
Abafundi / Abangaba Abafundi noma Abafaka Izicelo, Abafundi Bamazwe Ngamazwe	Amagama aphelele, inombolo kamazisi, izinombolo zabafundi, ubulili, uhlanga/imininingwane ye-BBBEE, ubudala, ulimi, imfundo, ulwazi lwezezimali (njengokufanelekela ukuthola isikweleti kanye nemininingwane yasebhange), umlando wokuqashwa, ulwazi lwezikweletu, ulwazi lobugebengu, izinkomba, ikheli lendawo neleposi, othintana naye imininingwane (umakhalekhukhwini kanye nekheli le-imeyili), ukukhulelwa, isimo somshado, impilo yomzimba noma yengqondo, amarekhodi ezempilo, impilo, ukukhubazeka, inkolo, isiko, ulimi, ukuzalwa, indawo, izihlonzi eziku-inthanethi, i- <i>biometric</i> nolwazi lokuqashelwa kobuso, izithombe, i-breathalyser imiphumela yokuhlolwa, ukubhaliswa kwemoto, izincwadi zokushayela, izitifiketi zokuzalwa nezokufa. Uma umuntu okulesi sigaba engaphansi kweminyaka eyi-18 ubudala futhi ngenxa yalokho eba ingane ngokwezidingo zomthetho, kufanele kutholwe imvume edingekayo evela kumzali noma umnakekeli.
Ukuqashwa, amakhandidethi, abasebenzi, abasebenzi bezemfundo	I-B-BBEE/imininingwane yokulingana kokuqashwa, ubudala, ulimi, imfundo, imininingwane yezezimali (njengokufaneleka ukukweletwa kanye nemininingwane yasebhange), umlando wokuqashwa, imininingwane yezikweletu, imininingwane yobugebengu, izinkomba, ikheli lendawo neleposi,



	<p>imininingwane yokuxhumana (umakhalekhukhwini nekheli le-imeyili ), ukukhulelwa, isimo somshado, impilo yomzimba noma yengqondo, amarekhodi ezempilo, ukuphila kahle, ukukhubazeka, inkolo, isiko, ulimi, ukuzalwa, indawo, izihlonzi eziku-inthanethi, ulwazi lwe-biometric nolwazi lokuqashelwa kobuso, ubulungu bezinyunyana, izithombe, imiphumela yokuhlolwa kwe-breathalyser, ukubhaliswa kwemoto, izincwadi zokushayela, izitifiketi zokuzalwa nokufa, lonke Ulwazi Lomuntu Siqu oludingekayo ukuze kuphathwe isinxephezelo nezinzuzo (okuhlanganisa nehlo, ukukhushulwa, ukukhushulwa kwamaholo, ukwehla komholo, ukulungiswa kwamaholo, amabhonasi, ukukhokhelwa kwezinzuzo zokufa, i-COIDA, ukukhubazeka), amafayela omsebenzi (okuhlanganisa namarekhodi okusebenza, ukuqondiswa kwezigwegwe, amarekhodi e-CCMA, izikhalo zabasebenzi, izixwayiso ezibhaliwe ezisemthethweni, i-SHEQ), izahlulelo zomthetho, umgunyathi kanye neminye imiyalelo yenkantolo.</p>
<p>Abahlanganyeli bocwaningo, ozakwethu be-<i>post-doctoral</i>, aluminayi, ababhali</p>	<p>Amagama aphelele, inombolo kamazisi, izinombolo zabafundi, ubulili, uhlanga / i-BBEE/ulwazi ngokulingana kokuqashwa , ubudala, ulimi, ulwazi lwezezimali lwezemfundo (njengokufanelekela ukuthola isikweleti kanye neminingwane yasebhange), umlando wokuqashwa, ulwazi lwezikweletu, ulwazi lobugebengu, izinkomba, ikheli lendawo neleposi , imininingwane yokuxhumana (ikheli likamakhalekhukhwini ne-e-mail), ukukhulelwa, isimo somshado, impilo yomzimba noma yengqondo, amarekhodi ezempilo, impilo, ukukhubazeka, inkolo, isiko, ulimi, ukuzalwa, indawo, izihlonzi ze-inthanethi, i-biometric nolwazi lokuqashelwa kobuso, izithombe, imiphumela yokuhlolwa kwe-breathalyser, ukubhaliswa kwemoto, izincwadi zokushayela, izitifiketi zokuzalwa nezokufa.</p>
<p>Ukubusa kanye/noma abaphathi abaqokiwe, amalungu angaphandle amakomiti, amalungu omkhandlu</p>	<p>I-B-BBEE/imininingwane yokulingana kokuqashwa, ubudala, ulimi, imfundo, imininingwane yezezimali (njengokufaneleka ukukweletwa kanye neminingwane yasebhange), umlando</p>





	<p>wokuqashwa, imininingwane yezikweletu, imininingwane yobugebengu, izinkomba, ikheli lendawo neleposi, imininingwane yokuxhumana (umakhalekhukhwini nekheli le-imeyili), ukukhulelwa, isimo somshado, impilo yomzimba noma yengqondo, amarekhodi ezempilo, ukuphila kahle, ukukhubazeka, inkolo, isiko, ulimi, ukuzalwa, indawo, izihlonzi eziku-inthanethi, ulwazi lwe-biometric nolwazi lokuqashelwa kobuso, ubulungu bezinyunyana, izithombe, imiphumela yokuhlolwa kwe-breathalyser, ukubhaliswa kwemoto, izincwadi zokushayela, izitifiketi zokuzalwa nezokufa, lonke Ulwazi Lomuntu Siqu oludingekayo ukuze kuphathwe isinxephezelo nezinzuzo (okuhlanganisa neholo, ukukhushulwa, ukukhushulwa kwamaholo, ukwehla komholo, iholo, ukulungiswa, amabhonasi, ukukhokhelwa kwenzuzo yokufa, i-COIDA, ukukhubazeka), amafayela esisebenzi (okuhlanganisa namarekhodi okusebenza, izigwegwe, amarekhodi e-CCMA, izikhalo zabasebenzi, izixwayiso ezibhaliwe ezisemthethweni, i-SHEQ), izahlulelo zomthetho, umgunyathi kanye neminye imiyalelo yenkantolo.</p>
<p>Izinhlangotho zozakwethu, izinkampani ezingaphansi, abanikelayo, kanye nabaxhasi,</p>	<p>Igama lenhlangotho esemthethweni noma umuntu, inombolo yokubhalisa noma inombolo kamazisi, amagama abantu okuxhunyana nabo / abaqondisi / amalungu kanye nemibhalo ehlonzayo efana nomazisi noma ipasipoti yabantu okuthintana nabo / abaqondisi / amalungu, ikheli lendawo neleposi kanye nemininingwane yokuxhumana (i-imeyili, umakhalekhukhwini), ukufaneleka kwekhredithi noma olunye ulwazi lwezezimali, imibhalo yokusungula evela ku-CIPC noma ezinye izinhlobo zobufakazi bokubhaliswa/ukufakwa kwebhizinisi njengamatayitela, izivumelwano zokubambisana noma imibhalo ye-CC yokuhlanganisa, imininingwane ehlobene nentela, abasayini abagunyaziwe, izinqumo zeziphathimandla noma ukuthengiselana kwebhizinisi, ulwazi lwamasheya, Ulwazi lwe-B-BBEE, izincwadi eziyimfihlo, abahlomuli, abanikazi bokugcina abazuzayo, ulwazi lwamasheya, kanye nanoma yiluphi olunye</p>



	<p>ulwazi lomuntu siqu oludingekayo ngezinjongo zokuhlola ngokomthetho wezezimali njenge-FICA.</p>
<p>Abohangothi lwesithathu abathile: Amanyuvesi ahlukenene, iminyango kahulumeni.</p>	<p>Igama lenhlangano esemthethweni, inombolo yokubhalisa, amagama abantu okuxhunyanwa nabo / abaqondisi / amalungu, ikheli lendawo neleposi, imininingwane yokuxhumana (i-imeyili, umakhalekhukhwini), ulwazi lwezezimali kanye nentela (imvume yentela, iphinikhodi, inombolo ye-VAT), imibhalo yokusungula (CIPC ), abasayini abagunyaziwe, imininingwane yabaqondisi ngezinjongo zokuhlola (ubugebengu, izikweletu kanye nokuhoxiswa noma ukwesulwa kokubhaliswa kwe-CIPC), ulwazi lwamasheya, ulwazi lwe-BBBEE, kanye nanoma yiluphi olunye ulwazi lomuntu siqu oludingekayo ngezinjongo zokuhlola ngokomthetho wezezimali njenge-FICA.</p>
<p>Osonkontileka / Abakhiqizi / Abahlinzeki Bezinsiza: Abantu Abasemthethweni</p>	<p>Igama lenhlangano esemthethweni, inombolo yokubhalisa, amagama abantu okuxhunyanwa nabo / abaqondisi / amalungu, ikheli lendawo neleposi, imininingwane yokuxhumana (i-imeyili, umakhalekhukhwini), ulwazi lwezezimali kanye nentela (imvume yentela, iphinikhodi, inombolo ye-VAT), imibhalo yokusungula (CIPC ), abasayini abagunyaziwe, ulwazi lwabaqondisi ngezinjongo zokuhlola (ubugebengu, izikweletu kanye nokuhoxiswa noma ukuhoxiswa kwe-CIPC), ulwazi lwamasheya, ulwazi lwe-B-BBEE, kanye nanoma yiluphi olunye ulwazi lomuntu siqu oludingekayo ngezinjongo zokuhlola ngokomthetho wezezimali njenge-FICA.</p>
<p>Usonkontileka / Abakhiqizi / Abahlinzeki Bezinsiza: Abantu bemvelo</p>	<p>Amagama aphelele, inombolo kamazisi, ubulili, ulwazi lohlanga/i-B-BBEE, ubudala, ulwazi lwezikweletu, ulwazi lobugebengu, izinkomba, ikheli lendawo neleposi, imininingwane yokuxhumana (i-imeyili, umakhalekhukhwini), imininingwane yezezimali nentela (imvume yentela, iphinikhodi yentela, Inombolo ye-VAT), kanye nanoma yiluphi olunye ulwazi</p>



	lomuntu siqu oludingekayo ngezinjongo zokuhlola ngokomthetho wezezimali njenge-FICA.
Abahlomulayo ngokwezinhlelo Zokutshalwa Kwezimali Komphakathi kanye nokuthuthukiswa komphakathi	Igama lenhlangano esemthethweni, inombolo yokubhalisa, amagama abantu okuxhunyanwa nabo / abaqondisi / amalungu kanye nemibhalo ehlonzayo efana nomazisi noma ipasipoti yabantu okuxhunyanwa nabo / abaqondisi / amalungu, ikheli lendawo nelokuposa kanye nemininingwane yokuxhumana (i-imeyili, umakhalekhukhwini), ukufaneleka kwekhredithi noma enye imali. ulwazi, imibhalo yokusungula evela ku-CIPC noma ezinye izinhlobo zobufakazi bokubhaliswa/ukufakwa kwebhizinisi njengamatayitela, izivumelwano zokubambisana noma imibhalo ye-CC yokuhlanganisa, ulwazi oluhlobene nentela, abasayini abagunyaziwe, izinqumo zegunya noma ukuthengiselana kwebhizinisi, ulwazi lwamasheya, ulwazi lwe-B-BBEE, izincwadi eziyimfihlo, abahlomuli, abanikazi bokugcina abazuzayo, ulwazi lamasheya, kanye nanoma yiluphi olunye Ulwazi Lomuntu Siqu oludingekayo ngezinjongo zokuhlola ngokomthetho wezezimali njenge-FICA.
Izivakashi, amalungu omphakathi	Amagama aphelele, inombolo kamazisi, ikheli lendawo kanye neleposi, imininingwane yokuxhumana (umakhalekhukhwini nekheli le-e-mail), ukubhaliswa kwemoto, izincwadi zokushayela, i-biometric kanye nolwazi lokuqashelwa kobuso.

**ISITHASISELO 4: ABAMUKELI NOMA IZIGABA ZABAMUKELI OKUNGANIKEZWA KUZO ULWAZI LOMUNTU SIQU**

Isigaba Solwazi Lomuntu Siqu	Abamukeli noma Izigaba Zabamukeli
Inombolo kamazisi namagama abasebenzi nabafundi, ukuze kuhlolwe ubugebengu	Uphiko Lwezemisebenzi Yamaphoyisa aseNingizimu Afrika ngokubizela enkantolo ngokweSigaba sama-205 soMthetho Wezinqubo Zobugebengu
Iziqu kanye nemibhalo yezemfundo yokuqinisekiswa kweziqu	Isiphathimandla seZiqu zaseNingizimu Afrika, Umnyango Wezemfundo Ephakeme, Abaqashi Beqembu Lesithathu

- Ukuwela imincele kolwazi lomuntu siqu okuhlelekile.

Ngokubhekelelwa kohlobo lwemisebenzi yeNyuvesi kanye nebhizinisi, kuzoba nokudluliswa okuhleliwe kolwazi lomuntu siqu phesheya kwemingcele. Isibonelo, imininingwane yabasebenzi nabafundi bezokushintshisana kumele yabiwe phakathi kwezikhungo, iziqu ezihlangene zigadwe ngokubambisana okudinga ukucobelelana ngolwazi phakathi kwezikhungo, imiphumela yocwaningo kanye nedatha kwabelwane ngemincele. Kuzo zonke izimo, Inyuvesi iqinisekisa ukuthi abamukeli bolwazi lomuntu siqu basebenza ngaphansi komthetho obophezela ukuvikela imininingwane yomuntu siqu ngokuhambisana ne-POPIA, okungenani. Izimiso zokuziphatha kanye nokuthobelana nomthetho kuyadingeka kunoma yiluphi ucwaningo olubandakanya ukudluliswa kolwazi lomuntu siqu kwamanye amazwe. Ulwazi Lomuntu Siqu luzodluliselwa kuphela eRiphabhulikhi yaseNingizimu Afrika uma umuntu wesithathu ongumamukeli wolwazi engaphansi komthetho, imithetho ebophayo yebhizinisi noma isivumelwano esibophezelayo esihlinzeka ngezinga elanele lokuvikelwa lesi:

- isekela ngempumelelo izimiso zokucutshungulwa okunengqondo kolwazi olufana kakhulu nezimo zokucutshungulwa okusemthethweni kolwazi lomuntu siqu oluhlobene nesihloko sosuku ongumuntu wemvelo futhi, lapho kufanele, umuntu ngokomthetho; futhi
- kufaka phakathi izinhlinzeka ezifana kakhulu noMthetho Wokuvikelwa Kolwazi Lomuntu Siqu ("POPIA") ezihlobene nokudluliswa okwengeziwe kolwazi lomuntu siqu lusuka kumamukeli luye kubantu besithathu abakwelinye izwe.
- Umnikazi wolwazi uyavuma kudluliswe ulwazi.
- ukudluliselwa kuyadingeka ekusebenzeni kwenkontileka phakathi kwesihloko sedatha neNyuvesi, noma ukuze kusetshenziswe izinyathelo zangaphambi kwenkontileka ezithathwe ukuphendula isicelo somnikazi.
- ukudluliselwa kuyadingeka ukuze kuphothulwe noma kwenziwe inkontileka ephethwe ngokuzuzisa umnikazi phakathi kweNyuvesi nomuntu wesithathu; noma
- ukudlulisa kuzuzisa umnikazi futhi –
- akwenzeki ngendlela ephusile ukuthola imvume yomnikazi ngaphansi kwalokho kudluliselwa; futhi
- kube nokwenzeka ngokuphusile ukuthola leyo mvume, isihloko sedatha kungenzeka siyinikeze.

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- **Incazelo Ejwayelekile Yezinyathelo Zokuvikeleka Kolwazi okufanele zisetshenziswe inhlango ebophezelekile ukuze kuqinisekiswa ukugcinwa kuyimfihlo, ubuqotho, nokutholakala kolwazi**

Inyuvesi izothatha zonke izinyathelo eziphusile, ezifanele, ezobuchwepheshe kanye nezokuhlela ukuze ivikele Ulwazi Lomuntu Siqu ekulahlekeni, emonakalweni, ekufinyeleleni okungagunyaziwe, ekucutshungulweni, ekucekeleni phansi, noma ekukhwabaniseni

Inyuvesi izosebenzisa lezi zinyathelo zokuphepha ezilandelayo, phakathi kokunye:

- INyuvesi inohlelo oluqondile kanye nohlaka olukhona lokuqeqesha njalo abaphathi abanesibopho esifanele sokusebenzisa le Nqubomgomo.
- Abahlinzeki bezinsiza zeNyuvesi abavela eceleni kudingeka basayine isivumelwano sezinga lezinsiza esiqinisekisa ukuzibophezela kwabo esibophweni sabo esingokomthetho sokuvikela imininingwane yomuntu.
- Bonke abahlinzeki beNyuvesi bamanje lapho kufaneleka kuyodingeka ukuthi basayine isengezo ezinkontilekeni zabo neNyuvesi esiqukethe izigaba zemvume ezifanele zokusetshenziswa nokugcinwa kolwazi lwesifundo sedatha yeNyuvesi, nanoma yisiphi esinye isenzo esidingekayo, ngokwe-POPIA.
- Wonke amafayela e-elektronikhi noma idatha isekelwa umnyango weNyuvesi obhekele ukuphepha kohlelo oluvikela ukufinyelela komuntu wesithathu kanye nezinsongo ezingokwenyama.
- INyuvesi yenze ucwaningo lobungozi oluhlonza ubungozi bangaphakathi nangaphandle obungabonakala kulwazi lomuntu siqu, ukusungula nokugcina izivikelo ezifanele ezingozini ezihlonziwe, iqinisekisa njalo ukuthi izivikelo zisetshenziswa ngempumelelo, kanye nokuqinisekisa ukuthi izivikelo zivuselelwa ngokuqhubekayo ukuze kubhekwane nentsha. ubungozi noma ukushiyeka kwezivikelo ezisetshenziswe ngaphambilini.
- Abanikazi bolwazi abathintekayo bazokwaziswa uma ulwazi lwazo lomuntu siqu lufinyelelwa noma lusetshenzwe yinoma yimuphi umuntu ongagunyaziwe.
- INyuvesi isebenzise ukuphepha kwe-IT ne-inthanethi okunengqimba, okuhlanganisa izilawuli eziningi zokunciphisa ukuphepha ukuze zivikele ezinsongweni zangaphakathi nezangaphandle zolwazi lwesifundo sedatha kanye nezinhlelo zeNyuvesi.
- Ngaphezu kwalokho, iNyuvesi isungule izinqubomgomo zokuphepha zolwazi ezifanele ukuze zilawule izilawuli eseqalisiwe. Kubandakanya, nokho kungacini lapho, Inqubomgomo Yokusetshenziswa Eyamukelekayo, Inqubomgomo Yokuphepha Kolwazi, Inqubomgomo



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Yokuphepha Kwe-Cyber, Inqubomgomo Yokwenza Ikhophi Yasenqolobaneni Nokubuyisela, Inqubomgomo Yokulwa Nohlelo olungayilungele ikhompuyutha, Inqubomgomo Yokulawula Ukutholakala, Inqubomgomo Yokulawulwa Kwesigameko Se-Cybersecurity, Inqubomgomo Yokuthuthukiswa Okuvikelekile, Inqubomgomo Yokuhlukaniswa Nokuphathwa Kolwazi kanye Inqubomgomo Yokuqeqeshwa Kokuphepha Kolwazi kanye Nokuqwashisa.

- Ukuvikeleka kolwazi kwakhelwe ezinhlelweni ezisetshenziswa umphakathi waseNyuvesi, futhi ukufinyelela olwazini kulawulwa yiqhaza nezibopho. Izindlela zokugcina ubumfihlo ezifanele zisetshenziswe lapho kudingeka khona.
- Ukuvikeleka kwe-*Endpoint* kusetshenziswe ezindaweni zokusebenza namadivayisi aphethwe yiNyuvesi ukuze kuvikelwe abasebenzisi kuhlelo olungayilungele ikhompuyutha namagciwane.
- Inethiwekhi edingekayo kanye nezilawuli zokuqapha nokubhekisisa ziyasebenza.
- Ngaphezu kwalokho, kusungulwe izinqubo zokulawulwa kwezigameko ukuze kuqinisekise ukuthi izigameko ziyabikwa noma ziyatholwa futhi zisingathwe ngesikhathi esifanele ukuze kuncishiswe umthelela kubanikazi bolwazi kanye neNyuvesi.
- Abasebenzi bamakhompyutha baqeqeshelwe ukuvikela ukuqoqwa okungagunyaziwe, ukucubungula noma ukulahlwa kolwazi ngohlelo lokuqwashisa ngokuvikeleka ku-inthanethi nokuqeqeshwa.