



# **PAIA MANUAL**

In English, IsiXhosa & Afrikaans

**Prepared in terms of section 14 of the  
Promotion of Access to Information Act 2 of  
2000 (as amended)**

**DATE OF COMPILATION: 01/10/2021**

**DATE OF REVISION: 01/03/2023**

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## **1. LIST OF ACRONYMS AND ABBREVIATIONS**

<b>1.1 “CEO”</b>	Chief Executive Officer;
<b>1.2 “DIO”</b>	Deputy Information Officer;
<b>1.3 “IO”</b>	Information Officer;
<b>1.4 “Minister”</b>	Minister of Justice and Correctional Services;
<b>1.5 “PAIA”</b>	Promotion of Access to Information Act No. 2 of 2000 (as amended);
<b>1.6 “PFMA”</b>	Public Finance Management Act No. 1 of 1999 (as amended);
<b>1.7 “POPIA”</b>	Protection of Personal Information Act No. 4 of 2013;
<b>1.8 “Regulator”</b>	Information Regulator.

## **2. PURPOSE OF PAIA MANUAL**

This PAIA Manual is useful for the public to –

- 2.1 check the nature of records which may already be available at the Department of Social Development, without the need for submitting a formal PAIA request;
- 2.2 have an understanding of how to make a request for access to a record in the Department of Social Development;
- 2.3 access to all relevant contact details of the persons who will assist the public with the records they intend to access;
- 2.4 know all the remedies available to Department of Social Development regarding the request for access to the records, before approaching the Regulator or the Courts;

- 2.5 the description of the services available to members of the public at the Department of Social Development and how to gain access to those services;
- 2.6 a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.7 if the body will process personal information, the purpose of processing of personal information, and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know if the Department of Social Development has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.9 know whether the Department of Social Development has appropriate security measures to ensure the confidentiality, integrity and availability of personal information which is to be processed.

### **3. ACCESS TO INFORMATION GENERAL CONTACTS**

Email: [Selwyn.Collins@ecdऱsd.gov.za](mailto:Selwyn.Collins@ecdऱsd.gov.za)

3.1 Provincial Head Office:-

Postal Address: Private Bag X 0039, Bhisho, 5605

Physical Address: 1<sup>st</sup> Floor, One Vision Building, Circular Drive, Bhisho

Telephone: 079 881 7044

Email: [Selwyn.Collins@ecdऱsd.gov.za](mailto:Selwyn.Collins@ecdऱsd.gov.za)

Website: [www.ecdsd.gov.za](http://www.ecdsd.gov.za)

#### **4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE**

4.1 The Regulator has, in terms of section 10 (1) of PAIA, updated and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

4.2 The aforesaid Guide contains the description of –

- i. the objects of PAIA and POPIA;
- ii. the postal and street address, phone and fax number and, if available, electronic mail address of –
  1. the Information Officer of every public body, and
  2. every Deputy-Information Officer of every public and private body designated in terms of section 17 (1) of PAIA<sup>1</sup> and section 56 of POPIA<sup>2</sup>;
- iii. the manner and form of a request for –
  1. access to a record of a public body contemplated in section 11<sup>3</sup>; and
  2. access to a record of a private body contemplated in section 50<sup>4</sup>;

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<sup>1</sup> Section 17 (1) of PAIA- For the purpose of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

<sup>2</sup> Section 56 (a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55 (1) of POPIA.

<sup>3</sup> Section 11 (1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

<sup>4</sup> Section 50 (1) of PAIA- A requester must be given access to any record of a private body if –

- a) that record is required for the exercise or protection of any rights;
- b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
- c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

- iv. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- v. the assistance available from the Regulator in terms of PAIA and POPIA;
- vi. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging –
  - 1. an internal appeal
  - 2. a complaint to the Regulator; and
  - 3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- vii. the provisions of sections 14<sup>5</sup> and 51<sup>6</sup> requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- viii. the provisions of section 15<sup>7</sup> and 52<sup>8</sup> providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

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<sup>5</sup> Section 14 (1) of PAIA- The Information Officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

<sup>6</sup> Section 51 (1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

<sup>7</sup> Section 15 (1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

<sup>8</sup> Section 52 (1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access.

- ix. the notices issued in terms of sections 22<sup>9</sup> and 54<sup>10</sup> regarding fees to be paid in relation to requests for access; and
  - x. the regulations made in terms of section 92<sup>11</sup>.
- b. Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours. The Guide can be also obtained –
- i. upon request to the Information Officer;
  - ii. from the website of the Regulator ([www.ecdsd.gov.za](http://www.ecdsd.gov.za))

## **5. RECORDS AND CATEGORIES OF RECORDS HELD BY THE DEPARTMENT OF SOCIAL DEVELOPMENT.**

<b>Subjects on which the body holds records</b>	<b>Categories of records held on each subject</b>
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan.
Human Resources	- HR policies and procedures; - Advertised posts; - Employees records; - Learning and development e.g.: skills development and training plans - Employment equity plan and statistics

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<sup>9</sup> Section 22 (1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

<sup>10</sup> Section 54 (1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

<sup>11</sup> Section 92 (1) of PAIA provides that – “The Minister may, by notice in the Gazette, make regulations regarding -

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act”.

**6. RECORDS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS**

<b>Category</b>	<b>Document Type</b>	<b>Available Website</b>	<b>Available upon request</b>
Tender document	- Advertised tender - Name of successful bidder	X	
Legislation/Regulations	- Internal policies & Regulations	X	
Strategic Documents (Plans and Report)	- Organisational profile (Overview, Objectives, Functions, Architecture)  - Annual Reports;  - Strategic Plan;  - Annual Performance Plan; - Strategic and Performance Plans;	X	

**7. PROCESSING OF PERSONAL INFORMATION**

**7.1 Purpose of Processing**

The purpose of processing personal information or general information is for the interest of justice to be served where relevant information is needed by the court or the Applicant / public person.

**7.2 Categories of Data Subjects and of the information or categories of information relating thereto:**

<b>Categories of Data Subjects</b>	<b>Personal Information that may be Processed</b>
Natural Persons	Names and surname; contact details (contact number(s), fax number, email address); Residential, postal or business address; Unique Identifier / Identity Number and confidential correspondence
Juristic Persons	Names of contact persons; Name of legal entity; physical and postal address; contact details (contact number(s), fax number, email address); registration number; financial, commercial, scientific or technical information and trade secrets
Employees	Gender, pregnancy, marital status; Race age, language, educational information (qualifications); financial information; employment history; ID number; physical and postal address; contact details (contact number(s), fax number, email address); criminal behaviour; well-being and their relatives(family members) race, medical, gender, sex, nationality, ethnic or social origin, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, biometric information of the person

### 7.3 Recipients or categories of recipients to whom the personal information may be supplied

<b>Category of personal information</b>	<b>Recipients or Categories of Recipients</b>
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus

## **8. AVAILABILITY OF MANUAL**

- a. A copy of this Manual or the updated version thereof, is also available as follows-
  - i. On [www.ecdsd.gov.za](http://www.ecdsd.gov.za)
  - ii. at the head office of the Provincial Department of Social Development.
  - iii. To any relevant person, body, entity, organization or legal institution and
  - iv. To the Information Regulator upon request.

## **9. UPDATING OF THE MANUAL**

The Department of Social Development will, if necessary, update and publish this Manual annually.

**Issued by:**

**Mr S. Collins**



signed electronically

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**Director: Legal Services  
Department of Social Development, EC**

**For and on behalf of the Deputy Information Officer,  
Mr M. Machemba – Head of Department**



KwiPhondo le

## **MPUMA-KAPA**

### **UPHUHLISO LWENTLALO YOLUNTU**

INCWADANA YOMTHETHO WOKUPHAKANYISWA KOFIKELELO KULWAZI (PAIA MANUAL)

**ILungiswe ngokwemigaqo yeCandelo – 14  
woMthetho wokuPhakanyiswa koFikelelo  
kuLwazi, uMthetho wesi-2 wonyaka – 2000  
(njengoko inguMthetho-sihlomelo)**

UMHLA WOKUQULUNQWA: 01/10/2021`

UMHLA WOHLAZIYO: 01/03/2023

# ISIQULATHO

- 1. ULUHLU LWEZISHUNQUELELO-MAGAMA KUNYE NEZIFINYEZO**
- 2. INJONGO YALOMTHETHO (PAIA**
- 3. UKUFIKELELA KULWAZI NGOQHAGAMSHELWANO NGOKUBANZI**
- 4. ISIKHOKELO SOKUSEBENZISA LOMTHETHO NGOKUFUMANA UFIGELELO KWISIKHOKELO**
- 5. IIREKHODI KUNYE NEENDIDI ZEEREKHODI EZIGCINWE KWISEBE LOPHUHLISO LWENTLALO YOLUNTU**
- 6. IIREKHODI ZESEBE LOPHUHLISO LWENTLALO YOLUNTU EZIFUMANEKA KUNGAKHANGE KUFUNEKE UKUBA UMNTU ENZE ISICELO SOFIGELELO**
- 7. UKULUNGISELELA UKUSEBENZA KWEENKCUKACHA ZOBUQU**
- 8. UKUFUMANEKA KWALENCWADANA YOLWAZI**
- 9. UKUHLAZIYWA KWALENCWADANA**

## **1. 1. ULUHLU LWEZISHUNQUELO-MAGAMA KUNYE NESIFINYEZO**

- 1.1 “CEO”** IGOSA ELIPHEZULU KUMAGOSA APHETHEYO (Chief Executive Officer);
- 1.2 “DIO”** USEKELA-GOSA LOLWAZI (Deputy Information Officer);
- 1.3 “IO”** IGOSA LOLWAZI (Information Officer);
- 1.4 “Minister”** UMPHATHISWA WEZOBULUNGISA KUNYE NEENKONZO ZOLULEKO (Minister of Justice and Correctional Services);
- 1.5 “PAIA”** UMTHETHO WOKUPHAKANYISWA KOFIKELELO KULWAZI, uMthetho we-2 wonyaka 2000, njengoko uhlonyelwe (PAIA No. 2 of 2000, as amended);
- 1.6 “PFMA”** UMTHETHO WOLAWULO-MALI YOMBUSO (PFMA 1 of 1999, as amended);
- 1.7 “POPIA”** UMTHETHO WOKHUSELEKO LOLWAZI LOBUQU BOMNTU (POPIA No. 4 Of 2013);
- 1.8 “Regulator”** UMLAWULI WOLWAZI (Information Regulator).

## **2. INJONGO YAENCWADANA YOFIKELELO KULWAZI**

Le Ncwadana yoFikelelo kuLwazi iluncedo kuluntu ukwezela-

- 1.1 ukujonga ubume beerekhodi ezisenokuba sele zikhona kwiSebe loPhuhliso lweNtlalo yoLuntu, ngaphandle kwesidingo sokungenisa isicelo ngokusemthethweni sokufumana lencwadana yowlazi;
- 1.2 ukuba nokuqonda malunga nendlela yokwenza isicelo sokufikelela kwirekhodi ekwiSebe loPhuhliso loLuntu;
- 1.3 ukufikelela kuzo zonke iinkcukacha ezifanelekileyo zoqhagamshelwano zabantu abaza kunceda uluntu ngeerekhodi abajonge ukufikelela kuzo;
- 1.4 ukwazi zonke izisombululo ezifumanekayo kwiSebe loPhuhliso lweNtlalo yoLuntu, malunga nesicelo sofikelelo kwiirekhodi, phambi kokuba uye kuMlawuli okanye kwiiNkundla zoMthetho.

- 1.5 inkazo zeenkonzo ezifumanekayo kumalungu oluntu kwiSebe loPhuhliso lweNtlalo yoLuntu kunye nendlela yokufikelela kwezo nkazo;
- 1.6 Inkazo yesikhokelo sendlela yokusebenzisa lencwadana yokuPhakamisa ukuFikelela kuLwazi, njengoko ihlaziwe nguMlawuli kunye nendlela yokufumana ufilelelo kuyo;
- 1.7 Ukuba iqumrhu liya kuqhuba iinkcukacha zoluqu bomntu, injongo yokusetyenzwa koLwazi lomntu siqu kunye nenkazo yeendidi zemixholo namangaku kunye nezolwazi okanye zeendidi zolwazi olunxulumene noko;
- 1.8 Bazi ukuba iSebe loPhuhliso lweNtlalo yoLuntu licwangcise ukudlulisela okanye ukuseta iinkcukacha zoluqu bomntu kwiindawo ezingaphandle kwiRiphabliko yoMzantsi Afrika kunye nabamkeli okanye iindidi zabamkeli ekunokuthi kunikezelwe kubo iinkcukacha zoluqu; kunye
- 1.9 nokwenzela wazi ukuba iSebe loPhuhliso lweNtlalo yoLuntu linamanyathelo okhuseleko afanelekileyo okuqinisekisa ubumfihlo, imfezeko kunye nokufumaneka koLwazi lobuqu oluza kuqwalaselwa.

### **3. UKUFIKELELA KULWAZI NGOQHAGAMSHELWANO NGOKUBANZI**

I-imeyile                   [Selwyn.Collins@ecdsd.gov.za](mailto:Selwyn.Collins@ecdsd.gov.za)

#### **3.8 UNdlunkulu wePhondo**

Idilesi yeposi:           Ingxowa Eyodwa X 0039, Bhisho, 5605

Idilesi yendawo:          1st Floor, kwisakhiwo sakwa One Vision, Circular Drive, Bhisho

Umnxeba:                  079 881 7044

Iwebhusayithi:           [www.ecdsd.gov.za](http://www.ecdsd.gov.za)

#### **4. ISIKHOKELO SOKUBA ISETYENZISWA NJANI NA LENCWADANA YOLWAZI KUNYE NOKUBA LUFUNYANWA NJANI NA UFIKELELO KWESI SIKHOKELO SAYO.**

**4.8** UMIlawuli, ngokwecandelo 10(1) yesisiPhakamiso sokuFikelela kuLwazi, uye wahlaziya waza wenza ukuba kufumanekе iSikhokelo esihlaziyewo sendlela yokusebenzisa oluLwazi ("Isikhokelo"), ngendlela eqondakala lula nangendlela emameleka lula, njengoko kunokufunwa ngumntu onqwenela ukusebenzisa naliphi na ilungelo elixelwe kwi- PAIA (enguMthetho wokuPhakanyiswa koFikelelo kuLwazi) kunye ne-POPIA (enguMthetho wokuKhusela uLwazi ngoBuqu bomntu).

**4.9** Esi sikhokelo sikhankanywe ngasentla siqulathe ingcaciso emalunga ne-

- i. Neenjongo ngaloMthetho wokuPhakanyiswa koFikelelo kuLwazi kunye noMthetho woKhuseleko loLwazi kuBuqu bomnye;
- ii. Idilesi yeposi neyesitalato, inombolo yomnxeba neyefeksi, kunye nedilesi ye-lmeyile (elektroniki) ukuba ikhona, ye-
  1. – Gosa loLwazi lwawo onke amaqhumrhu oluntu, kunye
  2. – naye wonke uSekela-gosa loLwazi kuwo onke amaqumrhu kaRhulumente nawabucala atyunjwe ngokweCandelo 17(1) laloMthetho wokuPhakanyiswa koFikelelo kuLwazi<sup>1</sup> kunye neCandelo lama-56 loMthetho wokuKhusela uLwazi loBuqu<sup>2</sup>;
- iii. Indela kunye nohlobo lwasicelo soku-
  1. – Fikelela kwirekhodi yequmrhu loluntu elixelwe kwiCandelo 11<sup>3</sup>; kunye
  2. – nokuFikelela kwirekhodi yequmrhu labucala elixelwe kwiCandelo 50<sup>4</sup>;

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<sup>1</sup> ICandelo 17(1) loMthetho wokuPhakanyiswa kokuFikelela kuLwazi – Ukwenzela iinjongo zaloMthetho wokuPhakanyiswa kokuFikelela kuLwazi, iqumrhu ngalinye likaRhulumente kufuneka, ngokuxhomekeka kuMthetho olawula ukuqeshwa kwabasebenzi bequmrhu likaRhulumente elichaphazelekayo, lityumbe elonani labantu njengamaSekela-Gosa olwazi njengoko kuyimfuneko ukuze linike iqumrhu likaRhulumente ukuba livavanywe kangangoko kunokwenzeka kubaceli balo beerekhodi.

<sup>2</sup> ICandelo lama-56 (a) loMthetho wokuKhusela uLwazi loBuqu- Iziko ngalinye likaRhulumente nelabucala kufuneka lenze amalungiselelo, ngendlela echazwe kwiCandelo le-17 loMthetho wokuPhakanyiswa koFikelelo kuLwazi, kunye notshintsho oluyimfuneko, lokutyunja kwenani labantu, ukuba likho, njengosekela-gosa bolwazi njengoko kuyimfuneko ukwenza imisebenzi noxanduva njengoko kumiselwe kwiCandelo 55 (1) loMthetho wokuKhusela koLwazi loBuqu.

<sup>3</sup> ICandelo 11 (1) loMthetho wokuPhakanyiswa koFikelelo kuLwazi – Umceli kufuneka anikwe ufikelelo kwirekhodi yequmrhu loluntu ukuba umceli uyahlangabezana nazo zonke iimfuno ezidingekayo ngokunxulumene nesicelo sakhe sokufikelela kuloo rekhodi ngokwaloMthetho wokuPhakanyiswa koFikelelo kuLwazi; kwaye xakunjalo, ukufikelela kuloo rekhodi ayingwenelayo, ngokwemiqathango akunakukhatywa nangaso nasiphi na isizathu kwizizathu zokwala ezichazwe kwiSahluko sesi-4 esiyinxalenye yaloMthetho.

<sup>4</sup> ICandelo 50 (1) loMthetho wokuPhakanyiswa koFikelelo kuLwazi – Umceli kufuneka anikwe ukufikelela kuyo nayiphina irekhodi yequmrhu labucala ukuba –

- a) Loo rekhodi iyafuneka ekusebenziseni okanye ekukhuseleni nawaphi na amalungelo;
- b) Loomntu uhlangabezana nazo zonke iimfuno zenkqubo kwisicelo sakhe sokufikelela kulo rekhodi ngokwaloMthetho wokuPhakanyiswa koFikelelo kuLwazi; okunye kukuba-
- c) Ukuba ukufikelela kulo rekhodi akukhatywa / akwaliwa ngokwemiqathango yaso nasiphi na isizathu sokwala njengoko kuchazwe kwiSahluko sesi-4 senxalenye yaloMthetho.

- iv. Uncedo olufumanekayo kwiGosa loLwazi lombutho kaRhulumente ngokoMthetho wokuPhanyiswa kuFikelelo kuLwazi noMthetho wokuKhuselwa koLwazi loBuqu;
- v. Uncedo olufumanekayo kuMlawuli ngokoMthetho wokuPhakanyiswa koFikelelo kuLwazi noMthetho wokuKhuselwa koLwazi loBuqu;
- vi. Zonke izisombululo ezikhoyo emthethweni malunga nesenzo okanye ukusilela ukwenza ngokubhekiselele kwilungelo okanye umsebenzi onikwe okanye obekwe nguMthetho wokuPhakanyiswa koFikelelo kuLwazi noMthetho wokuKhusela uLwazi ngoBuqu bomnye umntu, kubandakanya nendlela yokufaka –
  - 1. Isibheno sangaphakathi;
  - 2. Isikhala zo kuMlawuli; kwakunye
  - 3. Nesicelo enkundleni ngokuchasene nesigqibo seGosa loLwazi lequmrhu loluntu, isigqibo sesibheno sangaphakathi okanye isigqibo soMlawuli okanye isigqibo sentloko yequmrhu labucala;
- vii. Amalungiselelo amaCandelo 14<sup>5</sup> kunye nama – 51<sup>6</sup> afuna iqumrhu likarhulumente kunye nequmrhu labucala, ngokulandeelanayo, ukuba liqulunqe incwadi yemigaqo, kunye nendlela yokufumana uijkelelo kwincwadana yemigaqo;
- viii. Amamlungiselelo amacandelo 15<sup>7</sup> kunye nama – 52<sup>8</sup> abonelela ngokudizwa ngokuzithandela kweendidi zerekhodi liziko likarhulumente kunye nequmrhu labucala, ngokulandeelanayo;

<sup>5</sup> ICandelo 14 (1) loMthetho wokuPhakanyiswa koFikelelo kuLwazi – Igosa lolwazi lequmrhu likarhulumente kufuneka, ubuncinane ngeelwimi ezintathu ezesemthethweni, lenze kufumaneke incwadana eneenkcukacha ezidweliswe kumhlathi wesi-4 ngasentla.

<sup>6</sup> ICandelo 51(1) loMthetho wokuPhakanyiswa koFikelelo kuLwazi – intloko yequmrhu labucala mayinike incwadana yemigaqo enengcaciso yowlazi oludweliswe kumhlathi wesi-4 ngasentla.

<sup>7</sup> ICandelo 51(1) loMthetho wokuPhakanyiswa koFikelelo kuLwazi – igosa lolwazi lequmrhu loluntu kufuneka lenze kufumaneke ngedlela emiselweyo inkazo yeendidi zeerekhodi zequmrhu loluntu ezifumaneka ngokuzenzekelayo engakhange umntu abekanti wenze isicelo sofikelelo

<sup>8</sup> ICandelo 52 (1) loMthetho wokuPhakanyiswa koFikelelo kuLwazi – Intloko yequmrhu labucala inakho, ngokuzithandela, ukwenza kufumaneke ngendlela emiselweyo, inkazo yeendidi zerekhodi zequmrhu labucala ezifumaneka ngokuzenzekelayo engakhange umntu abekanti ucele ukufikelela.

- ix. Izaziso ezikhutshwe ngokwemiqathango yamacandelo 22<sup>9</sup> kunye nelama-54<sup>10</sup> malunga nentlawulo ngokunxulumene nezicelo zofikelelo; kunye
- x. Nemithetho eyenziwe ngokweCandelo 92<sup>11</sup>.
- b. Uluntu lunakho ukuhlola oknye Iwenze iikopi zesikhokelo kwii-Ofisi zikawonke-wonke okanye zabucala, kubandakanya ne-Ofisi yoMlawuli ngeeyure eziqhelekileyo zokusebenza. isiKhokelo sinokufumaneka –
- i. ngesicelo kwiGosa loLwazi;
- ii. kwiwebhusayithi yoMlawuli ([www.ecdsd.gov.za](http://www.ecdsd.gov.za)).

## 5. IIREKHODI KUNYE NEENDIDI ZEEREKHODI EZIGCINWE LISEBE LOPHUHLISO LWENTLALO YOLUNTU

<b>Imiba apho iqumrhu ligcina khona iirekhodi</b>	<b>lindidi zeerekhodi ezigcinwe kumxholo ngamnye</b>
Amaxwebhu eqhinga, iziCwangciso, izindululo	lingxelo zoNyaka , isiCwangciso soBuchule, isiCwangciso sokuSebenza soNyaka.
Ezengqesho	<ul style="list-style-type: none"> <li>- Imigaqo-nkubo yabasebenzi kunye neenkubo;</li> <li>- Izithuba zomsebenzi ezipapashiwego;</li> <li>- lirekhodi zabasebenzi;</li> <li>- Ukufunda nophuhliso umz.: upuhhliso lwezakhono nezicwangciso zoqequesho</li> <li>- Isiscwangciso sobulungisa kwezengqesho kunye neenkukacha-manani.</li> </ul>

<sup>9</sup> ICandelo lama- 22 (1) loMthetho wokuPhakanyiswa koFikelelo kuLwazi – iGosa lolwazi lequmrhu likarhulumente ekwenziwa kulo isicelo, kufuneka ngesaziso lifune ukuba umenzi-sicelo ahlawule intlawulo emiselwego yesicelo (ukuba ikhona), phambi kokuba isicelo siqwelaselwe ngakumbi.

<sup>10</sup> ICandelo 54 (1) laloMthetho wokuPhakanyiswa koFikelelo kuLwazi- intloko yequmrhu labucala ekwenziwa kuyo isicelo soFikelelo kufuneka ngesaziso ifune ukuba umenzi-sicelo ahlawule intlawulo emiselwego yesicelo (ukuba ikhona), phambi kokuba kuqwalaselwe ngakumbi isicelo.

<sup>11</sup> ICandelo 92<sup>1</sup> loMthetho wokuPhakanyiswa koFikelelo kuLwazi linikeza ukuba – “UMphathiswa unokuthi, ngesaziso kwiGazethi, enze imigaqo emalunga-

- (a) Nawuphi na umcimbi ofunekayo okanye ovunyelwe nguloMthetho ukuba umiselwe;
- (b) Nawuphina umcimbi onxulumene nemirhumo exelwe kwiCandelo lama-22 nelama-54;
- (c) Nasiphi na isaziso esifunwa nguMthetho;
- (d) Indlela efanayo yokusetyenziswa ligosa lolwazi lequmrhu loluntu xa lisenza isiggibo sokuba zeziphi na iindidi zeerekhodi ekufuneka zenziwe zifumanekе ngokwemigaqo yeCandelo le-15; kwaye
- (e) Nawuphina umcimbi wolawulo okanye wenkqubo oyimfuneko ukuze kuphunyezwе izibonelelo zaloMthetho”.

**6. IIREKHODI ZESEBE LOPHUHLISO LWENTLALO YOLUNTU EZIFUMANEKAYO KUNGAKHANGE KUFUNEKE UKUBA UMNTU MAKACELE UFIKELELO.**

Udidi	Uhlobo loxwebhu	Iwebhusayithi ekhoyo	Efumaneka ngesicelo
Uxwebhu lwethenda	- ithenda ePapashiwego - igama lomniki-maxabiso ophumeleleyo	X	
uMthetho / imiGaqo	- imigaqo-nkqubo kunye nemimiselo yangaphakathi	X	
Amaxwebhu eQhinga (IziCwangciso neNgxelo)	- iprofayile yombutho (Ujongo-jikelele, iiNjongo, iMisebenzi, uLwakhiwo)  - iiNgxelo zoNyaka;  - IsiCwangciso-Buchule;  - IsiCwangciso sokuSebenza soNyaka;  - IsiCwangciso soBuchule kunye nesiCwangciso sokuSebenza;	X	

**7. UKULUNGISELELA UKUSEBENZA KWEENKUKACHA ZOBUQU**

**7.1 Injongo yokulungiselela**

Injongo yokusetyenzwa kolwazi loBuqu okanye ulwazi oluphangaleleyo kukuba kwenzeke ngokomnqweno wobulungisa apho ulwazi olufanelekileyo lufunwa yinkundla okanye uMenzisicelo / umntu woluntu.

**7.2 Iindidi zeMixholo nezazisi zeenkukacha-manani kunye noLwazi okanye iindidi zoLwazi**

Olunxulumene noko:

Iphepha le-18 kwangama-30

<b>Iindidi zeMixholo namanqaku ezazisi zeenkukacha-manani</b>	<b>Ulwazi ngobuqu bomntu olunokuthi luqhutywe</b>
Abantu beNdalo	Amagama kanye neefani; iinkukacha zoqhagamshelwano(iinombolo zoqhagamshelwano, inombolo yefeksi, idilesi ye-imeyile); iDilesi yeNdawo, yeposi okanye idilesi yeshishini; Isazisi esifana sodwa / inombolo yesazisi kanye nembalelwano eyimfihi.
Abantu basemthethweni	Amagama abantu ekuqhagamshelwana nabo; igama Iqumrhu elisemthethweni; idilesi yendawo kanye neyeposi; iinkukacha zoqhagamshelwano(inombolo yoqhagamshelwano, inombolo yefeksi, idilesi ye-imeyile); inombolo yobhaliso; ulwazi ngezemali, lwezorhwebo, lwezobunzululwazi okanye lwezobugcisa kanye neemfihi zorhwebo.
Abasebenzi	Isini, ukukhulelwa, ubume bomtshato, uhlanga, ubudala, ulwimi, ulwazi ngemfundu (iziqinisekiso); ulwazi ngezemali; imbali yengqesho; inombolo yesazisi; idilesi yendawo kanye neyeposi; iinkukacha zoqhagamshelwano,inombolo yefeksi, idilesi ye-imeyile); ukuziphatha ngokwakulwaphulo-mthetho; intlatlontle kanye nezalamane zabo (amalungu osapho) uhlanga okanye imvelaphi yentlalo, ukuziqhelanisa ngokwesondo, ubudala, impilo ngokwasemzimbeni okanye kwasengqondweni, intlatlontle, ukulimala, inkolo, isazela, inkolelo,inkcubeko, ulwimi, ulwazi ngeenkukacha zobuqu bomntu ngohlobo adalwe ngalo

7.3 Abamkeli okanye iididi zabamkeli aphi ulwazi lobuqu bomntu lunokanekeza khona.

<b>Udidi lweenkukacha zomntu</b>	<b>Abamkeli okanye iindidi zabamkeli</b>
Inombolo yesazizi kanye namagama, ukuze kuhlolwe izenzo zolwaphulo-mthetho	liNkonzo zamaPolisa aseMzantsi-Afrika
Iziqinisekiso, zokuqinisekisa isiqinisekiso	uGunyaziwe wemiGangatho-mfundo yaseMzantsi-Afrika.
Ityalu kanye nembali yokuhlawula kwakho, ukufumana ulwazi ngamatyala emali.	libhodi ezigcine ulwazi ngamatyala

## **8 UKUFUMANEKA KWENCWADANA YOLWAZI**

- a. Ikopi yaleManuwali (ncwadana) okanye inguqulelo yayo ehlaziyiwego, nayo iyafumaneka ngoluhlobo lolandelayo –
  - i. Ku [www.ecdsd.gov.za](http://www.ecdsd.gov.za)
  - ii. KuNdlinkulu wePhondo kwiSebe loPhuhliso IweNtlalo yoLuntu.
  - iii. Kuye nawuphina umntu ofanelekileyo, kwiqumrhu, kwiqumrhu, kumbutho, okanye kwiziko elisemthethweni kunye
  - iv. Nakumlawuli woLwazi xa kuceliwe.

## **9 UKUHLAZIYWA KWALENCWADANA YOLWAZI**

ISebe loPhuhliso IweNtlalo yoLuntu liyakuthi, ukuba kuyimfuneko, lihlaziye kwaye lipapashe le Ncwadana rhoqo ngonyaka.

**Ikhutshwe ngu:**

**Mnu. S. Collins**



Isayinwe ngekhompyutha

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**UMlawuli: kwiiNkonzo zoMthetho**

**KwiSebe loPhuhliso IweNtlalo yoLuntu, Mpuma-Kapa**

**Ukwenzela kwaye egameni likaSekela-Gosa loLwazi,**

**Mnu. M. Machemba – iNtloko yeSebe**



Provincie van die  
**OOSKAAP**  
**MAATSKAPLIKE ONTWIKKELING**

# **WBTI HANDLEIDING**

**Voorberei Ingevolge Artikel 14 van die  
Bevordering van Toegang tot Inligting, Wet 2  
van 2000 (soos gewysig)**

**DATUM VAN SAMESTELLING: 01/10/2021**

**DATUM VAN HERSIENING: 01/03/2023**

## **INHOUDSOPGawe**

- 1. LYS VAN AKRONIEME EN AFKORTINGS**
- 2. DOEL VAN WBTI HANDLEIDING**
- 3. ALGEMENE KONTAKTE VAN TOEGANG TOT INLIGTING**
- 4. GIDS OOR HOE OM WBTI TE GEBRUIK EN HOE OM TOEGANG TOT DIE GIDS TE VERKRY**
- 5. REKORDS EN KATEGORIEË REKORDS WAT DEUR DIE DEPARTEMENT VAN MAATSKAPLIKE ONTWIKKELING GEHOU WORD**
- 6. REKORDS VAN DIE DEPARTEMENT VAN MAATSKAPLIKE ONTWIKKELING WAT BESKIKBAAR IS SONDER DAT 'N PERSOON TOEGANG HOEF TE VERSOEK**
- 7. VERWERKING VAN PERSOONLIKE INLIGTING**
- 8. BESKIKBAARHEID VAN DIE HANDLEIDING**
- 9. OPDATERING VAN DIE HANDLEIDING**

## 1. LYS VAN AKRONIEME EN AFKORTINGS

- 1.1 "HOB"** Hoof Opvoerende Beamppte (**CEO**);
- 1.2 "AIB"** Adjunk-Inligtingsbeamppte (**DIO**);
- 1.3 "IB"** Inligtingsbeamppte (**IO**);
- 1.4 "Minister"** Minister van Justisie en Korektiewe Dienste (**Minister**);
- 1.5 "WBTI"** Wet op Bevordering van Toegang tot Inligting, Wet Nr 2 van 2000  
(soos gewysig) (**PAIA**);
- 1.6 "WOFB"** Wet op Openbare Finansiële Bestuur, Wet Nr 1 van 1999  
(soos gewysig) (**PFMA**);
- 1.7 "WBPI"** Wet op Beskerming van Persoonlike Inligting, Wet Nr 4 van 2013 (**POPIA**);
- 1.8 "Reguleerder"** Inligting Reguleerder (**Regulator**).

## 2. DOEL VAN WBTI HANDLEIDING

Hierdie WBTI Handleiding is nuttig vir die publiek om-

- 2.1 om die aard van rekords wat moontlik reeds by die Departement van Maatskaplike Ontwikkeling beskikbaar is na te gaan, sonder dat dit nodig is om 'n formele WBTI versoek in te dien.
- 2.2 'n Begrip het van hoe om 'n versoek vir toegang tot 'n record in die Departement van Maatskaplike Ontwikkeling te rig.
- 2.3 Toegang tot al die relevante kontakbesonderhede van die persoon wat die publiek sal bystaan met die rekords wat hulle beoog om toegang te verkry.
- 2.4 Weet van al die remedies wat tot die Departement van Maatskaplike Ontwikkeling beskikkbaar is rakende die versoek om toegang tot die rekords, voordat u die Reguleerder of die Howe nader.

- 2.5 Die beskrywing van die dienste wat beskikbaar is aan die lede van die publiek by die Departement van Maatskaplike Ontwikkeling en hoe om toegang tot daardie dienste te verkry.
- 2.6 'n Beskrywing van die gids om hoe om WBTI te gebruik, soos bygewerk deur die Reguleerder en hoe om toegang daar toe te verkry.
- 2.7 As die liggaam persoonlike inligting verwerk, die doel van die verwerking van persoonlike inligting en die beskrywing van die kategorieë van data subjekte en van die inligting of kategorieë inligting wat daarmee verband hou.
- 2.8 Weet of die Departement van Maatskaplike Ontwikkeling beplan het om persoonlike buiten die Republiek van Suid-Afrika oor te dra of te verwerken die ontvangers of kategorieë van die ontvangers aan wie die persoonlike inligting verskaf kan word; en
- 2.9 Weet of die Departement van Maatskaplike Ontwikkeling toepaslike sekuriteitsmaatreëls het om die vertoulikheid van die persoonlike inligting wat verwerk gaan word, te verseker.

### **3. ALGEMENE KONTAKTE VAN TOEGANG TOT INLIGTING**

E-pos: [Selwyn.Collins@ecdsd.gov.za](mailto:Selwyn.Collins@ecdsd.gov.za)

#### **3.1 Provinciale Hoofkantoor:-**

Posadres:	Privaatsak X 0039, Bhisho 5605
Fisiese Adres:	1ste Verdieping, One Vision Gebou, Circular Ry, Bhisho
Telefoon:	079 881 7044
E-pos:	<a href="mailto:Selwyn.Collins@ecdsd.gov.za">Selwyn.Collins@ecdsd.gov.za</a>
Webwerf:	<a href="http://www.ecdsd.gov.za">www.ecdsd.gov.za</a>

#### 4. GIDS OOR HOE OM WBTI TE GEBRUIK EN HOE OM TOEGANG TOT DIE GIDS TE VERKRY

4.1 Die Reguleerder het, ingevolge artikel 10(1) van WBTI, die hersiene Gids oor hoe om WBTI (“Gids”) te gebruik bygewerk en beskikbaar gestel, op ‘n maklike verstaanbare vorm en wyse, soos redelikerwys deur ‘n person vereis mag word, wat enige reg beoog in WBTI en WBPI wil uitoefen.

4.2 Die voormalde Gids bevat die beskrywing van-

- i. Die voorwerpe van WBTI en WBPI;
- ii. Die pos-en straat adres, telefoon -en faksnommer en, indien beskikbaar, elektroniese posadres van-
  1. Die Inligtingsbeampte van elke openbare liggaam, en
  2. Elke Adjunk-inligtingsbeampte van elke openbare en privaat liggaam angewys ingevolge artikel 17(1) van WBTI<sup>1</sup> en artikel 56 van WBPI<sup>2</sup>;
- iii. Die wyse en vorm van versoek vir-
  1. Toegang tot ‘n rekord van ‘n openbare liggaam beoog in artikel 11<sup>3</sup>; en
  2. Toegang tot rekord van privaat liggaam beoog in artikel 50<sup>4</sup>;

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<sup>1</sup> Artikel 17 (1) van WBTI- Vir die doel van WBTI moet elke openbare liggaam, onderhewig aan wetgewing wat die indiensneming van personeel van die betrokke openbare liggaam reguleer, die aantal personele as Adjunk-inligtingsbeampte as wat nodig is om die openbare liggaam so toeganglik as redelickerwys moontlik te maak vir versoekers van sy rekords.

<sup>2</sup> Artikel 52 (a) van WBPI – Elke openbare en private liggaam moet, op die wyse voorgeskryf in artikel 17 van die Wet op die Bevordering van Toegang tot Inligting, met die nodige veranderinge voorsiening maak vir die aanwysing van so ‘n aantal personele, indien enige, as ‘n Adjunk-inligtingsbeamptes as wat nodig is, om die pligte en verantwoordelikhede uit te voer soos uiteengesit in artikel 55(1) van WBPI.

<sup>3</sup> Artikel 11(1) van WBTI – ‘n Versoeker moet toegang gegee word tot ‘n rekord van ‘n openbare liggaam indien daardie versoeker voldoen aan al die procedurele vereistes in WBTI met betrekking tot ‘n versoek om toegang tot daardie rekord; en toegang tot daardie rekord word nie gweier ingevolge enige grond vir weiering beoog in Hoofstuk 4 van hierdie Deel nie.

<sup>4</sup> Artikel 50(1) van WBTI – ‘n Aansoeker moet toegang gegee word tot enige rekord van ‘n private liggaam indien –

- a) Daardie rekord nodig is vir die uitoefening of beskerming van enige regte;
- b) Daardie persoon voldoen aan die vereistes van WBTI met betrekking tot ‘n versoek om toegang tot daardie rekord; en
- c) Toegang tot daardie rekord word nie gweier in terme van enige grond van weiering beoog in Hoofstuk 4 van hierdie Deel nie.

- iv. Die bystand beskikbaar vanaf die Inligtingsbeampte van ‘n opebare liggaam ingevolge WBTI en WBPI.
- v. Die bystand beskikbaar vanaf Reguleerder in terme van WBTI en WBPI.
- vi. Alle regsmiddels beskikbaar wat ‘n handeling of versuim om op te tree ten opsigte van ‘n reg of plig wat deur WBTI en WBPI verleen op gelê is, vertraag, insluitende die wyse van verblyf –
  - 1. In interne appel;
  - 2. ‘n Klagte by die Reguleerder; en
  - 3. ‘n Aansoek by ‘n hof teen ‘n besluit deur die inligtingsbeampte van ‘n openbare liggaam, ‘n besluit oor interne appéel of ‘n besluit deur die Reguleerder of ‘n besluit van ‘n private liggaam;
- vii. Die bepalings van artikel 14<sup>5</sup> en 52<sup>6</sup> wat vereis dat ‘n openbare onderskeidelik, ‘n handleiding samgestel, en hoe om toegang tot ‘n handleiding te verkry;
- viii. Die bepalings van artikel 15<sup>7</sup> en 52<sup>8</sup> wat wat voorsiening maak vir die vrywillige openbaarmaking van kategorieë rekords deur onderskeidelik ‘n openbare liggaam en private liggaam;

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<sup>5</sup> Artikel 14(1) van WBTI – Die Inligtingsbeampte van ‘n openbare liggaam moet, in ten minste drie amptelike tale, ‘n handleiding beskikbaar stel wat, inligting bevat wat in paragraaf 4 hierbo gelys is.

<sup>6</sup> Artikel 51(1) van WBTI – Die hoof van ‘n privaatliggaam moet ‘n handleiding beskikbaar stel wat die beskrywing bevat van die inligting wat in paragraaf 4 hierbo gelys is.

<sup>7</sup> Artikel 15(1) van WBTI – Die Inligtingsbeampte van ‘n openbare liggaam, moet op die voorgeskrewe wyse ‘n beskrywing van die kategorieë rekords van die openbare liggaam beskikbaar stel wat outomatis beskikbaar is sonder dat ‘n persoon toegang hoeft te versoek.

<sup>8</sup> Artikel 52 (1) van WBTI – Die hoof van privaatliggaam kan op ‘n vrywillige basis op die voorgeskrewe wyse ‘n beskrywing van die kategorieë rekords van die privaatliggaam beskikbaar stel wat outomatis beskikbaar is sonder dat ‘n persoon toegang hoeft te versoek.

- ix. Die kennisgewing uitgereik ingevolge artikel 22<sup>9</sup> en 54<sup>10</sup> rakende fooie wat betaal moet word in verband met versoek vir toegang; en
  - x. Die regulasies gemaak ingevolge artikel 92<sup>11</sup>.
    - b. Lede van die publiek kan gedurende die normale werksure die Gids inspekteur of afskrifte daarvan maak vanaf die kantore van die openbare of private liggaame, insluitende die kantoor van die Reguleerder. Die Gids kan ook op versoek by-
      - i. Die Inligtingsbeampte;
      - ii. Vanaf die webwerf van die Reguleerder ([www.ecdsd.gov.za](http://www.ecdsd.gov.za)) verkry word.
5. REKORDS EN KATEGORIEË REKORDS WAT DEUR DIE DEPARTEMENT VAN MAATSKAPLIKE ONTWIKKELING GEHOU WORD

Onderwerp waарoor die liggaam rekords hou	Kategorieë rekords wat oor elke onderwerp gehou word
Strategiese dokumente, Planne, Voorstelle.	Jaarverslae, Strategiese Plan, Jaarlikse Prestasieplan
Menslike Hulpbronne	- MH- beleide en-prosedures; - Geadverteerde plasings; - Werknemersrekord - Leer en ontwikkeling bv: vaardigheidontwikkeling en opleidingsplanne; - Diensbillikhedsplan en statistieke.

<sup>9</sup> Artikel 22(1) van WBFI- Die Inligtingsbeampte van die openbare liggaam aan wie 'n versoek om toegang gerig word, moet by kennisgewing van die versoeker vereis om die voorgeskrewe versoekfond (indien enige) te betaal voordat die versoek verder verwerk word.

<sup>10</sup> Artikel 54(1) van WBFI- Die hoof van 'n privaatliggaam vir wie 'n versoek om toegang gerig word, moet by die kennisgewing van die versoeker vereis om die voorgeskrewe versoekfond (indien enige) te betaal voordat die versoek verder verwerk word.

<sup>11</sup> Artikel 92(1) van WBFI- bepaal dat "Die Minister kan, by kennisgewing in die Staatskoerant, regulasies maak ten opsigte van-

- (a) Enige aangeleentheid wat deur hierdie Wet vereis of toegelaat word om voorgeskryf te word;
- (b) Enige aangeleentheid met betrekking tot die gelde beoog in artikels 22 en 54;
- (c) Enige kennisgewing wat deur hierdie Wet vereis word;
- (d) Eenvormige kriteria wat deur die Inligtingsbeampte van 'n openbare liggaam toegepas moet word wanneer daar besluit word watter kategorieë rekords ingevolge artikel 15 beskikbaar gestel moet word; en
- (e) Enige administratiewe prosedurele aangeleentheid wat nodig is om uitvoering te gee aan die bepalings van hierdie Wet".

**6. REKORDS VAN DIE DEPARTEMENT VAN MAATSKAPLIKE ONTWIKKELING WAT BESKIKBAAR IS SONDER DAT 'N PERSOON TOEGANG HOEF TE VERSOEK**

Kategorie	Tipe Dokument	Beskikbare Webwerf	Op aanvraag beskikbaar
Tenderdokument	- Geadverteerde tender - Naam van suksesvolle bier	X	
Wetgewing/ Regulasie	- Interne beleide en regulasies	X	
Strategiese dokumente (Planne en Verslag)	- Organisatoriese profiel (Oorsig, Doelwitte, Funksies, Argitektuur);  - Jaarverslae;  - Strategiese Plan;  - Jaarlikse prestasieplan;  - Strategiese en prestasieplanne;	X	

**7. VERWERKING VAN PERSOONLIKE INLIGTING**

**7.1 Doel van verwerking**

Die doel vir die verwerking van persoonlike inligting of algemene inligting is vir die belang van geregtigheid om gedien te word, waar relevante inligting deur die hof of die Applikant / openbare persoon benodig word.

**7.2 Kategorieë van datasubjekte en van die inligting of kategorieë inligting wat daarmee verband hou:**

<b>Kategorieë van datasubjekte</b>	<b>Persoonlike Inligting wat Verwerk kan word</b>
Natuurlike Persone	Name en van; kontakbesonderhede (kontaknommer(s), faksnommer, e-pos adres); Woonadres, pos of besigheid adres; Unieke identifiseerder / identiteits nommer en vertroulike korrespondensie
Regspersone	Name van kontakpersone; Naam van regspersoon; Fisiese en posadres; Kontakbesonderhede (kontaknommer(s), faksnommer, e-pos adres); Registrasienommer, finansieel, kommersiëële, wetenskaplike of tegniese inligting en handelsgeheime.
Werknemmers	Geslag, swangerskap, Huwelikstaat, Ras, ouderdom, taal, opvoedkundige inligting (kwalifikasies); finansiële inligting; werksgeskiedenis, ID nommer; fisiese en posadres, Kontakbesonderhede (kontaknommer(s), faksnommer, e-pos adres); Kriminiele gedrag, welstand en hul naasbestandes (familielede) Ras, mediese, geslag, seks, nasionaliteit, etniese of sosiale oorsprong, seksuele orientasie, ouderdom, fisiese of geestelike gesondheid, welstand, gestremdheid, Godsdienst, gewete, geloof, kultuur, taal, biometriese inligting van die persoon.

7.3 Ontvangers of kategorieë van Ontvangers aan wie die persoonlike inligting verskaf kan word.

<b>Kategorieë van Persoonlike Inligting</b>	<b>Ontvangers of kategorieë van Ontvangers</b>
Identiteitsnommers –en name, om kriminelle gedrag na te gaan	Suid-Afrikaanse Polisiedienste
Kwalifikasies, vir kwalifikasie verifikasiëring	Suid-Afrikaanse Kwalifikasie Owerheid
Krediet –en betalings-geskiedenis, vir krediet inligting.	Kreditburo

**8. BESKIKBAARHEID VAN DIE HANDLEIDING**

- a. 'n Afskrif van hierdie Handleiding of die bygewerkte weergawe daarvan is ook soos volg beskikbaar:
  - i. Op [www.ecdsd.gov.za](http://www.ecdsd.gov.za)
  - ii. By die kantoor van die Provinciale Department van Maatskaplike Ontwikkeling.
  - iii. Aan enige relevante persoon, liggaam, entiteit, organisasie of regsinstelling en
  - iv. Aan die Inligtingsreguleerder, op versoek.

**9. BYWERKING VAN DIE HANDLEIDING**

Die Departement van Maatskaplike Ontwikkeling sal, indien nodig, hierdie Handleiding jaarliks bywerk en publiseer.

**Uitgereik deur:**

**Mnr S. Collins**



elektronies onderteken

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**Direkteur: Regsdienste**

**Departement van Maatskaplike Ontwikkeling, Ooskaap**

**Vir en namens die Adjunk-Inligtingsbeampte,**

**Mnr M. Machemba – Hoof van die Departement**