



IBHUKU LE-PAIA

Lilungiswe ngokwesigaba 14 soMthetho wesi-2 wezi-2000
Wokukhuthaza Ukutholakala Kolwazi (njengoba uchitshiyelwe)

USUKU LOKUHLANGANISWA: kuNhlaba 2021
USUKU LOKUBUYEKEZWA: kuNhlaba 2024
Imininingwane ye-DIO ebuyekeziwe: kuMasingana 2025

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1. **UHLU LWEZIFINYEZO**

- 1.1 "CFO" kusho Chief Financial Officer – Isikhulu Esiphezulu Kwezezimali
- 1.2 "COO" kusho Chief Operating Officer- Isikhulu Esiphezulu Kwezemisebenzi
- 1.3 "DIO" kusho Deputy Information Officer - Iphini Lesikhulu Solwazi
- 1.4 "DVC" kusho Deputy Vice-Chancellor - Iphini likaSekela Shansela
- 1.5 "ELG" kusho Executive Leadership Group - Iqembu Lobuholi Beziphathimandla
- 1.6 "Higher Education Act" kusho Higher Education Act No. 101 of 1997- Umthetho we-101 weMfundo ephakeme we-1997
- 1.7 "MEC" kusho Management Executive Committee – Ikomidi Lokuphatha Leziphathimandla
- 1.8 "PAIA" kusho Promotion of Access to Information Act No. 2 of 2000 (as Amended) – Umthetho wesi-2 Ibhuku Lokukhuthazwa Kokufinyeleleka Kolwazi Lomthetho wesi-2 wezi-2000 (njengoba uchtshiyelwe)
- 1.9 "POPIA" kusho Protection of Personal Information Act No.4 of 2013 – Umthetho wesi-4 wezi-2013 Wokuvikela Ulwazi Ngomuntu
- 1.10 "PsyCaD" kusho Centre of Psychological Services and Career Development – Indawo Yezinsizakalo Zezengqondo Nokuthuthukiswa Kwemisebenzi,
- 1.11 "Regulator" kusho Information Regulator – Ukulawula Ulwazi
- 1.12 "SRC" kusho Student Representative Council – Isigungu Esimele Abafundi
- 1.13 "UJ Institutional Statute" kusho Statute of the University of Johannesburg, Government Notice 42584, dated 19 July 2019 – Isimo Senyuvesi Yase-Johannesburg, Isaziso Sikahulumeni sezi-42584
- 1.14 "UJ" kusho University of Johannesburg – Inyuvesi Yase-Johannesburg

2. INHLOSO YEBHUKU LE-PAIA

Leli bhuku le-PAIA lisiza umphakathi:

- 2.1 ukubona uhlobo lwamarekhodi atholakala e-UJ ngaphandle kwesidingo sokuhambisa isicelo esisemthethweni se-PAIA;
- 2.2 ukuqonda ukuthi senziwa kanjani isicelo sokufinyelela irekhodi lase-UJ;
- 2.3 ukuthola yonke imininingwane yokuxhumana efanele yabantu abazosiza umphakathi ngamarekhodi abahlose ukuwafinyelela;
- 2.4 ukwazi wonke amakhambi atholakala e-UJ mayelana nezicelo zokufinyelela kumarekhodi ngaphambi kokuya kuMlawuli noma Ezinkantolo.
- 2.5 ngencazelo yezinsizakalo ezitholakalayo kumalungu omphakathi ase-UJ, kanye nendlela yokuthola lezo zinsizakalo;
- 2.6 ngencazelo yomhlahlandlela wokuthi isetshenziswa kanjani i-PAIA, njengoba ibuyekwezwa nguMlawuli kanye nendlela yokuthola ukufinyelela kuyo;
- 2.7 uma i-UJ izocubungula ulwazi lomuntu siqu, inhloso yokucubungula ulwazi lomuntu siqu kanye nencazelo yezigaba zezihloko zedatha kanye nezolwazi noma izigaba zolwazi oluhlobene nalokho;
- 2.8 ukwazi ukuthi i-UJ ihlele ukudlulisa noma ukucubungula ulwazi lomuntu siqu yini ngaphandle kweRiphabhulikhi yaseNingizimu Afrika kanye nabamukeli noma izigaba zabamukeli abanganikezwa ulwazi lomuntu siqu; futhi
- 2.9 nokwazi ukuthi i-UJ inazo yini izindlela zokuphepha ezifanele zokuqinisekisa ubumfihlo, ubuqotho kanye nokutholakala kolwazi lomuntu siqu okufanele lusetshenziswe.

3. UKUSUNGULWA KWENYUVESI YASE-JOHANNESBURG

- 3.1 UNgqongqoshe wezeMfundo, ngokuhambisana neSigaba 23(1) soMthetho wezeMfundo ePhakeme, uxoxisane noMkhandlu wezeMfundo ePhakeme ukuze kuhlenganiswe inyuvesi i-Rand Afrikaans kanye ne-Technikon Witwatersrand kube isikhungo esisodwa semfundo ephakeme sikahulumeni esaziwa ngeNyuvesi yase-Johannesburg mhla lulu-1 kuMasingana 2005. Ukuthola iGazethi Kahulumeni, chofoza [lapha](#). Isimo Sesikhungo i-UJ siyatholakala [lapha](#).
- 3.2 I-UJ iyisikhungo semfundo ephakeme sikahulumeni njengoba kubekwe kuMthetho Wezemfundo Ephakeme. I-UJ ibheka ukufundisa, ucwaningo kanye nomsebenzi womphakathi.
- 3.3 Isu le-UJ langowezi-2025 lihlelwe ngokwemigomo yamasu eyisi-6:
 - 3.3.1 ukwenza kahle ocwaningweni nasekusunguleni izinto ezintsha;
 - 3.3.2 ukwenza kahle ekufundiseni nasekufundeni;
 - 3.3.3 Iphrofayili kumazwe ngamazwe yokwenza kahle kumumo womhlaba (GES);
 - 3.3.4 ukufunda nokuphila okunothisayo okuvumela abafundi;
 - 3.3.5 ukuphathwa kwesithunzi kuzwelonke nasemhlabeni jikelele;
 - 3.3.6 ukufaneleka kubuhle nomumo womhlaba (GES).
- 3.4 Ubuhle Nesimo Somhlaba (GES), obasungulwa ngo-2014, futhi manje ekuphindaphindweni kwabo kwesibili okwaziwa ngokuthi i-GES 4.0, buwuhlelo olukhethekile lokutshala izimali ukuze kusheshiswe ukufezwa kwemigomo yamasu, kanye nokubeka i-UJ njengomholi ekuthuthukiseni abantu nobuchwepheshe obufanele Inguquko Yezimboni Yesine (4IR) njengoba iphathelene nesimo sase-Afrika. Uhlelo Lwesu lokusebenza lwase-UJ lusekela yonke imizamo yase-UJ, futhi lufakwe

ezinqubweni zokubika zonyaka, ukuhlela kufakhalithi nasemazingeni ezigaba, kanye nasohlelweni lokuphatha umsebenzi.

- 3.5 Uhlelo Lwesu Lokusebenza lwase-UJ lowezi-2021, okuwuhlelo lwakamuva lwaminyaka yonke loHlelo Lwesu Lokusebenza lwase-UJ, luhlanganisa Izinkomba Zokusebenza Eziyinhloko ezingama-87 (ama-KPI) Ezindaweni Ezibalulekile Zokusebenza Ezibanzi (ama-KPA), lapho iningi lazo, ngaphezu kwezintsha, zilandelelwe kusukela ngowezi-2013.

3.6 **Imigomo yamasu**

3.6.1 **Umgomo wesu 1: Ukwenza kahle ocwaningweni nasekusunguleni izinto ezintsha**

I-UJ ihlose ukukhulisa umumo nesithunzi sayo ngekhwalithi, ubuqotho kanye nomthelela wocwaningo lwayo, ikakhulukazi njengoba ixoxa nezindaba eziphathelene neNguquko Yezimboni Yesine (4IR) esimweni samazwe ase-Afrika. Maqondana nalokhu, Uhlelo Lwesu Lokusebenza lwase-UJ luqondisa umphumela wabaneziqo ezingaphezulu, imiphumela yocwaningo, ukubambisana kocwaningo, umthelela wocwaningo, uxhaso lwezimali locwaningo, namandla ocwaningo mayelana nabasebenzi. Mayelana nokuqanjwa kabusha, Izindawo Zokusebenza Ezibalulekile (ama-KPA) eziqashiwe zihlobene nocwaningo oluqhutshwa ngobuchwepheshe obusetshenziswayo kanye nokusungula izinto ezintsha, kanye nemali engenayo evela kwezohwebo.

Umgomo wesu 2: Ukwenza kahle ekufundiseni nasekufundeni

I-UJ ihlose ukusungula ukuvelela kanye nomumo ekufundiseni nasekufundeni kanye nokukhuthaza impumelelo encomekayo ngohlu lwayo olugcwele lwenhlangano yabafundi ehluke kakhulu ezinhlelweni zokufunda ezinzima ngokobuhlakani eziphendula ngendlela entsha kuzinselelo zekhulunyaka lama-21, kanye neNguquko Yezimboni Yesine (4IR) kakhulukazi. Uhlelo Lwesu Lokusebenza lwase-UJ luqapha ababhalisayo abahlosiwe, izinhlelo ezifanele kanye nokuthuthukiswa kwezinhlelo zokufunda, ukusebenzisana namazwe ngamazwe, impumelelo yabafundi ngezinkomba ezihlukahlukene zempumelelo nemiphumela, ukuqashwa kwabathweswe iziqu, kanye nemiphumela yezifundo ekufundiseni nasekufundeni.

Umgomo wesu 3: Iphrofayili kumazwe ngamazwe yobuhle nomumo uwomhlaba (GES)

I-UJ ihlose ukwakha iphrofayili yayo yamazwe ngamazwe yobuhle nomumo (GES) ngokuphishekela ngenkuthalo ukuhwebelana kwamanye amazwe ngabafundi, abasebenzi nezinhlelo zemfundo. Uhlelo Lwesu lokusebenza lwase-UJ luqapha ukuqashwa kwabafundi nabasebenzi bamazwe ngamazwe, inani labafundi ababandakanyeka ezifundweni zaphesheya (ezingenayo, neziphumayo ku-inthanethi), ukubambisana kwezikhungo kanye nokusebenzisana ezinhlelweni zemfundo ezihlanganyelwe.

Umgomo wesu 4: Ulwazi Lokufunda Nokuphila Okulungele Abafundi

I-UJ ihlose ukuhlinzeka ngolwazi lokufunda olulungele abafundi kanye nolwazi lokuphila okunezinsiza ezinhle kakhulu zokufundisa nokufunda, ukusekelwa okuqhubekayo kuwo wonke umjikelezo wezifundo, ukufunda okunempilo nemiphakathi ephilayo, kanye nesiko nezimiso zokuziphatha zabafundi ezinesibopho nenhlonipho. Uhlelo Lwesu lokusebenza lwase-UJ luqapha izinsiza zokufundisa nokufunda, ukwaneliseka kwabafundi, ukubamba iqhaza okhethweni lwe-SRC kanye nokusebenza ngokuzithandela kwabafundi.

3.6.2 **Umgomo wesu 5: Ukugcinwa kwesithunzi kuzwelonke nasemhlabeni jikelele**

I-UJ ihlose ukugcina isithunzi sayo sikazwelonke nesomhlaba wonke njengesikhungo sase-Afrika sonkana sophenyo olunzulu lobuhlakani oluzuzwe ngomfundaze obanzi, ukubamba iqhaza kumanethiwekhi olwazi kanye nokuhlonza okuzuzwe yi-UJ kanye nocwaningo ngokuxoxisana nomphakathi, ikakhulukazi ezindaweni eziphambili njengeNguquko Yezimboni Yesine (4IR). Uhlelo Lwesu Lokusebenza lwase-UJ luqapha ukusebenzisana kwe-Pan-African, izingqungquthela zomphakathi kanye nezinkulumo e-UJ mayelana neNguquko Yezimboni Yesine (4IR), imiklomo yabasebenzi abahlonishwayo nabafundi, imiphumela yocwaningo lwebrendi, izikhundla zamazinga omhlaba, kanye negalelo lomphakathi lobuhlakani babaholi nabasebenzi emithonjeni yezindaba zomhlaba wonke

nakuzwelonke kuzo zonke izindaba, kanye neNguquko Yezimboni Yesine (4IR) ikakhulukazi.

3.6.3 **Umgomo wesu 6: Ukufaneleka Kubuhle Nomumo Womhlaba (GES)**

I-UJ ihlose ukuba yinhlango elawulwa kahle, ezinzile ngokwezezimali elungele Ubuhle Nomumo Womhlaba (GES) esebenzisa abasebenzi abahlukahlukene futhi abavelele ukuze baqhubekisele phambili imigomo yamasu ayo, futhi ekhuthaza ukusimama kwemvelo kuzinqubomgomo nezinqubo zayo. Uhlelo Lwesu Lokusebenza lwase-UJ luqapha ukusebenza kahle, izinkomba zokusimama kwezimali, isiko lesikhungo ngemiphumela yocwaningo kanye nezinhlelo zobuholi, ukutshalwa kwezimali kuphrojekthi yezemfundo, abasebenzi: izilinganiso zabafundi, iziqu zabasebenzi bezemfundo, amasu okuqashwa okwakha izilinganiso zabasebenzi abamnyama, abesifazane, abakhubazekile kanye nabasebenzi bamazwe ngamazwe, izinkomba zezikhundla zezisebenzi kanye nokushintshashintsha komsebenzi, kanye nezinkomba zokusimama kwemvelo kanye nokubusa okuhle.

4. **ISAKHIWO SENYUVESI YASE-JOHANNESBURG KANYE IMISEBENZI**

4.1 I-UJ isebenza ngokoMthetho Wezemfundo Ephakeme kanye noMthetho Wesikhungo sase-UJ (oshicilelwe kuGazethi Kahulumeni 42584 yamhla ziyi-19 kuNtulikazi 2019).

4.2 UMthetho Wezemfundo Ephakeme uhlinzekela lezi zinhlelo ezilandelayo zase-UJ:

4.3 **UMkhandlu**

UMkhandlu uyisigungu esiphezulu esilawulayo sase-UJ. UMkhandlu ulawula i-UJ ngokuhambisana nezinhlelo zoMthetho wezemfundo ePhakeme kanye noMthetho Wesikhungo sase-UJ futhi uziphendulela kuNgqongqoshe Wezemfundo Ephakeme, Isayensi Nokusungula. UMkhandlu wenza imisebenzi yawo ngokuhambisana noMthetho Wezemfundo Ephakeme kanye neSigaba 8 soMthetho Wesikhungo sase-UJ.

Eminye yemisebenzi eyenziwa uMkhandlu ibandakanya ukuqokwa kweShansela; ukugunyazwa koMthetho Wesikhungo sase-UJ ukwethulwa eMnyangweni Wezemfundo Ephakeme; ukuqinisekisa ukubusa okuhle nokuphathwa kwe-UJ; ukuqinisekisa ngemithombo yezimali kanye nempahla yesikhungo; ukuqapha inqubo yenguquko e-UJ kanye nokugunyazwa kohlelo lwesulase-UJ, umbono, umsebenzi, imigomo yamasu, izinkomba zokusebenza ezibalulekile kanye nohlelo lokusebenza lonyaka.

UMkhandlu wakha amakomiti alandelayo:

- 4.3.1 IKomidi Eliphethe;
- 4.3.2 IKomidi Lamaholo Nokuqoka;
- 4.3.3 IKomidi Lokucwaninga Amabhuku Nezingozi;
- 4.3.4 IKomidi Lezabasebenzi kanye Nokuziphatha Komphakathi;
- 4.3.5 IKomidi Lamaphrojekthi Nezinsiza;
- 4.3.6 IKomidi Lokusimama Kwezezimali;
- 4.3.7 Amakomidi Ahlanganyelwe oMkhandlu kanye neSigele njengoba kuvunyelwene nguMkhandlu kanye neSigele;
- 4.3.8 Namanye amakomidi uMkhandlu obona edingekile.

4.4 **Isigele**

Isigele yikomidi elisemthethweni lezefundo njengoba kuhlangozwe esigabeni 28 soMthetho Wezefundo Ephakeme nangokuhambisana nezigaba 19-28 zoMthetho Wesikhungo sase-UJ. Isigele silawula konke ukufundisa, ukufunda, ucwaningo kanye neminye imisebenzi yezefundo yase-UJ, kanye nayo yonke eminye imisebenzi ethunyelwe noma eyabelwe yona nguMkhandlu. Isigele sisungula amakomidi ngokuhambisana nesigaba sama-26 soMthetho Wesikhungo sase-UJ futhi sigunyaze izivumelwano ezihlukene. Isigele siphinde siphawule, sicubungule futhi sigunyaze izinqumo ezithathiwe noma izincomo ezenziwe amakomidi eSigele (ngokuhambisana nokudluliselwa okugunyaziwe kwekomidi ngalinye).

Isigele sakha amakomiti alandelayo:

- 4.4.1 IKomidi Eliphethe;
- 4.4.2 IKomidi Leziqo Eziphakeme;
- 4.4.3 IKomidi Locwaningo Lwenyuvesi;
- 4.4.4 IKomidi Lesigele Lokufundisa Nokufunda;
- 4.4.5 IKomidi Lesigele Lenkululeko Yezefundo;
- 4.4.6 IKomidi Lesigele Locwaningo Nenkambo elungile;
- 4.4.7 neBhodi LeFakhalithi yawo wonke amaFakhalithi liyikomidi elimile leSigele.

4.5 **IKomidi Eliphethe Leziphathimandla**

U-MEC uyikomidi eliphezulu labaphathi base-UJ ngokuhambisana nesigaba sama-46 soMthetho Wesikhungo sase-UJ. U-MEC wenza imisebenzi yakhe ngokuhambisana noMthetho kanye nezigaba 46-49 zoMthetho Wesikhungo Sase-UJ.

IKomidi Eliphethe Leziphathimandla lakha amakomiti alandelayo:

- 4.5.1 IKomidi Eliphethe Leziphathimandla: Ezefundo;
- 4.5.2 IKomidi Lokulawula Ubungozi;
- 4.5.3 IKomidi Lezinguquko;
- 4.5.4 neKomidi Lezohwebo.

4.6 **Inkundla Yesikhungo**

Inkundla Yesikhungo isebenza ngokuhambisana noMthetho Wezefundo Ephakeme, kanye noMthetho Wesikhungo sase-UJ negunya elijutshwe kuso nguMkhandlu. Inkundla Yesikhungo yeluleka uMkhandlu njengoba kuhlangozwe eSigabeni sama-51 soMthetho Wesikhungo sase-UJ, ngokuhambisana nombono, umsebenzi, amagugu asemqoka, imigomo yamasu, amasu kanye nama-KPI alandelayo, izimiso zokuphatha ngokubambisana kanye nohlaka lwezomthetho nokuphatha lwase-UJ. Inkundla Yesikhungo ibuye yeluleke uMkhandlu ngezindaba zenqubomgomo yesikhungo efanele, isiko lesikhungo kanye nokuqashwa kwabaphezulu kwase-UJ.

4.7 **Isigungu Esimele Abafundi (SRC)**

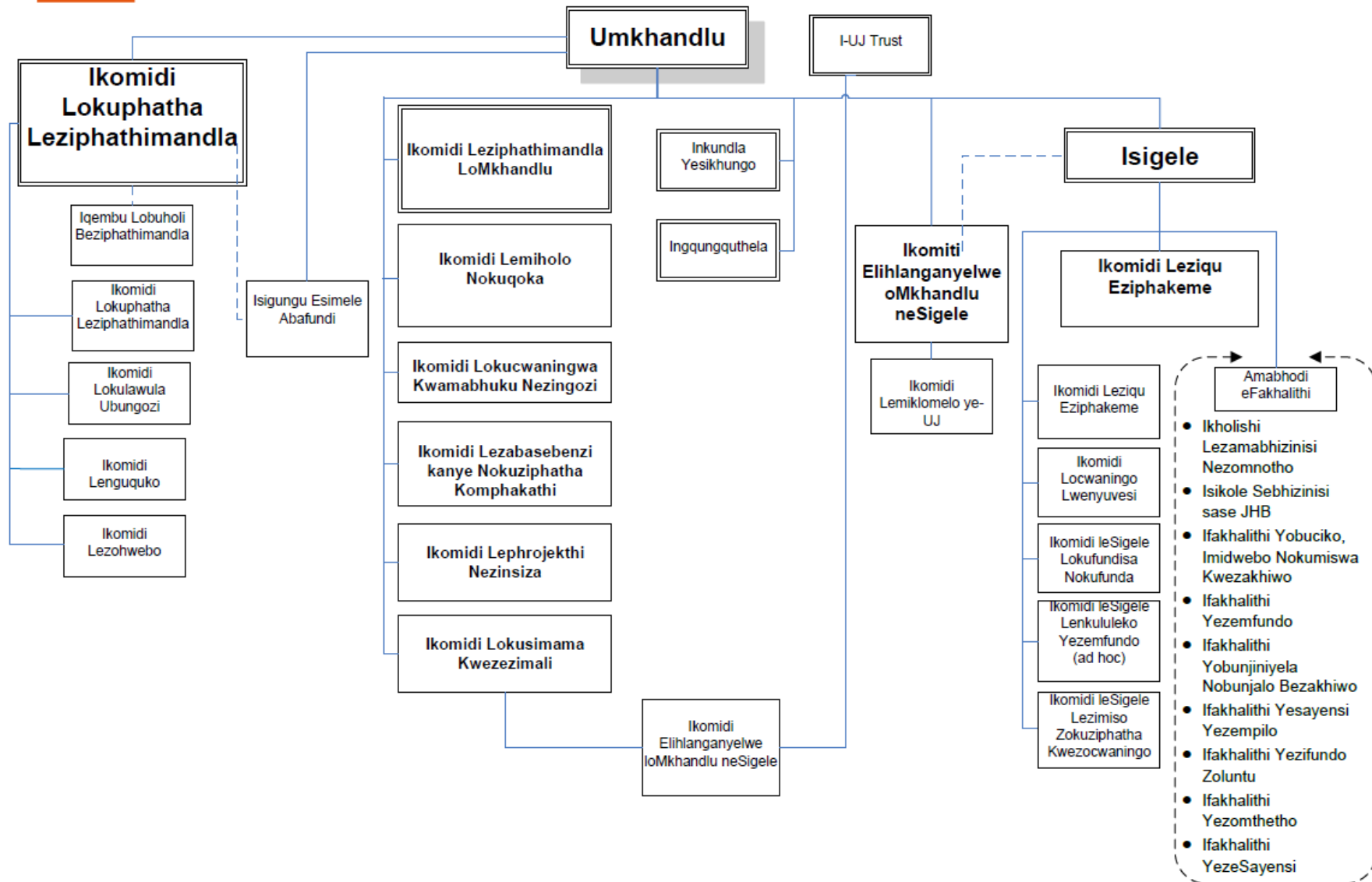
I-SRC imele umphakathi wabafundi futhi yenza ngokwezintshisekelo zawo mayelana nezindaba ezifanele zemfundo nezingezona ezezefundo; yeseka umbono, umsebenzi, amagugu kanye nemigomo yase-UJ; lixhumana noMkhandlu, iSigele, iSekela Shansela noThishanhlolo kanye neKomidi Eliphethe Leziphathimandla, Imikhandlu Emele Abafundi yezinye izikhungo kanye nomphakathi jikelele; ikhuthaza abafundi ukubamba iqhaza ezindabeni zabo; futhi ikhuthaza ukukhuthala kwezefundo kanye nokwenza kahle phakathi kwabafundi.

Izinhlaka ezisohlwini zisebenza ngokuhambisana nezinhlinzeko zoMthetho wezeMfundo ePhakeme kanye noMthetho Wesikhungo sase-UJ.

Ukuvezwa ngokubonakalayo kwesakhiwo kuvela ekhasini elilandelayo.



Ukubusa/Izinhlaka zeKomidi



5.3 Amaphini Ezikhulu Zolwazi

Igama	Isikhundla	Ucingo	I-imeyili
Sol B Jansen van Vuuren	uRegistra	011 559 4850	bettinevv@uj.ac.za
Nkz N Mamorare	Umphathi Omkhulu Wezezimali	011 559 4811	nolwazim@uj.ac.za
Sol S Khan	Iphini likaSekela-Shansela: Kwezemfundo	011 559 4809	skhan@uj.ac.za
Sol R Phaswana-Mafuya	IPhini Lesekela-Shansela: Ucwangingo kanye Nokwenza kabusha	011 559 4815	refilwep@uj.ac.za
Dkt M Ralephata	Isikhulu Esiyinhkoko Semisebenzi	011 559 4863	mralephata@uj.ac.za
Mr A Pretorius	Umeluleki jikelele	011 559 4818	driesp@uj.ac.za
Sol B Ngqulunga	Umqondisi Omkhulu Oyisiphathimandla	011 559 4808	ngqulungab@uj.ac.za

5.4 Amakheli eposi nawokuhlala awo wonke amaPhini Ezikhulu Zolwazi anikezwe ku-5.5 and 5.6.

5.5 Iminingwane yokuxhumana ukubuza ngolwazi

I-meyili: paia@uj.ac.za

5.6 Ihhovisi Elikhulu/ Kuzwelonke

Ikheli leposi: PO Box 524
Auckland Park
2006

5.7 **Ikheli lokuhlala** Corner Kingsway ne-University Road, Auckland Park, Johannesburg

Ucingo: 011 559 4555

i-imeyili: mylife@uj.ac.za

Iwebhusayithi: <http://www.uj.ac.za>

6. **INCAZELO YAZO ZONKE IZIXAZULULO EZITHOLAKALAYO MAYELANA NOMTHETHO NOMA UKWEHLULEKA UKUTHATHA ISINYATHELO ENYUVESI YASE-JOHANNESBURG.**

6.1 **Izinyathelo Zangaphakathi Zokudlulisa Izikhalazo**

Uma ukholelwa ukuthi ukwenqaba kwe-UJ ukunikeza ulwazi akulungile, noma kufanele ube nezizathu zezikhalazo ngokwe-PAIA, isikhalazo sangaphakathi singafakwa ku-UJ ngokugcwalisa [Form 04: Ifomu Langaphakathi Lokufaka Isikhalazo](#) (Umthethonqubo 9) bese ulithumela ku paia@uj.ac.za noma nge-POPI e-online yase-UJ kanye nenkundla ye-PAIA etholakala ku-<https://www.uj.ac.za/about/about/popia-and-paia/>.

Uma i-UJ yenza noma yehluleka ukwenza ngokwe-PAIA, ummangali angathatha izinyathelo ezibekwe ezigabeni 74 kuya ku-82 ze-PAIA.

6.2 **Inqubo yokukhononda kuMlawuli Wolwazi noma nakuyiphi inhlangano elawulayo**

6.2.1 Uma ungagculisekile ngesinqumo se-UJ, futhi usudlule kuzo zonke izikhalazo zangaphakathi ezifanele, ungafaka isikhalazo kuMlawuli. Ukuthola ulwazi oluthe xaxa, bheka esigabeni 23 seSiqondiso esiku-7 ngezansi.

6.2.2 Isikhalazo singafakwa kuMlawuli ngokugcwalisa nokuthumela Ifomu 05: [Ifomu 05: Ifomu Lezikhalazo](#) (umthethonqubo we-10) bese ulithumela ku PAIAComplaints@inforegulator.org.za.

6.2.3 Isikhalazo kufanele sifakwe zingakapheli izinsuku eziyi-180 kutholwe isinqumo esivela e-UJ.

6.3 **Inqubo yokuya eNkantolo egunyaza ukuthola usizo olufanele.**

6.3.1 Uma ungaphumelelanga ekudluliseni isicelo ngaphakathi, noma uhlukunyezwe yisinqumo soMlawuli, ungafaka isicelo eNkantolo ezinsukwini eziyi-180 zalowo mcimbi. Ukuthola ulwazi oluthe xaxa, bheka esigabeni 24 seSiqondiso esiku-7 ngezansi.

6.3.2 Isicelo esiya eNkantolo ngaphansi kwe-PAIA senziwa ngokuqulwa kwamacala, kanti kufanele sisetshenziswe njengesinyathelo sokugcina. Amacala okufinyelela ulwazi angalalelwa ngaphambi kwezinkantolo zikaMantshi, njengenkantolo yokuqala, kanye neNkantolo Ephakeme enegunya lokuphatha. Ukwehluleka ukuletha isicelo esikhathini esiyizinsuku eziyi-180 kungase kuxolelwe yiNkantolo uma umuntu ekhombisa ukuthi ubulungiswa budinga ukuthi kube njalo.

7. **ISIQONDISO SOKUSEBENZISA I-PAIA NOKWAZI UKUFINYELELA KUSIQONDISO**

7.1 UMlawuli, ngokwesigaba 10(1) se-PAIA, ubuyekeze futhi wenza ukuba kutholakale isiqondiso esibuyekeziwe sokusebenzisa i-PAIA (“**Isiqondiso**”), ngendlela eqondakala kalula, njengoba kungase kudingwe ngokufanele kumuntu ofisa ukusebenzisa noma yiliphi ilungelo elihlongozwe ku-PAIA kanye ne-POPIA.

7.2 Isiqondiso sitholakala ngolimi ngalunye olusemthethweni.

7.3 Isiqondiso esishiwo ngenhla siqukethe incazelo ya-

7.3.1 izinto ze-PAIA kanye ne-POPIA.

7.3.2 ikheli leposi nelomgwaqo, inombolo yocingo neyefeksi kanye, uma likhona,

7.3.3 ikheli le-imeyili lika-

7.3.3.1 Isikhulu Solwazi sawo wonke amagatsha kahulumeni, kanye

- 7.3.3.2 nawonke amaPhini eZikhulu zoLwazi kuwo wonke amagatsha kahulumeni nazimele aqokwe ngokwesigaba 17(1) se-PAIA kanye nesigaba sama-56 se-POPIA;
- 7.3.4 indlela kanye nohlobo lwesicelo-
- 7.3.4.1 ukufinyelela kurekhodi lenhlangano yomphakathi elihlongozwe esigabeni 11 se-PAIA;
- 7.3.4.2 nokufinyelela kurekhodi lenhlangano ezimele elihlongozwe esigabeni 50 se-PAIA;
- 7.3.4.3 usizo olutholakala kuSikhulu Solwazi senhlangano yomphakathi ngokwe-PAIA kanye ne-POPIA;
- 7.3.4.4 usizo olutholakala kuMlawuli ngokwe-PAIA kanye ne-POPIA;
- 7.3.4.5 zonke izixazululo ezikhona emthethweni mayelana nesenzo noma ukwehluleka ukwenza okuthile maqondana nelungelo noma umsebenzi onikezwe noma obekwe yi-PAIA kanye ne-POPIA, kuhlanganisa nendlela yokufaka-
- (a) isicelo sangaphakathi;
- (b) isikhalazo kuMlawuli;
- (c) nesicelo enkantolo esiphikisana nesinqumo sesikhulu solwazi senhlangano yomphakathi, isinqumo sokudluliswa kwecala ngaphakathi noma isinqumo soMlawuli noma isinqumo senhloko yenhlangano ezimele.
- 7.3.5 izinhlinzeko zezigaba 14 kanye nesama-51 ze-PAIA ezidinga inhlango kahulumeni kanye nezimele, ngokulandelana, ukuba yenze imanuwali, kanye nendlela yokufinyelela kumanuwali;
- 7.3.6 izinhlinzeko zezigaba 15 kanye nesama-52 ze-PAIA ezihlinzekela ukudalulwa ngokuzithandela kwezigaba zamarekhodi yinhlangano yomphakathi kanye nezimele, ngokulandelana;
- 7.3.7 izaziso ezikhishwe ngokwezigaba 22 nesama-54 ze-PAIA mayelana nezimali ezizokhokhwa maqondana nezicelo zokufinyelela;
- 7.3.8 nemithethonqubo eyenziwe ngokwesigaba 92 se-PAIA.
- 7.4 Amalungu omphakathi angahlola noma enze amakhophi eSiqondiso emahhovisi ezinhlangano zikahulumeni noma ezizimele, kuhlanganisa nehovisi loMlawuli, ngezikhathi zokusebenza ezijwayelekile.
- 7.5 Isiqondiso singabuye sitholakale-
- 7.5.1 ngokucela iSikhulu Solwazi;
- 7.5.2 kusizindalwazi soMlawuli <https://inforegulator.org.za/paia-guidelines/>.

8. INCAZELO YEZIHLOKO INHLANGANO EGCINA NGAZO AMAREKHODI NEZIGABA ZAMAREKHODI AGCINWE YINYUVESI YASE-JOHANNESBURG

Iqiniso lokuthi isihloko noma isigaba solwazi sisohlwini lapha akusho ngempela ukuthi amarekhodi akhona azodalulwa. Konke ukufinyelela kungaphansi kwemibandela ye-POPIA, PAIA kanye neminye imithetho.

8.1 UMkhandlu, iSigele kanye no-MEC

Ama-ajenda, amaminithi emihlangano kanye nezinhlw zamalungu azoba khona.

8.2 Izindaba zabafundi

- 8.2.1 Amarekhodi abafundi
- 8.2.2 Amarekhodi ezemfundo
- 8.2.3 Amaphepha okuhlolwa, imibhalo
- 8.2.4 Imikhandlu yabafundi nezinhlangano
- 8.2.5 Imithetho yabafundi
- 8.2.6 Amaphrofayili omfundi kanye nezibalo

8.3 Izindaba zokuphatha

- 8.3.1 Ama-ajenda namaminithi emihlangano
- 8.3.2 Izidingo zokwamukelwa kanye nezinqubomgomo
- 8.3.3 Izinqubomgomo nezinqubo zenyuvesi ezingekho kusizindalwazi
- 8.3.4 Imithethonqubo yezemfundo
- 8.3.5 Ubulungu bembizo
- 8.3.6 Izinhlu zamalungu zamaBhodi namaKomidi eFakhalthi
- 8.3.7 Imithetho Yenyuvesi Nefakhalithi

8.4 Izindaba zabasebenzi

- 8.4.1 Amarekhodi abasebenzi
- 8.4.2 Idatha yenkokhelo
- 8.4.3 Izinqubomgomo nezinqubo zabasebenzi
- 8.4.4 Izimo zokusebenza ezijwayelekile
- 8.4.5 Ulwazi ngokulingana kwezokuqashwa
- 8.4.6 Izinhlu zabasebenzi
- 8.4.7 Ubulungu beNyunyana

8.5 Okushicilelwe

- 8.5.1 Amajenali nama-monographs
- 8.5.2 Izincwadi zezindaba zasenyuvesi kanye namapheshana
- 8.5.3 Ikhalenda Lenyuvesi
- 8.5.4 I-Prospectus yeNyuvesi kanye nezincwadi

8.6 **Abahlinzeki**

- 8.6.1 Igama neminingwane yokuxhumana
- 8.6.2 Izinombolo zikamazisi nezokubhalisa
- 8.6.3 Ulwazi lwasebhange nolwezezimali
- 8.6.4 Ulwazi mayelana nemikhiqizo kanye/noma izinsiza
- 8.6.5 Olunye ulwazi olufanele olutholwe kubahlinzeki

8.7 **Okunye**

- 8.7.1 Amarekhodi ezezimali kanye nezitatimende
- 8.7.2 Imibiko yonyaka
- 8.7.3 Izinkontileka
- 8.7.4 Amarekhodi ocwaningo, ezesayensi kanye nezobuchwepheshe
- 8.7.5 Amarejista ezakhiwo nempahla
- 8.7.6 Amarekhodi entela
- 8.7.7 Amarekhodi omshwalense
- 8.7.8 Ukuxhumana kwangaphakathi
- 8.7.9 Imibhalo yokulawula
- 8.7.10 Amarekhodi:
 - 8.7.10.1 Abafundi bokuqala
 - 8.7.10.2 Abaxhasi
 - 8.7.10.3 Abanikelayo
 - 8.7.10.4 Abahlanganyeli
 - 8.7.10.5 Amaklayenti

9. **UNGAWACELA KANJANI AMAREKHODI AGCINWE U-UJ NGEMIBANDELA YESIGABA SE-18 SE-PAIA KANYE NESAMA-23 SE-POPIA.**

9.1 Isihloko sedatha singacela i-UJ:

- 9.1.1 ukuqinisekisa ukuthi i-UJ icubungula ulwazi lwayo lomuntu siqu;
- 9.1.2 ukuthola ikhophi yolwazi lwabo lomuntu siqu;
- 9.1.3 nolunye ulwazi olwengeziwe (isibonelo, silusebenzisa kanjani, silwabelana nobani, nokuthi siluthathephi).

9.2 Isihloko sedatha sinelungelo lokuthola ulwazi lwaso siqu kuphela, hhayi olwazini oluhlobene nabanye abantu (ngaphandle uma ulwazi lumayelana nabo, noma bemele othile).

- 9.3 Izicelo zokufinyelela kumarekhodi:
- 9.3.1 olwazi lomuntu siqu oluphethwe yi-UJ ngokwe-POPIA kufanele lwenziwe umfakisicelo esebenzisa i-URL ethi <https://webapps.uj.ac.za/POPIExternalWeb>.
- 9.3.2 agcinwe yi-UJ ngokwe-PAIA kufanele enziwe ngumfakisicelo esebenzisa [Ifomu 02: Isicelo Sokufinyelela Amarekhodi](#). Isicelo esinjalo kufanele senziwe ngokuthumela ifomu elinqunyiwe ngekhompyutha ku- <https://webapps.uj.ac.za/POPIExternalWeb>.
- 9.4 Ukuphikisana nokucutshungulwa kolwazi lomuntu siqu
- 9.4.1 Isihloko sedatha kwezinye izimo singaphikisa, nganoma yisiphi isikhathi, ukucutshungulwa kolwazi lomuntu siqu yi-UJ, ngezizathu ezizwakalayo ezihlobene nesimo sabo, ngaphandle uma umthetho osebenzayo uvumela lokho kusetshenziswa.
- 9.4.2 Izicelo ezinjalo kufanele zenziwe ngokuthumela ifomu elinqunyiwe ngekhompyutha ku- <https://webapps.uj.ac.za/POPIExternalWeb>. Ukulungisa noma ukususwa kolwazi lomuntu siqu.
- 9.4.3 Isihloko sedatha singacela i-UJ ukuthi ilungise noma isuse ulwazi lomuntu siqu oluku-UJ noma olwawulweni olungafanele, olungahambisani, oludlulele, oluphelele isikhathi, olungaphellele, oludukisayo, noma olutholwe ngokungemthetho.
- 9.4.4 Isihloko sedatha singacela i-UJ ukuthi ichithe noma isuse irekhodi lolwazi lomuntu siqu mayelana nomfakisicelo lapho i-UJ ingasagunyaziwe ukugcina amarekhodi abo ngokwePOPIA.
- 9.4.5 Umfakisicelo ofisa ukucela ukulungiswa noma ukusulwa kolwazi lomuntu siqu noma ukubulawa noma ukususwa kwerekhodi lolwazi lomuntu siqu kufanele alethe isicelo kuSikhulu soLwazi. Izicelo ezinjalo kufanele zenziwe ngokuthumela ifomu elinqunyiwe ngekhompyutha ku- <https://webapps.uj.ac.za/POPIExternalWeb>.
- 9.5 Lapho efaka isicelo, umfakisicelo kufanele:
- 9.5.1 anikeze imininingwane eyanele efomini lesicelo ukuze iSikhulu Solwazi sikwazi ukuhlonza irekhodi kanye nomfakisicelo;
- 9.5.2 khombisa ukuthi yiluphi uhlobo lokufinyelela ulwazi oludingekayo, futhi aacacise ikheli leposi, inombolo yefeksi kanye/noma ikheli le-imeyili ngaphakathi kweRiphabhuliki yaseNingizimu Afrika;
- 9.5.3 akhombise ukuthi, ngaphezu kwempendulo ebhaliwe, umfakisicelo ucela ukwaziswa nganoma iyiphi enye indlela imininingwane edingekayo ukuze aziswe;
- 9.5.4 nokuhlonza ilungelo umfakisicelo afuna ukulisebenzisa noma ukulivikela, futhi anikeze incazelo yokuthi kungani irekhodi eliceliwe lidingelwa ukusetshenziselwa noma ukuvikelwa kwalelo lungelo.
- 9.6 Uma isicelo senziwa egameni lomuntu, umfakisicelo kufanele alethe ubufakazi besikhundla umfakisicelo enza ngaso isicelo, ukuze iSikhulu Solwazi senliseke.
- 9.7 Isikhulu Solwazi, ngokushesha ngangokunokwenzeka, kodwa kunoma yisiphi isehlakalo phakathi kwezinsuku ezingama-30, ngemva kokuba isicelo samukelwe, siyonquma ukuthi siyasivuma yini isicelo noma cha futhi sazise umfakisicelo ngesinqumo saso.
- 9.8 Uma isicelo sokufinyelela ulwazi sivunyiwe yiSikhulu soLwazi, i-UJ izocacisa, esazisweni okukhulunywe ngaso esigatshaneni 9.7, imali yokufinyelela ulwazi ekhokhwayo kanye nendlela okuyonikezwa ngayo kumfakisicelo.
- 9.9 Uma iSikhulu Solwazi senqaba ngokufinyeleleka kolwazi, i-UJ izohlinzeka ngezizathu ezanele zokwenqaba, ngokusekelwe ezinhlinzekweni ze-PAIA okuthenjelwe kuzo (futhi zafingqwa esigatshaneni 10), esazisweni okukhulunywe ngaso esigatshaneni 9.7.

- 9.10 Umfakisiselo angafaka isicelo enkantolo sokuphikisa isinqumo se-UJ, noma okuqukethwe isaziso okukhulunywe ngaso esigatshaneni 9.7, ngokuhambisana nenqubo kanye nesikhathi esishiwo kuleso saziso.

10. IZIZATHU ZOKUNQABA NGOKWESAHLUKO SESI-4 SE-PAIA

- 10.1 Ngokwe-PAIA, kunezizathu ezithile lapho i-UJ ingase yenqabe khona ukunikeza umfakisiselo ukufinyelela kumarekhodi ayo, njengoba izigaba ezithile zolwazi zingase zibe ngaphansi kokuvikelwa ukuze kuzuze ubumfihlo. Lawo marekhodi angase avikelwe angafaka kodwa angagcini kumarekhodi aqukethe:

- 10.1.1 ulwazi olukhethekile;
- 10.1.2 imininingwane yangasese yomuntu wesithathu ongumuntu wemvelo;
- 10.1.3 ulwazi lwezohwebo lomuntu wesithathu;
- 10.1.4 ulwazi oluyimfihlo lomuntu wesithathu, ukudalulwa kwalo okungalindeleka ngokunomqondo ukuthi kubeke lowo muntu esimweni esingasihle ezingxoxweni zenkontileka noma kwezinye izingxoxo, noma kuphazamise lowo muntu wesithathu emqhudelwaneni wezohwebo;
- 10.1.5 ulwazi okuthi, uma ludaluliwe, olungafaka engozini ukuphepha komuntu noma olungakhinyabeza iqembu ukuvikela impahla yalo;
- 10.1.6 ulwazi lwezohwebo oluhlobene nenhlangano yangasese okukhulunywa ngayo, oluzofaka phakathi ulwazi olumayelana nezimfihlo zohwebo, ezezimali, ezohwebo, noma ulwazi lobuchwepheshe, ukudalulwa kwalo okungabangela ukulimala kwezentengiselwano noma ezezimali zenhlangano;
- 10.1.7 nolwazi locwaningo lomuntu wesithathu noma lwenhlangano yangasese okukhulunywa ngayo.

11. AMAREKHODI ANGATHOLAKALI NOMA ANGEKHO NGEMIBANDELA YESIGABA 23 SE-PAIA.

- 11.1 Uma zonke izinyathelo ezifanele zithathiwe ukuze kutholwe irekhodi, bese lelo rekhodi alitholakali noma alikho, Isikhulu Solwazi sizokwazisa umfakisiselo, ngendlela ye-afidavithi noma isiqinisekiso, ukuthi angeke kwenzekwe ukufinyelela kurekhodi eliceliwe.
- 11.2 I-afidavithi noma isiqinisekiso sizonikeza ubufakazi obugcwele bazo zonke izinyathelo ezithathiwe ukuthola irekhodi noma ukunquma ubukhona balo, kuhlanganisa nemininingwane yakho konke ukuxhumana okwenziwa yiSikhulu Solwazi nawo wonke umuntu owenze uphenyo.
- 11.3 Isaziso, njengoba kushiwo ku-11.1, sizothathwa njengesinqumo sokwenqaba isicelo sokuthola irekhodi elithintekayo ngezinjongo ze-PAIA.
- 11.4 Uma irekhodi okukhulunywa ngalo kufanele litholakale ngokuhamba kwesikhathi, umfakisiselo uyonikezwa ukufinyelela erekhodini ngendlela ebekwe ngumfakisiselo efomini elinqunyiwe, ngaphandle uma ukufinyeleleka kwenqatshwa yiSikhulu Solwazi.
- 11.5 Umfakisiselo unakiswa izinhlinzeko zeSahluko 4 se-PAIA, njengoba kubekwe esigabeni 10, ngokwemibandela lapho i-UJ ingase yenqabe, ngezizathu ezithile ezishiwo, ukunikeza ulwazi kumfakisiselo.

12. ULWAZI OLUCELWE NGOMUNTU WESITHATHU

- 12.1 Isigaba sama-47 se-PAIA sihlizekela isicelo solwazi noma amarekhodi mayelana nomuntu wesithathu.

12.2 Ekucubunguleni leso sicelo, i-UJ izobambelela ezinhlinzekweni zezigaba 47 kuya ku-49 ze-PAIA, kanye nezinhlinzeko ezifanele ze-POPIA.

12.3 Umfakisicelo uunakiswa izinhlinzeko zeSahluko sesi-5 se-PAIA, ngokwemibandela lapho i-UJ idingeka ukuthi yazise umuntu wesithathu ngesicelo esifakiwe mayelana nolwazi olufanele noma oluphathelele nalowo muntu wesithathu. Ezinsukwini ezingama-21 zokwaziswa, umuntu wesithathu unethuba lokunikeza imvume yokudalulwa kwerekhodi, noma enze izethulo (ezibhalwayo noma ngomlomo) zokuthi kungani irekhodi eliceliwe kungafanele lidalulwe kumfakisicelo. Uma i-UJ inquma ukunikeza ukufinyelela kwirekhodi, izokwazisa umuntu wesithathu othintekayo ngesinqumo sayo sokwenza kanjalo. Ngaphezu kwalokho, i-PAIA inikeza umuntu wesithathu igunya lokuphikisa isinqumo seSikhulu Solwazi ngokudlulisela udaba eNkantolo Ephakeme uma zonke izinqubo zangaphakathi zokudlulisa amacala seziqediwe ngumuntu wesithathu. INkantolo Ephakeme iyobe isinquma ukuthi irekhodi bekufanele lidalulwe yi-UJ noma cha.

13. **IZINHLOBO ZAMAREKHODI ENYUVESI YASE-JOHANNESBURG ATHOLAKALA NGAPHANDLE KOKUBA UMUNTU ACELE UKUWAFINYELELA.**

Uhlobo	Uhlobo lombhalo	Okutholakala kuWebhusayithi	Okutholakala ngesicelo
Umfundi	<ul style="list-style-type: none"> - Ikhanda Lezemfundo - Imithetho Nezimiso zeFakhalithi - Imithetho Yenyuvesi - Imibhalo yenqubomgomo efanele abafundi - Ulwazi lokuhlolwa e-UJ - Izinhlu zezincwadi ezinqunywe yi-UJ - Uhlu Lwamasayithi Alinganiselwe (Amahhala). - Ulwazi lohlu Lwezindawo Zokuhlala Zabafundi Ezizimele (Ezigunyaziwe) 	X	
Umthetho/mithethonqubo	<ul style="list-style-type: none"> - Imithetho efanele ehlobene nemfundo ephakeme - Umthetho Wesikhungo i-UJ - Imithetho Yezemfundo Yenyuvesi - Izinqubomgomo ze-UJ ezifanele ezibhekene nangaphandle 	X	
I-B-BBEE	<ul style="list-style-type: none"> - Isitifiketi nokulinganisa kwe- BEE yase-UJ 	X	
Imibhalo Yamasu	<ul style="list-style-type: none"> - Iphrofayili Yenhlango - Uhlu lwamalungu e-ELG neminingwane yokuxhumana - Imibiko Yonyaka - Imibiko yababambe iqhaza - Uhlelo Lwesu Lokusebenza - Isu Lokusebenza 	X	
Ezezimali	<ul style="list-style-type: none"> - Ulwazi oluhlobene nemali - Ulwazi oluhlobene nomfundaze 	X	

14. **IZINSIZAKALO EZITHOLAKALA KUMALUNGU OMPHAKATHI ENYUVESI YASE-JOHANNESBURG NOKUTHI ZINGAFINYELELEKA KANJANI LEZO ZINSIZAKALO.**

- 14.1 Uhluluphelele lwezinsizakalo luvela kusizindalwazi senyuvesi. Lokhu kungafinyelelwa ku-URL elandelayo: <https://www.uj.ac.za/>.
- 14.2 I-UJ inokushicilelwa okuhlukahlukene, njengemibiko yonyaka kanye nemibiko yababambiqhaza, njll. Ulwazi oluqokethwe kulezi zincwadi luhlanganisa uhlaka lwebhizinisi eliwumongo. Okushicilelwe kuphinde kugqamisa intuthuko kanye nokusebenza kwe-UJ. Lezi zincwadi zingatholakala kule-URL elandelayo: <https://www.uj.ac.za/about/publications/>.
- 14.3 I-UJ inikeza izinhlelo ezahlukene. Lokhu kubandakanya nezinhlalo ezixhasiwe nezingaxhaswanga. Iminikelo ehluukahlukene kuFakhalithi ngayinye ingafinyelelwa kule-URL elandelayo: <https://www.uj.ac.za/faculties/>.
- 14.4 I-UJ inikeza izinhlelo ze-inthanethi zamahhala. Iminikelo ehluukahlukene ingafinyelelwa kule-URL elandelayo: <https://findyourway.uj.mobi/your-student-journey/4ir/>.
- 14.5 Abafuna ukufaka izicelo bangafinyelela ulwazi olubalulekile kule-URL elandelayo: <https://www.uj.ac.za/admissions-aid/>.
- 14.6 Uhlulubanzi lwezinsizakalo zezengqondo nezemfundo zihlinzekwa yiNdawo Yezinsizakalo Zezengqondo Nokuthuthukiswa Kwemisebenzi (PsyCaD) kubafundi base-UJ (ngaphandle kwezindleko). Abafundi bakudala base-UJ bangakwazi ukuthola izinsiza ngenani elincishisiwe. Izinsizakalo zinikezwa futhi kumakhasimende angaphandle ngemali ethize. Uhlulwalezi zinsizakalo lungafinyelelwa kule-URL elandelayo: <https://www.uj.ac.za/teaching-and-learning/academic-development-and-support/centre-for-psychological-services-and-career-development-psycad/>.

15. **UKUBANDAKANYWA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO NOMA UKUSEBENZISA AMANDLA NOMA UKWENZIWA KOMSEBENZI YINYUVESI YASE-JOHANNESBURG.**

- 15.1 Abafundi nabasebenzi bangabamba iqhaza ezinqubweni zenqubomgomo nasekuthathweni kwezinqumo zase-UJ ngokuhambisana nezinhlinzeko zoMthetho weMfundo Ephakeme, Umthetho Wesikhungo sase-UJ kanye nezinye izinhlelo zangaphakathi njengoba kuvunyelwene ngabamele abafundi nabasebenzi.
- 15.2 Ukubamba iqhaza okuphusile komphakathi kuzonikezwa ngokufaneleka ukuze kufezuke ilungelo lesinyathelo sokuphatha esinobulungiswa ngokuhambisana nesigaba soku-1 soMthetho Wokukhuthaza Ubulungiswa Bokuphatha wesi-3 wezi-2000 (i-PAJA) kanye nesigaba sama-33 soMthethosisekelo.

16. **UKUSEBENZA KOLWAZI LOMUNTU SIQU**

16.1 **Inhloso Yokucubungula**

E-UJ (“thina”, “yethu”), enye yezinto eziza kuqala kithi ubumfihlo babasebenzi bethu, abafundi, abahlinzeki kanye nezivakashi. Lesi saziso sobumfihlo sibeka izindima nezibopho ze-UJ lapho icubungula imininingwane yakho siqu kanye namalungelo onawo njengesihloko sedatha. Ngokufiqiwe:

- 16.1.1 Sisebenzisa ulwazi lwakho lomuntu siqu ukulawula inhlangothi yethu (okuhlanganisa nezokuxhumana zokumaketha lapho uzicelile), sihlizike ngemfundo kubafundi, siqashe abasebenzi abasha, sithobele izibopho zethu ezingokomthetho, futhi sithuthukise futhi siqaphe ukusebenza kwezinkundla zethu zedijithali.
- 16.1.2 Singase sengeze ulwazi lwakho lomuntu siqu kusizindalwazi sethu sokuxhumana, esisiphathayo, futhi esingase sisetshenziswe iminyango yethu.

- 16.1.3 Sithatha izinyathelo zokunciphisa inani lolwazi lomuntu siqu esinalo ngawe futhi silugcine luvikelekile.
- 16.1.4 Sinezinyathelo esizenzayo zokuvikela ulwazi lwakho lomuntu siqu lapho siludlulisela ngaphandle kweNingizimu Afrika.
- 16.1.5 Sisusa imininingwane yakho yomuntu siqu lapho singasayidingi, futhi sinezinqubomgomo ezibusa lokhu.
- 16.1.6 Unamalungelo amaningana maqondana nolwazi lwakho lomuntu siqu.
- 16.1.7 Siyajabula ukuphendula imibuzo yakho nganoma yikuphi kwalokhu okungenhla – ungathumela imibuzo mayelana nokuphathwa kwethu kolwazi lwakho siqu usebenzisa isizindalwazi sase-UJ esitholakala ku <https://www.uj.ac.za> (“isizindalwazi”).

16.2 Mayelana nalesi Saziso Sobumfihlo

I-UJ iyoqqa, igcine, isebenzise, futhi ivikele ulwazi lomuntu siqu olungahlnganiswa nanoma yibaphi ababambiqhaza bayo (izihloko zedatha), kungakhathaliseki ukuthi abantu bemvelo noma abomthetho, futhi olungasetshenziswa ukuhlonza wena noma lowo muntu. I-UJ kufanele iqoqe futhi icubungule ulwazi lomuntu siqu olusebenzayo mayelana nawe lapho uzibandakanya nathi. Lokhu kusenza sikwazi ukuphatha ubudlelwano bethu nawe futhi siqhube imisebenzi efanelele yenyuvesi.

Lesi Saziso Sobumfihlo sibeka uhlobo lolwazi lomuntu siqu esiluloqqa kuwe lapho:

- 16.2.1 Ungumfundi, uzoba ngumfundi, umamukeli wezinsiza zase-UJ, umuntu obhalisele ukuthola ukuxhumana ngokumaketha okuvela e-UJ, ilungu lomphakathi, umnikeli, umxhasi, noma uma uphequlula isizindalwazi sase-UJ.
- 16.2.2 Ufaka isicelo (noma ubuza) sokuba yisisebenzi, ilungu lezisebenzi, usonkontileka, umxhumanisi, isisebenzi sesikhashana noma se-ejensi e-UJ.
- 16.2.3 Omunye umuntu (njengomfundi wakudala wase-UJ, umhlinzeki, noma owomthombo wezindaba).

16.3 Imibandela Yokucutshungulwa Okusemthethweni

Njengengxenywe ebophezelekile ngokwe-POPIA, i-UJ izothobela futhi ihambisane nezidingo eziphathelene nokucutshungulwa okusemthethweni kolwazi lomuntu siqu. Ngokufanelekile, lapho siyoqqa futhi sicubungula imininingwane yakho siqu sizokwenza lokho ngokuhambisana nemibandela elandelayo:

- 16.3.1 **Ukuziphendulela** – siyohlala sinisibopho sokuqinisekisa ukuthi ulwazi lwakho lomuntu siqu luyaqoqwa futhi lusetshenzwe ngokuhambisana ne-POPIA.
- 16.3.2 **Umkhawulo wokucubungula** – sizocubungula imininingwane yakho siqu ngendlela efanele, eyanele, efanelekayo futhi engeqisi engaphuli ubumfihlo bakho.
- 16.3.3 **Ukucaciswa kwenhloso** – sizoqoqa ulwazi lwakho lomuntu siqu kuphela ngenhloso ethile, echazwe ngokucacile, nesemthethweni. Ngeke sigcine amarekhodi olwazi lwakho lomuntu siqu isikhathi eside kunesidingekayo ukufeza inhloso oluqoqelwe yona.
- 16.3.4 **Umkhawulo wokucubungula owengeziwe** – ukuqhubeka okwengeziwe kolwazi lwakho lomuntu siqu kufanele kuhambisane nenhloso oluqoqelwa yona lolo lwazi lomuntu siqu.
- 16.3.5 **Ikhwalithi yolwazi** – sizothatha izinyathelo ezifanele ukuqinisekisa ukuthi ulwazi lwakho lomuntu siqu esilucubungulayo luphelele, lunembile, aludukisi, futhi luvuselelwe lapho kunesidingo.
- 16.3.6 **Ukuvuleleka** – sizoccina amarekhodi okusebenza kwethu futhi sizosebenzisa imizamo efanele ukukwazisa lapho siyoqqa imininingwane yakho siqu.

- 16.3.7 **Izivikelo zokuphepha** – sizoqinisekisa ukuthi thina, nanoma ubani ocubungula imininingwane yakho siqu egameni lethu, sigcina ubuqotho kanye nobumfihlo bolwazi lwakho lomuntu siqu.
- 16.3.8 **Ukubamba iqhaza kwesihloko sedatha** – unelungelo lokucela amarekhodi olwazi lwakho lomuntu siqu esiluphethe, nokusicela ukuthi siluvuselele, silungise, noma, kwezinye izimo, siyicishe imininingwane yakho yomuntu siqu esinayo.
- 16.4 **Ayini amalungelo ami?**
- Ngaphansi kwe-POPIA, unamalungelo alandelayo, esiyohlala sisebenzela ukuwagcina:
- 16.4.1 Ukwaziswa ngokuqoqwa kwethu nokusebenzisa imininingwane yakho siqu, kanye nokuthi imaphi amarekhodi olwazi lwakho lomuntu siqu esinawo. Lesi Saziso Sangasese kufanele sikutshela konke odinga ukukwazi, kodwa ungahlala usithinta ukuze uthole okwengeziwe noma ubuze noma imiphi imibuzo.
- 16.4.2 Ukucela ukufinyelela kanye nelungelo lokuqondisa, ukulungisa, noma ukususa ulwazi lomuntu siqu oluqoqwe ngawe.
- 16.4.3 Ukuphikisana nokucutshungulwa kwemininingwane yakho noma kunini.
- 16.4.4 Ukufaka isikhalazo kuMlawuli woLwazi uma ukholwa ukuthi sephule noma yimaphi amalungelo akho. Ungathinta uMqondisi WoLwazi ku- POPIAComplaints@info regulator.org.za
- 16.5 **Yiluphi ulwazi lomuntu siqu esiluloqayo futhi kungani?**

Umfundi, ozoba umfundi, umamukeli wezinsiza zase-UJ, umuntu obhalisele ukuthola ukuxhumana ngokumaketha kwase-UJ, ilungu lomphakathi, noma ovele abheke nje isizindalwazi sase-UJ.

- 16.5.1 Hlobo luni lolwazi lomuntu siqu esiluloqayo futhi siluthathaphi?
- 16.5.1.1 Ulwazi lomuntu siqu esilucubungulayo ngawe luwela emikhakheni emihlanu emikhulu: (i) imininingwane yokuxhumana; (ii) ubunikazi kanye nolunye ulwazi lokulawula; (iii) ulwazi lokukhokha; (iv) okuthandwayo kokumaketha; kanye (v) nokuphequlula kanye nolwazi lokusebenzisa idivayisi.
- 16.5.1.2 Siqoqa ulwazi lwakho lomuntu siqu emithonjeni eyahlukene. Ithebula elingezansi libeka izinhlobo ezahlukene zolwazi lomuntu siqu esiluloqayo kanye nemithombo esiluloqo kuyo.

Uhlobo	Izinhlobo zolwazi lomuntu siqu	Luqoqwe	Izinhlobo zabamukelayo
Ulwazi lokuxhumana	<ul style="list-style-type: none"> • Igama • Ikheli • Inombolo yocingo • Indawo yokusebenzela, isihloko somsebenzi kanye nolwazi lokuxhumana lwenhlangano (uma lukhona) 	<ul style="list-style-type: none"> • Nguwe • Imithombo etholakala emphakathini 	<ul style="list-style-type: none"> • UMnyango Wezemfundo Ephakeme Nokuqeqesha • Abaxhasi/ Abanikelayo/ Abakhuthazi (uma kufanele)

Ubunikazi kanye nolunye ulwazi lokulawula	<ul style="list-style-type: none"> • Usuku lokuzalwa • Ulwazi lokuhlonza (isb. ipasipoti, ibhili yezinsiza kanye/noma isitatimende sasebhange) • Ulwazi lwezemfundo (isb. imiphumela kamatikuletshehi kanye nemibhalo yezemfundo yangaphambilini) 	<ul style="list-style-type: none"> • Nguwe • Izingqubo zezinkampani zangaphandle ezisetshenziselwa ukuhlola kwethu ukulawula 	<ul style="list-style-type: none"> • UMnyango Wezemfundo Ephakeme Nokuqeqesha • Abaxhasi / Abanikelayo (uma kufanele)
Ulwazi lokukhokhisa	<ul style="list-style-type: none"> • Imininingwane ehlobene ne-akhawunti yakho noma imibuzo, okuhlanganisa ukuxhumana okuhlobene ne-akhawunti nawe • Ulwazi mayelana nabanye abantu (isb. abazali bakho kanye/noma abanakekeli) owabelana ngabo nathi ngokuphathelene ne-akhawunti yakho • Imininingwane yakho yokukhokha, neyebhange 	<ul style="list-style-type: none"> • Nguwe • Abeluleki nabanye abantu besithathu 	<ul style="list-style-type: none"> • Abaqoqa izikweletu (uma kufanele)
Izinketho Zokumaketha	<ul style="list-style-type: none"> • Izinketho zokuxhumana zokumaketha • Izinto ozithakaselayo kanye nozithandayo ozinikezile 	<ul style="list-style-type: none"> • Nguwe 	<ul style="list-style-type: none"> • Ukumaketha kwabafunda kudala (ngokuthanda kwabo)
Ukuphequlula kanye nolwazi lokusebenzisa idivayisi	<ul style="list-style-type: none"> • Ulwazi olukhiqizwa ngokuzenzekelayo ngokusebenzisa izizindalwazi zethu nezinye izinkundla zedijithali • Ikheli le-IP 	<ul style="list-style-type: none"> • Nguwe nokusebenzisa kwakho izinkundla zethu zedijithali 	<ul style="list-style-type: none"> • Abekho

16.6 **Senzani ngolwazi lwakho lomuntu siqu, futhi kungani?**

- 16.6.1 Sisebenzisa ulwazi lwakho lomuntu siqu ngezinhloso ezimbalwa ezahlukene. Sizocinisekisa ukuthi sihlala sinesisekelo esisemthethweni (okungukuthi isizathu esibekwe umthetho) sokucubungula ulwazi lwakho lomuntu siqu, njengalapho unikeze khona imvume yakho, lapho ukucubungula kudingekile ukuze senze izibopho zethu kuwe ngaphansi kwenkontileka, lapho kudingeka ngokomthetho ukuthi sicubungule ulwazi lwakho, noma lapho ukucubungula kudingekile ukuze siphishekele izintshisekelo zethu ezisemthethweni noma ukuvikela izintshisekelo zakho ezisemthethweni.
- 16.6.2 Ngemvume yakho kanye/noma lapho kuvunyelwe khona ngokomthetho, sizosebenzisa ulwazi lwakho lomuntu siqu ngezinhloso zokumaketha, okungase kuhlanguke ukuxhumana nawe nge-imeyili kanye/noma ngocingo ngolwazi, izindaba kanye nokunikezwayo ezinsizakalweni zethu, izifundo nempilo yasenyuvesi. Ngeke uthunyelwe noma yikuphi ukumaketha okungekho emthethweni noma ogaxekile. Siyohlala sisebenzela ukuvikela ngokugcwele amalungelo akho futhi sithobele nezibopho zethu ezisebenzayo, futhi uyohlale unethuba lokuphuma.
- 16.6.3 Sizosebenzisa kuphela ulwazi lwakho lomuntu siqu ngezinhloso olwaqoqelwa zona ekuqaleni ngaphandle uma sikholelwa ukuthi enye inhloso iyahambisana nalokho noma lezo zinhloso zakuqala futhi kudingeka sisebenzise ulwazi lwakho lomuntu siqu ngaleyo nhloso.

16.6.4 Izinhliso ezisebenza kuwe zizokwehluka ngokuya ngomnikazi ofanele wolwazi lwakho lomuntu siqu. Kweminye imisebenzi yokucubungula, sicabanga ukuthi isisekelo esisemthethweni esingaphezu kwesisodwa singase sisebenze – kuye ngezimo.

16.6.5 Singase futhi sicubungule izigaba ezithile ezikhethekile zolwazi lomuntu siqu, njengolwazi oluphathelele nezinkolelo zakho zenkolo noma zefilosofi, uhlanga, impilo noma impilo yobulili, noma ulwazi lomuntu siqu lwezingane, ezidinga izinga eliphezulu lokuvikeleka ngaphansi kwemithetho esebenzayo. Kulezi zigaba ezikhethekile zolwazi lomuntu siqu, izisekelo ezisemthethweni ezihlukene ziyasebenza. Izinhliso ezisebenzayo kuwe zizohluka ngokuya ngomphathi ofanele wolwazi lwakho lomuntu siqu. Kweminye imisebenzi yokucubungula, sicabanga ukuthi isisekelo esisemthethweni esingaphezu kwesisodwa singase sisebenze – kuye ngezimo. Siphinde sibe nezinqubomgomo ezichaza izinqubo zethu ukuqinisekisa ukuthobela imithetho esebenzayo mayelana nokucutshungulwa kwezigaba ezikhethekile zolwazi lomuntu siqu.

16.7 Izinhliso zokucubungula ulwazi lomuntu siqu

Izinhliso zokucubungula	Isisekelo esisemthethweni			
	Imvume yakho	Ukwenza isivumelwano nawe	Ukuthobela ngesibopho esingokomthetho	Ngezintshisekelo zethu ezisemthethweni
Ukuhlinzeka ngezinsizakalo zemfundo nezihlobene				
Ukuphendula imibuzo yakho		✓	✓	✓ (Kubalulekile ukuthi siphendule imibuzo yakho)
Ukukumisa njengomfundi noma ozoba ngumfundi kuzinhlelo zethu		✓		
Ukuhlinzeka ngezinto zokufundisa, ukuqeqeshwa kanye nezinto ezidingekayo ezifundweni zakho okungenzeka ukuthi uzicelile kithi		✓		
Ukukhiqiza imibiko nokulandisa ukumboza indlela esisisebenzise ngayo isikhathi sethu ngokuhlobene nokusebenzisana kwakho nathi		✓	✓	✓ (Kudingeka sikwazi ukurekhoda kahle futhi siphendule ngemisebenzi yethu njengengxenywe yokuhlela nokuphathwa kwebhizinisi okujwayelekile)
Ukuthatha inkokhelo kuwe mayelana nezinsizakalo zethu		✓		
Ukukuthumela ukuxhumana okuqondile kokumaketha nge-elektroniki	✓			

Ukhlaziya ukuthi ukuxhumana kwethu kwezimakethe nge-elektroniki kusetshenziswa nguwe (okuhlanganisa nokuthi uyazivula futhi uchofoze uze ufinyelele kokuqokethwe)				✓ (Sidinga lolu lwazi ukuze siqinisekise ukuthi sikunikeza ulwazi onentshisekelo kulo)
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Izinhloso zokucubungula	Isisekelo esisemthethweni			
	Imvume yakho	Ukwenza isivumelwano nawe	Ukuthobela ngesibopho esingokomthetho	Ngezintshisekelo zethu ezisemthethweni
Ukwenza izinhlobo zokulinganisa, ukuthuthukiswa okuqhubekayo nezinhloso zokumaketha	✓			✓ (Sidinga ukuqoqa impendulo yakho mayelana nemisebenzi yethu, ukuze sixazulule noma yiziphi izinkinga noma izikhalazo futhi sithuthukise sibuye sisungule)
Okokugcina amarekhodi okuvamile kanye nokuphathwa kobudlelwane F		✓	✓	✓ (Njengenyuvesi, sidinga ukugcina amafayela ahlobene nabafundi ukuze sikwazi ukubhekisela kuwo)
Ukuphatha ubudlelwano bethu nawe nokuxazulula noma yiziphi izikhalazo noma izingxabano nawe		✓		✓ (Kudingeka sikwazi ukuzama ukugcina isikhundla sethu sokuba inyuvesi esezingeni eliphezulu nokuthi sixazulule noma yisiphi isikhalazo noma ingxabano ongase uyiphakamise kithina.)
Ukulawula nokuphatha ama-akhawunti omsebenzisi namaphrofayili onawo nathi, ukuqoqa ulwazi mayelana nendlela owasebenzisa ngayo nezinto ozithandayo kanye nokuhlanganisa nokwenza ngcono iminikelo yethu ngokufanele.	✓			✓ (Kudingeka sihlele iminikelo yethu ngokuvumelana nempendulo kanye nalokho okuthandwayo)
Ukuhambisana nomthetho nokulawula nokubika				
Ukwenza ubunikazi, ukusesha kwezezimali nezikweletu, ukuhlola ngokumelene nemithombo yezinkampani zangaphandle ukuze kuqinisekise ubuwena, ukulwa nokukhwabanisa, kanye nezinhloso zokubika ngezibalo zabantu.			✓	

Ukwengamela izinhlelo nezinqubo zethu ukuhlonza, sirekhode futhi siqande izenzo zokukhwabanisa, zobugebengu kanye/noma ezinye izinto ezingekho emthethweni			✓	✓ (Kudingeka sikwazi ukuqapha izinhlelo zethu ngale ndlela ukuze sisize ukuzivikela, thina kanye nawe emsebenzini ongekho emthethweni)
Ukuthobela imiyalelo kanye nezicelo ezivela ezikhungweni zomthetho, kunoma iyiphi inkantolo noma ngenye indlela njengoba kudingwa umthetho.			✓	
Ukuthobela izibopho zethu ezijwayelekile zokulawula nezomthetho (kuhlanganisa nezibopho zethu ngokwendlela yokuziphatha nemithetho emelene nokufumbathisa)			✓	

Izinhloso zokucubungula	Isisekelo esisemthethweni			
	Imvume yakho	Ukwenza isivumelwano nawe	Ukuthobela ngesibopho esingokomthetho	Ngezintshisekelo zethu ezisemthethweni
Izidingo Zebhizinisi Ezijwayelekile				
Ukuphatha, ukuhlela kanye nokuletha ibhizinisi lethu namasu okumaketha				✓ (Njengenyuvesi esezingeni eliphezulu, sidinga ukusebenzisa amasu okuthuthukisa amabhizinisi aphumelelayo namasu okumaketha)
Ukuthenga, ukunakekela, kanye nokukleyima kumapholisi ethu omshwalense			✓	✓ (Kusezintshisakalweni zethu ukuvikela ibhizinisi lethu ekulahlekelweni okuthile)
Ukuqeqesha abasebenzi bethu			✓	✓ (Kwesinye isikhathi, kuyafaneleka ukuthi sisebenzise imininingwane yakho yomuntu siqu ukuze sikwazi ukuqeqesha abasebenzi bethu ukulawula ubungozi nokuthuthukisa ikhwalithi yokusebenzisana kwethu)
Ngokuqhubekayo sibuyekeza futhi sithuthukisa iminikelo yethu (okuhlanganisa ngokufuna nokuthola impendulo yakho) kanye nokuthuthukisa emisha.				✓ (Sinentshisekelo esemthethweni yokuqinisekisa ukuthi siyaqhubeka ngokuthuthukisa iminikelo yethu)

<p>Ukuthola iseluleko sezomthetho, ukusungula, ukuvikela kanye nokuphoqelela amalungelo ethu omthetho nezibopho mayelana nanoma yiziphi izinyathelo zomthetho (okuhlanganisa nokuqulwa kwecala okuzokwenzeka)</p>				<p>✓ (Kufanele sikwazi ukusungula nokuvikela amalungelo ethu angokomthetho futhi siqonde izibopho zethu, sifune iseluleko sezomthetho mayelana nawo)</p>
<p>Ukuqapha nokukhiqiza ulwazi lwezibalo mayelana nokusetshenziswa kwezinkundla zethu, nokuhlaziya nokuthuthukisa ukusebenza kwazo</p>				<p>✓ (Kudingeka senze lokhu kuqapha okujwayelekile ukuze siqiniseke ukuthi izinkundla zethu zisebenza kahle, sihlaziye ukuthi zisetshenziswa kanjani bese siyazithuthukisa.)</p>
<p>Ukugcina ukuphepha nobuqotho bezinhlelo zethu, izinkundla, izakhiwo kanye nokuxhumana (kanye nokuthola nokuvimbela izinsongo zangempela noma ezingaba khona ngokufanayo)</p>		<p>✓</p>		<p>✓ (Kudingeka siqiniseke ukuthi izinqubo zenhlangotho yethu zivikelekile)</p>

16.8 Izinhlolo zokucubungula izigaba ezikhethekile zolwazi lomuntu siqu

Izinhlolo zokucubungula	Isisekelo esisemthethweni sesigaba esikhethekile Sivunyelwe ukucubungula ulwazi lwakho lomuntu siqu ngoba...		
	Wena noma umnakekeli wakho ninikeze imvume ecacile ekucubunguleni	Kuyadingeka ukuze kusungulwe, kusetshenziswe noma kuvikelwe ilungelo noma isibopho emthethweni	Kudingeka ngezinhloso zomlando, zezibalo noma zocwaningo, futhi inhloso isebenzela izintshisakalo zomphakathi kanti akunakwenzeka noma kunomqondo ukuthola imvume yakho.
Ukukunikeza ngendawo yokuhlala nezinketho zokudlela	✓ (Ukukunikeza ngendawo yokuhlala nezinketho zokudlela)	✓ (Uma kwenzeka izingozi noma izimo eziphuthumayo)	
Ukubhalisa wena njengomfundi kanye nokuhlinzeka ngezinsizakalo zethu kuwe	✓	✓	✓
Ukuphenya, ukuhlola, ukukhombisa, ukuqapha, ukuthuthukisa kanye nokubika ngokuhambisana kwethu nezidingo ezifanele zomthetho nezokulawula.		✓	✓
Ukuthobela (noma ukusiza abanye ukuthobela) izimfuneko zokulawula ezibandakanya izinyathelo ezithathwayo ukuze kutholwe ukuba khona kwanoma yisiphi isenzo esingekho emthethweni, ukungathembeki, ukungenzi kahle noma okunye ukuziphatha okungafaneleki mpela.		✓	✓
Ukuthobela izibopho zethu ezijwayelekile zokulawula nezomthetho		✓	✓
Ukuphendula izicelo ezibophezelayo noma iziqinisekiso zokusesha noma imiyalo evela ezinkantolo, uhulumeni, izinhlangano ezilawulayo kanye/noma neziphathimandla noma ukwabelana ngolwazi (ngokuzithandela) ngokufanayo		✓	✓
Ukuthola iseluleko sezomthetho, ukusungula, ukuvikela kanye nokuphoqelela amalungelo ethu omthetho nezibopho maqondana nanoma yiziphi izinyathelo zomthetho (okuhlanganisa nokuqulwa kwecala okuzokwenzeka)		✓	✓

Ufaka isicelo (noma uyabuza) sokuba yisisebenzi, ilungu lezisebenzi, usonkontileka, umxhumanisi, isisebenzi sesikhashana noma se- ejensi e-UJ.

Yiziphi izinhlobo zolwazi lomuntu siqu esiluoqayo futhi siluthathaphi?

- 16.8.1.1 Siqoqa izinhlobo eziningi ezahlukene zolwazi lomuntu siqu ngawe ngezizathu ezahlukene. Asikwazi ukuphatha isicelo sakho ngaphandle kolwazi lwakho siqu. Lapho singaludingi khona ulwazi lwakho lomuntu siqu, sizokucacisa lokhu, ngokwesibonelo, sizochaza ukuthi noma yiziphi izinkambu zedatha kumafomu ethu okufaka isicelo zingokuzithandela futhi zingashiywa zingabhalwanga.
- 16.8.1.2 Siqoqa ulwazi lwakho lomuntu siqu kuwe ngokuqondile futhi ngezinye izikhathi siluthola kwabanye abantu nezinhlangano, okuhlanganisa nemithombo ethile yomphakathi, njengemibhalo etholakala esidlangalaleni nezinsiza ze-inthanethi, abathintwayo bakho bezimo eziphuthumayo, ukusebenzisa kwakho izimpahla ezihlinzekwe yi-UJ, izinhlelo nezinkundla, umphathi wakho kanye nosebenza nabo, abantu obondlayo nabahlomulayo, kanye nabahlinzeki bezinzuzo bezinkampani zangaphandle.
- 16.8.1.3 Uma noma yiluphi ulwazi lomuntu siqu osinike lona lushintsha, njengemininingwane yakho yokuxhumana, sicela usazise ngaphandle kokulibala.

Ithebula elingezansi libeka izinhlobo ezahlukene zolwazi lomuntu siqu esiluoqayo kanye nemithombo esiluoqayo kuyo.

Uhlobo	Izinhlobo zolwazi lomuntu siqu	Luqoqwe	Izinhlobo zabamukelayo
Imininingwane yokuxhumana	<ul style="list-style-type: none"> • Igama • Ikheli • Inombolo yocingo • Indawo yokusebenzela, isihloko somsebenzi kanye nolwazi lokuxhumana lwenhlangano (uma lukhona) 	<ul style="list-style-type: none"> • Nguwe • Imithombo etholakala emphakathini 	<ul style="list-style-type: none"> • Umnyango Wezabasebenzi • Umamukeli waseNingizimu Afrika Wemali Engenayo • Abaxhasi Bempesheni / Abaxhasi Bezimali Ze-Provident • Ama-broker e-Medical Aid • Umshwalense wempilo weqembu
Ulwazi lomuntu siqu	<ul style="list-style-type: none"> • Usuku lokuzalwa • Ubulili • Osondelene nabo noma abanye obondlayo • Isimo somshado noma sobudlelwane • Indlela yokuphila nezimo zomphakathi • Ulwazi lokuxhumana oluphuthumayo • Uma kuphumelele: Iholo langaphambilini nolinkwezwayo, isinxephezelo nezinye izinzuzo, imininingwane ye-akhawunti yasebhange 	<ul style="list-style-type: none"> • Nguwe • Izikhungo zokuqasha • Abaqashi bangaphambili 	<ul style="list-style-type: none"> • Umnyango Wezabasebenzi • Umamukeli waseNingizimu Afrika Wemali Engenayo • Abaxhasi Bempesheni / Abaxhasi Bezimali Ze-Provident • Amaboker e-Medical Aid • Umshwalense wempilo weqembu
Ubuwena nolwazi lwemvelaphi	<ul style="list-style-type: none"> • Iphrofayili ye-LinkedIn kanye nolunye ulwazi lwesizinda sochwepheshe olutholakalayo ngawe ku-inthanethi • Umlando womsebenzi, isipiliyoni, namakhono • Ulwazi lwezasipoti • Ulwazi lwelayisensi yokushayela • Imiphumela yokuhlolwa kwengqondo • Ukuhlala kanye/noma olunye ulwazi lwe-visa (lapho lungahlobene nohlanga noma ubuzwe bakho) • I-Curriculum Vitae (CV) noma qala kabusha • Imininingwane yezemfundo, iziqu, imiphumela kanye nezitifiketi nobunye ubufakazi 	<ul style="list-style-type: none"> • Nguwena • Izikhungo zokuqasha • Abaqashi bangaphambili • Ulwazi olutholakala esidlangalaleni oluvela kumithombo eku-inthanethi 	<ul style="list-style-type: none"> • Abekho

	<p>balokho</p> <ul style="list-style-type: none"> • Isithombe noma izithombe • Ifomu lokufaka isicelo • Amanothi okulinganisa kanye nezinqumo ezivela kuzinhlokhono zomsebenzi • Okuthandwayo okuhlobene nendawo yomsebenzi kanye neholo • Ukungqubuzana kwezintshisekelo (okuhlanganisa lapho kuhlobene namanethiwekhi omndeni) • Ukuhlolwa kwesizinda okuhlobene nomlando wezikweletu namarekhodi obugebengu (bheka futhi imininingwane yomuntu siqu ekhethekile ngezansi) 		
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Uhlobo	Izinhlobo zolwazi lomuntu siqu	Luqoqwe	Izinhlobo zabamukelayo
Ulwazi lomuntu siqu olukhethekile	<ul style="list-style-type: none"> • Imvelaphi yobuhlanga noma yobuzwe (okuhlanganisa ubuzwe bakho kanye nolwazi lwe-visa) • Imibono yezepolitiki • Izinkolelo zenkolo noma zefilosofi • Ubulungu bezinyunyana • Idatha ephathelene nempilo engokomzimba kanye/noma engokwengqondo (okuhlanganisa izidingo zempilo yasemsebenzini, imibiko yezingozi, ukukhathazeka kwansuku zonke kwezempilo okufana nesifo sikashukela noma isifo sokuwa okufanele sizazi, izidingo zokudla, izinto ezingezwani nomzimba, imiphumela yokuhlolwa kwezidakamizwa notshwala kanye nezizathu zanoma isiphi isikhathi sokungabibikho esifushane noma eside) • Ukuzikhethelela ubulili • Ulwazi oluhlobene nokugwetshwa kwangempela noma okusolisayo kanye namacala 	<ul style="list-style-type: none"> • Nguwena • Oxhumana nabo ngesimo esiphuthumayo • Ukusebenzisa kwakho izinhlelo zokulawula ezokuphepha zase-UJ • Abantu besithathu, njenge-SAPS 	<ul style="list-style-type: none"> • Abekho
Ukuphathwa kokuqashwa, ukwenziwa komsebenzi, kanye nolwazi lokufaka izikhalazo	<ul style="list-style-type: none"> • Imigomo nemibandela yokuqashwa enikeziwe • Izinketho zokusebenza kanye nempendulo mayelana ne-UJ nabasebenzi bethu • Amanothi enhlolekhono nempendulo ehambisanayo • Izikhalazo, nolwazi lwenkantolo yabasebenzi 	<ul style="list-style-type: none"> • Nguwe • Okutholwe yinkantolo noma ikomidi 	<ul style="list-style-type: none"> • IKhomishana Yokubuyisana, Ukulamula kanye Nokwahlulela (CCMA) • Abeluleki bezomthetho (uma kudingekile)
Systems and platform usage and communications information	<ul style="list-style-type: none"> • Omazisi bomsebenzisi nolwazi lwephasiwedi • Amakheli e-IP nezihlonzi zedivayisi • Amarekhodi afanele ezingcingo, izinhlolekhono zocingo/ zevidiyo, imilayezo kanye/noma i-inthanethi noma enye ithrafikhi yedatha nokuxhumana • Ukufinyelela kumalogi namarekhodi okusetshenziswa kukuzinhlelo zokusebenza nezinye izinhlelo zokusebenza ezihlinzekwe yi-UJ nobuchwepheshe 	<ul style="list-style-type: none"> • Nguwe • Ukusebenzisa kwakho impahla, izinhlelo nezinkundla zase-UJ 	<ul style="list-style-type: none"> • Abekho
Ukuphepha, indawo kanye nokufinyelela ulwazi	<ul style="list-style-type: none"> • Ulwazi oluthwetshulwe noma olurekhodwe ngezinhlelo zekhadi logesi, i-CCTV nezinye izinhlelo zokulawula ezokuphepha 	<ul style="list-style-type: none"> • Nguwena • Ukusebenzisa kwakho impahla, izinhlelo nezinkundla ze-UJ 	<ul style="list-style-type: none"> • Abekho

16.8.2 **Senzani ngolwazi lwakho lomuntu siqu, futhi kungani?**

- 16.8.2.1 Sisebenzisa ulwazi lwakho lomuntu siqu ngezinhloso ezimbalwa ezihlukene mayelana nesicelo sakho noma ukusebenzelana nathi, futhi mayelana nokuphathwa kwemisebenzi namasu okuqasha.
- 16.8.2.2 Sizozinisekisa ukuthi sihlala sinesisekelo esisemthethweni (okungukuthi isizathu esibekwe umthetho) sokucubungula ulwazi lwakho lomuntu siqu, njengalapho unikeze khona imvume, lapho ukucutshungulwa kudingekile ukuze senze izibopho zethu kuwe ngaphansi kwenkontileka, lapho kudingwa khona ngokomthetho ukucubungula ulwazi lwakho, noma lapho ukucutshungulwa kudingekile ukuphishekelela izintshisekelo zethu ezisemthethweni noma ukuvikela izintshisekelo zakho ezisemthethweni.
- 16.8.2.3 Sizosebenzisa kuphela ulwazi lwakho lomuntu siqu ngenhloso olwaqoqelwa yona ekuqaleni ngaphandle uma sikholelwa ngukuthi enye inhloso iyahambisana nalokho noma lezo zinhloso zasekuqaleni futhi kudingeka sisebenzise ulwazi lwakho lomuntu siqu ngaleyo nhloso.
- 16.8.2.4 Singase futhi sicubungule izigaba ezithile ezikhethekile zolwazi lomuntu siqu, njengolwazi oluphathelene nezinkolelo zakho zenkolo noma zefilosofi, uhlanga, impilo noma impilo yobulili, noma ulwazi lomuntu siqu lwezingane, oludinga izinga eliphakeme lokuvikela ngaphansi kwemithetho esebenzayo. Kulezi zigaba ezikhethekile zolwazi lomuntu siqu, kusebenza izisekelo ezisemthethweni ezihlukene.
- 16.8.2.5 Izinhloso ezisebenza kuwe zizokwehluka ngokuya ngomnikazi ofanele wolwazi lwakho lomuntu siqu. Kweminye imisebenzi yokucubungula, sicabanga ukuthi isisekelo esisemthethweni esingaphezu kwesisodwa singase sisebenze – kuye ngezimo.
- 16.8.2.6 Futhi sinezinqubomgomo ezichaza izinqubo zethu zokuqinisekisa ukuthotshelwa kwemithetho esebenzayo maqondana nokucutshungulwa kwezigaba ezikhethekile zolwazi lomuntu siqu.

16.8.3 Izinhlolo zokucubungula ulwazi lomuntu siqu

Izinhlolo zokucubungula	Isisekelo esisemthethweni			
	Imvume yakho	Ukwenza isivumelwano nawe	Ukuthobela ngesibopho esingokomthetho	Ngezintshisekelo zethu ezisemthethweni
Imisebenzi Emisha Yokuhlanganyela				
Ukuthuthukisa, ukusebenza, kanye nokuqoqa impendulo mayelana nemisebenzi yokuqasha kanye nezinqubo zokukhetha abasebenzi				✓
Ukuphatha isicelo sakho somsebenzi nathi kanye nokucabangela ukufaneleka kwakho endimeni efanele				✓
Ukuthola, ukucabangela nokuqinisekisa umsebenzi wakho				✓
Izinkomba kanye nomlando wokuqashwa				
Ukubuyekeza nokuqinisekisa ilungelo lakho lokusebenza			✓	
Ukwenza ukuqinisekiswa nokuhlola, okuhlanganisa ukuhlola imvelaphi yobugebengu kanye nokuhlolwa kwezikweletu lapho kudingwa khona ngokomthetho			✓	
Ukuhlola imvelaphi, ukuhlola izikweletu, ukuqinisekiswa nokuhlolwa, okungadingeki ngokomthetho kodwa okudingwa yithi ukuze sihlole ukufaneleka kwendima yakho	✓			✓
Ukwenza isipho somsebenzi kuwe nokungena esivumelwaneni somsebenzi nawe		✓		✓

Isisekelo esisemthethweni

Izinhloso zokucubungula

Izinhloso zokucubungula	Imvume yakho	Ukwenza isivumelwano nawe	Ukuthobela ngesibopho esingokomthetho	Ngezintshisekelo zethu ezisemthethweni
Ukuhlonza nokuhlola inkombandlela yethu yamasu ebhizinisi, ukuhlinzeka ngezidingo kanye nezindawo ezingathuthukiswa				✓
Ukuhlaziya ukuqashwa kanye nezinhloso zokugcina, izinqubo kanye namazinga okushintshwa kwabasebenzi				✓
Ukuxhumana nawe nokunikiza ulwazi mayelana nesicelo sakho noma ukusebenzelana nathi ngezikhathi ezithile	✓			✓
Ukuphathwa kwabasebenzi okujwayelekile, okubandakanya ukuphathwa kwabasebenzi kanye nokusebenza kwezinsiza				✓
Ukuphatha izibopho zethu zokuthobela impilo nokuphepha			✓	
Ukunquma ukuthi kukhona yini ukulungisa okudingekayo ukuze ukwazi ukwenza indima ethile	✓		✓	
Uma kubhekwa ukufaneleka kwakho ezikheleni zomsebenzi ezikhona nezizayo				✓
Ukusingatha izikhalazo nezikhalo, okuhlanganisa nokuphenya izindaba, ukucabangela isixazululo esifanele kanye nezinyathelo zokunciphisa kanye nokubuyekeza imiphumela			✓	✓
Ezokuphepha Nokubusa				
Ukuqapha ukuphepha kwezakhiwo nezinhlelo zase-UJ, amanethiwekhi kanye nezinhlelo zokusebenza			✓	✓
Ukuhlonza kanye nokuqinisekisa abafake izicelo kanye nabanye abantu				✓
Ukuhlonza, ukuphenya kanye nokunciphisa ukusetshenziswa budedengu kwezimpahla zase-UJ, izinhlelo kanye nezinkundla			✓	✓

Isisekelo esisemthethweni

Izinhloso zokucubungula	Isisekelo esisemthethweni			
	Imvume yakho	Ukwenza isivumelwano nawe	Ukuthobela ngesibopho esingokomthetho	Ngezintshisekelo zethu ezisemthethweni
Ukuqinisekisa ukuthotshelwa kwezinqubomgomo nezinqubo zase-UJ				✓
Ezomthetho kanye Nezokulawula Ukuthobelana kanye Nezibopho				
Ukuphatha kwethu ukulingana kokuqashwa kanye nokubika okuhlobene			✓	
Ukuphendula izicelo ezibophezelayo noma iziqinisekiso zokusesha noma imiyalelo evela ezinkantolo, uhulumeni, izinhlangano ezilawulayo kanye/noma eziphoqeelayo neziphathimandla			✓	
Ukuphendula izicelo ezingabophi noma iziqinisekiso zokusesha noma imiyalo evela ezinkantolo, uhulumeni, izinhlangano ezilawulayo kanye/noma eziphoqeelayo kanye neziphathimandla				✓
Ukuthobela imiyalo yokudalula evela ezinkambisweni zomthetho			✓	
Ukuphenya, ukuhlola, ukukhombisa, ukuqapha, ukuthuthukisa, ukubika, kanye nokuhlangabezana nokuhambisana nezidingo ezifanele zomthetho nezokulawula kwe-UJ.			✓	
Ukuphenya, ukuhlola, ukukhombisa, ukuqapha, ukwenza ngcono, ukubika, kanye nokuhlangabezana nokuhambisana nokuziphatha nokubusa okuhle nokunezibopho kwe-UJ				✓
Ukusebenza Kwebhizinisi lase-UJ				
Ukusekela, ukuvuselela kanye nokugcina ingqalasizinda yethu yobuchwepheshe		✓		✓
Ukuhlaziya imigomo nemiphumela ehlobene nokuqashwa				✓
Ukuqoqa impendulo mayelana nokuqasha kwethu kanye nemisebenzi ye-HR kanye nezinqubo zezinhloso zokuthuthukisa okuqhubekayo				✓

Izinhloso zokucubungula	Isisekelo esisemthethweni sesigaba esikhethekile Sivunyelwe ukucubungula ulwazi lwakho lomuntu siqu ngoba...		
	Wena noma umnakekeli wakho ninikeze imvume ecacile ekucubunguleni	Kuyadingeka ukuze kusungulwe, kusetshenziswe noma kuvikelwe ilungelo noma isibopho emthethweni	Kudingeka ngezinhloso zomlando, zezibalo noma zocwaningo, futhi inhloso isebenzela izintshisakalo zomphakathi kanti akunakwenzeka noma kunomqondo ukuthola imvume yakho.
Ukuqashwa nokuhlela abasebenzi			
Ukwenza ukuqinisekiswa nokuhlola, okuhlanganisa ukuhlola imvelaphi yobugebengu kanye nokuhlolwa kwezikweletu lapho kudingwa khona umthetho		✓	
Ukuhlola imvelaphi, ukuqinisekiswa kanye nokuhlolwa, okungadingwa ngumthetho kodwa okudingwa yithi ukuze sihlole ukufaneleka kwakho endimeni yakho.	✓		
Ukuphathwa kwezicelo ezijwayelekile kanye nokusingatha			
Ukuphatha izibopho zethu zokuthobela impilo nokuphepha		✓	
Ukunquma ukuthi kukhona yini ukulungisa okudingekayo ukuze ukwazi ukwenza indima ethile		✓	
Ezokuphepha nokubusa			
Ukuhlonza kanye nokuqinisekisa abafake izicelo kanye nabanye abantu	✓		

Izinhloso zokucubungula	Isisekelo esisemthethweni sesigaba esikhethekile Sivunyelwe ukucubungula ulwazi lwakho lomuntu siqu ngoba...		
	Wena noma umnakekeli wakho ninikeze imvume ecacile ekucubunguleni	Kuyadingeka ukuze kusungulwe, kusetshenziswe noma kuvikelwe ilungelo noma isibopho emthethweni	Kudingeka ngezinhloso zomlando, zezibalo noma zocwaningo, futhi inhloso isebenzela izintshisakalo zomphakathi kanti akunakwenzeka noma kunomqondo ukuthola imvume yakho.
Ukuhlonza, ukuphenya kanye nokunciphisa ukusetshenziswa kabi okusolwayo kwempahla yethu, izinhlelo nenkundla		✓	
Ukuhambisana nomthetho nokulawula kanye nezibopho			
Ukuphatha nokusingatha ukubika kwethu kwamathuba alinganayo		✓	✓
Ukuphendula izicelo ezibophezelayo noma iziqinisekiso zokusesha noma imiyalo evela ezinkantolo, uhulumeni, izinhlangano ezilawulayo kanye/noma neziphathimandla noma ukwabelana ngolwazi (ngokuzithandela) nazo		✓	
Ukuphendula izicelo ezingabophi noma iziqinisekiso zokusesha noma imiyalo evela ezinkantolo, uhulumeni, izinhlangano ezilawulayo kanye/noma eziphoqeleyo neziphathimandla	✓		
Ukuthobela imiyalo yokudalula evela ezinkambisweni zomthetho		✓	
Ukuphenya, ukuhlola, ukukhombisa, ukuqapha, ukuthuthukisa kanye nokubika ngokuhambisana kwethu nemithetho efanele kanye nezidingo zokulawula		✓	
Ukuphenya, ukuhlola, ukukhombisa, ukuqapha, ukuthuthukisa, ukubika kanye nokuhlangabezana nokuthobela kwethu inkambiso ehamba phambili kanye nezibopho zokuphatha okuhle	✓	✓	

Lapho ukucubungula kwethu kusekelwe emvumweni yakho, **ungahoxisa imvume yakho** noma kunini. Uma wenza lokhu, ngeke kuthinte noma yikuphi ukucubungula esikwenzile ngaphambi kwalolo suku. Kodwa-ke, uma wehluleka ukunikeza ulwazi lwakho lomuntu siqu, noma imvume yakho kithi ukuthi sicubungule ulwazi lwakho lomuntu siqu ezimweni ezithile, lokhu kungase kuthinte ikhono lethu lokwenza izibopho zethu kuwe noma okufanele sikwenze ngokomthetho futhi kungase kube nomthelela nakakhulu ekhonweni lethu lokungena kwinkontileka yomsebenzi noma ukusebenzelana nawe.

Omunye umuntu (ofana nomfundi wakudala wase-UJ, umhlinzeki, noma osemthonjeni wezindaba) Someone else (such as a UJ alumni, supplier, or press contact)

16.8.5 Yiziphi izinhlobo zolwazi lomuntu siqu esiluqoqayo futhi silutholaphi?

16.8.5.1 Ulwazi lomuntu siqu esilucubungulayo ngawe luwela ezigabeni ezine ezibalulekile: (i) imininingwane yokuxhumana; (ii) ubunikazi kanye nolunye ulwazi lokulawula; (iii) ukucela ulwazi; kanye (iv) nokuphequlula kanye nokuphequlula nolwazi lokusebenzisa idivayisi.

16.8.5.2 Siqoqa ulwazi lwakho lomuntu siqu emithonjeni eyahlukene. Ithebula elingezansi libeka izinhlobo ezahlukene zolwazi lomuntu siqu esiluqoqayo kanye nemithombo esiluqoqa kuyo.

Uhlobo	Izinhlobo zolwazi lomuntu siqu	Luqoqwe	Izinhlobo zabamukelayo
Ulwazi lokuxhumana	<ul style="list-style-type: none"> Igama Ikheli Inombolo yocingo Imininingwane yenhlangano (isb. indawo osebenzela kuyo, isihloko somsebenzi kanye nolwazi lokuxhumana lenhlangano) 	<ul style="list-style-type: none"> Amaklayente ethu Nguwena Imithombo etholakala esidlangalaleni njenge-LinkedIn ne-Google 	<ul style="list-style-type: none"> Abaxhasi UMnyango Wezemfundo Ephakeme I-SRC
Ubunikazi kanye nolunye ulwazi lokulawula	<ul style="list-style-type: none"> Usuku lokuzalwa Ulwazi lokuhlonza (isb. ipasipoti, inkokhelo yezinsiza kanye/noma isitatimende sasebhangeni) 	<ul style="list-style-type: none"> Nguwena Izinhlelo zezinkampani zangaphandle ezisetshenziselwa ukuhlola kwethu ukulawula 	<ul style="list-style-type: none"> Abanye abathintekayo, okungukuthi, i-SARS, i-CIPC, i-MIE, uMnyango Wezabasebenzi, uMnyango Wezasekhaya
Ukucela ulwazi	<ul style="list-style-type: none"> Imininingwane ephathelene nesicelo sakho noma ukuxhumana nathi, imibuzo kanye nokunye ukusebenzisana nathi ukuxhumana nawe) 	<ul style="list-style-type: none"> Nguwena Abantu besithathu 	
Ukuphequlula kanye nolwazi lokusebenzisa idivayisi	<ul style="list-style-type: none"> Ulwazi olukhiqizwa ngokuzenzekelayo ngokusebenzisa amawebhusayithi ethu nezinye izinkundla zedijithali Ikheli le-IP 	<ul style="list-style-type: none"> Wena nokusebenzisa kwakho izinkundla zethu zedijithali 	

16.8.6 Senzani ngolwazi lwakho lomuntu siqu, futhi kungani?

16.8.6.1 Sisebenzisa ulwazi lwakho lomuntu siqu ngezinhloso ezimbalwa ezahlukene. Sizojinisekisa ukuthi sihlala sinisisekelo esisemthethweni (okungukuthi isizathu esibekwe umthetho) sokucubungula ulwazi lwakho lomuntu siqu, njengalapho unikeze khona imvume yakho, lapho ukucutshungulwa kudingekile ukuze senze izibopho zethu kuwe ngaphansi

kwenkontileka, lapho kudingeka ngokomthetho ukuthi sicubungule ulwazi lwakho, noma lapho ukucutshungulwa kudingekile ukuze uphishekele izintshisekelo zethu ezisemthethweni noma ukuvikela izintshisekelo zakho ezisemthethweni.

- 16.8.6.2 Sizosebenzisa ulwazi lwakho lomuntu siqu kuphela ngezinhloso olwaluqoqwe ngenxa yazo ekuqaleni ngaphandle uma sikholelwa ngokunomqondo ukuthi enye inhloso iyahambisana nalokho noma lezo zinhloso zasekuqaleni futhi kudingeka sisebenzise ulwazi lwakho siqu ngaleyo nhloso.
- 16.8.6.3 Izinhloso ezisebenza kuwe zizokwehluka ngokuya ngomnikazi ofanele wolwazi lwakho lomuntu siqu. Kweminye imisebenzi yokucubungula, sicabanga ukuthi isisekelo esisemthethweni esingaphezu kwesisodwa singase sisebenze – kuye ngezimo.
- 16.8.6.4 Singase futhi sicubungule izigaba ezithile ezikhethekile zolwazi lomuntu siqu, njengolwazi oluphathelele nohlanga lwakho, impilo noma impilo yobulili, noma ulwazi lomuntu siqu lwezingane, oludinga izinga eliphezulu lokuvikela ngaphansi kwemithetho esebenzayo. Kulezi zigaba ezikhethekile zolwazi lomuntu siqu, izisekelo ezisemthethweni ezihlukene ziyasebenza

Izinhloso ezisebenza kuwe zizokwehluka ngokuya ngomnikazi ofanele wolwazi lwakho lomuntu siqu. Kweminye imisebenzi yokucubungula, sicabanga ukuthi isisekelo esisemthethweni esingaphezu kwesisodwa singase sisebenze – kuye ngezimo. Siphinde sibe nezinqubomgomo ezichaza izinqubo zethu zokuqinisekisa ukuthobela imithetho esebenzayo mayelana nokucutshungulwa kwezigaba ezikhethekile zolwazi lomuntu siqu.

16.8.7 Izinhloso zokucubungula ulwazi lomuntu siqu

Izinhloso zokucubungula	Isisekelo esisemthethweni			
	Imvume yakho	Ukwenza isivumelwano nawe	Ukuthobela ngesibopho esingokomthetho	Ngezintshisekelo zethu ezisemthethweni
Izinhloso Ezihlobene Nodaba				
Ukuphendula imibuzo yakho	✓	✓		✓
Ukuxazulula noma yiziphi izikhalazo noma izingxabano nawe	✓			✓
Ukuhlola ubunikazi (okuhlanganisa labo abaphikisana nemithombo yezinkampani zangaphandle) ukuthola ubunikazi ngezinhloso zokuqinisekisa			✓	✓
Ukuthotshelwa Kwezomthetho Nezokulawula kanye Nokubika				
Ukuqapha izinhlelo zethu nezinqubo zokuhlonza, ukuqopha, nokuvimbela ukukhwabanisa, ubugebengu kanye/noma umsebenzi ongekho emthethweni.			✓	✓
Ukuthobela imiyalelo, imiyalelo kanye nezicelo ezivela ezikhungweni zomthetho, kunoma iyiphi inkantolo noma ngenye indlela njengoba kudingwa umthetho.			✓	
Ukuthobelana nezibopho zethu ezijwayelekile zokulawula nezomthetho			✓	
Ukuthenga, ukunakekela kanye nokufaka izicelo ngokumelene kumapholisi emishwalense yethu			✓	✓
Ukuqeqesha abasebenzi bethu			✓	✓

Ngokuqhubekayo sibuyekeza futhi sithuthukisa iminikelo yethu yezinsizakalo futhi sithuthukisa emisha				✓
Izidingo Zebhizinisi Ezijwayelekile				
Ukuthola iseluleko sezomthetho, nokusungula, ukuvikela kanye nokuphoqelela amalungelo ethu omthetho nezibopho maqondana nanoma yiziphi izinyathelo zomthetho (okuhlanganisa okungenzeka kube izinqubo ezisemthethweni)				✓
Ukuqapha nokukhiqiza ulwazi lwezibalo mayelana nokusetshenziswa kwezinkundla zethu, nokuhlaziya nokuthuthukisa ukusebenza kwazo				✓
Ukuphatha ukuthengisa okuhlongozwayo, ukuhlela kabusha, ukudluliswa noma ukuhlanganiswa kwanoma iyiphi ingxenye (izingxenye) zebhizinisi lethu, okuhlanganisa nokuphendula imibuzo evela kulowo ongase abe umthengi noma inhlangothi ehlenganisayo.			✓	✓
Ukugcina ukuphepha nobuqotho bezinhlelo zethu, izinkundla, izakhiwo kanye nokuxhumana (kanye nokuthola nokuvimbela izinsongo zangempela noma ezingaba khona)		✓		✓

17. Ingabe sabelana ngolwazi lwakho lomuntu siqu?

- 17.1 I-UJ ngeke idayise imininingwane yakho siqu, kodwa ngezinye izikhathi singase sabelane ngolwazi lomuntu siqu esiluqoqa kuwe, kubantu besithathu, noma kusizindalwazi nala abalandelayo:
- 17.1.1 Amanye amanyuvesi noma izikhungo zemfundo i-UJ esebenzisana nazo.
 - 17.1.2 Izinkampani zangaphandle ezinenkontileka ne-UJ eziyisiza ngemisebenzi yayo yebhizinisi, okuhlanganisa kodwa okungacini nje ngokuvimbela ukukhwabanisa, ukuqoqwa kwezikweletu, ukumaketha kanye nezinsizakalo zobuchwepheshe (lapho kwenzeka khona labo bahlinzeki bebophezelekile ngokwenkontileka ukuthi basebenzise ulwazi lwakho lomuntu siqu kuphela ngezinkonzo abazihlinzekayo hhayi ukuzizuzisa bona).
 - 17.1.3 Izikhungo ezigcina izikweleti zibike ulwazi lwezezimali, njengoba kuvunyelwe umthetho.
 - 17.1.4 Abahlanganyeli bethu bamabhange njengoba kudingwa yimithetho yenhlangano yamakhadi esikweletu ukuze bafakwe ohlwini lwabo lwabathengisi abanqanyuliwe (uma kwenzeka usebenzisa izinsiza ukuze uthole izinkokhelo futhi uhlangabezana nemibandela yabo).
 - 17.1.5 Ngokusebenza komthetho njengoba kudingwa incwadi yokubizela enkantolo noma umyalelo wenkantolo.
 - 17.1.6 Nezinkampani zomthetho noma zonogada ngenhloso yokuvikela nokuphepha kwanoma yimuphi umuntu noma umphakathi.
 - 17.1.7 Ngabalawuli njengomthetho noma njengokudingwa wucwaningomabhuku.
- 17.2 Kwezinye izimo, abantu besithathu bangadinga ukufinyelela kolunye noma lonke ulwazi lwakho lomuntu siqu. Lapho noma yiluphi ulwazi lwakho lomuntu siqu ludingeka ngenhloso enjalo, sizothatha zonke izinyathelo ezifanele zokuqinisekisa ukuthi ulwazi lwakho lomuntu siqu luzophathwa ngokuphephile, ngokuvikelekile, nangokuhambisana namalungelo akho.

18. Ukugeleza kwemingcele okuhleliwe kolwazi lomuntu siqu

- 18.1 I-UJ izodlulisela kuphela ulwazi lomuntu siqu emingceleni yaseNingizimu Afrika uma ukuthengiselana noma isimo esifanele sidinga ukucutshungulwa kwemingcele futhi izokwenza lokho kuphela ngokuhambisana nezidingo zomthetho waseNingizimu Afrika; noma uma isihloko sedatha sivuma ukudluliselwa kolwazi kubantu besithathu emazweni angaphandle.
- I-UJ izothatha izinyathelo zokuqinisekisa ukuthi abasebenza ngemishini baboshwa yimithetho, imithetho ebophayo yebhizinisi noma izivumelwano ezibophayo ezihlinzeka ngezininga elanele lokuvikela kanye nezimiso ezihambisana nokucutshungulwa okunomqondo nokusemthethweni kolwazi lomuntu siqu, ngokwe-POPIA
- I-UJ izothatha izinyathelo zokuqinisekisa ukuthi abasebenza ngemishini laba abacubungula ulwazi lomuntu siqu ezindaweni ezingaphandle kweNingizimu Afrika, basebenzisa izivikelo ezanele.

19. Incazelo Ejwayelekile Yezinyathelo Zokuvikeleka Kolwazi okufanele zisetshenziswe yilowo ophethe ukuze kuqinisekiswa ubumfihlo, ubuqotho kanye nokutholakala kolwazi

- 19.1 Izinyathelo eziphusile zobuchwepheshe nezenhlangano seziyasetshenziswa ukuze kuvikelwe ulwazi lomuntu siqu olucutshungulwe yi-UJ kanye nabasebenzi bayo. Ngokwe-POPIA, abasebenza ngemishini bangabantu besithathu abacubungula ulwazi lomuntu siqu egameni le-UJ.
- 19.2 Siyaqhubeka nokusebenzisa futhi siqaphe izinyathelo zokuphepha zenhlangano ukuze sivikele ulwazi lomuntu siqu esinalo, ekufinyeleleni okungagunyaziwe, kanye nokukhohlisa ngephutha noma ngabomu, ukulahlekelwa, noma ukucekelwa phansi.
- 19.3 Sizothatha izinyathelo zokuqinisekisa ukuthi abasebenza ngemishini laba abacubungula ulwazi lomuntu siqu egameni le-UJ basebenzisa izivikelo ezanele njengoba kubalulwe ngenhla.

- 19.4 Ukuvikeleka Kolwazi kanye nezinqubomgomo ezamukeleka kubasebenzisi kubalulekile ekuvikeleni impahla yase-UJ, ukuqinisekisa ukuthotshelwa kwezidingo zomthetho, ukukhuthaza isiko lokuqaphela ukuphepha, kanye nokugcina ukwethembana nababambiqhaza. Lezi zinqubomgomo ezimbili zihlinzeka ngohlaka oluyisisekelo lokulawula ubungozi be-cybersecurity kanye nokukhuthaza indawo yenhlangano evikelekile neqinile.

Inqubomgomo yokusebenza eyamukelekile ye-ICT ICT Acceptable Use Policy

Izindlela Zokuphepha /Ukulawula	Isigatshana seNqubomgomo
Indlela yokuvala ngokuzenzakalelayo	Umshini wokuvala ozenzakalelayo uzosetshenziswa uma ilephuthophu noma umshini unganakiwe.
Izindlela eziningana zokuqinisekisa	Kuyisibophu somsebenzisi ukuvikela amaphasiwedi akhe ne-one-time-PIN ekhiqizwe ohlelweni Lwezindlela eziningana zokuqinisekisa ukuvikeleka.
Ukusebenzisa ikhodi ukuvikela ulwazi	I-ICS kufanele iqinisekise ukuthi idatha ebucayi kwezokuthutha kanye nedatha evikelekile ngendlela yokusebenzisa amakhodi ukuvikela ukufinyelelwa kolwazi okungagunyaziwe.
Ukubeka enqolobaneni	Idatha kufanele igcinwe endaweni evikelekile ye-inthanethi egunyazwe yi-UJ.
Ukusebenzisa ikhodi ukuvikela ulwazi	I-ICS kufanele iqinisekise ukuthi izinyathelo ezifanele nezilawuli zikhona ukuqinisekisa ubumfihlo nobuqotho bolwazi lomuntu siqu ngesikhathi kucubungulwa idatha.
Ukuqwashiswa nokuqeqeshelwa ukuvikeleka ebugebengwini	Abasebenzi base-UJ, abafundi, kanye nababambiqhaza kufanele baqeqeshelwe ukuqwashiswa ngokuvikeleka kolwazi futhi bahambisane nemigomo yokuphepha kolwazi lapho besingatha idatha yeNyuvesi.
I-VPN	Amadivayisi aphantsi angafinyelela kuphela kuzinhlelo ezibucayi e-UJ nge-inthanethi esebenzisa uxhumano olugunyazwe lwenethiwekhi engasese (VPN).

Inqubomgomo Yokuphepha Kolwazi

Isetshenziswa Sokuvikela/Ukulawula	Isigatshana seNqubomgomo
Ukwehlukiswa kwemisebenzi	Izibopho zokuphepha kolwazi kufanele zichazwe futhi zabiwe kucatshangelwa ukuhlukaniswa kwemisebenzi.
Ukwehlukiswa kwemisebenzi	I-UJ kufanele ihlukanise imisebenzi engqubuzanayo, nezindawo zesibopho kufanele zihlukaniswe ukuze kuncishiswe amathuba okuguqula okugunyaziwe noma okungahlosiwe noma ukusetshenziswa kabi kwempahla yenhlangano.
Ukuphendula uma kunesehlakalo	I-UJ kufanele iqinisekise ukuthi iyahambisana nezidingo zomthetho ngokuqinisekisa ukuthi kunezinqubo ezifanele ezicacisa ukuthi ubani okufanele ukuthintwa nokuthi izigameko ezihlobene nokuphepha kolwazi kufanele zibikwe ngesikhathi esifanele.
Izinqubomgomo	Bonke abasebenzisi banesibopho sokuthobela le Nqubomgomo nokuqinisekisa ukugcinwa kobumfihlo, ubuqotho nokutholakala kwalo lonke ulwazi kanye nempahla e-UJ.
Ukuqwashiswa nokuqeqeshwa	Bonke abasebenzisi abagunyaziwe kufanele bathole imfundo efanelekile yokuqwashiswa nokuqeqeshwa kanye nezivuselelo njalo kuzinqubomgomo nezinqubo zenhlangano, ezihambisana nomsebenzi wabo.
Ukusebenzisa ikhodi ukuvikela ulwazi	Abezindaba eziqukethe ulwazi olubucayi/oluyimfihlo kufanele yenzelwe ikhodi futhi ivikelwe ekufinyelelekeni okungagunyaziwe, ukusetshenziswa kabi noma inkohlakalo ngesikhathi sokuthuthwa.

Isisetshenziswa Sokuvikela/Ukulawula	Isigatshana seNqubomgomo
Ukuhlukaniswa Kwedatha	Ulwazi kufanele luhlukaniswe ngumnikazi wolwazi, ngokwezidingo zomthetho, inani, ubucayi kanye nokuzwela ukudalulwa okungagunyaziwe noma ukuguqulwa. Lesi sinqumo singasekwa emiphumeleni wokuhlola ubungozi obuvamile kanye nokuhambisana nomthetho noma izindinganiso ezifanele.
Ukuhlolwa Kwengcuphe Yeqembu Lesithathu	Amalungelo okufinyelela omsebenzisi nawenkampani yangaphandle kufanele avuselelwe futhi agunyazwe kabusha minyaka yonke.
Indlela yokuvala ngokuzenzakalelayo	Ngemva kokuhluleka kahlanu (5) okulandelayo ukuqinisekisa, i-akhawunti yomsebenzisi kufanele ivalwe, kuzodingeka ukuthi uvulwe kabusha ngesandla ngemva kokuqinisekisa kahle ukuthi ngubani ofake isicelo.
Indlela yokuvala ngokuzenzakalelayo	Wonke amahlandla ohlelo angasebenzi kufanele avikelwe ngokuvalwa ngokuzenzakalelayo ngokwedijithali endaweni yokusebenzela. Indawo yokusebenzela kufanele ivalwe ngemva kwemizuzu eyishumi (10) yokungasebenzi. Lapho kuqalwa kabusha umsebenzi, umsebenzisi kufanele adingeke ukuthi aphinde agunyaze ohlelweni.
Ukwehlukaniswa kwemisebenzi	Imisebenzi kanye nezindawo zesibopho kufanele zihlukaniswe ukuze ubuqotho bezinqubo nempahla yolwazi yomsebenzi wase-UJ bugcinwe kuhlangekshwane nezidingo zokubusa okuhle
Ukulawula ukufinyeleleka kolwazi	Izikhungo ezisingatha ingqalasizinda ye-ICT ebucayi kufanele zivikelwe umngcele wokuphepha obonakalayo.
	Ukufinyelela ezindaweni ezibucayi zengqalasizinda ye-ICT kufanele kugunyazwe ngokufanelekile ngaphambi kokuba kunikezwe lokho kufinyelelwa. Izindawo ezibucayi zeNgqalasizinda ye-ICT kufanele zivikelwe ngokufaka izilawuli ezifanele zokungena ukuze kuqinisekise ukuthi akukho ukufinyelela okungagunyaziwe kulezi zindawo. Zonke izinsiza ze-ICT eziqokiwe kufanele zivikelwe ngokufanelekile ezinsongweni zemvelo kanye nezingozi.
	Amandla kagesi Ezindaweni Zedatha zase-UJ kufanele kusekwe izinhlelo Ezinikeza Amandla Angaphazamiseki (i-UPS) asekwamaJeneretha alindile. I-UPS kanye neJeneretha elindile kufanele kuqashelwe futhi kuhlolwe njalo ukuze kunqandwe ukwehluleka ukuqalisa kanye namaphutha ohlelweni.
Ukubeka enqolobaneni	Amakhophi agadile olwazi, isofthiwe nezithombe zohlelo azothathwa futhi ahlolwe njalo ngokuvumelana nenqubomgomo egadile okuvunyelwene ngayo.
Ukugcinwa Kwedatha	Izikhathi zokugcinwa kwamalogo kufanele zichazwe futhi zilandelwe.
Ukusebenzisa ikhodi ukuvikela ulwazi	Lonke ulwazi olubucayi olunqamula kunoma iyiphi inethiwekhi yomphakathi noma engathembakali yenkampani yangaphandle kufanele ibethelwe
Isivumelwano Sokungadaluli	Izidingo zokugcinwa kuyimfihlo noma izivumelwano zokungadaluli ezikhombisa izidingo ze-UJ zokuvikela ulwazi kufanele zihlonzwe, zibuyekizwe njalo, futhi zibhalwe phansi.
	Ulwazi oluthinteka ezinsizeni zezicelo zase-UJ ezidlula kumanethiwekhi omphakathi (njenge-inthanethi) luzovikelwa emisebenzini yokukhwabanisa, ingxabano yenkontileka nokudalula okungagunyaziwe kanye nokuguqulwa.
Ukuhlolwa Komthelela Wobumfihlo	Ukuhlolwa Komthelela Wobumfihlo kufanele kwenziwe ezinhlelweni ezibandakanyekayo ekucutshungulweni kolwazi lomuntu siqu.
Ukuhlolwa Kwengcuphe Yeqembu Lesithathu	Abahlinzeki abanokufinyelela noma bacubungule ulwazi lomuntu siqu egameni le-UJ, kufanele bahlolwe ukuze kuqinisekise ukuthi banemithetho eyanele yokulawula ubumfihlo kanye nolwazi olusebenzayo.

Isisetshenziswa Sokuvikela/Ukulawula	Isigatshana seNqubomgomo
Ukusebenzisa ikhodi ukuvikela ulwazi	Izilawuli ze-Cryptographic kufanele zisetshenziswe ngokuhambisana nazo zonke izivumelwano ezifanele, imithetho, nemithethonqubo.

20. **UKUTHOLAKALA KWEBHUKU**

20.1 Leli Bhuku litholakala ngalezi zilimi ezine ezisemthethweni ezilandelayo:

20.1.1 English

20.1.2 Afrikaans

20.1.3 isiZulu

20.1.4 Sepedi

20.2 Leli Bhuku litholakala ngale ndlela elandelayo:

20.2.1 Kule URL elandelayo: <https://www.uj.ac.za/about/about/popia-and-paia/>;

20.2.2 Emahhovisi Okuphatha Ngebhizinisi, Ukuthobela, Umeluleki Jikelele, uMbhalisi kanye neSekela-Shansela, ukuze umphakathi uhlolwe ngamahora okusebenza ajwayelekile;

20.2.3 Inguqulo ephrintiwe iyatholakala kunoma yimuphi umuntu uma ecelwa futhi nangemva kokukhokhwa kwemali enqunyiwe efanele;

20.2.4 NakuMlawuli Wolwazi uma ucela.

20.3 Imali yekhophi yeBhuku, njengoba kuhlangezwe [kuSithaseselo B](#) seMithethonqubo, izokhokhwa ngekhophi ngayinye yosayizi ongu-A4 eyenziwe.

20.3.1 Izicelo zolwazi zingenziwa kusetshenziswa inkundla ye-inthanethi noma ngefomethi yephepha.

20.3.2 Ukuhambisa isicelo se-PAIA ngogesi kuNkundla ye-PAIA, sebenzisa i-URL elandelayo: <https://webapps.uj.ac.za/POPIExternalWeb>

20.3.3 Ukuhambisa isicelo esisekelwe ephapheni, phrinta ifomu lesicelo elisemthethweni (bheka [Ifomu 02: Ukufakwa Kwesicelo Sokutholakala Kwamarekhodi](#), [Ifomu 04: Ifomu Lesikhalazo Sangaphakathi](#) bese ulithumela ku paia@uj.ac.za

21. **UKUVUSELELWA KWEBHUKU**

I-UJ uma kudingeka, izovuselela ishicilele leli Bhukunjalo ngonyaka.

22. **AMAFOMU**

Amafomu, njengokuhlizekwa uMlawuli, angatholakala kulezi zixhumanisi ezilandelayo:

22.1 [Ifomu 01: Isicelo seSigondiso kuMlawuli](#) (umthethonqubo 2);

22.2 [Ifomu 01: Isicelo Sekhophi Yesiqondiso Kusikhulu Solwazi](#) (umthethonqubo 3);

22.3 [Ifomu 02: Isicelo Sokufinyelela Kurekhodi](#) (umthethonqubo 7);

22.4 [Ifomu 03: Umphumela Wesicelo kanye Nezimali Ezikhokhwayo](#) (umthethonqubo 8);

22.5 [Ifomu 04: Ifomu Lesikhalazo Sangaphakathi](#) (umthethonqubo 9);

22.6 [Ifomu 05: Ifomu lesikhalazo](#) (umthethonqubo 10);

22.7 Okuvamile- <https://inforegulator.org.za/paia-forms>.

Likhiswe ngu

**Sol Letlhokwa George Mpedi
uSekela Shansela**