

## IYUNIVESITHI YASEKAPA (UCT)

# INCWADANA YEENKONZO NGOKWECANDELO LE-14(1) LOMTHETHO WESI-2 ka-2000 WOKUKHUTHAZA UKUFIKELELA KULWAZI (njengoko ulungisiwe)

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### Malunga nale ncwadana

Le ncwadana yemigaqo iya kukunika iinkcukacha zoqhagamshelwano eziyimfuneko kunye neenkqubo ukuba ufuna ukufikelela kulwazi olugcinwe yiYunivesithi yaseKapa (UCT). Ukongeza, le ncwadana inika isishwankathelo esicacileyo sobume bethu, imisebenzi kunye neenkonziso kwaye ibandakanya isalathiso solwazi esiluphethayo ukunceda ukuchonga apho ulwazi olufunekayo lunokuba khona. Le ncwadana ikwabonelela ngofikelelo kwiifomu ekufuneka uzigcwalise kwaye ibeka neentlawulo onokuthi uzihlawule ngaphambi kokuba sikuncede.

Le ncwadana iyafumaneka ngesiBhulu nangesiXhosa. Olu guqulelo lwencwadana lwenziwe ngoMatshi ka-2022.

## 1. Intshayelelo: Imisebenzi yeYunivesithi yaseKapa

I-UCT liziko likarhulumente lemfundo ephakamileyo njengoko kumiselwe kuMthetho weMfundo ePhakamileyo ka-1997. Iyunivesithi iyafundisa, yenza uphando kunye nenkonzo yoluntu.

Ulawulo lwangaphakathi lwe-UCT lumiselwe ngokoMthetho weMfundo ePhakamileyo ka-1997 kunye noMthetho weYunivesithi yaseKapa njengoko upapashwe phantsi kweGazethi kaRhulumente yama-20 Septemba 2002 njengoko walungiswayo. Lo Mthetho uyafumaneka ukuze uhlolwe kwiwebhusayithi yethu yase-UCT: [www.uct.ac.za](http://www.uct.ac.za).

## 2. Ubume be-UCT

UMthetho we-UCT uchaza ulawulo kunye namanye amacandelo eYunivesithi. UMthetho weYunivesithi yaseKapa wapapashwa phantsi kweSaziso sikaRhulumente esingu-42967 somhla wama-24 kuJanuwari ka-2020.

## 3. Iinkcukachazoqhagamshelwano

### 3.1 I-ofisi yeSizwe/ kaNdlunkulu

Idilesi yeposi	UCT, Private Bag X3, Rondebosch, 7701
Idilesi yeposi ebonakalayo	Bremner Building, Lovers' Walk, Rondebosch
Umnxeba	021 650 2115/6
Iwebhusayithi	<a href="http://www.uct.ac.za">www.uct.ac.za</a>

### 3.2 Igosa loLwazi

Igama nefani	Njingalwazi Mamokgethi Phakeng
Isikhundla	Vice-Chancellor & Principal
idilesi yeposi	Private Bag X3, Rondebosch, 7701
Idilesi yendawo	Bremner Building, Lovers' Walk, Rondebosch
Umnxeba	021 650 2106
Iimeyile	<a href="mailto:vc@uct.co.za">vc@uct.co.za</a>

Umgcini-zincwadi, iGosa eliyiNtloko lezeMisebenzi (COO) kunye noSekela-Sekela-Tshansela (i-DVC) woPhando basebenza njengoSekela-Gosa beNgcaciso ngokwamagunya kunye nemisebenzi enikezelwe kubo nguSekela-Tshansela.

Izicelo ngokoMthetho wokuPhakanyiswa koFikelelo kuLwazi (i-PAIA) kufuneka zithunyelwe kumaGosa angamaSekela oLwazi (DIOs) adweliswe ngezantsi.

### 3.3 AmaGosa angamaSekela oLwazi

Igama nefani	Royston Pillay
Isikhundla	Umbhalisi
idilesi yeposi	Private Bag X3, Rondebosch, 7701
Idilesi yendawo	Room 201, Bremner Building, Lovers' Walk, Rondebosch
Umnxeba	021 650 2115/6
I-imeyile	<a href="mailto:paia@uct.ac.za">paia@uct.ac.za</a>

Igama nefani	Reno Morar
Isikhundla	Igosa eliPhezulu lokuSebenza (COO)
idilesi yeposi	Private Bag X3, Rondebosch, 7701
Idilesi yendawo	Room 102, Bremner Building, Lovers' Walk, Rondebosch
Umnxeba	021 650 2170
I-imeyile	<a href="mailto:paia@uct.ac.za">paia@uct.ac.za</a>

Igama nefani	Sue Harrison
Isikhundla	iDVC yophando
idilesi yeposi	Private Bag X3, Rondebosch, 7701
Idilesi yendawo	Room 202, Bremner Building, Lovers' Walk, Rondebosch
Umnxeba	021 650 2173
I-imeyile	<a href="mailto:paia@uct.ac.za">paia@uct.ac.za</a>

## 4. Isikhokelo malunga nendlela yokusebenzisa i-PAIA kunye nendlela yokufumana ufikelelo kwisikhokelo

I-Information Regulator ipapashe isikhokelo esazisa uMthetho wokuPhakanyiswa koFikelelo kuLwazi we-2 ka-2000 (PAIA), njengoko ulungisiwe, ukukunceda ekusebenziseni ilungelo lakho lokufikelela kulwazi olugcinwe yi-UCT. Ukufunda esi sikhokelo, tyelela iwebhusayithi yoMlawuli woLwazi ku-<https://www.justice.gov.za/infoereg/>.

## 5. Ukufumaneka kwencwadana

Incwadi ye-PAIA ye-UCT iya kufumaneka kwiwebhusayithi yethu ethi [www.uct.ac.za](http://www.uct.ac.za). Unokuhlola ikopi eprintiweyo yoMqulu we-PAIA, ofumaneka ngesiNgesi, isiBhulu nesiXhosa ngamaxesha omsebenzi wesiqhelo kwaNdlunkulu wase-UCT. Ukuba ungathanda ikopi eprintiweyo yencwadana, intlawulo efanelekileyo iya kuhlawulwa.

## 6. Iirekhodi ezigcinwe yi-UCT

### 6.1 Iirekhodi ezifumaneka ngokuzenzekelayo okanye ezidizwe ngokuzithandela:

Lonke ulwazi okanye iirekhodi ezipapashwe kwiwebhusayithi ye-UCT okanye ezidizwe ngokuzithandela, ziyafumaneka ngokuzenzekelayo. Akunyanzelekanga ukuba ungenise izingcingane ze-PAIA ukuze ufikelele kwezi rekhodi. Ziquka:

- Iingxelo
- Iincwadi zabafundi, imithetho kunye nolwazi lwesilabhasi
- Iincwadana, iingxelo zeendaba
- Ulwazi malunga neYunivesithi

Nceda ufumane iinkcukacha zoku kungasentla kwiwebhusayithi okanye ufake isicelo sokufumana iinkcukacha ezithe vetshe kwiGosa loLwazi.

### 6.2 Iindidi zeerekhodi ezigcinwa yiYunivesithi ezinokucelwa ngokwe-PAIA:

- Iirekhodi zamaqumrhu olawulo lwangaphakathi (iBhunga, iSineyithi, iQonga lamaZiko, iSRC, iNkomfa kunye neekomiti zeYunivesithi)
- Iirekhodi zomfundi ngamnye
- Iirekhodi zabasebenzi ngabanye
- Uphando, iirekhodi zenzululwazi nezobugcisa
- Iirekhodi zemali, iingxelo, iikhontrakthi kunye neerejista zee-asethi



### 6.3 Iindidi zeerekhodi ezikhoyo ngaphandle kokuba umntu acele ukufikelela kuzo (icandelo 15):

Ukuza kuthi ga ngoku akukho saziso sipapashiweyo.

## 7. Ukwenziwa kolwazi lomntu

### 7.1 Injongo yokwenziwa komsebenzi

I-UCT isebenzisa ulwazi lomntu siqu kwizifundo zedatha ephantsi kokhathalelo lwayo ngezi ndlela zilandelayo:

#### 7.1.1 Abafundi:

- i. I-UCT isebenzisa ulwazi lwabafaki-zicelo ukwenza izigqibo malunga nezicelo zabafundi kunye neenjongo zocwangciso lwangaphakathi. Ezinye zeenkukacha zabafaki-zicelo ababelana ngazo ne-UCT kufuneka zingqinisiswe kwaye iYunivesithi inokusebenzisa ababoneleli-nkonzo beqela lesithathu ukuncedisa ekuqinisekiseni. I-UCT isebenzisa ulwazi lwabafaki-zicelo kunye nabafundi ukwenza iprofayili yeziko ukufumana inkxaso-mali kurhulumente.
- ii. I-UCT isebenzisa iinkukacha zoqhagamshelwano zabafundi ukubanika ulwazi olubalulekileyo.
- iii. I-UCT isebenzisa ulwazi malunga nokukhubazeka kwabafundi ukubanceda nokubaxhasa.
- iv. I-UCT isebenzisa ulwazi lwabafundi ukunikezela ngeenkonzo abafundi ababhalise kuzo. Umzekelo, i-UCT kufuneka inxibelelane kwaye ihlawulise abafundi, ibonelele ngokutya kwiindawo zokuhlala kwaye iqhubele phambili izicelo zokuhleliswa okanye zekhefu.
- v. I-UCT inokusebenzisa ulwazi lwabafundi ukubagcina bekhuselekile. Umzekelo, i-UCT iqokelela ulwazi lwebhayometriki (efana neminwe) ukunika abafundi ukufikelela kwizakhiwo ezisekhampasini. I-UCT ikwabeka iliso kwiikhampasi zayo ngeekamera zeCCTV. Ukuba kukho izehlo zokhuseleko, ezinjengobusela oburhanelwayo, ukubetha okanye ubuqhophololo, i-UCT iya kwabelana ngolwazi namapolisa.
- vi. I-UCT isebenzisa iinkukacha zoqhagamshelwano zabafundi ukubathumelela iinkukacha zentengiso ukuba abafundi babhalisele nayiphi na intengiso.
  - i. I-UCT iyazisebenzisa iifoto zabafundi ukuthengisa, kodwa iYunivesithi iye ifumane imvume yomfundi phambi kokuba isebenzise iifoto zabo.

#### 7.1.2 Abafake izicelo zomsebenzi:

- i. I-UCT isebenzisa ulwazi lwabafaki-zicelo bemisebenzi ukuphonononga, ukuhambelana nokucwangcisa izicwangciso zokuhamba kunye nendawo yokuhlala kudliwano-ndlebe.
- ii. I-UCT isebenzisa ulwazi olumalunga nohlanga, isini, ukukhubazeka nobuzwe babafaki-zicelo bemisebenzi ukuphumeza isicwangciso sobulungisa kwezengqesho seYunivesithi phantsi koMthetho woBulungisa kwezeNgqesho.



- iii. I-UCT kunokufuneka isebenzise amaqela esithathu ukuze iqinisekise iinkcukacha zabafakizicelo bemisebenzi ngokuqhagamshelana neereferensi ezinikiweyo kunye nokuqinisekisa iziqinisekiso zemfundo. Kwezinye iindima, i-UCT inokuhlola ulwaphulo-mthetho namatyala.

### 7.1.3 Abasebenzi:

- i. I-UCT isebenzisa iinkcukacha zabasebenzi ukulawula ubudlelwane phakathi kwabasebenzi neYunivesithi ngokwekhontrakthi zabo zengqesho, ukuqhuba ishishini leYunivesithi, nokuthobela izibophelelo ezisemthethweni. Umzekelo, ukuphumeza isicwangciso sobulungisa kwezengqesho se-UCT phantsi koMthetho woBulungisa kwezeNgqesho.
- ii. I-UCT isebenzisa ulwazi lwempilo ukuthobela imimiselo yezempilo kunye nokhuseleko kwaye inokufuna ulwazi lwezempilo ukulawula ikhefu lokugula, ukufikelela kwiinzuzo, kunye neemfuno zokuhamba.
- iii. I-UCT inokuthintela kwaye ibeke iliso kulo naluphi na ixesha lokwenyani, olugciniweyo, okanye unxibelelwano olugciniweyo xa abasebenzi besebenzisa iinkonzo zonxibelelwano zase-UCT.
- iv. I-UCT kunokufuneka isebenzise amaqela angaphandle ukuncedisa ekuqinisekiseni ezinye iinkcukacha zabasebenzi ababelana ngazo ne-UCT, umzekelo, ukuqinisekisa iziqinisekiso zemfundo.
  - ii. I-UCT inokusebenzisa iinkcukacha zabasebenzi ukubagcina bekhuselekile. Umzekelo, i-UCT iqokelela ulwazi lwebhayometriki (efana neminwe) ukunika abasebenzi ukufikelela kwizakhiwo ezisekhampasini kwaye ibeke iliso kwikhampasi ngeekamera zeCCTV. Ukuba kukho izehlo zokhuseleko ezifana noburhanelwa oburhanelwayo, ukubetha, okanye ubuqhophololo, i-UCT iya kwabelana ngolwazi namapolisa.

### 7.1.4 Abathengisi:

- i. I-UCT isebenzisa ulwazi lomthengisi ukugqiba iikhontrakthi kunye nabo kunye nokuhlangabezana nezibophelelo zabo zekhontrakthi. I-UCT iphonononga lonke ulwazi lwabo baza kuba ngabathengisi ukuvavanya inqanaba labo lokuthobela imigaqo-nkqubo ye-UCT yokuthenga kunye neemfuno zeBBBEE.
- ii. I-UCT kufuneka inike ingcaciso ethile njengoko ifunwa ngokoMthetho weMfundo ePhakamileyo. Umzekelo, uMthetho weMfundo ePhakamileyo (iMimiselo yokuNika iNgxelo ngamaZiko eMfundo ePhakamileyo kaRhulumente) ukhuthaza onke amaziko emfundo ephakamileyo oMzantsi Afrika ukuba athobele imigangatho yolawulo olumanyanisiweyo njengoko ibekiwe kuMgaqo weKing. Ukongeza, lo Mthetho ufuna zonke iiyunivesithi zoluntu zaseMzantsi Afrika zithobele iMigangatho yeNgxelo yezeMali yaMazwe ngaMazwe. Oku kuthetha ukuba i-UCT kufuneka ingenise ingxelo yomphicothi-zincwadi ozimeleyo kwingxelo yonyaka yeYunivesithi kwiSebe leMfundo ePhakamileyo noQeqesho.
- iii. I-UCT inokufuna ukusebenzisa amaqela esithathu ukuncedisa ekuqinisekiseni abathengisi bolwazi ekwabelwana ngalo neYunivesithi. Xa abaphicothi-zincwadi abazimeleyo besenza uphicothi-zincwadi zemali ngonyaka, umthetho ufuna i-UCT yabelane ngolwazi lomthengisi nomphicothi-zincwadi ozimeleyo.

### 7.1.5 Abafundi bangaphambili:

- i. I-UCT isebenzisa iinkcukacha zoqhagamshelwano zabafundi bangaphambili ukunxibelelana kunye nokubonelela ngeenkonzo kubo, kuquka ulwazi malunga:



- UQhagamshelwano lwaBafundi base-UCT;
  - iziganeko;
  - iindaba nopapasho;
  - izahluko nemibutho; kwaye
  - lindibano zeendibano.
- ii. I-UCT iqokelela iinkcukacha zobuqu zabafundi bangaphambili ukuze bakhuphe iirisithi zerhafu xa abafundi bangaphambili benikela okanye becela imali okanye imathiriyeli e-UCT. I-UCT inokupapasha amagama abafundi ababefunda ngaphambili kwiphepha le-UCT Donors Recognition.

**7.1.6 Abaxhasi:**

- i. I-UCT iqokelela kwaye isebenzisa iinkcukacha zobuqu zabaxhasi ukukhupha iirisithi zerhafu
- ii. I-UCT inokupapasha amagama abantu abanikelayo kwiphepha le-UCT Donors Recognition.

**7.1.7 Abasebenzisi bewebhusayithi:**

- i. Xa umntu etyelela iwebhusayithi ye-UCT, iYunivesithi iqokelela iinkcukacha zobuqu malunga nendlela abasebenzisi bewebhusayithi abanxibelelana ngayo nesiza kwaye ingenise iifomu ze-intanethi. I-UCT isebenzisa olu lwazi ukuphendula izicelo kunye nokuphucula iwebhusayithi yeYunivesithi.
- ii. Xa umntu ezalisa iifomu ze-intanethi ezifumaneka kwiwebhusayithi ye-UCT, iYunivesithi isebenzisa oku ukuhlola nokuphendula izicelo, imibuzo, okanye izicelo. Xa kufanelekile, i-UCT iya kunika iinkcukacha ezithe vetshe malunga nendlela iYunivesithi ezisebenzisa ngayo iinkcukacha zabasebenzisi bewebhusayithi kwifomu.
- iii. I-UCT isebenzisa iikuki ukwenza iwebhusayithi yeYunivesithi isebenze kwaye ilinganise indlela abasebenzisi bewebhusayithi abayisebenzisa ngayo. I-Essentialcookies yenza umsebenzi ophambili, njengokhuseleko, ulawulo lwenethiwekhi kunye nokufikeleleka. I-UCT ikwasebenzisa iikuki ukulawula ukhetho. Umzekelo, ukufihla isaziso esipoqayo emva kwexesha elithile emva kokuba samkelwe.
- iv. I-UCT isebenzisa i-analytics software ukuqokelela ulwazi malunga nokuziphatha kwabasebenzisi bewebhusayithi xa bendwendwela iwebhusayithi yeYunivesithi. I-UCT isebenzisa imbono ehlanganisiweyo yokuziphatha kwabasebenzisi bewebhusayithi ukuphucula amava abo onke. IYunivesithi ayilandeleli abasebenzisi ngabanye, nangona kunjalo i-UCT isebenzisa uhlalutyo, uphando lwemarike kunye nobuchwepheshe obujoliswe kwintengiso ukuze yabelane ngedatha yokusetyenziswa kwewebhusayithi yabantu ngabanye.

**7.2 Inkcazo yeendidi zezifundo zedatha kunye neenkukacha okanye iindidi zolwazi olunxulumene noko**

<b>Iindidi zezifundo zedatha</b>	linkcukacha zobuqu ezinokuthi ziqwalaselwe
Abafundi	Igama nefani, idilesi, umhla wokuzalwa, ubuzwe, uhlanga, isini, incwadi yesazisi, ulwimi lwasekhaya, ipasipoti, imvume



	<p>yokufunda, ukuhlala ngokusisigxina, iinkcukacha zoqhagamshelwano, iimfuno zemali, ulwazi lokukhubazeka, imbali yemfundo, imbali yengqesho, iinkcukacha zebhanki, iimfuno zokutya , ukuthatha inxaxheba kwimidlalo kunye nemisebenzi yenkcubeko, ulwazi lwebhayometriki, ulwazi loqhagamshelwano olungxamisekileyo, iiprofayili zabafundi, ukusebenza komfundi kwizifundo, iifoto, izibheno kunye neerekhodi zoluleko, iingxelo ngezicelo zabafundi.</p>
Abafake izicelo zomsebenzi	<p>Igama kunye nefani, idilesi, umhla wokuzalwa, inombolo yesazisi, uhlanga, isini, ukukhubazeka, iinkcukacha zoqhagamshelwano, imvume yokusebenza kunye nemeko yokuhlala, imbali yengqesho, imbali yemfundo, ushicilelo, uphando kunye nobulungu, imbali yoluleko kunye nolwaphulo-mthetho, iitshekhi zolwaphulo-mthetho, iitshekhi zetyala. , amanqaku odliwano-ndlebe, iziphumo zovavanyo lobuchule kunye neemvavanyo zengqondo, isishwankathelo soluhlu olufutshane, iingxelo zeentlanganiso zekomiti yokhetho.</p>
Abasebenzi	<p>Igama kunye nefani, idilesi, umhla wokuzalwa, inombolo yesazisi, uhlanga, isini, ukukhubazeka, iinkcukacha zebhanki, iinkcukacha zezempilo, imvume yokusebenza kunye nemeko yokuhlala, imbali yengqesho, imbali yezemfundo, imifanekiso ebonakalayo kunye neevidiyo, abaxhamli kunye nabaxhomekeke kunyango. uncedo, iskim somhlalaphantsi kunye nengxowa-mali yobonelelo, upapasho, uphando kunye nobulungu, imbali yoluleko kunye nolwaphulo-mthetho, uphononongo lomsebenzi, uphando kunye neerekhodi zenkqubo yoluleko, izikhalazo nokugxothwa kweerekhodi zenkqubo, iirekhodi zokuthatha inxaxheba koqeqesho, ukuvuma kunye nokuthotyelwa kwemithetho yokhuseleko kunye nemigaqo yokuziphatha xa usebenzisa amaziko ase-UCT, ukufikelela kumaziko, imifanekiso yeCCTV, ukusetyenziswa kweenkonzo zenkxaso.</p>
Abathengisi	<p>Igama, amaxwebhu ezazisi, izatifikethi zobhaliso ze-CIPC, inombolo ye-VAT, iinkcukacha zebhanki, isatifikethi se-BBBEE, isatifikethi sokuqinisekisa ukuthotyelwa kwerhafu, isiqinisekiso sempilo, iimbekiselo zorhwebo, iprofayili yenkampani kunye nengeniso yonyaka, isibhengezo sokungqubana kwenzala, iziqinisekiso zeshishini, ubungqina be-inshorensi, ubungqina bokubhaliswa. kunye nequmrhu lobuchwephesha, iinkcukacha zeeprojekthi zangaphambili ekusetyenzwe kuzo, iingxelo zemali, iprofayili ye-intanethi yezicelo zethenda, iingxelo zovavanyo lwethenda, imizuzu yentlanganiso yekomiti ebhala izigqibo xa umthengisi wangoku okanye onokubakho kufuneka anikwe ithenda okanye ingqesho yentengiso, iprofayili ye-intanethi bonke abathengisi ababhalisiweyo base-UCT abasetyenziselwa intlawulo nolunye ulawulo lwemihla ngemihla.</p>



Abafundi bangaphambili	Igama nefani, iinkcukacha zoqhagamshelwano, iirekhodi zokuzimasa isiganeko, iirekhodi zeminikelo, iiprofayili zabafundi abadlulileyo, imizuzu yeentlanganiso.
Abaxhasi	Igama nefani, iinkcukacha zoqhagamshelwano.
Abasebenzisi bewebhusayithi	likuki kunye nendlela isayithi esetyenziswa ngayo, ukhetho lwabasebenzisi, lonke ulwazi oluvela kwiifomu ze-intanethi, ukuziphatha kwiwebhusayithi ze-UCT.

### 7.3 Abamkeli okanye iindidi zabamkeli ekunokuthi kunikwe ulwazi lomntu siqu kubo

Udidi lweenkcukacha zomntu	Abamkeli okanye iindidi zabamkeli
Inombolo yesazisi kunye namagama okuhlolwa kolwaphulo-mthetho. Imifanekiso yekhamera yeCCTV okanye ulwazi lwebhayometriki ukuba kukho izehlo zokhuseleko ezifana noburhanelwa obukrokrekelayo, ukubetha okanye ubuqhophololo.	Iinkonzo zamaPolisa aseMzantsi Afrika
Igama elipheleleyo, ifani, inombolo yesazisi, iinkcukacha zoqhagamshelwano, idilesi yokuhlala, idilesi yeposi kunye nedilesi yomsebenzi yabaqhubi bezithuthi zaseUCT ekukhutshelwe zona izohlwayo.	Isebe lezeNdlela likaMasipala (ama)
Iziqinisekiso, zokuqinisekisa isiqinisekiso	Ugunyaziwe wemiGangatho-mfundo yaseMzantsi Afrika
Igama, isazisi/inombolo yobhaliso kunye neenkcukacha zoqhagamshelwano zokutshekishwa kwamatyala	Amaziko okuthenga ngetyala
Inombolo yoMntu woPhando emva kobuGqirha, inombolo yeSazisi yaseMzantsi Afrika, uMfo woPhando ongemva koGqirha, Igama lesiqinisekiso sobugqirha esifunyenweyo, umhla ekufunyanwe ngawo isiqinisekiso sobugqirha, udidi lweCESM kwindawo yokuqala (okanye eprayimari) yobungcali (kwisiqinisekiso sobugqirha), umhla wokuzalwa, isini, uhlanga, ubuzwe, iwonga lokuba ngummi, ulwimi lwasekhaya, icandelo lophando i-CESM, ikhowudi yeposi yasekhaya, ubume bokukhubazeka, iinkcukacha zokuqala zekhontrakthi, iziko apho kufunyenwe khona iziqinisekiso zobugqirha, umthombo wenkxaso-mali 1 – 4 kunye nenombolo yabasebenzi.	Isebe leMfundo ePhakamileyo noQeqesho
Umhla wokuzalwa wabasebenzi, ubuhlanga, isini, ubuzwe, iziqinisekiso, unyaka wokuqeshwa, uhlobo lokuqeshwa kunye nenqanaba lokuqeshwa.	Inkqubo yoLwazi loLawulo lweMfundo ePhakamileyo
Iinkcukacha zoqhagamshelwano ezifana nedilesi yendawo kunye neposi, idilesi ye-imeyile, inombolo yomnxeba, isazisi esikwi-intanethi (umzekelo, i-twitter)	Ibhunga leMfundo ePhakamileyo



handle yomntu) okanye ulwazi lwendawo kunye nalo naluphi na olunye ulwazi olunokubonwa.	
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#### 7.4 Ukuhamba okucwangcisiweyo okunqumla imida kolwazi lomntu

I-UCT inokwabelana ngolwazi lomntu siqu nababoneleli ngeenkono, amahlakani ophando kunye neeyunivesithi ezisebenzisanayo kwamanye amazwe. Aba bantu besithathu kufuneka bavume ukugcina iinkcukacha zobuqu zikhuselekile kwaye ziyimfihlo phambi kokuba sabelane nabo ngolwazi. Kufuneka bavume ukusebenzisa iinkcukacha zobuqu kuphela ngezizathu esababele ngazo kunye nabo.

#### 7.5 Inkcazo ngokubanzi yamanyathelo okhuseleko olwazi aza kuphunyezwa liqela elinoxanduva lokuqinisekisa ubumfihlo, imfezeko kunye nokufumaneka kolwazi.

i. I-UCT iyaqhubeka isebenzela ukuseka, nokugcina amanyathelo afanelekileyo, obuchule nombutho ukuthintela:

- ilahleko, umonakalo okanye ukutshatyalaliswa okungagunyaziswanga kolwazi lomntu; kwaye
- ukufikelela ngokungekho mthethweni kulwazi lomntu okanye ukusetyenzwa kolwazi lomntu ngokungekho mthethweni.

ii. I-UCT ithatha amanyathelo afanelekileyo:

- ukuchonga ngokusengqiqweni imingcipheko yangaphakathi neyangaphandle kwinkcazelo yobuqu ephantsi kwayo okanye ephantsi kolawulo lwayo;
- ukuseka nokugcina izikhuselo ezifanelekileyo ngokuchasene nemingcipheko echongiweyo;
- ukuqinisekisa rhoqo ukuba izikhuselo ziphunyezwa ngokufanelekileyo; kwaye
- ukuqinisekisa ukuba izikhuselo zihlaziywa rhoqo ukuphendula kwimingcipheko emitsha okanye iintsilelo kukhuseleko oluphunyeziweyo ngaphambili.

### 8. linkonzo ezifumaneka e-UCT kumalungu oluntu

Unokufumana uluhlu olubanzi lweenkonzo kwiincwadi zeYunivesithi zonyaka ezifumaneka ku-<http://www.uct.ac.za>.

### 9. Ukuthatha inxaxheba kumgaqo-nkqubo okanye ekwenzeni izigqibo

Abafundi nabasebenzi bathatha inxaxheba kumgaqo-nkqubo nakwiinkqubo zokwenziwa kwezigqibo zeYunivesithi ngokungqinelana necandelo 14(g) loMthetho weMfundo ePhakamileyo 101 ka-1997, njengoko ulungisiwe, nangokwemigaqo yangaphakathi njengoko kuvunyelwene namaqumrhu amele abafundi nabasebenzi ukususela kwangexesha. ukuya kwixesha.

Abanye abantu abanomdla banokungenisa amagqabaza okanye izindululo zabo ngokubhala kuMgcini zincwadi zobhaliso kwidilesi echazwe kumhlathi 3 apha ngasentla.

## 10. Izisombululo nezibheno ezimalunga nesenzo okanye ukusilela ukwenza kweYunivesithi

Ukuba i-UCT yenza okanye iyasilela ukwenza ngokwe-PAIA:

- amalungu oluntu angafaka izikhalazo ezibhaliweyo kuMgcini zincwadi zobhaliso;
- abasebenzi banokusebenzisa inkqubo yeYunivesithi yokukhalaza yangaphakathi ukufaka izikhalazo; okanye
- Ummangali unokuthatha amanyathelo achazwe kumacandelo 74 ukuya kuma-82 ePAIA.

Abafundi mabalandele iinkqubo zezikhalazo nezibheno zabafundi njengoko zibekiwe kwiincwadana zonyaka ezifumaneka apha <http://www.uct.ac.za/>.

## 11. Olunye ulwazi

Ngolunye ulwazi olungaqukwanga kule ncwadana:

- qhagamshelana neGosa loLwazi kwiinkcukacha zoqhagamshelwano ezinikwe kumhlathi 3 apha ngasentla; okanye
- ndwendwela iwebhusayithi ye-UCT ku-<http://www.uct.ac.za>.

## 12. Izicelo

### 12.1 Umfaki-sicelo:

Umceli kufuneka anikwe ufikelelo kwirekhodi yase-UCT njengequmrhu likarhulumente, ukuba umceli uthobela oku:

- zonke iimfuno zenkqubo ye-PAIA ezinxulumene nesicelo sokufikelela kuloo rekhodi; kwaye
- ukufikelela kwirekhodi akwaliwa phantsi kwayo nayiphi na imihlaba yokwala ekhankanywe kuMthetho.

### 12.2 Ubume besicelo:

Isicelo sokufikelela kwirekhodi kufuneka senziwe ngokugcwalisa iFomu yesi-2 emiselweyo yesiHlomelo A seMimiselo ye-PAIA. IFomu yesi-2 emiselweyo iyafumaneka kwiwebhusayithi ye-Information Regulator ethi <https://www.justice.gov.za/infoereg/>.

Umceli kufuneka abonise ukuba ngaba isicelo sesekopi yerekhodi kunye nefomu afuna ukuyifumana ngayo ikopi, okanye ukuba umceli ufuna ukuyihlola irekhodi. (Ukuba ingxelo ayiloxwebhu, ingxelo inokujongwa ngendlela eceliweyo, ukuba kunokwenzeka [s 29(2)].)

Umceli ocela ufikelelo ngohlobo oluthile kufuneka afikelele ngendlela alucelile ngayo ngaphandle kokuba ukunika ufikelelo ngolu hlobo kuya kuphazamisana ngokungekho ngqiqweni ekusebenzeni kweYunivesithi okanye kuya konakalisa irekhodi okanye kwaphule ilungelo lokushicilela. Ukuba, ngenxa yezizathu ezibambekayo, ufikelelo alunakunikwa ngendlela eceliweyo kodwa ngenye indlela, intlawulo kufuneka ibalwe ngokwendlela umceli ayicelile ngayo [s29(3) kunye (4)].



Umceli kufuneka abonise ukuba ufuna impendulo ebhaliweyo okanye ufuna ukwaziswa ngesigqibo ngayo nayiphi na enye indlela, umzekelo, ngomnxeba [s 18(2) (e)].

Umceli kufuneka abonise isikhundla isicelo esenziwa phantsi kwaso ukuba umceli ucela ulwazi egameni lomnye umntu [s 18(2)(f)].

Umceli ongakwaziyo ukufunda okanye ukubhala ngenxa yokukhubazeka angasenza isicelo ngomlomo kwiGosa loLwazi, eliya kuthi ke ngoko libe noxanduva lokuzalisa iFomu yesi-2 egameni laloo mceli [s 18(3)].

Ukuba ukukhubazeka kuthintela umceli ukuba abone, afunde okanye amamele ingxelo ekhankanyiweyo, iGosa loLwazi kufuneka, ngokwesicelo somceli, lithathe amanyathelo afanelekileyo okwenza ingxelo ekhankanyiweyo ifumaneke ngohlobo apho umenzi-sicelo aya kuba nakho ukuyifunda, ayijonge, okanye ave irekhodi [s29(5)].

### 13. Iintlawulo

i. Iintlawulo ezimiselweyo zidweliswe kwinqaku loku-1 lesiHlomelo B seMimiselo ye-PAIA.

ii. Umceli ofuna ukufikelela kuyo nayiphi na irekhodi angafunwa ukuba ahlawule umrhumo, ngaphandle kokuba enye yokukhululwa ekuthethwe ngayo kumhlathi (iii) iyasebenza.

iii. Umceli akufuneki ahlawule umrhumo wofikelelo ukuba:

- Umceli ngumntu ongatshatanga omvuzo wakhe wonyaka, emva kokutsalwa imali okuvumelekileyo njenge-PAYE ne-UIF, ungaphantsi kwe-R14 712 ngonyaka; okanye

- Umceli utshatile kwaye omvuzo odityanelweyo neqabane lakhe, emva kokutsalwa okuvumelekileyo okufana ne-PAYE ne-UIF, ingaphantsi kwama-R27 192 ngonyaka.

URoyston Pillay

Umbhalisi

Matshi 2022