Auditing to build public confidence

AUDITOR-GENERAL SOUTH AFRICA

IMANUWALI YE-PAIA

Ilungiswe ngokweSigaba 14 soMthetho Wokugqugquzela Ukutholakala Kolwazi, uMthetho No. 2 wezi-2000 (njengoba uchitshiyelwe)

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AUDITOR-GENERAL SOUTH AFRICA

USUKU LOKUBUYEKEZWA: 30/09/2022

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1. UHLU LWEZINQAMULELO

1.1	**"AGSA"**	Auditor-General of South Africa (UMncwaningimabhuku-Jikelele waseNingizimu Afrika)
1.2	**"DAG"**	Deputy auditor-general (Iphini likamcwaningimabhuku-jikelele)
1.3	**"DIO"**	Deputy information officer (Iphini lesikhulu solwazi)
1.4	**"IO"**	Information officer (Isikhulu solwazi)
1.5	**"UNgqongqoshe"**	UNgqongqoshe Wezobulungiswa Nokuhlumeleliswa Kwezimilo
1.6	**"PAA"**	Public Audit Act 25 of 2004 (uMthetho Wezokucwaningwa Kwamabhuku Omphakathi 25 wezi-2004) (njengoba uchitshiyelwe)
1.7	**"Paia"**	Promotion of Access to Information Act 2 of 2000 (UMthetho Ogqugquzela Ukutholakala Kolwazi, 2 wezi-2000 (njengoba uchitshiyelwe)
1.8	**"Popia"**	Protection of Personal Information Act 4 of 2013 (uMthetho Wokuvikela Ulwazi Lomuntu Siqu uMthetho 4 wezi-2013)
1.9	**"Umlawuli"**	Umlawuli Wolwazi

2. INHLOSO YEMANUWALI YE-PAIA

Le Manuwali ye-PAIA iwusizo ukuze umphakathi:

2.1 ubhekwe uhlobo lwamarekhodi okungenzeka ukuthi akhona vele kuMcwaningimabhuku-jikelele waseNingizimu Afrika (i-AGSA), ngaphandle kwesidingo sokuthumela isicelo se-PAIA;

2.2 ube nokuqonda indlela yokufaka izicelo zokuthola amarekhodi e-AGSA;

2.3 ufinyelele emininingwaneni efanele yokuxhumana yabantu abazosiza umphakathi ngamaRekhodi ohlose ukuwathola;

2.4 ukwazi izindlela zokusizakala ezikhona ku-AGSA maqondana nesicelo sokuthola amaRekhodi, ngaphambi kokuqonda kuMlawuli noma eziNkantolo;

2.5 ufinyelele encazelweni yemisebenzi ekhona yamalungu omphakathi etholakala e-AGSA, kanye nendlela yokufinyelela kuleyo misebenzi;

2.6 uqonde indlela yokusebenzisa i-Paia, njengoba ibuyekezwe wuMlawuli kanye nendlela yokutholakala kwayo;

2.7 wazi ukuthi ingabe i-AGSA izolulungisa na ulwazi lomuntu siqu;

2.8 uqonde inhloso yokuba i-AGSA ilungise ulwazi lomuntu siqu, kanye nencazelo yezigaba zabanikazi bemininingwane kanye nolwazi noma izinhlobo zolwazi oluqondene nazo;

2.9 wazi abamukeli noma izigaba zabamukeli abangahlinzekelwa ngolwazi lomuntu siqu;

2.10 wazi ukuthi ingabe i-AGSA ihlele ukudlulisa noma ukulungisa ulwazi lomuntu siqu ngaphandle kweRiphabhulikhi yaseNingizimu Afrika; futhi

2.11 wazi ukuthi ingabe i-AGSA inazo na izindlela zokuvikela ezimisiwe zokuqinisekisa ubumfihlo, ubuqotho kanye nokutholakala koLwazi Lomuntu Siqu oluzolungiswa.

3. UKUSUNGULWA KOMCWANINGIMABHUKU-JIKELELE WASENINGIZIMU AFRIKA

Isahluko 9 soMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika, 1996 (uMthethosisekelo) usungula uMcwaningimabhuku-jikelele njengesinye sezikhungo zikahulumeni ezisekela intandoyeningi ngokomthethosisekelo. UMthethosisekelo ugcizelela ukuzimela kwethu ngokukhipha umyalelo wokuthi sihlonipha uMthethosisekelo noMthetho kuphela. UMthethosisekelo udinga ukuthi i-AGSA ingachemi futhi isebenzise

amandla ayo futhi yenze imisebenzi yayo ngaphandle kokwesaba, ukuchema noma ukulimaza.

3.1. *Izimpokophelo/Nomsebenzi Omisiwe*

UMcwaningimabhuku-jikelele unomsebenzi ngokomthethosisekelo futhi, njengesikhungo socwaningomabhuku esikhulukazi eNingizimu Afrika, umsebenzi wakhe wukuqinisa intandoyeningi yezwe ngokwenza kube NOKUQAPHA, ISIBOPHO SOKUPHENDULA kanye NOKULAWULA ezinhlakeni zikahulumeni, okwenza umphakathi umethembe uhulumeni.

4. UHLELOMUMO KANYE NEMISEBENZI KAMCWANINGIMABHUKU-JIKELELE WASENINGIZIMU AFRIKA

4.1. Uhlelomumo

Uhlelomumo lokuphatha lwe-AGSA lutholakala lapha

Incazelo ngohlelomumo lokuphathwa kwe-AGSA lumi kanje:

Amaqhaza	Imithwalo
Umcwaningimabhuku-jikelele	Umcwaningimabhuku-jikelele ngunye ongumlawuli omkhulu futhi unesibophokubika ngokuphathwa kwesikhungo. Kunesikhulu esisebenza ehhovisi likamcwaningimabhuku-jikelele.
IPhini likamcwaningimabhuku-jikelele (i-DAG)	I-DAG: • iyinhloko yezokuphatha okumele yenze imisebenzi yehhovisi ngokwemiyalelo kamcwaningimabhuku-jikelele. • inomthwalo wokuphathwa kwemisebenzi, okubandakanya ukuhleleka, ukulawula nokuphatha bonke abasebenzi. Inhloko yocwaningomabhuku: Kuzwelonke, inhloko yocwaningomabhuku: Esifundazweni, inhlobo yocwaningomabhuku olukhethekile, isikhulu esiphezulu sezabasebenzi kanye nesikhulu esiphezulu sezezimali, isikhulu esiphezulu sezobuchwepheshe kanye nesikhulu esiphezulu sezobungozi baphethwe yi-DAG. Amaphiko okuqhuba umsebenzi alandelayo aphethwe i-DAG ngqo:

	• Ukuxhumana • Uhlelosu • Unobhala Wesikhungo
Inhloko yezocwaningomabhuku: Kuzwelonke	Inhloko yezocwaningomabhuku: Abasehhovisi likazwelonke banomsebenzi wokulawula ucwaningomabhuku ezingeni likazwelonke kanye nokusekela ucwaningomabhuku. • Amayunithi emisebenzi yezocwaningomabhuku: I-A-F yakuzwelonke kanye nokusekelwa kocwaningomabhuku (Ukusekelwa Kocwaningomabhuku Kwezocwaningomabhuku; Ukubika Nendlelakwenza; Ukusebenzisana Kwesikhungo kanye Nobunhloli Bezobungozi Kwezocwaningomabhuku) baphethwe yizinhloko zemisebenzi ezinhlobonhlobo okuthi, emuva kwalokho, ziphathwe yinhloko yezocwaningomabhuku: Kuzwelonke
Inhloko yezocwaningomabhuku: Esifundazweni	Inhloko yezocwaningomabhuku: Abasehhovisi lesifundazwe banomsebenzi wokulawula ucwaningomabhuku ezingeni lesifundazwe. • Amayunithi emisebenzi yezocwaningomabhuku: amahhovisi ezifundazwe ayisishiyagalolunye (eMpumalanga Kapa, e-Free State, e-Gauteng, KwaZulu-Natali, eLimpopo, eMpumalanga, eNyakatho Kapa, eNyakatho Ntshonalanga kanye naseNtshonalanga Kapa) aphethwe yizinhloko zemisebenzi ezinhlobonhlobo okuthi, emuva kwalokho, ziphathwe yinhloko yezocwaningomabhuku: Ezifundazweni
Inhloko yocwaningomabhuku olukhethekile	• Imisebenzi yezocwaningomabhuku ekhethekile: Ucwaningomabhuku Lokwenziwa Kwemisebenzi, Ucwaningomabhuku Lohlelo Lwezolwazi, Ezophenyo kanye Nokudidiyela kanye Namasu Amasha bonke baphethwe yinhloko yezocwaningomabhuku olukhethekile.
Isikhulu esiphezulu ezezimali	Amaphiko okuqhuba umsebenzi alandelayo aphethwe isikhulu esiphezulu sezimali ngqo: • Ezokuthenga impahla • Ezezimali • Ukuphathwa Kolwazi • Imisebenzi Yocwaningomabhuku Olungokohlelosu
Isikhulu esiphezulu sabantu	Amaphiko okuqhuba umsebenzi alandelayo aphethwe isikhulu esiphezulu sabantu ngqo: • Ukwesekela kanye Nemisebenzi Yebhizinisi • Ukugculisa Kwabantu Nesikhungo

Isikhulu esiphezulu sezobuchwepheshe	Amaphiko okuqhuba umsebenzi alandelayo aphethwe isikhulu esiphezulu sezobuchwepheshe ngqo: • Ubuchwepheshe Bezolwazi Nezokuxhumana • Ezoguquko Kwezobuchwepheshe Obudijithali
Isikhulu esiphezulu sezobungozi	Amaphiko okuqhuba umsebenzi alandelayo aphethwe isikhulu esiphezulu sezobungozi ngqo: • Abezokuphathwa kwezingaqophelo • Imisebenzi Yezomthetho Yesikhungo • Ezengcuphe Nezinkambisonhle

4.2 Imisebenzi

I-AGSA inomsebenzi ngokomthethosisekelo futhi, njengesikhungo socwaningomabhuku esikhulukazi eNingizimu Afrika, umsebenzi wayo wukuqinisa intandoyeningi yezwe ngokwenza kube nokuqapha, isibophokubika kanye nokubusa ezinhlakeni zikahulumeni, okwenza umphakathi umethembe uhulumeni. Isigaba 188 (1) soMthethosisekelo, sifundwa nesigaba 4(1) soMthetho Kahulumeni 25 wezi-2004 (i-PAA), ibeka umthwalo othile ku-AGSA, okungukucwaninga nokubika ngama-akhawunti, izitatimende zezimali nokuphathwa kwezimali maqondana:

- nayo yonke iminyango namahhovisi kahulumeni kuzwelonke nasezifundazweni;
- nezikhungo ezimiswe ngokomthethosisekelo;
- nokuphathwa kwePhalamende nesishayamthetho sesifundazwe ngasinye;
- nabo bonke omasipala;
- nazo zonke izikhungo zomasipala; kanye
- nanoma esiphi esinye isikhungo sikazwelonke noma sesifundazwe okudingeka ukuba kucutshungulwe amabhuku aso i-AGSA.

UMthethosisekelo uphinde uvumele i-AGSA ukuba icwaninge amabhuku futhi ibike ngama-akhawunti, izitatimende zezimali kanye nokuphathwa kwezezimali maqondana:

- nanoma esiphi isikhungo esixhaswe i-National Revenue Fund noma i-Provincial Revenue Fund noma umasipala; kanye
- nanoma esiphi isikhungo esigunyazwe ngokwanoma omuphi umthetho ukuba sithole imali eqondene nomphakathi.

Phezu kokudingekayo kuMthethosisekelo, i-AGSA kumele, phakathi kwezinye izinto, yenze imisebenzi ecaciswe ku-PAA kanye neminye imithetho. Ngokwesigaba

13(3)(b) se-PAA, i-AGSA ingase ikhiphe imiyalelo ngemigomo yocwaningomabhuku. Le miyalelo ikhishwa ngezikhathi nezikhathi ezimisiwe ngezaziso ku*Gazethi kaHulumeni*.

UMthethosisekelo ugcizelela ukuzimela kwe-AGSA ngokukhipha umyalelo wokuthi i-AGSA ihlonipha uMthethosisekelo noMthetho kuphela. UMthethosisekelo udinga ukuthi i-AGSA ingachemi futhi isebenzise amandla ayo futhi yenze imisebenzi yayo ngaphandle kokwesaba, ukuchema noma ukulimaza.

I-AGSA inesibophokubika kuSigungu Sakuzwelonke nokubika ngemisebenzi yayo futhi yenze imisebenzi yayo eqondene neSigungu Sikazwelonke okungenani kanye ngonyaka.

5. IMININININGWANE YOKUXHUMANA ESEMQOKA YOKUTHOLAKALA KOLWAZI LUKAMCWANINGIMABHUKU-JIKELELE WASENINGIZIMU AFRIKA

5.1. Isikhulu esiphezulu sezolwazi

Igama:	Tsakani Maluleke
Ucingo:	012 426 8000
I-imeyli	paia-popi@agsa.co.za
Inombolo yefeksi:	N/a

5.2. **Iphini lesikhulu solwazi** *(QAPHELA: Uma lingelodwa iphini lesikhulu solwazi elinikwe umsebenzi, sicela uhlinzeke ngemininingwane yawo wonke amaphini esikhulu solwazi ophiko olumisiwe ngokwesigaba 17(1) se-Paia)*

Igama:	Vonani Chauke
Ucingo:	012 426 8028
I-imeyli	paia-popi@agsa.co.za
Inombolo yefeksi:	N/a

5.3 Ukutholakala kolwazi ngemininingwane yokuxhumana ewujikelele

I-imeyli	paia-popi@agsa.co.za

5.4 Kuzwelonke / Enhlokohhovisi

Ikheli leposi:	PO Box 446 Pretoria 0001

Ikheli lendawo:	Lynnwood Bridge Office Park 4 Daventry Road Lynnwood Manor
Ucingo:	012 426 8000
I-imeyli	paia-popi@agsa.co.za
Iwebhusayithi:	www.agsa.co.za

5.5 **Amahhovisi esifundazwe - Ithebhula 1**

Isifundazwe	**Ikheli lendawo**
EMpumalanga Kapa	69 Frere Road Vincent East London 5247
E-Free State	ABSA Forum Building 2nd Floor 19 Donald Murray Avenue Brandwag, Bloemfontein
E-Gauteng	Waverley Office Park 39 Scott Street, Waverley Johannesburg
KwaZulu-Natali	460 Town Bush Road Block B Cascades Pietermaritzburg
ELimpopo	32 Dimitri Crescent Platinum Park Bendor X 68 Polokwane

Empumalanga	12 Nel Street Nelspruit
Enyakatho Ntshonalanga	124 Kock Street Rustenburg
ENyakatho Kapa	Block 1, Montrio Corporate Park 10 Oliver Road Monuments Heights Kimberley 8300
ENtshonalanga Kapa	19 Park Lane Century City Cape Town

Ukucela ulwazi olugcinwe yi-AGSA, umfakisicelo kumele agcwalise leli fomu lokufaka isicelo se-Paia. Umfakisicelo angazihambisela ngqo isicelo sokuthola irekhodi le-AGSA emahhovisi esifunda njengoba ebhalwe kuthebhula 1 noma asithumele ku- paia-popi@agsa.co.za.

6. INCAZELO YEZINDLELA ZOKUNGENELELA EKHONA MAQONDANA NOMTHETHO NOMA UKWEHLULEKA UKUTHATHA IZINYATHELO KOMCWANINGIMABHUKU-JIKELELE WASENINGIZIMU AFRIKA

I-AGSA ayinayo inqubo yokudluliswa kwezinqumo yangaphakathi eqondene nezicelo ze-PAIA. Ngakho-ke, isinqumo sesikhulu solwazi singesokugcina. Umfakisicelo ongathokozile ngesinqumo sesikhulu solwazi sokunqaba ukuba uthole ulwazi noma esithathwe ngokwesigaba 22, 26(1) noma 29(3) se-Paia, ufanelekile, ezinsukwini eziyi-180 azisiwe ngaleso sinqumo, ukufaka isikhalo, echaza ukuthi isinqumo azilandelanga izinhlinzeko ze-Paia, kuMlawuli Wolwazi ngendlela emisiwe nangefomu elifanele ukuze athole usizo ngokwesigaba 77A se-Paia.

7. UMHLAHLANDLELA WENDLELA YOKUSEBENZISA I-PAIA KANYE NENDLELA YOKUTHOLAKALA KOMHLAHLANDLELA

7.1. UMlawuli, ngokwesigaba 10(1) se-PAIA, ubuyekeze futhi wenza ukuba kutholakale *uMhlahlandlela wendlela yokusebenzisa i-Paia* ("uMhlahlandlela"), ngendlela eqondakala kalula, njengoba kungase kudingwe wumuntu ofisa ukusebenzisa noma eliphi ilungelo elibhalwe ku-PAIA ne-POPIA.

7.2. UMhlahlandlela utholakala ngazo zonke izilimi ezisemthethweni.

7.3. UMhlahlandlela obalwe ngenhla uqukethe incazelo-

7.3.1. yezimpokophelo ze-Paia ne-Popia;

7.3.2. ikheli leposi kanye nekheli lendawo, inombolo yocingo kanye neyefeksi kanye nekheli le-imeyli (uma likhona)

7.3.2.1. lesikhulu solwazi sanoma oluphi uphiko lukahulumeni, kanye

7.3.2.2. nanoma eliphi iphini lesikhulu solwazi sawo wonke amaphiko kahulumeni kanye nazimele amiswe ngokwesigaba 17(1) se-Paia kanye nesigaba 56 se-Popia;[12]

7.3.3. indlela kanye nohlobo lwesicelo esifakwele:

7.3.3.1. ukuthola irekhodi lophiko lukahulumeni olubhalwe kusigaba 11; kanye[3]

7.3.3.2. nokuthola irekhodi lophiko oluzimele olubhalwe kusigaba 50;[4]

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[1] Isigaba 17(1) se-Paia - *Ngezinhloso ze-Paia, uphiko lukahulumeni ngalunye kumele, kuncike kumthetho olawula ukuqashwa kwabasebenzi ophikweni lukahulumeni oluthintekayo, luqoke leso sibalo esidingekayo samaphini esikhulu solwazi ukuze kufinyeleleke kuphiko lukahulumeni ngokufanele ukuze abafakizicelo bakwazi ukuthola amarekhodi alo.*

[2] *Isigaba 56(a) se-Popia - Uphiko lukahulumeni noluzimele ngalunye kumele luhlinzekele, ngendlela emiswe kusigaba 17 soMthetho Wokuthuthukiswa Kokutholakala Kolwazi, kunoshintsho oludingekayo, ukuqoka leso sibalo esidingekayo sabantu, uma bekhona, njengamaphini esikhulu solwazi njengoba kudingeka ukuze kwenzeka imisebenzi nemithwalo emiswe kusigaba 55(1) se-Popia.*

[3] *Isigaba 11(1) se-Paia - Umfakisicelo kumele anikwe irekhodi lophiko lukahulumeni uma umfakisicelo elandele zonke izidingo ze-Paia eziqondene nesicelo sokuthola lelo rekhodi; futhi ukutholakala kwalelo rekhodi akunakunqatshwa ngokwanoma esiphi isizathu sokunqaba esimiswe kuSahluko 4 sale Ngxenye.*

[4] *isigaba 50(1) se-Paia - Umfakisicelo kumele anikwe noma eliphi irekhodi lophiko oluzimele uma-*
- *a) lelo rekhodi lidingeka ukuze kusetshenziswe noma kuvikelwe noma eliphi lamalungelo;*
- *b) lowo muntu ehambisana nezidingo ngokwezinqubo eziku-Paia maqondana nesicelo sokuthola lelo rekhodi; futhi*
- *c) kunganqatshwanga ukuthi athole lelo rekhodi ngokwanoma esiphi isizathu sokunqaba esimiswe kuSahluko 4 sale Ngxenye.*

7.3.4. usizo olutholakala kuSikhulu Solwazi sophiko lukahulumeni ngokwe-Paia ne-Popia;

7.3.5. usizo olutholakala kuMlawuli ngokwe-Paia ne-Popia;

7.3.6. zonke izindlela zokungenelela zomthetho eziqondene nokuthatha isinyathelo noma ukwahluleka ukuthatha isinyathelo maqondana nanoma eliphi ilungelo noma umsebenzi omiswe noma ophoqelelwe yi-PAIA ne-POPIA, okubandakanya indlela yokufaka:

7.3.6.1. isikhalo esiqondiswe kuMlawuli;

7.3.6.2. nesicelo esifakwa enkantolo ngesinqumo seSikhulu Solwazi sophiko lukahulumeni, isinqumo ngokudlulisa kwesinqumo kwangaphakathi noma isinqumo soMlawuli noma isinqumo senhlobo yophiko oluzimele;

7.3.7. izinhlinzeko zesigaba 14 no-15 esidinga ukuba uphiko lukahulumeni kanye nophiko oluzimele, ngokwahlukana, lubhale imanuwali, kanye nendlela yokutholakala kwaleyo manuwali;[5][6]

7.3.8. izinhlinzeko zesigaba 15 no-52 ezihlinzekela ukudalulwa ngokuzithandela kwezigaba zophiko lukahulumeni kanye nophiko oluzimele, ngokwahlukana;[7][8]

[5] *Isigaba 14(1) se-Paia - Isikhulu Solwazi sophiko lukahulumeni kumele, okungenani ngezilimi ezintathu ezisemthethweni, luhlinzeke ngemanuwali equkethe ulwazi olusohlwini olukundima 4 ngenhla.*

[6] *Isigaba 51(1) se-Paia - Inhloko yophiko oluzimele kumele luhlinzeke ngemanuwali equkethe incazelo yolwazi esohlwini olundima 7.3.7 ngenhla.*

[7] *Isigaba 15(1) se-Paia - Isikhulu solwazi sophiko lukahulumeni, kumele luhlinzeke ngendlela emisiwe ngencazelo esezigabeni zamarekhodi ophiko lukahulumeni ezitholakala ngokuzenzekela ngaphandle kokuba umuntu acele ukuthola.*

[8] *Isigaba 521) se-Paia - Inhloko yophiko oluzimele singase, ngokuzinikela, sihlinzeke ngendlela emisiwe ngencazelo esezigabeni zamarekhodi ophiko lukahulumeni ezitholakala ngokuzenzekela ngaphandle kokuba umuntu acele ukuthola.*

7.3.9. isaziso esikhishwe ngokwesigaba 22 no-54 maqondana nezindleko ezizokhokhelwa ukutholakala kwezicelo; kanye[9][10]

7.3.10. nemithethonqubo emiswe ngokwesigaba 92.[11]

7.4. Amalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi amaphiko kahulumeni noma amaphiko azimele, okubandakanya ihhovisi loMlawuli, ngezikhathi zokusebenza ezijwayelekile. Umhlahlandlela ungakwazi nokutholakale:

7.4.1. lapho kucele isikhulu solwazi;

7.4.2. kuwebhusayithi yoMlawuli (https://www.justice.gov.za/inforeg/).

8. INCAZELO YABANIKAZI BEMININGWANE EGCINA AMAREKHODI AYO KANYE NEZIGABA ZAMAREKHODI AGCINWE WUMCWANINGIMABHUKU-JIKELELE WASENINGIZIMU AFRIKA

Ababambiqhaza esikhungweni esinamarekhodi abo	**Izigaba zamarekhodi agcinwe wumbambiqhaza ngamunye**
Umthetho nokuphatha ngokwezomthetho	Imibhalo enjengemithetho, imithethosivivinywa, imithethonqubo, imithetho edingidwayo, njll., kanye nemibono yabezomthetho kanye nokuchazwa kwayo.

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[9] Ngokwesigaba 22(1) se-Paia - Isikhulu solwazi sanoma oluphi uphiko lukahulumeni okufakwe isicelo sokufinyelela kuye, kumele, ngesaziso, acele umfakisicelo, akhokhe inani lesicelo elimisiwe (uma likhona), ngaphambi kokuba aqhubeke nokulungisa isicelo.

[10] Ngokwesigaba 54(1) se-Paia - Inhloko yophiko oluzimele okufakwe isicelo sokufinyelela kuye, kumele, ngesaziso, acele umfakisicelo, akhokhe inani lesicelo elimisiwe (uma likhona), ngaphambi kokuba aqhubeke nokulungisa isicelo.

[11] Isigaba 92(1) se-Paia sihlinzeka ngokuthi -"UNgqongqoshe angase, ngesaziso kuGazethi, enze imithethonqubo maqondana-
(a) noma woluphi udaba oludingekayo noma oluvumelekile kulo Mthetho ukuba lungasasebenza;
(b) noma woluphi udaba oluqondene nezindleko ezimiswe kuzigaba 22 no-54
(c) noma esiphi isaziso esidingekayo kulo Mthetho;
(d) indlela efanayo ezosetshenziswa yisikhulu solwazi sanoma woluphi uphiko lukahulumeni lapho kuthathwa isinqumo ngezigaba zamarekhodi ezizoba khona ngokwesigaba 15; kanye
(e) nanoma eyiphi indlela yezokuphatha noma yenqubo edingekayo ukuze kusebenze izinhlinzeko zalo Mthetho."

Ababambiqhaza esikhungweni esinamarekhodi abo	Izigaba zamarekhodi agcinwe wumbambiqhaza ngamunye
Ukuhleleka nokulawula	Imibhalo ehambisana nokunquma ngemigomo kanye nezimpokophelo ze-AGSA, njengokuhlela ngokohlelomumo, izindlela zokulawula, imihlangano, uguquko, ukulawulwa kwengcuphe, njll.
Imisebenzi yezolwazi	Imibhalo ehambisana nesihlinzeko kanye nokuphathwa kwemithombo yolwazi lwe-AGSA, njengomtapowolwazi, ukuphathwa kwamarekhodi, ukuphathwa kolwazi, ukuphathwa kwemininingwane, ubuchwepheshe bezolwazi, njll.
Ukuxhumana kwangaphakathi nokwangaphandle	Imibhalo ehambisana nokuhlela ngokohlelo olumisiwe, ukuqalisa, ukuqapha nokubuyekeza uhlelosu lokushicilelwe nezokwazisa.
Ukuphathwa kwezimali kanye nezokuthenga impahla	Imibhalo ehambisana nokunyusa, ukwaba, ukusebenzisa kanye nesibophokubika semithombo yezimali ye-AGSA, njengokuhlela, ukwaba imali, isibophokubika, ukuhlaziya nokubika, kanye naleyo ehambisana nokuthola, ukugcina nokuphatha impahla esebenzisekayo.
Abasebenzi	Imibhalo ehambisana nezindaba zabasebenzi, njengokuthuthukiswa kwesikhungo, imigomo yokusebenza, ukuqasha, ukuphathwa komsebenzi, ukuqeqesha, njll.
Ukuphathwa kwesikhungo	Imibhalo ehambisana nokuphatha izinhlelo zokuhamba nokuhlinzeka ngezithuthi, kanye naleyo eqondene nokuhlela, ukudwetshwa nokuphathwa kwezakhiwo, izinkundla, kanye nemisebenzi yezokuposa nokuxhumana ngezingcingo.
Ubudlelwane namanye amazwe kanye nobakuleli	Yonke imisebenzi ehambisana nobudlelwane basezweni nobakumazwe omhlaba, njengezivumelwano nemithetho.
Ucwaningomabhuku	Imibhalo ehambisana nocwaningomabhuku olujwayelekile, ucwaningomabhuku lokwenziwa komsebenzi, uphenyo, ucwaningomabhuku kwezinhlelo zokutholakala kolwazi, uphenyo locwaningomabhuku kanye nokuthuthukisa, kanye nokulawulwa kwezingaqophelo.

9. IZIGABA ZAMAREKHODI KAMCWANINGIMABHUKU-JIKELELE WASENINGIZIMU AFRIKA ATHOLAKALAYO NGAPHANDLE KOKUBA UMUNTU AFAKE ISICELO SOKUWATHOLA

Uhlobo	**Uhlobo lombhalo**	Itholakala kuwebhusayithi	Itholakala lapho kufakwa isicelo
Ukuhleleka nokulawula	- Imibiko yonyaka ye-AGSA - Izinhlelo zesabelomali nohlelosu lwe-AGSA - Ukubika kanye nokuziphatha okuhle	X	
Ezokuxhumana kwangaphandle	- Okushicilelwe wuphiko lwezokuxhumana lwesikhungo - Izinkulumo - Ukuqwashisa umphakathi - Imiyalelo eku*Gazethi Kahulumeni*	X	
Ucwaningomabhuku	- Imibiko ewujikelele yemiphumela yocwaningomabhuku lukazwelonke nolwesifundazwe - Imibiko ewujikelele yemiphumela yocwaningomabhuku lohulumeni basekhaya - Imibiko yocwaningomabhuku olukhethekile (ucwaningomabhuku lokwenziwa kwemisebenzi kanye nemibiko yophenyo)	X	
Indlelakwenza yezocwaningomabhuku	- Imibuzo evamile ngomhlahlandlela wocwaningomabhuku - Imihlahlandlela ewusizo - Imanuwali yomphakathi yocwaningomabhuku - Amamemo olwazi oluqondene nomsebenzi - Ulwazi lwezokuqeqesha - Imibhalo yokusebenza - ucwaningomabhuku	X (Uma ungenayo imininingwane yokungena ukuze uthole lolu lwazi welulekwa ukuba ulandele inqubo ye-Paia. Ababambiqhaza bangaphandle abahlonziwe	

Uhlobo	**Uhlobo lombhalo**	Itholakala kuwebhusayithi	Itholakala lapho kufakwa isicelo
	lwezikhungo ezingasebenzi - Imibhalo yokusebenza - umshwalense ofanele - Imibhalo yokusebenza - ucwaningomabhuku oluncane	kuphela abangakwazi ukuthola ulwazi lwe-AGSA nge-extranet)	

10. IMISEBENZI ENGATHOLWA AMALUNGU OMPHAKATHI KUMCWANINGIMABHUKU-JIKELELE WASENINGIZIMU AFRIKA KANYE NENDLELA YOKUTHOLAKALA KWALEYO MISEBENZI

10.1 Amandla, amajoka kanye nemisebenzi

Umcwaningimabhuku-jikelele, ngokubonisana nezindlela zokuqapha, unquma imigomo ezosetshenziselwa ukwenza ucwaningomabhuku, uhlobo nohlelo locwaningomabhuku olunjalo, kanye nezinqubo zokubhekana nezikhalo uma kwenziwa ucwaningomabhuku olunjalo.

Izikhalo eziqondene ne-AGSA ngokwesigaba 13(1)(c) se-PAIA kumele ziqondiswe ngokubhaliwe ku-:

Umphathi Omkhulu: Wezikhalo: Umcwaningimabhuku-Jikelele waseNingizimu Afrika
Ikheli lendawo: Lynnwood Bridge Office Park, 4 Daventry Road, Lynnwood Manor; PO box 446, Pretoria, 0001
I-imeyli: Ethics@agsa.co.za

Okunye okubalulekile, umcwaningimabhuku-jikelele angakhipha imiyalelo ecacisiwe noma izaziso ngokwe-PAA. Noma eyiphi imibuzo eqondene nalowo myalelo noma isaziso kumele iqondiswe ehhovisini elindelayo:

Umholi Wophiko Lwezomsebenzi: Ezocwaningo Nokuthuthukiswa Kocwaningomabhuku, Umcwaningimabhuku-Jikelele waseNingizimu Afrika
Ucingo: 012 426 8000
Ifeksi: 012 426 8333
I-imeyli: ARDsupport@agsa.co.za

11. UKUBANDAKANYWA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO NOMA UKUSETSHENZISWA KWAMANDLA NOMA UKWENZIWA KWEMISEBENZI KAMCWANINGIMABHUKU-JIKELELE WASENINGIZIMU AFRIKA

Akusebenzi

12. UKULUNGISWA KWEMINININGWANE YOLWAZI LOMUNTU SIQU

12.1 Inhloso yokulungisa

Uma yenza imisebenzi namajoka ayo engaphansi kwe-PAA kanye neminye imithetho, i-AGSA ilungisa ulwazi lomuntu siqu (njengoba kuchazwe kuMthetho Wokuvikelwa Komuntu Siqu 4 wezi-2013).

Lapho kudingeka ngaphansi kwe-Popia, i-AGSA idinga imvume yomnikazi wolwazi lapho iqoqa ulwazi lomuntu siqu.

I-AGSA ilungisa ulwazi lomuntu siqu ngezinhloso:

- zokugcwalisa izibopho ezimiswe ngokomthetho nangezinkotileka kubasebenzi bayo;
- zokusekela nokuphatha abasebenzi bayo;
- zokuqinisekisa ukuhlonzwa kwezivakashi emahhovisi ayo;
- zokuhlinzeka ngezokuphepha ngqo kubasebenzi bayo kanye nokuvikelwa kwempahla yayo;
- zokuqiniseka ulwazi oluhlinzekwe ngabahlinzekimisebenzi kanye nalabo abangase babe ngabahlinzekimisebenzi;
- zokuhlola izicelo zamathenda kanye nemibhalo yamabhidi;
- zokuqinisekisa ulwazi oluhlinzekwe abafake izicelo zomsebenzi;
- zokulandelwa kwezibopho ezimiswe ngokomthetho nezokulawula.

12.2 Izincazelo ngezigaba zabaNikazi Bemininingwane kanye nolwazi noma izigaba zolwazi oluhambisana nabo

Izigaba zabanikazi bemininingwane	Ulwazi lomuntu siqu olungalungiswa
Umuntu ngokwemvelo	Amagama nesibongo; imininingwane yokuxhumana (inombolo yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyli); ikheli lendawo, leposi noma lebhizinisi; inkomba yomuntu ngamunye / inombolo kamazisi kanye nokubhalelana izincwadi eziyimfihlo, ulwazi lwe-biometric, lwabantu (okungaba yizithombe zezokuphepha kanye nokuqoshwe ngevidiyo ye-CCTV); imibono, imicabango kanye nokukhethwa wumuntu siqu; izincwadi eziyimfihlo ezithunyelwe e-AGSA noma kusetshenziswa uhlelo lwezokuxhumana lwe-AGSA.
Umuntu ngokomthetho	Amagama abantu okuxhunyanwa nabo; igama lesikhungo esisemthethweni; ikheli lendawo nekheli leposi; imininingwane yokuxhumana (inombolo yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyli); inombolo yokubhalisa; ulwazi lwezezimali, lwezamabhizinisi, lwezocwaningo noma lwezobuchwepheshe kanye nezimfihlo zokuhweba, ulwazi ngendawo; inkomba yohlelo lwe-inthanethi kanye nokunye okuqondene nabantu.
Abasebenzi	Ubulili, ukukhulelwa; isimo sokushada; ubuhlanga; iminyaka, ulimi, ulwazi ngemfundo (iziqu); ulwazi lwezezimali; umlando wokusebenza;; inombolo kamazisi; ikheli lendawo neleposi; imininingwane yokuxhumana (inombolo yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyli); ukuziphatha ngokobugebengu; inhlalakahle kanye nezihlobo zabo (amalungu omndeni); ubuhlanga, ezokwelashwa, ezobulili, ubuzwe, imvelaphi noma abantu ovela phakathi kwabo, ubulili ozimatanisa nabo, iminyaka, isimo sempilo ngokwenyama noma ngokomqondo, inhlalakahle, ukuphila nokukhubazeka, inkolo, unembeza, ukholo, isiko, ulimi, ulwazi lwe-biometric lomuntu.

12.3 **Abamukeli noma izigaba zabamukeli abangahlinzekelwa ngolwazi lomuntu siqu**

Izigaba zolwazi lomuntu siqu	Abamukeli noma izigaba zabamukeli
Ubulili, ubuhlanga, ulwazi lwezezimali	Amaphiko amiswe ngokomthetho (njengoMnyango Wezabasebenzi kanye ne-South African Revenue Service)
Amagama, imininingwane yezezimali, izinombolo zikamazisi,	Abahlinzeki bezinzuzo zabasebenzi (njengezikimu zokwelapha, ababhalisi besikhwama sempesheni kanye nezinye izikhungo zezimali)
Amagama, izinombolo zikamazisi, izinombolo zokuxhumana	Umndeni, abasondelene kanye nabamele abanikazi bemininingwane
Umlando wezokusebenza, amagama, inombolo kamazisi	Abaqashi bamanje, bakudala kanye nabangombuso babanikazi bemininingwane
Ulwazi lwezemfundo, umlando wezokusebenza	Ama-ejensi ezemisebenzi
Inombolo kamazisi, amagama, imininingwane yokuxhumana	Amaklayenti e-AGSA, maqondana nokubonisana kwe-AGSA nala maklayenti
Umlando wesikweletu nokukhokha, kolwazi lwezikweletu	Ama-ejenti okuhola izimo zezikweletu
Iziqu zemfundo, ukuze kuqinisekiswe iziqu, inombolo kamazisi	Ukuhlola kokuqinisekisa umlando wezinkampani
Inombolo yokubhaliswa kwemoto, amagama, inombolo kamazisi yomsebenzi	Izinkampani zezokuvikela ngqo
Amagama, izinombolo zikamazisi, imininingwane yezokuxhumana	Izinqolobane Zikazwelonke kanye Nemisebenzi Yamarekhodi yaseNingizimu Afrika (maqondana nolwazi olufanelekile ukubizwa ngokuthi 'yirekhodi lomphakathi' ngokoMthetho Wezenqolobane Kazwelonke kanye Wemisebenzi Yezamarekhodi yaseNingizimu Afrika 42 we-1996
inombolo kamazisi kanye namagama, ukuze kuhlolelwe ubugebengu	Amaphoyisa i-South African Police Service kanye nezinkantolo, lapho kudingeka

12.4 **Ukudluliswa kolwazi lomuntu siqu phakathi kwemingcele okuhleliwe**

UMncwaningimabhuku-Jikelele waseNingizimu Afrika akahlelanga ukudlulisa ulwazi lomuntu siqu phakathi kwemingcele.

12.5 **Izincazelo Eziwujikelele zolwazi kwezokuVikela Ezokuphepha ezizoqaliswa yisikhungo esifanale ngokuqinisekisa ubumfihlo, ubuqotho kanye nolwazi olukhona.**

I-AGSA ithola ulwazi lomuntu siqu elugcinile nelulawulayo ngezindlela ezivikelekile zezobuchwepheshe nezesikhungo eziqalisele ukuvikela ubuqotho nobumfihlo bolwazi lomuntu siqu ngokwezinqumo ezamukelekile jikelele zokuvikelwa kolwazi. Lokhu kungase kubandakanye:

i. Ukubekwa Kolwazi Ngendlelamfihlo
ii. Izindlela zobuchwepheshe zokuthiya ukudlulela olwazini (ama-firewalls)
iii. Ukulawula ukutholakala;
iv. Isifungo sobumfihlo sabasebenzi,
v. Isivumelwano sokungadaluli sabangahlangene ngqo;
vi. Ukulawula ukutholakala ngqo;
vii. I-hardware nge-software evikelekile; kanye
viii. Izigaba zobumfihlo kanye nobumfihlo beminingwane ezivumelwaneni nabahlinzeki kanye nabahlinzekimisebenzi.

13. UKUTHOLAKALA KWEMANUWALI

13.1 Le manuwali itholakala ngalezi zilimi ezintathu ezisemthethweni:

13.1.1 IsiNgisi

13.1.2 IsiBhunu

13.1.3 IsiZulu

13.1.4 IsiSuthu

13.2 Ikhophi yale Manuwali noma umbhalo obuyekeziwe wayo, uyatholakala nangalezi zindlela ezilandelayo:

13.2.1 ku (www.agsa.co.za);

13.2.2 eNhlokohhovisi ye-AGSA ukuze ifundwe wumphakathi ngezikhathi zokusebenza ezijwayelekile;

13.2.3 kunoma wubani lapho iceliwe futhi esekhokhe inani elimisiwe elifanele; kanye

13.2.4 nangokufaka isicelo kuMlawuli Wolwazi.

13.3 Izindleko zekhophi lemanuwali, njengoba kubhalwe kusithasiselo B seMithethonqubo eqondene noMthetho Wokukhuthaza Ukutholakala Kolwazi, 2021 eyashicilelwa ngaphansi kwe-GNR 757 *kuGazethi Kahulumeni* 45057 yangomhla zingama-27 Agasti 2021, ziyokhokhelwa ifothokhophi ngayinye eyenziwe engu-A4.

14. UKUBUYEKEZA IMANUWALI

I-AGSA, uma kunesidingo, izobuyekeza futhi ishicilele le manuwali minyakayonke.

Ikhishwe ngu

Umcwaningimabhuku-jikelele