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INCWADI YOKUTHUTHUKISWA KOKUFINYELELA OLWAZINI

INOMBOLO YE NCWADI	GRC MAN 1/2023
INOMBOLO YE NGUQULO	02
ISIMO SENCWADI	IBUYEKEZIWE
ABAKHIPHI BAYO	GOVERNANCE RISK & COMPLIANCE (GRC)
UMNIKAZI WENQUBO	INHLOKO: EZOMTHETHO & UKUHAMBISANA NEMIGOMO
USUKU LOKUQALA UKUSEBENZA	USUKU EYOVUNYELWA NGALO
USUKU LOKUBUYEKEZA OLULANDELAYO	IMINYAKA EMIBILI

USUKU KWANGU UKUGUQUKA	UKUBUYEKEZA #	UKUCHAZWA KWEZINGUQUKO	UMLOBI	IVUNYWE ngu
	02	3rd Inguqulo yesithathu yencwad yePAIA	IGRC	Umphathi omkhulu obheka okungadaala ingozi & nokuhambisana nemigomo

Ukulawulwa Kwenguqulo

Ukuvunywa Kwencwadi

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INCWADI NGOKOMTHETHO WOKUTHUTHUKISA UKUFINYELELA OLWAZINI, 2000 (UMTHETHO Ongunombolo 2 ka- 2000) NOMTHETHO WOKUVIKELWA KOLWAZI OLUMAYELANA NOMUNTU, 2013 (UMTHETHO ongunombolo 4 ka-2013)

1. ISINGENISO

1.1 Le ncwadi yolwazi ("Incwadi") ishicilelwe ngokulandela isigaba 10 Sokuphromotha Umthetho Wokuthuthukisa Ukufinyelela Olwazin 2 ka- 2000 (IPAIA) njengoba uchitshiyelwe oqonde ukulekelela umuntu kwanguisa ukusebenzisa noma yiliphi ilungelo elicatshangelwe kuPAIA nakumthetho wokuvikelwa kolwazi olumayelana nomuntu, 2013 (POPI).

1.2. Ilungelo lokufinyelela olwazini ulawulwa yimikhawulo ethile efanele, efaka, kodwa ingavinjwa yimikhawulo ehambisana nokuvikelwa okwemukelekayo kwelungelo langasese, ubumfihlo kwezohwebo kanye noma nokuphatha okunempumelelo, okunpmthelela futhi okulungileyo, njengoba kucats hangelwe eSigabeni 9 (b) (i).

1.3. Lapho kufakwa isicelo ngokwePAIA, njengoba uchitshiyelwe, yiPOPIA, isakhiwo okufakwa kuso isicelo siphoqelekile ukuba siludedele lolo lwazi, ngaphandle kwalapho iPAIA nePOPIA ibeka ngokusobala ukuthi lolo lwazi akufanele ludedelwe IPAIA ibeka inqubo okufanele ilandelwe ekwenzeni leso sicelo

1.4. Nokho, iPAIA iphinde ikwamukele ukuthi lelo lungelo lokufinyelela olwazini alukwazi ukungabi nemikhawulo efanele njengale elandelayo:

a) Ukuvikelwa okwemukelekayo lokuba nelungelo langasese;
b) ubumfihlo kwezohwebo;
c) ukuphatha okunempumelelo, okunomthelela nokulungileyo

1.5. Inhloso yePAIA ukuqinisa isiko lokubeka izinto obala nobuqotho emikhakheni yomphakathi neyangasese ngokunika noma yimuphi umuntu the ilungelo lokufinyelela olwazini ukuze akwazi ukusebenzisa nokuvikela onke amalungelo akhe ngokwezinga eliphelele alifunayo.

1.6. Isigaba 14 sePAIA njengoba ichitshiyelwe yiPOPIA siphoqa izakhiwo zomphakathi ukuba zakhe incwadi ezolekelela umuntu noma inhlangano ukuba ifinyelele olwazini olugcinwe yisakhiwo somphakathi futhi ibeka imigomo okufanele incwadi okungenani ihambisane nayo. Inhloso yale ncwadi ukubeka izinqubo okumele zilandelwe ukuze kufinyelelwe olwazini olugcinwe yi-Navigation Services Company (i-ATNS) ngokuhambisana nePAIA ne POPIA.

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2. INHLOSO YENCWADI

Inhloso yale ncwadi ukwethula izinqubo okumele zilandelwe kanye nemigomo okufanele ilandelwe yinoma ngubani ("umfaki sicelo") lapho ecela ukufinyelela kumarekhodi aphethwe noma alawulwa yi-ATNS.

3. IZINCAZELO

“Isisebenzi” sibhekise kunoma yimuphi umuntu osebenzela noma onikeza izinkonzo kuleyo nhlangano noma egameni lehlangano futhi owamukela noma ogunyazwe ukwamukela inkokhelo kanye noma yimuphi omunye umuntu olekelela ekwenzeeni noma ukuqhuba umsebenzi waleyo nhlangano, futhi onesivumelwano esibhalwe phansi sokuqashwa yi-ATNS.

“Ifomu 2” libhekise efomini elingasetshenziswa kuphela uma ufuna ukucela ukufinyelela kumarekhodi esikhungo somphakathi noma sangasese.

“Ifomu 4” libhekise efomini elingasetshenziswa kuphela uma ufuna ukufaka isikhalazo sangaphakathi ngezinqumo zeZikhulu ezibhekene Nolwazi noma Amasekela Ezikhulu Ezibhekene Nolwazi zomkhakha kaHulumeni okuZwelonke, esiFundazweni noma eNdaweni okubhekene nawo leso isikhalazo sangaphakathi.

“Isikhulu ezibhekene Nolwazi” kusho umuntu noma abantu abasebenza egameni le-ATNS abanomthwalo wokwenza imisebenzi nezibopho ezinikezwe Isikhulu Esiphezulu Esiphethe noma Isikhulu esilingana nalelo zinga, njengoba kunqunywe ngokulawula kwePAIA, okungafaka Isekela Lesikhulu Ezibhekene Nolwazi.

“Umqondisi Wolwazi” ubhekise ehhovisi likaMqondisi wolwazi elisungulwe ngokulawula kwesigaba 39 sePOPIA, ukwalusa kanyee nokuqinisa ukuhambisana nemigomo yePOPIA nePAIA. Kule ncwadi Ihhovisi likaMqondisi Wolwazi noma uMqondisi wolwazi libizwa ngoMqondisi.

“Inhlangano” ibhekise ku-Air Traffic and Navigation Services SOC Limited (ATNS).

“Omunye Umfaki sicelo” kusho noma muphi umfaki sicelo ongafaki isicelo mathupha

“Umfaki sicelo solwazi olumayelana nomuntu” kusho umfaki sicelo kwanguna ukufinyelela erekhodini eliqukethe ulwazi ngomfaki sicelo.

"Umfaki sicelo" kusho noma muphi umuntu owenza isicelo sokufinyelela erekhodini elilawulwa yi-ATNS.

"Uhlangothi Lwesithathu" kusho noma muphi umuntu wemvelo noma umuntu wangokomthetho ongeyena umfaki sicelo noma lowo muntu osebenza egameni lomfaki sicelo.

4. UKUTHOLAKALA KWENCWADI

Le ncwadi ingatholakala kuwebhusayithi yethu ku- www.atns.co.za noma ngokucela ikhophi nge-imeyli kuSekela Wesikhulu Esibhekene Nolwazi njengoba kunikezwe esigabeni 6 ngezansi. Incwadi ingatholakala futhi kuMqondisi wolwazi.

5. UMSEBENZI NESAKHIWO SE- ATNS

5.1. Uhulumeni wase Ningizimu Afrika ngoMnyango Wezokuthutha (DoT) nguye kuphela Umphathizabelo we-ATNS, ngalokho-ke i-ATNS yasungulwa ngokulawula kweSigaba 2 somthetho weZinkampani Zezinkonzo Zokuhamba Emoyeni Nezokundiza, 45 ka-1993. Iyisakhiwo somphakathi somkhakha 2 ngokulawula koMthetho Wokuphathwa Kwezimali Zomphakathi, 1 ka-1999.

5.2. Inhloso ye-ATNS ukuthola, ukusungula, ukuthuthukisa, ukuhlinzeka, ukunakekela, ukuphatha, ukulawula noma ukusebenzisa ingqalasizinda yokuhamba emoyeni, izinkonzo zezokundiza noma izinkonzo zokuhamba emoyeni.

5.3. IIATNS iyona kuphela umhlinzeki wezinkonzo zokuphatha ezokundiza, ukuxhumana, ukubhekwa, ukundiza, ukuqeqesha kanye nezinkonzo ezihambisana nalokho ngaphakathi eNingizimu Afrika. I-ATNS iphethe amaphesenti ayishumi omkhathi womhlaba. I-ATNS izimisele ngokuhlala inikeza izinga lokuphatha umkhathi ngokuphephile, okuhlelekile, okusheshayo futhi okusebenza ngempumelelo. Inkampani isebenza ezikhumulweni zamabhanoyi ezingama-21 phakathi ezweni, okufaka izikhumulo zamazwe ngamazwe i-OR Tambo, iCape Town neDurban.

5.4. Ezwenikazi lonke lase-Afrika, i-ATNS inikeza phakathi kokunye, i-Aeronautical Satellite, iNethwekhi yokuxhumana eyaziwa ngokuthi yiVSAT Networks, ukucwaninga kweWGS 84, ukuqopha ulwazi, ukudweba izinhlelo zezokundiza, ukuqopha ulwazi lwe-AIP, Izinkonzo zokukhokhisa neziNkonzo Zokucobelela Ngolwazi.

5.5. Izinkonzo ezihlinzekwayo zisuka eCape Town zifike eCairo, zixhumanisa amazwe angaphezulu kwangama-33 e-Afrika naseMiddle East. Isikhungo sokufundisa se-ATNS siqeqesha abafundi baseNingizimu Afrika nabakwamanye amazwe ase-Afrika ngeZinkonzo Zolwazi Kwezokundiza (AIS).

5.6. I-ATNS ineBhodi eliiphethe izindaba ze-ATNS, futthi elilawula ukwenziwa kwemIsebenzi yayo, ukusetshenziswa kwamandla ayo nokwenziwa kwemisebenzi yayo. IBhodi linikeze amandla athile eSikhulwini Esiphezulu Esiphethe esinomthwalo wokuphatha i-ATNS jikelele.

5.7. I--ATNS inemiNyango elandelayo:

- Izinkonzo Zobunjiniyela Nezobuchwepheshe
- Ukusebenza
- Izinkonzo Zokuphatha Izindiza
- Izinkonzo Zohwebo
- Ezokubheka Okungadala Izingozi
- Ezomthetho Nokuhambisana Nemigomo
- Ezezisebenzi
- Ezezimali

6. ISIKHULU EZIBHEKENE NOLWAZI NEZIKHULU EZIBHEKENE NOLWAZI EZINGAMASEKELA

6.1. Ngokulawula koMthetho, Isikhulu esiphezulu esiphethe isikhungo somphakathi ngokuzenzakalela sinamandla okuba Yisikhulu Esibhekene nolwazi.

6.2. Isikhulu Ezibhekene Nolwazi sibeke:

6.3. Isekela lesikhulu Esibhekene Nolwazi: Umphathi Omkhulu Obheke Okugadana ingozi kanye Nokuhambisana nemigomo I-imeyli: generallegalrequests@atns.co.za

6.4. Umabhalane Wenkampani Imeyli: cosec@atns.co.za

6.5. Isikhulu Esiphezulu Sezindaba Zezisebenzi Imeyli: humanresourceconsultants@atns.co.za

6.6. Isikhulu Esiphezulu Sezobuchwepheshe Nolwazi Imeyli: T_i_management_sec_@atns.co.za.

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Nokho, ukuqinisekisa ukucutshungulwa okufanele kwezicelo, zonke izicelo zolwazi kufanele zithunyelwe Emkhandlwini Wezomthetho.

7. IMINININGWANE YOKUTHINTANA

7.1. Ihhovisi le-ATNS lise- Eastgate Office Park, eBruma, eGoli. Inhlokohhovisi inomthwalo wokuphatha zonke izicelo zokufinyelela olwazini oluphathelene nawo wonke amahhovisi namagatsha e-ATNS.

Ikheli lendawo:	Eastgate Office Park Block C South Boulevard Road Bruma, 2198, Gauteng South Africa
Ikheli leposi:	Private Bag X15 Kempton Park 1620
Ucingo lomsebenzi:	+27 11 607 1000
i-Fax:	+27 11 607 1570
Ikheli lewebhusayithi:	www.atns.co.za

8 INDLELA YOKUSEBENZISA IPAIA

8.1 Umqondisi wolwazi uyisikhungo esizimele esasungulwa ngokulawula kwesigaba 39 soMthetho Wokuvikelwa Kolwazi Olumayelana Nomuntu 4 ka-2013. Ulawulwa kuphela umthetho nomthethosisekelo futhi ubika ephalamende likazwelonke

8.2 Umqondisi wolwazi, phakathi kokunye, ugunyazwe ukwalusa futhi nokuqinisa ukuhambisana nemigomo kwezakhiwo zomphakathi nezangasese nezinhlinzeko zoMthetho Wokuthuthukiswa Kokufinyelela Olwazini, 2000 (UMthetho 2 ka-2000), noMthetho Wokuvikelwaa Kolwazi Olumayelana Nomuntu, ka-2013 (UMthetho 4 ka-2013).

8.3 Uma isicelo sakho sePAIA singavunywa noma kungabuyi mpendulo ku-ATNS ungafaka isikhalazo ngokusbenzisa imininingwane yokuthintana kaMqondisi Wolwazi elandelayo:

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Imibuzo ejwayelekile yePAIA:	enquiries@inforegulator.org.za
Isikhulu esibhekene nolwazi	
Isikhulu esiphezulu EEsiphethe:	Mnu. Mosalanyane Mosala
Umuntu Othintwayo:	Nksz. Pfano Nenweli
I-imeyli:	PNenweli@justice.gov.za
Isekela lesikhulu esibhekene nolwazi:	Ms. Varsha Sewlal
I-imeyli:	VarSewlal@justice.gov.za
Ikheli lendawo:	Ikheli leposi:
JD House, 27 Stiemens Street	P.O. Box 31533
Braamfontein	Braamfontein
Johannesburg 2001	Johannesburg 2017
Ucingo:	010 023 5200

9 INDLELA YOKWENZA ISICELO

9.1. I-ATNS ingathathwa njengesikhungo somphakathi nesangasese, kuye ngerekhodi elifunwayo.

9.2. I-ATNS iyothathwa njengesikhungo somphakathi lapho amarekhodi ephathelene noma ehambisana nokusebenzisa amandla noma ukwenziwa komsebenzi ngokomthetho noma uMthetho Wokuwusungula. Zonke izinkonzo eziqondisiwe ziyongena ngaphansi kwalesi sigaba.

9.3. I-ATNS iyothathwa njengesikhungo sangasese uma irekhodi elicelwayo liphathelene nokustshenziswa noma ukwenziwa komsebenzi wesikhungo sangasese. Izindaba eziphathelene nesisebenzi ziyongena ngaphansi kwalesi sigaba.

9.4. Zonke izicelo zokufinyelela olwazini ezihambisana ne-ATNS njengesikhungo somphakathi ziyobhekwa ngokweSigaba 11 soMthetho. Noma yiziphi ezinye Izinkonzo ezingaqondisiwe ziyobhekwa ngokweSigaba 50 soMthetho njengoba lokhu kuphathelene nerekhodi le-ATNS ngokweSakhiwo sangasese.

10 INQUBO YOKUCELA UKUFINYELELA OLWAZINI

10.1. Umfaki sicelo kufanele agcwalise ifomu elisemthethweni Ifomu bese ethumelasicelo esikhulwini esibhekene nolwazi. Umfaki sicelo kufanele asho ukuthi isicelo ngesekhophi yerekhodi noma esokuhlolwa kwerekhoddi elihambisana naso. La mafomu atholakala kuwebhusayithi yoMqondisi ku-https://www.justice.gov.za/inforeg

10.2. Uma umfaki sicelo ecela ukufinyelela ngefomu efanele, uyonikezwa imvume ngendlela isicelo esenziwe ngayo, ngaphandle kwalapho ukwenza lokho kuzophazamisa ngokungafanele ukusebena kwe**-ATNS**, uma kuzokwephulla ilungelo eliphezu kombhalo elingaphethwe yi-**ATNS** noma uma kuzolimaza irekhodi.

10.3. Uma, ngaphezu kwempendulo ebhaliwe kulelo rekhodi, umfaki sicelo efuna ukwaziswa ngocingo, lokhu kufanele kushiwo efomini lokufaka isicelo.

10.4. Uma umfaki sicelo ecela ukufinyelela olwazini ecelela omunye umuntu, kufanele asho isikhundla afaka ngaso leso sicelo.

10.5. Uma umfaki sicelo engakwazi ukufunda nokubhala, noma enokukhubazeka, isicelo singenziwa ngomlomo. Isikhulu esibhekene nolwazi siyolekelela lowo mfaki sicelo ukugcwalisa ifomu egameni lomfaki sicelo bese emnika ikhophi.

11 UKUCUTSHUNGULWA KWESICELO

11.1. Ngokokuhlinzeka koMthetho, imvume yokufinyelela erekhodini elicelwayo ku-ATNS iyonikwa kuphela uma kweneliswe imigomo elandelayo:

- Zonke izinqubo zibekwe ku-**PAIA** ezihambisana nesicelo zenelisiwe; futhi;
- Ukufinyelela erekhodini elicelwayo/emarekhodini acelwayo kunganqatshiwe ngokwanoma yisiphi isizathu sokwenqaba esibekwe ku**PAIA**.

Izizathu zokwenqaba yilezi futhi zifaka ukuvikelwa okuyimpoqo:

- kolwazi **oluyimfihlo** lwezohwebo lohlangothi lwesithathu;
- kolwazi **olumayelana nomuntu wohlangothi lwesithathu**;
- kplwazi oluyimfihlo ethile;
- kokuphepha kwabantu, nokuvikelwa kwempahla;
- kwamarekhodi ayimfihlo avela ezinqubeni zomthetho;
- kwezindaba ezithinta umnotho nenhlalakaahle yeRiphabhliki nemisebenzi yezohwebo yezikhungo zomphakathi;
- kolwazi lophenyo lohlangothi lwesithathu, kanye nokuikeelwa kolwazi locwaningo lwesikhungo somphakathi; noma
- ulwazi oluthile olumayelana nemisebenzi yezakhiwo zomphakathi.

11.2. I-ATNS ingase ingazivumi izicelo ezingenasidingo noma eziwuhlupho noma ezizoholela ekusebenzeni kwezinsiza ngendlela ephambuka kakhulu ngokungenamqondo.

11.3. Amarekhodi acelwayo ngenhloso yamacala obugebengu noma ombango awangeni ngaphansi

kwePAIA uma ecelwa emvva kokuqala kwalezo nqubo zamacala futhi nokukhishwa kwawo noma ukufinyelela kuwo kuhlinzekelwe ngaphansi kwanoma yimuphi omunye umthetho. Noma yiliphi irekhodi elitholakale ngokwephulwa kwalokhu kwenqatshelwa alemukelwa njengobufakazi ecaleni, ngaphandle uma inkantolo ibona ukuthi lokho kwenqatsheelwa kwerekhodi kungapphazamisa ubulungiswa.

11.4. Ngokokulawula kweZinhlangano Zezokundiza Zamanye amazwe "ICAO") Isithasiselo 13, isigaba 8.3, amarekhodi athile awakwazi ukukhishwa futhi i-ATNS iyokucaabanga lokho uma kwenziwa isicelo. Isithasiselo se-ICAO 13 Isigaba 8.3, sithi:

- lapho uHulumeni ecwaninga ngengozi noma isigameko ngeke adedele amarekhodi alandelayo ngenhloso engaqondene nengozi noma isigameko, ngaphandle kwegunya elifanele lokubhekela ubudlelwane lapho uhulumeeni enquma khona ukuthi ukudedelwa kwalawo amarekhodi kunesisindo esingaphezulu komthelela omubi eezweni noma kwamanye amazwe lokhu kwenza okungaba nawo kunoma yiluphi ucwaningo olungenziwa esikhathini esilandelayo;
- zonke izitatimende ezithathwe kubantu ngabamtu abasemagunyeni okucwaninga ngenkathi becwaninga;
- konke ukuxhumana phakathi kwabantu ebebethinteka ekusebenzeni kwebhanoyi;
- amarekhodi amazwi asegunjini labashayeli bebhanoyi kanye nemibhalo eqopha lawo marekhodi;
- amarekhodi nemibhalo eqopha lawo marekhodi evele emaqenjini ezokulawulwa kwamabhanoyi; kanye
- nemibono eyethulwe ekuhlaziyweni kolwazi, okufaka ulwazi oluqoshwe emshinini wokuqopha ukundiza.

12 IZIMALI EZIKHOKHWAYO

12.1 UMthetho uhlinzeka izinhlobo ezimbili zezimali, okuyimali enqunyiwe kanye nemali yokungena, okufanele zikhokhelwe u-ATNS ukuze kufinyelelwe erekhodini.

12.2 Umfaki sicelo solwazi olumayelana nomuntu akudingekile ukuba akhokhe imali yesicelo.

12.3 Imali edingekayo ikhokhelwa noma yisiphi isicelo uma umfaki sicelo engaceli irekhodi eliqukethe ulwazi olumayena naye. Isekela lesikhulu esibhekene nolwazi noma umuntu ogunyaziwe, uyokwazisa umfaki sicelo ngaphambi kokucubungula isicelo sokukhokha imali enqunyiwe.

12.4 Imali yesicelo ekhokhelwa izakhiwo zomphakathi ibekwe esithasiselweni A, ekhokhwa lapho kufakwa isicelo ngasinye. Le mali ayibuyeli emuva kumkhokhi. "Isijthasiselo A" sitholakala

eSazisweni SikaHulumeni R187 saagomhla ka-15 Febhruwari 2002 INGXENYE II (Izimali ezimayelana neZakhiwo Zomphakathi).

12.5 Emva kokuthi iSsekela Lesikhulu Esibhekene Nolwazi selinqumile ngesicelo, umfaki sicelo uyokwaziswa ngaleso sicelo futhi enye imali yokufinyelela kufanele ikhokhwe ngokugcwele ukuze kuphenywe, kulungiswe, kukhishwe noma ngasiphi isikhathi eseseqile emahoreni anqunyiwe okufuna nokulungisa irekhodi.

13 UKWEDLULISA ISICELO

13.1 Lapho i-ATNS yamukela isicelo obeufanele senziwe kwesinye isikhungo somphakathi, i-ATNS ingase:

- yelekelele umfaki sicelo ukuba enze isicelo esikhungweni esifanele; noma
- edlulisele isicelo esikhungweni esifanele – okuyokwenza ukuthi isicelo sisheshe sibhekwe.

13.2 Ngaleya kwesicelo esikhetha ukwedluliswa kwesicelo noma ukusiza umfaki sicelo ukuba enze isicelo esikhungweni esifanele, umthwalo wokudlulisa isicelo ubekwe phezu kweSikhulu Esibhekene Nolwazi se-ATNS ukuba sidlulise isicelo ngokushesha okungenzeka, kodwa zingakedluli izinsuku eziyi-14 (ishumi nane) emva kokwamukelwa kwesicelo lapho:

- irekhodi elicelwayo liphethwe ngesinye isikhungo somphakathi;
- okuqukethwe yirekhodi eliceliwe kusondelene kakhulu nemisebenzi yesinye isikhungo somphakathi; noma
- irekhodi liqukethe ulwazi lwezohwebo oluthinta esinye isikhungo somphakathi ngokukhudlwana ngokwezohwebo.

13.3 Isikhulu esibhekene nolwazi siphoqelelwe futhi ukuthi sidlulise isicelo lapho singenalo irekhodi elicelwayo nalapho singenasiqiniseko sokutthi yisiphi isikhungo somphakathi esigcine irekhodi noma lapho lokho okuqukethwe yirekhodi kungaxhumani nemisebenzi yesikhungo somphakathi futhi singenasiqiniseko sokuthi yisiphi isikhungo somphakathi lokho okuqukethwe yirekhodi okuxhumene naso.

13.4 Kulezo zimo isikhulu esibhekene nolwazi kufanele sidlulisele isicelo esikhungweni somphakathi ireekhodi elalaakhelwe sona noma esalemukela kuqala. Lokho kwedluliselwa nakho kufanele kwenzeke ngokushesha kodwa kungedluli izinsuku eziyi-14 (ishumi nane) emva kokwamukelwa kwesicelo.

13.5 Lapho idlulisa isicelo, i-ATNS kufanele yazise umfaki sicelo ngokudluliswa, izizathu

zokudluliswa kanye nesikhathi okufanele isicelo sisetshenzwe ngaso emva kokudluliswa kwaleso isicelo.

14 AMAREKHODI AGCINWE YI-ATNS

14.1 Amarekhodi atholakalaa ku-ATNS ngaaphandle kokuthi umuntu acele ukuwathola ngokokulawula kwePAIA (irekhodi lokudedela ulwazi ngokuzikhethela nelizitholakalelayo).

Umbiko waminyaka yonke we-ATNS (umbiko waminyaka yonke ungakhishwa kuwebhusayithi ku-www.i-atns.co.za), ulwazi olujwayelekile, ulwazi ngokwethulwa kwezinkonzo nebhukwana lolwazi lwe-ATNS kutholakala kuwe bhusayithi ye-ATNS.

14.2 Ukuchazwa kwezihloko nezigaba zamarekhodi agcinwe yi-ATNS Amarekhodi alandelayo ayatholakala, kodwa awakhishwa ngokuzikhethela futhi lokho kulawulwa yiSahluko 3 sePAIA. Leso naleso sicelo sicutshungulwa ngobunjalo baso ngokuhambisana nemihlinzeko yo Mthetho:

- Amarekhodi ezezimali;
- Amarekhodi Okusebenza;
- amarekhodi ezindiza kanye Nokuphatha;
- amarekhodi obunjiniyela
- izincwadi zokuxhumana kwangaphakathi;
- izinqubomgomo, imiyalelo nezinqubo zangaphakathi;
- amarekhodi emithetho;
- amarekhodi okuqashwa kwezisebenzi.

14.3 Izinkonzo nolwazi olutholakala emphakathini emva kokukhokhelwa:

- Ukuphathwa Komkhathi ongaphezulu;
- IVSAT/INAFISAT;
- Ukuhlola KweWGS- 84;
- Izincwadi eziqopha ulwazi lwezinkonzo zezokundiza
- Inqolobane enkulu yolwazi lwezokundiza (CAD);
- Izinkonzo zokuthumela imali yokukhokhwa;
- Ukudwetshwa kwenqubo yasemoyeni;
- Ukudwetshwa komumo womkhathi;
- Izinkonzo yobunjiniyela; kanye
- Nokuqeqesha

15 UKUCUBUNGULA ULWAZI OLUMAYELANA NOMUNTU

15.1 INHLOSO YOKUCUBUNGULA

I-ATNS icubungula ulwazi olumayelana nomuntu ngenhlosos yalokhu:

- Ukuphathwa kwenqubo yokuqasha;
- Ukuthenga nokuhlinzeka;
- Ukwenziwa kohlelo lokukhokha;
- Ukuhambisana nezibopho ze-ATNS;
- Izibopho zezivumelwano
- Ukwenza izinqubo zokuhlola lonke ibhizinisi;
- Ukugcina ama-akhawunti namarekhodi;
- Ukuhlinzeka uhlelo lwemifundaze ye-ATNS;
- Ukuhambisana namasu e-ATNS okutshala izimali kanye/noma okuthenga;
- Ukubambelela emigomweni yezeZimali, Ezemvelo, Ezokuhlalisana Nokuphatha;
- Ukuhambisana noma naziphi eezinye izinhloso ngokulawula kwemithetho efanele, izimiso zokwenza ngendlela efanele kanye nemigomo elungileyo.

15.2 IZIGABA ZOKUQUKETHWE ULWAZI kanye NOLWAZI OLUMAYELANA NOMUNTU

- I-ATNS ingaphatha amarekhodi aapphathelene nabathengi, amabhanoyi, abafundi, izisebenzi, amalunga eBhodi, aabahlinzeki bezinkonzo namalunga omphakathi.

Isigaba Solwazi Oluqukethwe	Ulwazi Olumayelana Nomuntu Olucutshunguliwe
Abantu Bemvelo	Amagama; isibongo; imininingwane yokuthintana; ikheli lendawo neleposi; Usuku lokuzalwa; inombolo kamazisi; inombolo yephasiphothi; Inombolo yentela; inombolo ephathelene nentela; ubuzwe; ubulili; iminyaka yobudala; ukukhubazeka; isimo sokushada nokukhulelwa; uhlanga ;imininingwane ya-akhawuntti yasebhange; ulwazi lweminwe; wazi ngokwezempilo; ukubhalelana okuyimfihlo; ulwazi oluhambisana nezingane; umlando wokufunda nokusebenza.

Abantu Bomtheetho/ Izikhungo	Amagama abantu abangathintwa; igama lesikhungo esisemthethweni; Ikheli lendawo; ikheli leposi; imininingwane yokuthintana; ulwazi lwezezimali; inombolo yokubhalisa; izincwadi zokusungula; ulwazi.oluphathelene nentela
Abahlinzeki Bezinkonzo	Amagama abantu bokuthintwa; igama lesikhungo esisemthethweni; Ikheli lendawo; ikheli leposi; imininingwane yokuthintana; ulwazi lwezezimali; inombolo yokubhalisa; izincwadi zokusungula; ulwazi.oluphathelene nentela

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Izisebenzi / amalunga eBhodi	Amagama; isibongo; imininingwane yokuthintana; ikheli lendawo neleposi; Usuku lokuzalwa; inombolo kamaazisi; passport Inombolo yephasiphothi; Inombolo yentela; tax inombolo ephathelene ngentela; ubuzwe; ubulili; iminyaaakaa yobudala; ukukhubazeeka; isimo sokushada nokukhulelwa; uhlanga; imininingwane ya-akhawuntti yasebhange; ulwazi lweminwe; ulwazi ngokwezempilo; ukubhalelana okuyimfihlo; ulwazi oluhambisana nezingane; isimo sempilo umlando wokufunda nokusebenza.

15.3 IZIGABA ZABEMUKELAYO UKUZE KUCUTSHUNGULWE ULWAZI OLUMAYELANA NOMUNTU

15.3.1 I-ATNS inganikeza ulwazi olumayelana nabantu abahlinzeka izinkonzo ezilandelayo:

- Ukuqopha nokuhlela ulwazi;
- Ukulondolozwa kolwazi;
- Ukuhlola okuphelele imikhakha yebhizinisi.

15.4 UKWEQA IMINGCELE KOLWAZI OLUMAYELANA NOMUNTU

15.4.1 I-ATNS ingade inikezelana ngolwazi olumayelana nomuntu nezinhlangano zamanye amazwe. I-ATNS iyothatha izinyathelo ezemukelekayo ukuqinisekisa ukuthi iyaqhubeka nokuvikela ulwazi olumayelana nomuntu kungakhathaleki ukuthi lukuyiphi indawo.

15.5 UKUCHAZWA OKUBANZI KWEZINYATHELO ZOKUPHEPHISA ULWAZI

15.5.1 I-ATNS ingqalasizinda yobuchwepheshe bolwazi yokuqinisekisa ubumfihlo, isithunzi nokutholakala kolwazi olumayelana nomuntu olugcinwe iyona.

15.5.2 Izinyathelo zifaka, kodwa zingagcini kulokhu okulandelayo:

- Udonga lwekhompyutha lokuvikela ulwazi (firewalls);
- Ubuchwepheshe bokuvimba amagciwane e-inhtanethi kanyenokuvuselela ukuqina kwezivikelo;
- Ukulawula ukungena ngokuphephile kukhompyutha;
- Isimo esiphephile sobuchwepheshe bekhompyutha obuthintekayo nobungathinteki obaaha ingqalasizinda ye-IT.
- Izivumelwano zokungakhiphi ulwazi.

16 INQUBO YEZIKHALAZO

16.1 NgokwePAIA noMthethosisekelo weRiphabhlikhi yaseNingizimu Afrika wonke umuntu unelungelo lokuthola ulwazi olugcinwe yisikhungo somphakathi esigcinee lelo rekhodi uma nje lelo rekhodi lingangeni esigabeni samarekhodi anqatshelwe ngokweSahluko 3.

16.2 Uma umfaki sicelo ebona ukuthi ukwenqaba nemvume yokuthola irekhodi akufanele, angafaka isikhalazo eSikhulwini esibhekene Nolwazi. Isikhalazo sngaphakathi kufaneele sifakwe ngefomu elinqunyiwe, zingakedluli izinsuku ezingama-60 (amashumi ayisithupha) kuthathwe isinqumo. Isikhalazo kufanele siqukathe ulwazi olumayelana nesinqumo okukhonondwa ngaso, izizathu zokukhononda noma naluphi olunye ulwazi olwaziwa ngumfaki sicelo oluhambisana nesikhalazo. Ifomu elinqunyiwe kuthiwa yiFomu 2 Lokwazisa Ngesikhalazo La mafomu atholakala kuwebhusayitthi yoMqondisi ku-https://www.justice.gov.za/inforeg

16.3 Emva kokusebenzisa izindlela zokukhalaza zangaphakathi, kungafakwa isicelo enkantolo yomthetho.

16.4 Uma ufuna ulwazi mayelana nokuhamba kwenqubo, bhkaa Isithasiselo.

17 UKUBUYEKEZWA KWENCWADI ngokweSigaba 14(3) sePAIA

Incwadi iyobuyekezwa njalo ngonyaka, bese kuthi lapho nje incwadi entsha isitholakala ikhishelwe emphakathini ngendlela eshiwo ngezansi.

18 UKUTHOLAKALA KWENCWADI

Incwadi iyotholakala ngendlela elandelayo:

- Kulowo nalowo mtapo wezincwazi zomthetho njengoba kuchazwa esigabeni 6 soMthetho Wokufakwa Kwezincwaadi ka-1997;
- Incwadi ebhalwe ngesiNgisi iyoshicilelwa ephephandabeni Likahulumeni (Government Gazette);
- incwadi ingaphinde itholakalee kuwebhusayithi ye-ATNS ethi (http://www.i-atns.co.za);
- Kumqondisi Wolwazi.

19 ISIPHETHO

Inhloso yencwaddi ukuthuthukisa isiko lokubeka izinto obala nobuqotho kanye nokwenza ukuthi amalunga omphakathi asebenzise ilungelo lawo loMthethosisekelo lokuthola ulwazi. I-ATNS iyokwethula umbiko waminyaka yonke kuMqondisi wolwazi mayelaana nokusetshenziswa kwePAIA.

Umphathi Omkhulu Obheke Okungadala Ingozi & Nokuhambisana Nemigomo	Thandeka Mdebuka	
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IGUNYA/ISIKHUNDLA	UKUSAYINA	USUKU

Okunanyathiselwe

INCWADI	**Uhlobo**	**INGUQULO**