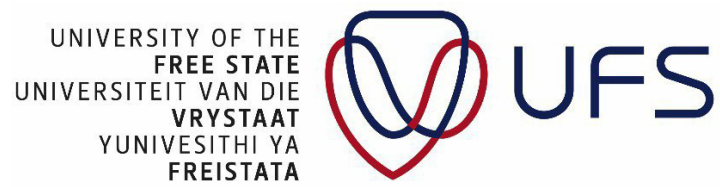


UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



Promotion of Access to Information Act (PAIA) Manual



**MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION
ACT (2 OF 2000)**

(hereinafter referred to as this/the “**Manual**”)

THE UNIVERSITY OF THE FREE STATE

(hereinafter referred to as “**the University**”)

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1. INTRODUCTION

- 1.1. Pursuant to the provisions of section 32 of the Constitution of the Republic of South Africa, 1996 (Act No.108 of 1996) ("**Constitution**"), the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("**PAIA**") was promulgated in order to foster a culture of transparency and accountability in public and private bodies, by giving effect to the right of access to information and actively promoting a society in which the people of the Republic of South Africa have effective access to enable them to fully exercise and protect all the rights enshrined in the Constitution.
- 1.2. PAIA establishes voluntary and mandatory mechanisms or procedures to give effect to the constitutional right to access to information in a manner that enables persons to obtain records of public bodies as swiftly, inexpensively and effortlessly as reasonably possible, and generally to promote transparency, accountability and effective governance of all public and private bodies by (including, but not limited to) empowering and educating everyone:
 - 1.2.1. to understand their rights in terms of PAIA, in order to exercise their rights in relation to public and private bodies;
 - 1.2.2. to understand the functions and operation of public bodies, and
 - 1.2.3. to effectively scrutinise and participate in decision-making by public bodies that affect their rights.
 - 1.2.4. Section 9 of PAIA, however, recognises that such right to access to information is subject to certain justifiable limitations, including, but not limited to:
 - 1.2.4.1. the reasonable protection of privacy;
 - 1.2.4.2. commercial confidentiality, and
 - 1.2.4.3. effective, efficient and good governance.
- 1.3. Conversely, the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) ("**POPIA**") promotes the protection of personal information processed by public and private bodies, inducing certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and in terms of PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision-making in order to regulate the flow of personal information and to provide for matters concerned therewith.
- 1.4. Section 14 of PAIA obliges public bodies to compile a manual that provides information on both the types and categories of records held by the public body. PAIA also stipulates the minimum requirements with which such manual has to comply.
- 1.5. This Manual serves as the University of the Free State's (the "**University**") access to information manual in terms of section 14 of PAIA and provides a reference to the records held and the process that needs to be followed to request access to such records as required by section 14 of PAIA.
- 1.6. This Manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.
- 1.7. Should you have any difficulty in using this guide, please do not hesitate to contact the relevant Deputy Information Officer, described in clause 5 hereunder.



2. AVAILABILITY OF THE MANUAL

This Manual will be updated as required, or when the relevant legislation changes. The latest copy of this Manual is available on the public-facing website of the University, <https://www.ufs.ac.za/>, and at the registered office located at 205 Nelson Mandela Dr, Park West, Bloemfontein, 9301; alternatively, this Manual can be requested from the Information Officer.

3. FUNCTIONS AND STRUCTURE OF THE UNIVERSITY OF THE FREE STATE [SECTION 14 (1) (a)]

3.1. The University is a higher education institution established in terms of the Higher Education Act, 1997 (Act No. 101 of 1997) (the “HEA”). The University’s governance structure is set up as follows:

3.1.1. The Chancellor

The Chancellor is the titular head of the University.

3.1.2. The Council

The Council is responsible for the overall governance of the University, as prescribed in terms of section 27 of the HEA.

3.1.3. The Senate

The Senate is accountable to the Council as prescribed in terms of section 28 of the HEA.

3.1.4. The Vice-Chancellor and Principal

The Vice-Chancellor and Principal is responsible for the management and administration of the University in terms of Section 30 of the HEA.

3.1.5. The Rectorate

The Rectorate assists the Vice-Chancellor and Principal in planning, supervising and executing the management and administration of the University.

3.1.6. The Institutional Forum

The Institutional Forum is constituted in terms of section 31 of the HEA and advises the Council on, inter alia –

- 3.1.6.1. the implementation of the HEA and National Higher Education Policy;
- 3.1.6.2. the processes used for the selection of candidates for senior management positions and the suitability of intended appointees for meeting equity targets;
- 3.1.6.3. policies on racial and gender equality;
- 3.1.6.4. codes of conduct;
- 3.1.6.5. the formulation of policies regarding mediation and dispute resolution procedures;
- 3.1.6.6. the management of cultural diversity on the campuses;
- 3.1.6.7. the encouragement and development of an institutional culture that promotes tolerance and respect for human dignity and fundamental basic human rights and creates a positive environment for teaching, learning, research and study, and
- 3.1.6.8. the language policy of the University.



3.1.7. Institutional Student Representative Council ("ISRC")

The Institutional SRC is elected democratically, is responsible for the management of organised student life according to a constitution and functions via different portfolio committees.

4. ADMINISTRATION OF PAIA

- 4.1. In terms of PAIA, in the case of any other public body, the Information Officer means the chief executive officer or equivalent officer of that public body, or the person who is acting as such.
- 4.2. The Information Officer has further delegated his responsibility in writing to the Deputy Information Officer referred to in clause 5 below, to ensure:
- 4.3. administration of PAIA within the University in a fair, objective and unbiased manner, and
- 4.4. that the University is as accessible as reasonably possible to the requesters of its records.

5. INFORMATION OFFICER / DEPUTY INFORMATION OFFICER – CONTACT DETAILS [SECTION 14 (1) (b)]

5.1. INFORMATION OFFICER:

Prof HC Kloppe
The Vice-Chancellor and Principal

Postal address:
University of the Free State
P.O. Box 339, BLOEMFONTEIN, 9300

Street address:
Main Building, Ground Floor, Room 11
University of the Free State, Nelson Mandela Drive, Bloemfontein

Tel No: 051 4017000
Email: vcppoffice@ufs.ac.za

5.2. DEPUTY INFORMATION OFFICER: ADMINISTRATION:

Mr NN Ntsababa
Registrar

Postal address:
University of the Free State
P.O. Box 339, BLOEMFONTEIN, 9300

Street address:
Main Building, First Floor, Room 51
University of the Free State, Nelson Mandela Drive, Bloemfontein

Tel No: 051 4012097
Email: registrar@ufs.ac.za



6. SECTION 10 GUIDE [SECTION 14 (1) (c)]

An official guide has been compiled, containing information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. This guide is made available by the Information Regulator (established in terms of POPIA). The Information Regulator's contact details are set out below:

The Information Regulator

Contact Details:

JD House, 27 Stiemens Street, Braamfontein, Pretoria, 0001

P.O Box 31533, Braamfontein, 2017

Tel: 010 023 5200

Email: enquiries@inforegulator.org.za

Website: www.inforegulator.org.za

https://inforegulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English_20210905.pdf (for reading the English version of the Guide).

Copies of the Guide can also be obtained from the University in the Main Building of the University.

7. ACCESS TO RECORDS HELD BY THE UNIVERSITY OF THE FREE STATE [SECTION 14 (1) (d)]

7.1. Categories of records that are automatically available [section 14 (1) (e)]

The following information is automatically obtainable by addressing an enquiry to the Information Officer, as well as on the website of the University:

7.1.1. General information

- 7.1.1.1. General University facts
- 7.1.1.2. Faculties
- 7.1.1.3. Programmes
- 7.1.1.4. Library Services
- 7.1.1.5. Research
- 7.1.1.6. University Qwaqwa Campus
- 7.1.1.7. University South Campus
- 7.1.1.8. Community Service
- 7.1.1.9. Website sitemap
- 7.1.1.10. Contact information
- 7.1.1.11. Campus map

7.1.2. Staff information

- 7.1.2.1. Support services
- 7.1.2.2. Staff directory



- 7.1.2.3. Staff
- 7.1.2.4. Vacant posts

7.1.3. Student information

- 7.1.3.1. Prospective students
- 7.1.3.2. KowsieLife web page
- 7.1.3.3. Current students
- 7.1.3.4. Blackboard (eLearn)
- 7.1.3.5. Alumni
- 7.1.3.6. International students

7.1.4. News

- 7.1.4.1. Media
- 7.1.4.2. Corporate publications
- 7.1.4.3. Newsletters
- 7.1.4.4. Links
- 7.1.4.5. News archive

7.2. Records that may be requested

Please note that this list is merely a general indication of information possessed by the University, but that it will not necessarily be made available without approval, as certain records are confidential. Please feel free to consult the website of the University for information that is already available: <http://www.ufs.ac.za>.

7.2.1. The Council, Executive Committee and other Committees of Council

- 7.2.1.1. Agendas of meetings
- 7.2.1.2. Minutes of meetings
- 7.2.1.3. List of members

7.2.2. The Senate, the Executive Committee and other Committees of Senate

- 7.2.2.1. Agendas of meetings
- 7.2.2.2. Minutes of meetings
- 7.2.2.3. List of members

7.2.3. The Rectorate

- 7.2.3.1. Agendas of meetings



7.2.3.2. Minutes of meetings

7.2.3.3. List of members

7.2.4. The University Management Committee

7.2.4.1. Agendas of meetings

7.2.4.2. Minutes of meetings

7.2.4.3. List of members

7.2.5. The Institutional Forum

7.2.5.1. Agendas of meetings

7.2.5.2. Minutes of meetings

7.2.5.3. List of members

7.2.6. The Institutional Student Representative Council

7.2.6.1. Agendas of meetings

7.2.6.2. Minutes of meetings

7.2.6.3. List of members

7.2.7. Student Academic Services

7.2.7.1. Application forms for admission

7.2.7.2. Prospectus of programmes offered

7.2.7.3. Fees payable

7.2.7.4. Academic records

7.2.7.5. Student profiles and statistics

7.2.8. Human Resources

7.2.8.1. General conditions of service

7.2.8.2. Staff policies and procedures

7.2.8.3. Skills development / staff development

7.2.8.4. Performance management system

7.2.8.5. Staff records

7.2.9. Financial matters

7.2.9.1. Audit reports



7.2.9.2. Budget guides

7.2.9.3. Annual financial statements

7.2.10. Academic matters

7.2.10.1. *Minutes of the Faculty of Economic and Management Sciences*

7.2.10.1.1. Faculty Board Meeting Minutes

7.2.10.1.2. Departments

7.2.10.1.3. Centres

7.2.10.1.4. Research

7.2.10.2. *Minutes of the Faculty of the Humanities*

7.2.10.2.1. Faculty Board Meeting Minutes

7.2.10.2.2. Departments

7.2.10.2.3. Centres

7.2.10.2.4. Research

7.2.10.3. *Minutes of the Faculty of Health Sciences*

7.2.10.3.1. Faculty Board Meeting Minutes

7.2.10.3.2. Departments

7.2.10.3.3. Research

7.2.10.4. *Minutes of the Faculty of Natural and Agricultural Sciences*

7.2.10.4.1. Faculty Board Meeting Minutes

7.2.10.4.2. Departments

7.2.10.4.3. Centres

7.2.10.4.4. Research

7.2.10.5. *Minutes of the Faculty of Law*

7.2.10.5.1. Faculty Board Meeting Minutes

7.2.10.5.2. School of Financial Planning Law

7.2.10.5.3. Departments

7.2.10.5.4. Centres

7.2.10.5.5. Research



7.2.10.6. ***Minutes of the Faculty of Theology and Religion***

7.2.10.6.1. Faculty Board Meeting Minutes

7.2.10.6.2. Departments

7.2.10.6.3. Centres

7.2.10.6.4. Research

7.2.10.7. ***Minutes of the Faculty of Education***

7.2.10.7.1. Faculty Board Meeting Minutes

7.2.10.7.2. Departments

7.2.10.7.3. Centres

7.2.10.7.4. Research

7.2.10.8. ***Support Services***

7.2.10.8.1. Policy and management information of the following support services:

7.2.10.8.1.1. Centre for Teaching and Learning (CTL)

7.2.10.8.1.2. Communication and Marketing

7.2.10.8.1.3. Community Engagement

7.2.10.8.1.4. Directorate for Research Development (DRD)

7.2.10.8.1.5. Directorate for Institutional Research and Academic Planning (DIRAP)

7.2.10.8.1.6. Finance

7.2.10.8.1.7. Health and Wellness Centre

7.2.10.8.1.8. HIV/AIDS office

7.2.10.8.1.9. Housing and Residence Affairs

7.2.10.8.1.10. Human Resources

7.2.10.8.1.11. ICT Services (Information and Communication Technology Services)

7.2.10.8.1.12. Institutional Advancement

7.2.10.8.1.13. Internal Auditing

7.2.10.8.1.14. Office for International Affairs

7.2.10.8.1.15. KoviesSport



7.2.10.8.1.16.	Library and Information Services (LIS)
7.2.10.8.1.17.	Management and Administrative Language Service
7.2.10.8.1.18.	Student Recruitment Services
7.2.10.8.1.19.	Meeting Administration
7.2.10.8.1.20.	Records Management
7.2.10.8.1.21.	Protection Services
7.2.10.8.1.22.	Recognition of Prior Learning (RPL)
7.2.10.8.1.23.	Research Development
7.2.10.8.1.24.	Retirement Funds
7.2.10.8.1.25.	Service Learning
7.2.10.8.1.26.	Student Academic Services
7.2.10.8.1.27.	Student Affairs
7.2.10.8.1.28.	Centre for Universal Access and Disability Support (CUADS)
7.2.10.8.1.29.	Student Counselling and Development
7.2.10.8.1.30.	University Estates
7.2.10.8.1.31.	Facilities Management
7.2.10.8.1.32.	Facilities Planning
7.2.10.8.1.33.	Centre For Graduate Support

7.3. Procedure for requesting a record

7.3.1.A request for access to information must be addressed to the Deputy Information Officer on a prescribed form (**Appendix A**) at the applicable address or email address. If a person, because of disability or illiteracy, is unable to make a request in writing, such request may be made orally and the putting thereof in writing will be facilitated by the Deputy Information Officer.

7.3.2. The prescribed form must indicate the following clearly:

- 7.3.2.1. The category of information requested.
- 7.3.2.2. The form of access required.
- 7.3.2.3. The details of the person making the request.

7.3.3 Kindly note that it will assist the University, in fulfilling the requester's request, if the requester complies with the procedures set out herein. Please do not hesitate to contact us through the Deputy Information Officer at the above-mentioned address, telephone number, fax and/or email address (see clause 5). Please also ensure that you indicate your capacity or designation within your organisation (where applicable), to assist the University in processing your request.



7.3.4. If you are requesting new information on behalf of another individual, please indicate the capacity in which you are related to the individual or organisation and provide the University with the individual's consent to make the requested information available to you. This is to ensure that the University does not deny you access on the basis that the information is confidential. Please ensure that you mention the format of the record that you have requested when making your request, so that the University can be of maximum assistance to you.

7.3.5. Each section of **Appendix A** contains instructions that should be followed to improve the likelihood of the request being granted. The requester must take the following important notes into consideration when completing the request form:

7.3.5.1 Where a request is made for records relating to an organisation, it is recommended that the organisation's public officer and/or duly authorised person make or authorise the request. If the request is made on behalf of another person, a copy of the mandate authorising the requester to act on behalf of that person must be submitted with the duly completed form – **Appendix A**.

7.3.5.2 The request should provide as much detail as possible to enable the Deputy Information Officer to identify him/her.

7.3.5.3 The University will consider the request and inform the requester within 30 (thirty) days from the date of receipt thereof by the University, or as stipulated by PAIA, whether the request has been approved or rejected. This must be done in writing or, as far as practically feasible, in the manner requested by the applicant.

7.3.6 Assistance to requesters:

7.3.6.1 If a requester requires any assistance in making a request, the Information Officer must provide such assistance free of charge.

7.3.6.2 Should a requester make a request for access to information that does not comply with the prescribed procedures, or is not made on the prescribed form, the Information Officer may not refuse the request.

7.3.6.3 The Information Officer or his/her authorised deputies must provide reasons for refusing the request, and

7.3.6.4 The Information Officer or his/her authorised deputies must be willing to assist the person to complete the request in the right format.

7.4. **What can be requested?**

7.4.1. A requester must be given access to any University record if:

7.4.1.1. that record is required for the exercising or protection of any rights;

7.4.1.2. the requester complies with the procedural requirements of PAIA relating to a request for access to that record, and access to that record is not refused in terms of any grounds set out below.

7.4.1.3. The University has the right to refuse requests for information that are clearly frivolous or vexatious, or involve an unreasonable diversion of resources.

7.4.2. The other main grounds on which the University has the right, in terms of PAIA or POPIA, to



refuse a request for information are the mandatory protection of:

- 7.4.2.1. the privacy of a third party, who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- 7.4.2.2. the commercial information of a third party, if the record contains trade secrets, financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party.
- 7.4.2.3. information disclosed in confidence by a third party to the University if the disclosure could put a third party at a disadvantage in negotiations or commercial competition;
- 7.4.2.4. confidential information of third parties if it is protected in terms of any agreement;
- 7.4.2.5. the safety of individuals and the protection of property and the operations of the University;
- 7.4.2.6. records that would be regarded as privileged in legal proceedings;
- 7.4.2.7. the commercial activities of the University, which may include trade secrets, financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the University;
- 7.4.2.8. information which, if disclosed, could put the University at a disadvantage in negotiations or commercial competition;
- 7.4.2.9. computer software that is owned by the University; and
- 7.4.2.10. the research information of the University or a third party if disclosure would disclose the identity of the University, the researcher or the subject matter of research and would place the research at a serious disadvantage.

7.5. How long must a requester wait before receiving the requested information?

- 7.5.1. The Deputy Information Officer is required to take a decision on the request within 30 (thirty) days of receipt of the request, failing which the request is deemed to have been refused.
- 7.5.2. The Deputy Information Officer may extend the period for taking a decision to 60 (sixty) days under the following circumstances:
 - 7.5.2.1. if the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of the University;
 - 7.5.2.2. if the requested records are not situated in the same town or city as the University offices that the request cannot reasonably be completed within 30 (thirty) days;
 - 7.5.2.3. where consultation among the divisions of the University or with another entity is necessary or desirable to decide upon the request and which consultation cannot be reasonably completed within 30 (thirty) days;
 - 7.5.2.4. where more than one of the circumstances contemplated above exist in respect of the request, making compliance with the 30 (thirty) day period not reasonably possible;
 - 7.5.2.5. if the requester consents in writing to the extension, or



- 7.5.2.6. should the 30 (thirty) day period be extended, the Deputy Information Officer will notify the requester of the extension as well as provide the requester with the reasons for the extension.

7.6. How will a requester be informed of the outcome of the request?

The requester will be notified of the Deputy Information Officer's decision in the manner specified in the request form.

7.7. What is deemed a refusal of a request?

If the Deputy Information Officer does not give the decision on a request for access to the requester within the 30 (thirty) day period or within any extended period, then the Deputy Officer will be regarded as having refused the request.

7.8. What can a requester do if the request for information is refused?

- 7.8.1. The requester may elect to submit an internal appeal following the prescripts of the PAIA as laid down in sections 75 to 77, with the use of the Internal Appeal Form attached as Appendix E. The Internal appeal will be adjudicated by the Chief Operating Officer of the University.
- 7.8.2. Should the requester not be satisfied with the decision of the University, the requester may, after exhausting the complaints procedure, as provided for in this Manual, apply to court for relief. The said application must be made within 180 (one hundred and eighty) days after the decision was made by the Deputy Information Officer. On hearing such an application, the court may grant a just and equitable order, including –
 - 7.8.2.1. confirming, amending or setting aside the decision that is the subject of the application;
 - 7.8.2.2. requiring the Information Officer to take some action or to refrain from taking such action, as the court considers necessary within the period mentioned in the order;
 - 7.8.2.3. granting an interdict, interim or specific relief, a declaratory order or compensation; or
 - 7.8.2.4. costs.
- 7.8.3. Such an application may be made at the Court with relevant jurisdiction.

7.9. What if the request is successful?

- 7.9.1. The requester will be given access to a record if all procedural requirements have been complied with according to PAIA requirements, that is –
 - 7.9.1.1. the request is properly documented on the prescribed form;
 - 7.9.1.2. proof of authority to act on another's behalf is furnished, if making the request on another person's behalf and the record that is requested is sufficiently described to enable the Deputy Information Officer to identify it; and
 - 7.9.1.3. payment of all required fees.



8. FEES

- 8.1. PAIA sets out 2 (two) types of fees namely, a request fee and an access fee, that are required to be paid prior to the University assessing the request for information.
- 8.2. Fees to request and/or access are as set-out in terms of the Regulations published in terms of PAIA and herein included under **Appendix B**.
- 8.3. Fees in relation to access by a data subject to his/her own personal information held by the University are herein below covered in clause 14.2.

9. UNIVERSITY OF THE FREE STATE SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC AND HOW TO GAIN ACCESS TO THESE SERVICES [SECTION 14 (1)(f)]

A comprehensive list of the services is contained in the general Prospectus of the University, the Undergraduate Prospectus, the Postgraduate Prospectus and faculty year books, which are available free of charge at the respective faculties. Alternatively, these services are detailed on the website of the University at <http://www.ufs.ac.za>.

10. PARTICIPATION IN POLICY FORMULATION AND DECISION-MAKING AT THE UNIVERSITY OF THE FREE STATE [SECTION 14 (1)(g)]

- 10.1. Students and staff members may participate in the formulation of policy and the making of decisions by the University according to the provisions of the HEA, as amended, as well as in terms of internal procedures as agreed upon with students and staff from time to time.
- 10.2. Other interested parties may submit comments and proposals in writing to the Information Officer or Deputy Information Officer at the following address:

The Registrar
University of the Free State
P.O. Box 339, BLOEMFONTEIN, 9300

11. REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT IN TERMS OF THE ACT [SECTION 14 (1)(h)]

- 11.1. A student or a member of the public may lay a complaint in writing with the Information Officer or Deputy Information Officer.
- 11.2. Staff members may make use of the grievance procedure of the University.
- 11.3. Should the complaint be in respect of an act or a failure to act in terms of the Act, the person who lays the complaint may take such steps as are provided for in sections 74 to 82 of PAIA.
- 11.4. The requester or third party referred to in section 74 of PAIA may submit a complaint to the Information Regulator after the requester or the third party has exhausted the internal appeal procedure (see paragraph 7.8) against the decision of the University. This will take place by completing the submission of the Complaint Form, attached as Appendix F.

12. OTHER INFORMATION AS PRESCRIBED IN TERMS OF THE ACT [SECTION 14 (1)(i)]

At present there is no other information available from the University in terms of section 92 which can be placed here.



13. REPORTING BY THE UFS

Unless otherwise provided by law, in terms of section 32 of PAIA, the University reports annually to the Information Regulator as per its governance obligations.

14. POPIA REQUIREMENTS PERTAINING TO THE PROCESSING OF PERSONAL INFORMATION

14.1. Personal Information

- 14.1.1. Personal information refers to information relating to an identifiable, living, natural person and information relating to an identifiable, existing juristic person.

14.2. Purpose of Processing of Personal Information

- 14.2.1. In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which personal information is processed by the University will depend on the nature of the personal information and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the personal information is collected.
- 14.2.2. In general, personal information is processed for purposes of onboarding students, stakeholders, suppliers, service or product delivery, records management, security, third parties, employment and related matters.

14.3. Data Subject Rights

14.3.1. Access to Personal Information

- 14.3.1.1. POPIA provides that a data subject may, upon proof of identity, request the responsible party to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.
- 14.3.1.2. POPIA also provides that, where the data subject is required to pay a fee for services provided to him/her, the Responsible Party must provide the data subject with a written estimate of the payable amount before providing the service and may require that the requester pay a deposit for all or part of the fee.
- 14.3.1.3. The grounds for refusal of the data subject's request are set out in PAIA.

14.3.2. Objecting to the Processing of Personal Information

- 14.3.2.1. POPIA provides that a data subject may object, at any time, to the processing of personal information by the University, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as Appendix C and submit it to the Information Officer at the postal or physical address or email address set out above in clause 5.

14.3.3. Correcting Personal Information

- 14.3.3.1. A data subject may also request the University to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that the University is no longer authorised to retain in terms of POPIA's retention and restriction of records provisions.



- 14.3.3.2. A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above in clause 5, on the form attached hereto as Appendix D.

14.3.4. Complaints

- 14.3.4.1. Any person may submit a complaint to the Information Regulator alleging interference with the protection of the personal information of a data subject.
- 14.3.4.2. To lodge a complaint, complete Form 5, attached as Appendix G, and email the completed form to POPIAComplaints@inforegulator.org.za.

14.4. Categories of Data Subjects

- 14.4.1. The University holds information and records on the following categories of data subjects:

- 14.4.1.1. job applicants;
- 14.4.1.2. employees / personnel of the University;
- 14.4.1.3. stakeholders and students of the University;
- 14.4.1.4. any third party with whom the University offers services and performs its legislative mandate;
- 14.4.1.5. contractors of the University;
- 14.4.1.6. suppliers of the University, and
- 14.4.1.7. service providers of the University.

(This list of categories of data subjects is non-exhaustive.)

14.5. The categories of recipients to whom the information is supplied

- 14.5.1. Depending on the nature of the data, the University may supply information or records to the following categories of recipients:
- 14.5.1.1. statutory oversight bodies, regulators or judicial commissions of enquiry making a request for data;
- 14.5.1.2. any court, administrative or judicial forum, arbitration, statutory commission or ombudsman making a request for data or discovery in terms of the applicable rules (i.e. the Competition Commission in terms of the Competition Act, No. 89 of 1998);
- 14.5.1.3. South African Revenue Services, or another similar authority;
- 14.5.1.4. anyone making a successful application for access in terms of PAIA;
- 14.5.1.5. Subject to the provisions of applicable law, the University may share information about a person's creditworthiness with any credit bureau or credit providers' industry association or other association for an industry in which the University operates, and
- 14.5.1.6. any person who conducts business with the University in the ordinary course of business.



14.6. Planned trans-border flows of information

- 14.6.1. If a data subject visits the University's website from a country other than the country in which the University's servers are located (in the Republic of South Africa), the various communications will necessarily result in the transfer of information across international boundaries.
- 14.6.2. The University may need to transfer a data subject's information to other affiliates or service providers in countries outside South Africa, in which case the University will fully comply with applicable data protection legislation. This may happen if the University's servers or suppliers and service providers are based outside South Africa, or if the University's services are hosted in systems or servers outside South Africa and/or if a data subject uses the University's services and products while visiting countries outside this area. These countries may not have data-protection laws similar to those of South Africa.

14.7. Security measures implemented to ensure the confidentiality and privacy of the information which is to be processed

- 14.7.1. The University is committed to implementing leading data security safeguards.
- 14.7.2. The University has specialised security teams that constantly review and improve the University's measures to protect data subjects' personal information from unauthorised access, accidental loss, disclosure or destruction.
- 14.7.3. If the University has a contract with another organisation to provide the University with services or a service on the University's behalf to process a data subject's personal information, the University will make sure they have appropriate security measures and only process the information in the way the University has authorised them to. These organisations will not be entitled to use a data subject's personal information for their own purposes. If necessary, the University's security teams will check such organisations to make sure that they meet the security requirements the University has set.
- 14.7.4. Communications over the internet (such as emails) are not secure unless they have been encrypted. A data subject's communications may go through a number of countries before being delivered – as this is the nature of the internet. The University cannot accept responsibility for any unauthorised access or loss of personal information that is beyond the University's control.

15. DOCUMENT MANAGEMENT

VERSION NO.	DATE
1	30 June 2021



APPENDIX A

FORM 2

REQUEST FOR ACCESS TO RECORD [Regulation 7]

NOTE:

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

TO:	The Information Officer	The Deputy Information Officer
	Prof HC Kloppe	Mr NN Ntsababa
	Vice-Chancellor and Principal	Registrar
	University of the Free State	University of the Free State
	P.O. Box 339	P.O. Box 339
	BLOEMFONTEIN	BLOEMFONTEIN
	9300	9300

E-mail address: vcppoffice@ufs.ac.za

E-mail address: registrar@ufs.ac.za

Fax number: _____

Mark with an "X"

☐

Request is made in my own name.

☐

Request is made on behalf of another person.

PERSONAL INFORMATION	
Full Names	
Identity Number	
Capacity in which request is made (when made on behalf of another person)	
Postal Address	
Street Address	



E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made (if applicable):			
Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile:
	Cellular:		
<p align="center">PARTICULARS OF RECORD REQUESTED</p> <p>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			



<p align="center">TYPE OF RECORD (Mark the applicable box with an "X")</p>	
---	--

Record is in written or printed form	
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

<p align="center">FORM OF ACCESS (Mark the applicable box with an "X")</p>	
---	--

Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive(including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

<p align="center">MANNER OF ACCESS (Mark the applicable box with an "X")</p>	
---	--

Personal inspection of record at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on	
---	--



computer or in an electronic or machine-readable form)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	
FEES	
a) A request fee must be paid before the request will be considered. b) You will be notified of the amount of the access fee to be paid. c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record. d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.	



Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
<i>Date received:</i>	
Access fees:	
Deposit (if any):	

Signature of Information Officer



APPENDIX B FEES

Fees in Respect of Public Bodies

Item	Description	Amount
1.	The request fee payable by every requester	R100.00
2.	Photocopy of A4-size page	R1.50 per page or part thereof.
3.	Printed copy of A4-size page	R1.50 per page or part thereof.
4.	For a copy in a computer-readable form on: (i) Flash drive (to be provided by requester) (ii) Compact disc • If provided by requester • If provided to the requester	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: (i) Flash drive (to be provided by requester) (ii) Compact disc • If provided by requester • If provided to the requester	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R100.00 R300.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.

Fees in Respect of Private Bodies

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on: (iii) Flash drive (to be provided by requester) (iv) Compact disc • If provided by requester • If provided to the requester	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: (v) Flash drive (to be provided by requester)	R40.00



	(vi) Compact disc <ul style="list-style-type: none"> • If provided by requester • If provided to the requester 	R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.



FORM 3
OUTCOME OF REQUEST AND OF FEES PAYABLE
[Regulation 8]

Note:

1. If your request is granted the—

- (a) amount of the deposit, (if any), is payable before your request is processed; and
- (b) requested record/portion of the record will only be released once proof of full payment is received.

2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
--	--

OR

2. You requested:

Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
--	--

Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
--	--

Transcription of soundtrack (written or printed document)	
---	--

Copy of information on flash drive (including virtual images and soundtracks)	
---	--

Copy of information on compact disc drive (including virtual images and soundtracks)	
--	--

Copy of record saved on cloud storage server	
--	--

3. To be submitted:

Postal services to postal address	
-----------------------------------	--

Postal services to street address	
-----------------------------------	--

Courier service to street address	
-----------------------------------	--

Facsimile of information in written or printed format (including transcriptions)	
--	--

E-mail of information (including soundtracks if possible)	
---	--



Cloud share/file transfer	
Preferred language: (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)	

Kindly note that your request has been:

☐

Approved

☐

Denied, for the following reasons:

4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on: (i) Flash drive • To be provided by requester (ii) Compact disc • If provided by requester • If provided to the requester	R40.00 R40.00 R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record (i) Flash drive • To be provided by requester (ii) Compact disc • If provided by requester • If provided to the requester	R40.00 R40.00 R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

☐

Yes

☐

No

Hours of search		Amount of deposit (calculated on one third of total amount per request)	
-----------------	--	--	--



The amount must be paid into the following Bank account:

Name of Bank: _____
Name of account holder: _____
Type of account: _____
Account number: _____
Branch Code: _____
Reference Nr: _____
Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer



APPENDIX C

FORM 1

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 2]

Note:

1. *Affidavits or other documentary evidence, as applicable in support of the objection, may be attached.*
2. *If the space provided for in this form is inadequate, submit information as an annexure to this form and sign each page.*
3. *Complete as is applicable.*

A	DETAILS OF DATA SUBJECT
Names(s) and surname/registered name of data subject:	
Unique identifier / identity number:	
Residential, postal or business address:	
	code()
Contact number(s):	
Fax number / email address:	
B	Details of Responsible Party
Name(s) and surname/registered name of responsible party:	
Residential, postal or business address:	



[illegible]

Signed at _____ this _____ day of _____ 20____

SIGNATURE OF DATA SUBJECT / DESIGNATED PERSON



APPENDIX D

FORM 2

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

1. *Affidavits or other documentary evidence, as applicable in support of the request, may be attached.*
2. *If the space provided for in this form is inadequate, submit information as an annexure to this form and sign each page.*
3. *Complete as is applicable.*

Mark the appropriate box with an "x".

Request for:

☐

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

☐

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique identifier/ identity number:	
Residential, postal or business address:	
	code()
Contact number(s):	



Fax number/email address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/registered name of responsible party:	
Residential, postal or business address:	
	code()
Contact number(s):	
Fax number/email address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
D	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and/or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. <i>(Please provide detailed reasons for the request.)</i>



Signed at _____ this _____ day of _____ 20_____

Signature of data subject / designated person



APPENDIX E

INTERNAL APPEAL FORM

FORM 4

[Regulation 9]

Reference Number:

PARTICULARS OF PUBLIC BODY				
Name of Public Body				
Name and Surname of Information Officer:				
PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL				
Full Names				
Identity Number				
Postal Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			
E-Mail Address				
Is the internal appeal lodged on behalf of another person?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: <i>(Proof of the capacity in which appeal is lodged, if applicable, must be attached.)</i>				
PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED <i>(If lodged by a third party)</i>				
Full Names				
Identity Number				
Postal Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			
E-Mail Address				



DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED <i>(mark the appropriate box with an "X")</i>	
Refusal of request for access	
Decision regarding fees prescribed in terms of section 22 of the Act	
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act	
Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester	
Decision to grant request for access	
GROUND FOR APPEAL <i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed)</i>	
State the grounds on which the internal appeal is based:	
State any other information that may be relevant in considering the appeal:	

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Appellant/Third party



FOR OFFICIAL USE
OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received by: <i>(state rank, name and surname of Information Officer)</i>				
Date received:				
Appeal accompanied by the reasons for the information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer:			Yes	<input type="checkbox"/>
			No	<input type="checkbox"/>
OUTCOME OF APPEAL				
Refusal of request for access. Confirmed?	Yes	<input type="checkbox"/>	New decision <i>(if not confirmed)</i>	
	No	<input type="checkbox"/>		
Fees (Sec 22). Confirmed?	Yes	<input type="checkbox"/>	New decision <i>(if not confirmed)</i>	
	No	<input type="checkbox"/>		
Extension (Sec 26(1)). Confirmed?	Yes	<input type="checkbox"/>	New decision <i>(if not confirmed)</i>	
	No	<input type="checkbox"/>		
Access (Sec 29(3)). Confirmed?	Yes	<input type="checkbox"/>	New decision <i>(if not confirmed)</i>	
	No	<input type="checkbox"/>		
Request for access granted. Confirmed?	Yes	<input type="checkbox"/>	New decision <i>(if not confirmed)</i>	
	No	<input type="checkbox"/>		

Signed at _____ this _____ day of _____ 20 _____

Relevant Authority



APPENDIX F
COMPLAINT FORM

FORM 5
[Regulation 10]

NOTE:

1. This form is designed to assist the Requester or Third Party (hereinafter referred to as “the Complainant”) in requesting a review of a Public or Private Body’s response or non-response to a request for access to records under the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (“PAIA”). Please fill out this form and send it to the following email address: PAIAComplaints@infoRegulator.org.za or complete online complaint form available at <https://www.justice.gov.za/inforeg/>.
2. PAIA gives a member of the public a right to file a complaint with the Information Regulator about any of the nature of complaints detailed in part F of this complaint form.
3. It is the policy of the Information Regulator to defer investigating or to reject a complaint if the Complainant has not first given the public or private body (herein after referred to as “the Body”) an opportunity to respond to and attempt to resolve the issue. To help the Body address your concerns prior to approaching the Information Regulator, you are required to complete the prescribed **PAIA Form 2** and submit it to the Body.
4. A copy of this Form will be provided to the Body that is the subject of your complaint. The information you provide on this form, attached to this form or that you supply later, will only be used to attempt to resolve your dispute, unless otherwise stated herein.
5. The Information Regulator will only accept your complaint once you confirm having complied with the prerequisites below.
6. **Please attach copies of the following documents, if you have them:**
 - a. Copy of the form to the Body requesting access to records;
 - b. The Body’s response to your complaint or access request;
 - c. Any other correspondence between you and the Body regarding your request;
 - d. Copy of the appeal form, if your complaint relates to a public body;
 - e. The Body’s response to your appeal;
 - f. Any other correspondence between you and the Body regarding your appeal;
 - g. Documentation authorizing you to act on behalf of another person (if applicable);
 - h. Court Order or Court documents relevant to your complaint, if any.
7. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

CAPACITY OF PERSON/PARTY LODGING A COMPLAINT
(Mark with an “X”)

☐

Complainant Personally

☐

Representative of Complainant

☐

Third Party



PREREQUISITES				
Did you submit request (PAIA form) for access to record of a public/private body?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have 30 days lapsed from the date on which you submitted your PAIA form?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Did you exhaust all the internal appeal procedure against a decision of the Information officer of a public body?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you applied to Court for appropriate relief regarding this matter?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
FOR INFORMATION REGULATOR'S USE ONLY				
Received by: (Full names)				
Position				
Signature				
Complaint accepted	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Reference Number				
Date stamp				

Postal address	Facsimile		Other electronic communication (Please specify)	
PART A PERSONAL INFORMATION OF COMPLAINANT				
Full Names				
Identity Number				
Postal Address				
Street Address				
E-Mail Address				
Contact numbers	Tel. (B)		Facsimile	
	Cellular			

PART B REPRESENTATIVE INFORMATION (Complete only if you will be represented. A Power of Attorney must be attached if complainant is represented, failing which the complaint will be rejected)				
Full Names of Representative				
Nature of representation				
Identity Number	Number	/	Registration	
Postal Address				
Street Address				
E-mail Address				
Contact Numbers		Tel. (B)		Facsimile
		Cellular		
PART C THIRD PARTY INFORMATION (Please attach letter of authorisation)				
Type of Body	Private <input type="checkbox"/>		Public <input type="checkbox"/>	
Name of Public / Private Body				
Registration Number (if any)				
Name, Surname and Title of person authorised to lodge a complaint				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile	
	Cellular			
PART D BODY AGAINST WHICH THE COMPLAINT IS LODGED				
Type of body	Private <input type="checkbox"/>		Public <input type="checkbox"/>	
Name of public / private body				
Registration number (if any)				
Name, surname and title of person you dealt with at the public or private				



body to try to resolve your complaint or request for access to information		
Postal Address		
Street Address		
E-mail Address		
Contact Numbers	Tel. (B):	Facsimile
	Cellular	
Reference Number given (if any)		

**PART E
COMPLAINT**

Tell us about the steps you have taken to try to resolve your complaint (Complaints should first be submitted directly to the public or private body for response and possible resolution)

Date on which request for access to records submitted.	
Please specify the nature of the right(s) to be exercised or protected, if a complaint is against a private body.	
Have you attempted to resolve the matter with the organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, when did you receive it? (Please attach the letter to this application.)	
Did you appeal against a decision of the information officer of the public body?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, when did you lodge an appeal?	
Have you applied to Court for appropriate relief regarding this matter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please indicate when was the matter adjudicated by the Court? Please attach Court Order, if there is any.	

**PART F
DETAILED TYPE OF ACCESS TO RECORDS**

(Please select one or more of the following to describe your complaint to the Information Regulator)

Unsuccessful appeal (Section 77A(2)(a) or section 77A(3)(a) of PAIA)	<i>I have appealed against the decision of the public body and the appeal is unsuccessful.</i>	<input type="checkbox"/>
--	--	--------------------------



Unsuccessful application for condonation (Sections 77A(2)(b) and 75(2) of PAIA)	<i>I filed my appeal against the decision of the public body late and applied for condonation. The condonation application was dismissed.</i>	<input type="checkbox"/>
Refusal of a request for access (Section 77A(2)(c)(i) or 77A(2)(d)(i) or 77A(3)(b) of PAIA)	<i>I requested access to information held by a body and that request was refused or partially refused.</i>	<input type="checkbox"/>
The body requires me to pay a fee and I feel it is excessive (Sections 22 or 54 of PAIA)	Tender or payment of the prescribed fee.	<input type="checkbox"/>
	The tender or payment of a deposit.	<input type="checkbox"/>
Repayment of the deposit (Section 22(4) of PAIA)	<i>The information officer refused to repay a deposit paid in respect of a request for access which is refused.</i>	<input type="checkbox"/>
Disagree with time extension (Sections 26 or 57 of PAIA)	<i>The body decided to extend the time limit for responding to my request, and I disagree with the requested time limit extension or a time extension taken to respond to my access request.</i>	<input type="checkbox"/>
Form of access denied (Section 29(3) or 60(a) of PAIA)	<i>I requested access in a particular and reasonable form and such form of access was refused.</i>	<input type="checkbox"/>
Deemed refusal (Section 27 or 58 of PAIA)	<i>It is more than 30 days since I made my request and I have not received a decision.</i>	<input type="checkbox"/>
	<i>Extension period has expired and no response was received.</i>	<input type="checkbox"/>
Inappropriate disclosure of a record (Mandatory grounds for refusal of access to record)	<i>Records (that are subject to the grounds for refusal of access) have inappropriately/unreasonably been disclosed.</i>	<input type="checkbox"/>
No adequate reasons for the refusal of access (Section 56(3)(a) of PAIA)	<i>My request for access is refused, and no valid or adequate reasons for the refusal, were given, including the provisions of this Act which were relied upon for the refusal.</i>	<input type="checkbox"/>
Partial access to record (Section 28(2) or 59(2) of PAIA)	<i>Access to only a part of the requested records was granted and I believe that more of the records should have been disclosed.</i>	<input type="checkbox"/>
Fee waiver (Section 22(8) or 54(8) of PAIA)	<i>I am exempt from paying any fee and my request to waive the fees was refused.</i>	<input type="checkbox"/>
Records that cannot be found or do not exist (Section 23 or 55 of PAIA)	<i>The Body indicated that some or all of the requested records do not exist and I believe that more records do exist.</i>	<input type="checkbox"/>
Failure to disclose records	<i>The Body decided to grant me access to the requested records, but I have not received them.</i>	<input type="checkbox"/>



No jurisdiction (exercise or protection of any rights) (Section 50(1)(a) of PAIA)	<i>The Body indicated that the requested records are excluded from PAIA and I disagree.</i>	<input type="checkbox"/>
Frivolous or vexatious request (Section 45 of PAIA)	<i>The Body indicated that my request is manifestly frivolous or vexatious and I disagree.</i>	<input type="checkbox"/>
Other (Please explain)		
PART G EXPECTED OUTCOME How do you think the Information Regulator can assist you? Describe the result or outcome that you seek.		
PART H AGREEMENTS		

The legal basis for the following agreements is explained in the Privacy Notice on how to file your complaint document. In order for the Information Regulator to process your complaint, you need to check each one of the checkboxes below to show your agreement:

- ☐ *I agree that the Information Regulator may use the information provided in my complaint to assist it in researching issues relating to the promotion of the right of access to information as well as the protection of the right to privacy in South Africa. I understand that the Information Regulator will never include my personal or other identifying information in any public report, and that my personal information is still protected by the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). I understand that if I do not agree, the Information Regulator will still process my complaint.*
- ☐ *The information in this Complaint Form is true to the best of my knowledge and belief.*
- ☐ *I authorize the Information Regulator to collect my personal complaint information (such as the information about me in this complaint form) and use it to process my human rights complaint relating to the right of access to information and / or the protection of the right to privacy.*
- ☐ *I authorise anyone (such as an employer, service provider, witness) who has information needed to process my complaint to share it with the Information Regulator. The Information Regulator can obtain this information by talking to witnesses or asking for written records. Depending on the nature of the complaint, these records could include personnel files or employer data, medical or hospital records, and financial or taxpayer information.*
- ☐ *If any of my contact information changes during the complaint process, it is my responsibility to inform the Information Regulator; otherwise my complaint could experience a delay or even be closed.*

Signed at _____ this _____ day of _____ 20 _____

Complainant/Representative/Authorised person of Third party



APPENDIX G

Form 5

COMPLAINT REGARDING INTERFERENCE WITH THE PROTECTION OF PERSONAL INFORMATION/COMPLAINT REGARDING DETERMINATION OF AN ADJUDICATOR IN TERMS OF SECTION 74 OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018 [Regulation 7]

Note:

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "X"

Complaint regarding:

☐ Alleged interference with the protection of personal information

☐ Determination of an adjudicator

PART 1	ALLEGED INTERFERENCE WITH THE PROTECTION OF THE PERSONAL INFORMATION IN TERMS OF SECTION 74(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (Act No.4 of 2013)
A	PARTICULARS OF COMPLAINT
Name(s) and surname/registered name of data subject:	
Unique Identifier/Identity Number:	
Residential, postal or business address:Code()
Contact number(s):	
Fax number/E-mail address:	



Name(s) and surname of responsible party/registered name:	
Residential, postal or business address:Code()
Contact number(s):	
Fax number/E-mail address:	
C	REASONS FOR COMPLAINT <i>(Please provide detailed reasons for the grievance)</i>
.....	

Signed at.....this.....day of.....20.....

.....
Signature of data subject/designated person



UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



Die Wet op Bevordering van Toegang tot Inligting (Handleiding)

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



**HANDLEIDING INGEVOLGE DIE WET OP BEVORDERING VAN TOEGANG
TOT INLIGTING (2 VAN 2000)**

(hierna hierdie/die “**Handleiding**” genoem)

DIE UNIVERSITEIT VAN DIE VRYSTAAT

(hierna “**die Universiteit**” genoem)



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1. INLEIDING

- 1.1. Ingevolge die bepalings van artikel 32 van die Grondwet van die Republiek van Suid-Afrika, 1996 (Wet No. 108 van 1996) ("**Grondwet**") is die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000) ("**PAIA**") uitgevaardig om 'n kultuur van deursigtigheid en verantwoordbaarheid in openbare en private liggame te kweek deur uitvoering te gee aan die reg op toegang tot inligting en die aktiewe bevordering van 'n samelewing waarin die mense van die Republiek van Suid-Afrika effektiewe toegang het om hulle in staat te stel om al die regte wat in die Grondwet vasgelê is, ten volle uit te oefen en te beskerm.
- 1.2. PAIA vestig vrywillige en verpligte meganismes of prosedures om uitvoering te gee aan die grondwetlike reg op toegang tot inligting op 'n wyse wat persone in staat stel om rekords van openbare liggame so vinnig, billik en moeiteeloos as redelikerwys moontlik te bekom, en om oor die algemeen deursigtigheid, verantwoordbaarheid en effektiewe bestuur van alle openbare en private liggame te bevorder deur almal te bemagtig en op te voed om (insluitend, maar nie beperk tot):
 - 1.2.1. hulle regte ingevolge PAIA te verstaan ten einde hulle regte met betrekking tot openbare en private liggame uit te oefen;
 - 1.2.2. die funksies en bedryf van openbare liggame te verstaan, en
 - 1.2.3. besluitneming deur openbare liggame wat hulle regte beïnvloed, effektief te bestudeer en daaraan deel te neem.
 - 1.2.4. Artikel 9 van PAIA erken egter dat sodanige reg op toegang tot inligting onderhewig is aan sekere regverdigbare beperkings, insluitend (maar nie beperk tot):
 - 1.2.4.1. die redelike beskerming van privaatheid;
 - 1.2.4.2. kommersiële vertroulikheid, en
 - 1.2.4.3. effektiewe, doeltreffende en goeie beheer.
- 1.3. Hierteenoor bevorder die Wet op die Beskerming van Persoonlike Inligting, 2013 (Wet No. 4 van 2013) ("**POPIA**") die beskerming van persoonlike inligting wat deur openbare en private liggame verwerk word, en bring sekere voorwaardes teweeg om minimumvereistes vir die verwerking van persoonlike inligting te bepaal. POPIA wysig sekere bepalings van PAIA deur die behoefte aan toegang tot inligting te balanseer teenoor die behoefte om te verseker dat persoonlike inligting beskerm word deur voorsiening te maak vir die instelling van 'n Inligtingsreguleerder om sekere magte uit te oefen en sekere pligte en funksies te verrig ingevolge POPIA en PAIA, en voorsiening te maak vir die uitreiking van gedragskodes asook vir die regte van persone ten opsigte van ongevreemde elektroniese kommunikasie en geoutomatiseerde besluitneming om die vloeï van persoonlike inligting te reguleer en voorsiening te maak vir sake wat daarmee verband hou.
- 1.4. Artikel 14 van PAIA verplig openbare liggame om 'n handleiding saam te stel wat inligting verskaf oor die soorte en kategorieë rekords wat deur die openbare liggaam gehou word. PAIA bepaal ook die minimumvereistes waaraan sodanige handleiding moet voldoen.
- 1.5. Hierdie Handleiding dien as die Universiteit van die Vrystaat (die "**Universiteit**") se handleiding vir toegang tot inligting ingevolge artikel 14 van PAIA, en dien as verwysing na die rekords wat gehou word en die proses wat gevolg moet word om toegang tot sodanige rekords te versoek, soos deur artikel 14 van PAIA vereis.
- 1.6. Hierdie Handleiding vervat ook inligting oor die indiening van besware teen die verwerking van persoonlike inligting, asook versoeke om persoonlike inligting of rekords daarvan ingevolge POPIA te skrap of te vernietig.



- 1.7. Kontak gerus die betrokke Adjunk-inligtingsbeampte (in klousule 5 hieronder beskryf) indien u enige probleme ondervind met die benutting van hierdie gids.

2. BESKIKBAARHEID VAN DIE HANDLEIDING

Hierdie Handleiding sal bygewerk word soos nodig, of wanneer die relevante wetgewing verander. Die jongste eksemplaar van hierdie Handleiding is beskikbaar op die openbare webtuiste van die Universiteit, <https://www.ufs.ac.za/>, asook by die geregistreerde kantoor geleë te Nelson Mandela-rylaan 205, Park West, Bloemfontein, 9301; alternatiewelik kan hierdie Handleiding by die Inligtingsbeampte aangevra word.

3. FUNKSIES EN STRUKTUUR VAN DIE UNIVERSITEIT VAN DIE VRYSTAAT [ARTIKEL 14 (1) (a)]

- 3.1. Die Universiteit is 'n instelling vir hoër onderwys wat gevestig is ingevolge die Wet op Hoër Onderwys, 1997 (Wet No. 101 van 1997). Die Universiteit se bestuurstruktuur is soos volg saamgestel:
- 3.1.1. **Die Kanselier**
Die Kanselier is die titulêre hoof van die Universiteit.
- 3.1.2. **Die Raad**
Die Raad is verantwoordelik vir die oorhoofse beheer van die Universiteit, soos voorgeskryf ingevolge artikel 27 van die Wet op Hoër Onderwys.
- 3.1.3. **Die Senaat**
Die Senaat is verantwoordbaar aan die Raad, soos voorgeskryf ingevolge artikel 28 van die Wet op Hoër Onderwys.
- 3.1.4. **Die Visekanselier en Prinsipaal**
Die Visekanselier en Prinsipaal is verantwoordelik vir die bestuur en administrasie van die Universiteit ingevolge artikel 30 van die Wet op Hoër Onderwys.
- 3.1.5. **Die Rektorat**
Die Rektorat staan die Visekanselier en Prinsipaal by met die beplanning, toesighouding oor en uitvoering van die bestuur en administrasie van die Universiteit.
- 3.1.6. **Die Institusionele Forum**
Die Institusionele Forum word saamgestel ingevolge artikel 31 van die Wet op Hoër Onderwys en adviseer die Raad onder andere oor –
- 3.1.6.1. die implementering van die Wet op Hoër Onderwys en die Nasionale Hoëronderwysbeleid;
 - 3.1.6.2. die prosesse wat gevolg word om kandidate vir seniorbestuursposte te kies en die geskiktheid van kandidate vir beoogde aanstelling wat die bereiking van gelykheidsteikens betref;
 - 3.1.6.3. beleide oor rasse- en geslagsgelykheid;
 - 3.1.6.4. gedragskodes;
 - 3.1.6.5. die formulering van beleide oor prosedures vir bemiddeling en die oplossing van geskille;
 - 3.1.6.6. die bestuur van kulturele diversiteit op die kampusse;



3.1.6.7. die bevordering en ontwikkeling van 'n institusionele kultuur wat verdraagsaamheid en respek vir menswaardigheid en fundamentele, basiese menseregte bevorder en 'n positiewe omgewing skep vir onderrig, leer, navorsing en studie, en

3.1.6.8. die taalbeleid van die Universiteit.

3.1.7. Institusionele Studenteraad ("ISR")

Die Institusionele SR word demokraties verkies, is verantwoordelik vir die bestuur van die georganiseerde studente lewe volgens 'n grondwet en funksioneer deur middel van verskillende portefeuljekomitees.

4. ADMINISTRASIE VAN PAIA

4.1. Ingevolge PAIA beteken die Inligtingsbeampte in die geval van enige ander openbare liggaam die hoof uitvoerende beampte of gelykstaande beampte van daardie openbare liggaam, of die persoon wat as sodanig waarneem.

4.2. Die Inligtingsbeampte het sy verantwoordelikheid verder skriftelik gedelegeer aan die Adjunk-inligtingsbeampte na wie in klousule 5 hieronder verwys word, om te verseker dat:

4.3. administrasie van PAIA binne die Universiteit op 'n regverdige, objektiewe en onpartydige wyse geskied, en

4.4. die Universiteit so toeganklik as redelik moontlik is vir die persone wat sy rekords aanvra.

5. INLIGTINGSBEAMPTTE / ADJUNK-INLIGTINGSBEAMPTTE – KONTAKBESONDERHEDE [ARTIKEL 14 (1) (b)]

5.1. INLIGTINGSBEAMPTTE:

Prof HC Klopper
Die Visekanselier en Prinsipaal

Posadres:
Universiteit van die Vrystaat
Posbus 339, BLOEMFONTEIN, 9300

Straatadres:
Hoofgebou, Grondvloer, Kamer 11
Universiteit van die Vrystaat, Nelson Mandela-rylaan, Bloemfontein

Tel: 051 4017000
Epos: vcpooffice@ufs.ac.za

5.2. ADJUNK-INLIGTINGSBEAMPTTE: ADMINISTRASIE:

Mnr NN Ntsababa
Registrateur

Posadres:
Universiteit van die Vrystaat
Posbus 339, BLOEMFONTEIN, 9300



Straatadres:
Hoofgebou, Eerste Vloer, Kamer 51
Universiteit van die Vrystaat, Nelson Mandela-rylaan, Bloemfontein

Tel: 051 4012097
Epos: registrar@ufs.ac.za

6. ARTIKEL 10-HANDLEIDING [ARTIKEL 14 (1) (c)]

'n Amptelike handleiding is saamgestel, en bevat inligting om 'n persoon wat ingevolge PAIA en POPIA 'n reg op toegang tot inligting wil uitoefen, te help. Hierdie handleiding word beskikbaar gestel deur die Inligtingsreguleerder (ingevolge POPIA ingestel). Die Inligtingsreguleerder se kontakbesonderhede verskyn hieronder:

Die Inligtingsreguleerder
Kontakbesonderhede:
JD House, Stiemensstraat 27, Braamfontein, Pretoria, 0001
Posbus 31533, Braamfontein, 2017
Tel: 010 023 5200

Epos: enquiries@inforegulator.org.za
Webtuiste: www.inforegulator.org.za
https://inforegulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English_20210905.pdf (om die Engelse weergawe van die Handleiding te lees). Afskrifte van die Handleiding kan ook van die Universiteit bekom word in die Hoofgebou van die Universiteit.

7. TOEGANG TOT REKORDS WAT DEUR DIE UNIVERSITEIT VAN DIE VRYSTAAT GEHOU WORD [ARTIKEL 14 (1) (d)]

7.1. Kategorieë rekords wat outomaties beskikbaar is [artikel 14 (1) (e)]

Die volgende inligting is outomaties beskikbaar deur middel van 'n navraag aan die Inligtingsbeampte, asook op die webtuiste van die Universiteit:

7.1.1. Algemene inligting

- 7.1.1.1. Algemene feite oor die Universiteit
- 7.1.1.2. Fakulteite
- 7.1.1.3. Programme
- 7.1.1.4. Biblioteekdienste
- 7.1.1.5. Navorsing
- 7.1.1.6. Qwaqwa-kampus van die Universiteit
- 7.1.1.7. Suidkampus van die Universiteit
- 7.1.1.8. Gemeenskapsdiens
- 7.1.1.9. Uitleg van webtuiste



7.1.1.10. Kontakinligting

7.1.1.11. Kampuskaart

7.1.2. Personeelinligting

7.1.2.1. Steundienste

7.1.2.2. Personeelgids

7.1.2.3. Personeel

7.1.2.4. Vakante poste

7.1.3. Studente-inligting

7.1.3.1. Voornemende studente

7.1.3.2. KovsieLife-webblad

7.1.3.3. Huidige studente

7.1.3.4. Blackboard (eLearn)

7.1.3.5. Alumni

7.1.3.6. Internasionale studente

7.1.4. Nuus

7.1.4.1. Media

7.1.4.2. Korporatiewe publikasies

7.1.4.3. Nuusbriewe

7.1.4.4. Skakels

7.1.4.5. Nuusargief

7.2. Rekords wat aangevra kan word

Neem asseblief kennis dat hierdie lys bloot 'n algemene aanduiding is van inligting waaroor die Universiteit beskik, maar dat hierdie inligting nie noodwendig sonder goedkeuring beskikbaar gestel sal word nie, aangesien sekere rekords vertroulik is. Raadpleeg gerus die Universiteit se webtuiste vir inligting wat reeds beskikbaar is: <http://www.ufs.ac.za>.

7.2.1. Die Raad, Uitvoerende Komitee en ander Komitees van die Raad

7.2.1.1. Sakelyste van vergaderings

7.2.1.2. Notules van vergaderings



7.2.1.3. Lys van lede

7.2.2. Die Senaat, die Uitvoerende Komitee en ander Komitees van die Senaat

7.2.2.1. Sakelyste van vergaderings

7.2.2.2. Notules van vergaderings

7.2.2.3. Lys van lede

7.2.3. Die Rektorat

7.2.3.1. Sakelyste van vergaderings

7.2.3.2. Notules van vergaderings

7.2.3.3. Lys van lede

7.2.4. Die Universiteitsbestuurskomitee

7.2.4.1. Sakelyste van vergaderings

7.2.4.2. Notules van vergaderings

7.2.4.3. Lys van lede

7.2.5. Die Institusionele Forum

7.2.5.1. Sakelyste van vergaderings

7.2.5.2. Notules van vergaderings

7.2.5.3. Lys van lede

7.2.6. Die Institusionele Studenteraad

7.2.6.1. Sakelyste van vergaderings

7.2.6.2. Notules van vergaderings

7.2.6.3. Lys van lede

7.2.7. Akademiese Studentedienste

7.2.7.1. Aansoekvorms vir toelating

7.2.7.2. Prospektus van programme wat aangebied word

7.2.7.3. Gelde betaalbaar

7.2.7.4. Akademiese rekords

7.2.7.5. Studenteprofiele en -statistieke

7.2.8. Menslike Hulpbronne



- 7.2.8.1. Algemene diensvoorwaardes
- 7.2.8.2. Personeelbeleide en -prosedures
- 7.2.8.3. Vaardigheidsontwikkeling / personeelontwikkeling
- 7.2.8.4. Prestasiebestuurstelsel
- 7.2.8.5. Personeelrekords

7.2.9. Finansiële aangeleenthede

- 7.2.9.1. Ouditverslae
- 7.2.9.2. Begrotingsgidse
- 7.2.9.3. Jaarlikse finansiële state

7.2.10. Akademiese aangeleenthede

7.2.10.1. *Notules van die Fakulteit Ekonomiese en Bestuurswetenskappe*

- 7.2.10.1.1. Notules van Fakulteitsraadvergaderings
- 7.2.10.1.2. Departemente
- 7.2.10.1.3. Sentrums
- 7.2.10.1.4. Navorsing

7.2.10.2. *Notules van die Fakulteit Geesteswetenskappe*

- 7.2.10.2.1. Notules van Fakulteitsraadvergaderings
- 7.2.10.2.2. Departemente
- 7.2.10.2.3. Sentrums
- 7.2.10.2.4. Navorsing

7.2.10.3. *Notules van die Fakulteit Gesondheidswetenskappe*

- 7.2.10.3.1. Notules van Fakulteitsraadvergaderings
- 7.2.10.3.2. Departemente
- 7.2.10.3.3. Navorsing

7.2.10.4. *Notules van die Fakulteit Natuur- en Landbouwetenskappe*

- 7.2.10.4.1. Notules van Fakulteitsraadvergaderings
- 7.2.10.4.2. Departemente



7.2.10.4.3. Sentrums

7.2.10.4.4. Navorsing

7.2.10.5. *Notules van die Fakulteit Regte*

7.2.10.5.1. Notules van Fakulteitsraadvergaderings

7.2.10.5.2. Skool vir Finansiëlebeplanningsreg

7.2.10.5.3. Departemente

7.2.10.5.4. Sentrums

7.2.10.5.5. Navorsing

7.2.10.6. *Notules van die Fakulteit Teologie en Religie*

7.2.10.6.1. Notules van Fakulteitsraadvergaderings

7.2.10.6.2. Departemente

7.2.10.6.3. Sentrums

7.2.10.6.4. Navorsing

7.2.10.7. *Notules van die Fakulteit Opvoedkunde*

7.2.10.7.1. Notules van Fakulteitsraadvergaderings

7.2.10.7.2. Departemente

7.2.10.7.3. Sentrums

7.2.10.7.4. Navorsing

7.2.10.8. *Steundienste*

7.2.10.8.1. Beleids- en bestuursinligting van die volgende steundienste:

7.2.10.8.1.1 Sentrum vir Onderrig en Leer (SOL)

7.2.10.8.1.2. Kommunikasie en Bemaking

7.2.10.8.1.3. Gemeenskapsbetrokkenheid

7.2.10.8.1.4. Direktoraat Navorsingsontwikkeling (DNO)

7.2.10.8.1.5. Direktoraat vir Institusionele Navorsing en Akademiese Beplanning (DINAB)

7.2.10.8.1.6. Finansies



7.2.10.8.1.7.	Sentrum vir Gesondheid en Welstand
7.2.10.8.1.8.	MV/VIGS-kantoor
7.2.10.8.1.9.	Behuising- en Koshuisaangeleenthede
7.2.10.8.1.10.	Menslike Hulpbronne
7.2.10.8.1.11.	IKT-dienste (Inligtings- en Kommunikasietegnologiedienste)
7.2.10.8.1.12.	Institusionele Bevordering
7.2.10.8.1.13.	Interne Oudit
7.2.10.8.1.14.	Kantoor vir Internasionale Aangeleenthede
7.2.10.8.1.15.	KovsieSport
7.2.10.8.1.16.	Biblioteek- en Inligtingsdienste
7.2.10.8.1.17.	Bestuurs- en Administratiewe Taaldiens
7.2.10.8.1.18.	Studentewerwingsdienste
7.2.10.8.1.19.	Vergaderingsadministrasie
7.2.10.8.1.20.	Rekordbestuur
7.2.10.8.1.21.	Beskermingsdienste
7.2.10.8.1.22.	Erkenning van Voorafleer (EVL)
7.2.10.8.1.23.	Navorsingsontwikkeling
7.2.10.8.1.24.	Aftreefondse
7.2.10.8.1.25.	Diensleer
7.2.10.8.1.26.	Akademie Studentedienste
7.2.10.8.1.27.	Studentesake
7.2.10.8.1.28.	Sentrum vir Universele Toegang en Gestremdheidsondersteuning (SUTGO)
7.2.10.8.1.29.	Studentevoorigting en -ontwikkeling
7.2.10.8.1.30.	Universiteitseiendomme
7.2.10.8.1.31.	Fasiliteitebestuur
7.2.10.8.1.32.	Fasiliteitebeplanning
7.2.10.8.1.33.	Sentrum vir Ondersteuning van Gegradueerdes



7.3. Prosedure vir die aanvra van 'n rekord

7.3.1. 'n Versoek om toegang tot inligting moet op 'n voorgeskrewe vorm (**Bylae A**) gerig word aan die Adjunk-inligtingsbeampte by die toepaslike adres of eposadres. Indien 'n persoon weens gestremdheid of ongeletterdheid nie 'n versoek skriftelik kan rig nie, kan sodanige versoek mondeling gerig word en sal die opskriftstelling daarvan deur die Adjunk-inligtingsbeampte gefasiliteer word.

7.3.2. Die voorgeskrewe vorm moet die volgende duidelik aandui:

7.3.2.1. Die kategorie inligting wat aangevra word.

7.3.2.2. Die vorm van toegang wat nodig word.

7.3.2.3. Die besonderhede van die persoon wat die versoek rig.

7.3.3. Let asseblief daarop dat nakoming van die prosedures wat hierin uiteengesit word, die Universiteit sal help om aan die versoek te voldoen. Kontak ons gerus deur die Adjunk- inligtingsbeampte by bogenoemde adres, telefoonnommer, faksnommer en/of eposadres (kyk klousule 5). Verseker ook asseblief dat u kapasiteit of posbenaming binne u organisasie (waar van toepassing) aangedui word om die Universiteit te help om u versoek te verwerk.

7.3.4. Indien u nuwe inligting namens 'n ander individu aanvra, dui asseblief aan hoe u aan die individu of organisasie verwant is en voorsien die individu se toestemming dat die aangevraagde inligting aan u beskikbaar gestel word, aan die Universiteit. Dit is om te verseker dat die Universiteit u nie toegang weier op grond van die vertroulikheid van die inligting nie. Verseker asseblief dat u melding maak van die formaat van die rekord wanneer u dit aanvra, sodat die Universiteit maksimale bystand aan u kan verleen.

7.3.5. Elke afdeling van **Bylae A** bevat instruksies wat gevolg moet word om die waarskynlikheid dat die versoek toegestaan word, te verhoog. Die aanvrager moet die volgende belangrike punte in ag neem wanneer die aanvraagvorm voltooi word:

7.3.5.1. Waar rekords wat met 'n organisasie verband hou aangevra word, word daar aanbeveel dat die organisasie se openbare beampte en/of behoorlik gemagtigde persoon die versoek rig of magtig. Indien die versoek namens 'n ander persoon gerig word, moet 'n afskrif van die mandaat wat die aanvrager magtig om namens daardie persoon op te tree, saam met die behoorlik voltooide vorm ingedien word – **Bylae A**.

7.3.5.2. Die aanvrager moet soveel besonderhede as moontlik verskaf om die Adjunk-inligtingsbeampte in staat te stel om hom/haar te identifiseer.

7.3.5.3. Die Universiteit sal die versoek oorweeg en die aanvrager binne 30 (dertig) dae na ontvangs daarvan deur die Universiteit, of soos deur PAIA bepaal, in kennis stel of die versoek toegestaan of geweier is. Dit moet skriftelik gedoen word, of sover prakties uitvoerbaar op die wyse wat deur die aanvrager versoek is.

7.3.6. Bystand aan aanvraers:

7.3.6.1. Indien 'n aanvrager enige hulp nodig om 'n versoek te rig, moet die Inligtingsbeampte sodanige hulp gratis verskaf.

7.3.6.2. Indien 'n aanvrager 'n versoek om toegang tot inligting rig wat nie voldoen aan die voorgeskrewe prosedures nie, of wat nie op die voorgeskrewe vorm gemaak is nie,



mag die Inligtingsbeampte nie die versoek weier nie.

7.3.6.3. Die Inligtingsbeampte of sy/haar gemagtigde adjunkte moet redes verstrek vir die weiering van die versoek, en

7.3.6.4. Die Inligtingsbeampte of sy/haar gemagtigde adjunkte moet gewillig wees om die persoon te help om die versoek in die regte formaat te voltooi.

7.4. Wat kan aangevra word?

7.4.1 Daar moet aan 'n aanvrager toegang verleen word tot enige Universiteitsrekord indien:

7.4.1.1. daardie rekord vereis word vir die uitoefening of beskerming van enige regte;

7.4.1.2. die aanvrager voldoen aan die proseduriële vereistes van PAIA ten opsigte van 'n versoek om toegang tot daardie rekord, en toegang tot daardie rekord nie geweier word op grond van enige van die redes wat hieronder uiteengesit word nie.

7.4.1.3. Die Universiteit het die reg om versoeke om inligting te weier wat duidelik beuselagtig of ergerlik is, of 'n onredelike wegkeer van hulpbronne behels.

7.4.2. Die ander hoofgronde waarop die Universiteit ingevolge PAIA of POPIA die reg het om 'n versoek om inligting te weier, is die verpligte beskerming van:

7.4.2.1. die privaatheid van 'n derde party wat 'n natuurlike persoon is, wat sou neerkom op die onredelike openbaarmaking van persoonlike inligting van daardie natuurlike persoon;

7.4.2.2. die kommersiële inligting van 'n derde party indien die rekord bedryfsgeheime, finansiële, kommersiële, wetenskaplike of tegniese inligting bevat waarvan die openbaarmaking waarskynlik skadelik kan wees vir die finansiële of kommersiële belange van daardie derde party;

7.4.2.3. inligting wat vertroulik deur 'n derde party aan die Universiteit openbaar gemaak is indien die openbaarmaking 'n derde party sou kon benadeel in onderhandelinge of kommersiële mededinging;

7.4.2.4. vertroulike inligting van derde partye indien dit ingevolge enige ooreenkoms beskerm word;

7.4.2.5. die veiligheid van individue en die beskerming van eiendom en die bedryf van die Universiteit;

7.4.2.6. rekords wat in regsprosesse as geprivilegieerd beskou sou word;

7.4.2.7. die kommersiële aktiwiteite van die Universiteit, wat kan insluit bedryfsgeheime, finansiële, kommersiële, wetenskaplike of tegniese inligting waarvan openbaarmaking waarskynlik skadelik sou wees vir die finansiële of kommersiële belange van die Universiteit;

7.4.2.8. inligting wat die Universiteit in onderhandelinge of kommersiële mededinging sou kon benadeel indien dit openbaar gemaak word;

7.4.2.9. rekenaarsageware wat deur die Universiteit besit word; en

7.4.2.10. die navorsingsinligting van die Universiteit of 'n derde party indien openbaarmaking die identiteit van die Universiteit, die navorser of die onderwerp van navorsing sou onthul



en tot ernstige nadeel van die navorsing sou strek.

7.5. Hoe lank moet 'n aanvrager wag voordat die aangevraagde inligting ontvang word?

7.5.1. Die Adjunk-inligtingsbeampte moet binne 30 (dertig) dae na ontvangs van die versoek 'n besluit daaroor neem, by gebreke waaraan die versoek as geweier geag sal word.

7.5.2. Die Adjunk-inligtingsbeampte mag onder die volgende omstandighede die besluitnemings tydperk tot 60 (sestig) dae verleng:

7.5.2.1. indien die versoek vir 'n groot aantal rekords is of 'n soektog deur 'n groot aantal rekords behels, en voldoening aan die oorspronklike tydperk op onredelike wyse sou inmeng met die aktiwiteite van die Universiteit;

7.5.2.2. indien die aangevraagde rekords nie geleë is in dieselfde dorp of stad as die Universiteitskantore nie, sodat die versoek nie redelikerwys binne 30 (dertig) dae afgehandel kan word nie;

7.5.2.3. waar konsultasie tussen die afdelings van die Universiteit of met 'n ander entiteit nodig of wenslik is om oor die versoek te besluit, welke konsultasie nie binne 30 (dertig) dae redelikerwys voltooi kan word nie;

7.5.2.4. waar verskeie omstandighede soos hierbo beoog bestaan ten opsigte van die versoek, wat voldoening aan die tydperk van 30 (dertig) dae nie redelikerwys moontlik maak nie;

7.5.2.5. indien die aanvrager skriftelik instem tot die verlenging, of

7.5.2.6. indien die tydperk van dertig (30) dae verleng word, sal die Adjunk-inligtingsbeampte die aanvrager in kennis stel van die verlenging en die redes vir die verlenging aan die aanvrager verstrek.

7.6. Hoe sal 'n aanvrager in kennis gestel word van die uitslag van die versoek?

Die aanvrager sal op die wyse wat in die aanvraagvorm bepaal word, in kennis gestel word van die Adjunk-inligtingsbeampte se besluit.

7.7. Wat word as 'n weiering van 'n versoek geag?

Indien die Adjunk-inligtingsbeampte nie binne die tydperk van 30 (dertig) dae of binne enige verlengde tydperk die besluit oor 'n versoek om toegang tot inligting aan die aanvrager oordra nie, sal dit as 'n weiering van die versoek geag word.

7.8. Wat kan 'n aanvrager doen indien die versoek om inligting geweier word?

7.8.1. Die aanvrager kan besluit om 'n interne appèl aan teken ingevolge die voorskrifte van PAIA soos in artikels 75 tot 77 bepaal, deur die Interne Appèlvorm wat as Bylae E aangeheg is, te gebruik. Die interne appèl sal deur die Hoofbedryfsbeampte van die Universiteit beslis word.

7.8.2. Indien die aanvrager nie tevrede is met die besluit van die Universiteit nie, kan die aanvrager by die hof aansoek doen om herstel nadat die grieweprosedure waarvoor hierdie Handleiding voorsiening maak, uitgeput is. Genoemde aansoek moet gebring word binne 180 (een honderd en tagtig) dae nadat die besluit deur die Adjunk-inligtingsbeampte geneem is. Na die aanhoor van sodanige aansoek kan die hof 'n regverdige en billike bevel toestaan, insluitende –



- 7.8.2.1. om die besluit wat die onderwerp van die aansoek is, te bevestig, te wysig of tersyde te stel;
- 7.8.2.2. om te vereis dat die Inligtingsbeampte op 'n spesifieke wyse handel of versuim om te handel, soos wat die hof dit nodig ag binne die tydperk wat in die bevel vermeld word;
- 7.8.2.3. om 'n interdik, tussentydse of spesifieke herstel, 'n verklarende bevel of skadevergoeding toe te staan; of
- 7.8.2.4. 'n kostebevel.

7.8.3. Sodanige aansoek kan by die hof met relevante jurisdiksie gebring word.

7.9. Wat gebeur indien die versoek suksesvol is?

- 7.9.1. Daar sal aan die aanvrager toegang verleen word tot 'n rekord indien alle proseduriële vereistes ingevolge PAIA-vereistes nagekom is, naamlik dat –
 - 7.9.1.1. die versoek behoorlik gedokumenteer is op die voorgeskrewe vorm;
 - 7.9.1.2. bewys van magtiging om namens 'n ander persoon op te tree verskaf word indien die versoek namens 'n ander persoon gerig word en die rekord wat aangevra word, op voldoende wyse beskryf is dat die Adjunk-inligtingsbeampte dit sal kan identifiseer; en
 - 7.9.1.3. alle vereiste gelde betaal is.

8. GELDE

- 8.1. PAIA bepaal 2 (twee) tipes gelde, naamlik aanvraaggelde en toegangsgelde, wat betaal moet word alvorens die Universiteit die versoek om inligting sal beoordeel.
- 8.2. Gelde om inligting aan te vra en/of toegang daartoe te verkry is soos uiteengesit ingevolge die Regulasies wat ingevolge PAIA gepubliseer is, en hierby ingesluit is onder **Bylae B**.
- 8.3. Gelde met betrekking tot toegang deur 'n datasubjek tot sy/haar eie persoonlike inligting wat deur die Universiteit gehou word, word hieronder in klousule 14.2 gedek.

9. DIENSTE VAN DIE UNIVERSITEIT VAN DIE VRYSTAAT WAT AAN LEDE VAN DIE PUBLIEK BESKIKBAAR IS EN HOE OM TOEGANG TOT HIERDIE DIENSTE TE VERKRY [ARTIKEL 14 (1)(f)]

'n Omvattende lys van hierdie dienste is vervat in die algemene Prospektus van die Universiteit, die Voorgaande Prospektus, die Nagraadse Prospektus en jaarboeke van fakulteite, wat gratis by die onderskeie fakulteite beskikbaar is. Alternatiewelik word hierdie dienste uiteengesit op die webtuiste van die Universiteit by <http://www.ufs.ac.za>.

10. DEELNAME AAN BELEIDSFORMULERING EN BESLUITNEMING BY DIE UNIVERSITEIT VAN DIE VRYSTAAT [ARTIKEL 14 (1)(g)]

- 10.1. Studente en personeellede mag deelneem aan die formulering van beleid en die neem van besluite deur die Universiteit ingevolge die bepalings van die Wet op Hoër Onderwys, soos gewysig, asook ingevolge interne prosedures soos van tyd tot tyd met studente en personeel ooreengekom.



- 10.2. Ander belanghebbende partye mag kommentaar en voorstelle op skrif indien by die Inligtingsbeampste of Adjunk-inligtingsbeampste by die volgende adres:

Die Registrateur
Universiteit van die Vrystaat
Posbus 339, BLOEMFONTEIN, 9300

11. REGSMIDDELE WAT BESIKKBAAR IS TEN OPSIGTE VAN 'N HANDELING (OF VERSUIM OM TE HANDEL) INGEVOLGE DIE WET [ARTIKEL 14 (1)(h)]

- 11.1. 'n Student of lid van die publiek mag 'n skriftelike klag aanteken by die Inligtingsbeampste of Adjunk-inligtingsbeampste.
- 11.2. Personeellede mag gebruik maak van die griewe-prosedure van die Universiteit.
- 11.3. Indien die klag verband hou met 'n handeling of versuim om te handel ingevolge die Wet, kan die persoon wat die klag lê sodanige stappe doen as waarvoor in artikels 74 tot 82 van PAIA voorsiening gemaak word.
- 11.4. Die aanvrager of derde party waarna artikel 74 van PAIA verwys, kan 'n klag indien by die Inligtingsreguleerder nadat die aanvrager of die derde party die interne appèl-prosedure (kyk paragraaf 7.8) teen die Universiteit se besluit uitgeput het. Dit sal gedoen word deur die Klagte-vorm wat as Bylae F aangeheg is, te voltooi en in te dien.

12. ANDER INLIGTING SOOS INGEVOLGE DIE WET VOORGESKRYF [ARTIKEL 14 (1)(i)]

Daar is nie tans ingevolge artikel 92 enige ander inligting van die Universiteit beskikbaar wat hier gepubliseer kan word nie.

13. VERSLAGDOENING DEUR DIE UV

Tensy die wet anders bepaal, doen die Universiteit ingevolge artikel 32 van PAIA jaarliks verslag aan die Inligtingsreguleerder ooreenkomstig sy beheerverpligtinge.

14. POPIA-VEREISTES MET BETREKKING TOT DIE VERWERKING VAN PERSOONLIKE INLIGTING

14.1. Persoonlike Inligting

- 14.1.1. Persoonlike inligting verwys na inligting wat verband hou met 'n identifiseerbare, lewende, natuurlike persoon en inligting wat verband hou met 'n identifiseerbare, bestaande juridiese persoon.

14.2. Doel van Verwerking van Persoonlike Inligting

- 14.2.1. Ingevolge POPIA moet persoonlike inligting vir 'n gespesifiseerde doel verwerk word. Die doel waarvoor persoonlike inligting deur die Universiteit verwerk word, sal afhang van die aard van die persoonlike inligting en die spesifieke datasubjek. Hierdie doel word gewoonlik eksplisiet of implisiet bekend gemaak wanneer die persoonlike inligting ingesamel word.
- 14.2.2. Oor die algemeen word persoonlike inligting verwerk wanneer studente ingeskryf word of rolspelers en verskaffers aan boord gebring word, asook vir die doeleindes van diens- of produklewering, rekordbestuur, sekuriteit, derde partye, indiensneming of verwante sake.

14.3. Regte van Datasubjekte

14.3.1. Toegang tot Persoonlike Inligting



- 14.3.1.1. POPIA bepaal dat 'n datasubjek by bewyslewering van identiteit kan versoek dat die verantwoordelike party al die inligting wat hy hou oor die datasubjek gratis bevestig, insluitende inligting oor die identiteit van derde partye wat toegang tot sodanige inligting het, of gehad het.
- 14.3.1.2. POPIA bepaal ook dat, waar die datasubjek gelde moet betaal vir dienste wat aan hom/haar gelewer word, die verantwoordelike party 'n skriftelike beraming van die betaalbare bedrag aan die datasubjek moet verskaf voordat die diens gelewer word, en kan vereis dat die aanvrer 'n deposito betaal vir die totale gelde of 'n gedeelte daarvan.
- 14.3.1.3. Die gronde vir weiering van die datasubjek se versoek word in PAIA uiteengesit.

14.3.2. **Beswaaraantekening teen die Verwerking van Persoonlike Inligting**

- 14.3.2.1. POPIA bepaal dat 'n datasubjek te eniger tyd en op redelike gronde wat met sy/haar spesifieke situasie verband hou, beswaar kan aanteken teen die verwerking van persoonlike inligting deur die Universiteit, tensy wetgewing voorsiening maak vir sodanige verwerking. Die datasubjek moet die voorgeskrewe vorm wat as Bylae C hierby aangeheg is, voltooi en dit voorlê aan die Inligtingsbeampte by die posadres, fisiese adres of eposadres wat hierbo in klousule 5 uiteengesit word.

14.3.3. **Regstelling van Persoonlike Inligting**

- 14.3.3.1. 'n Datasubjek kan ook die Universiteit versoek om persoonlike inligting oor die datasubjek wat in sy besit of onder sy beheer is en wat onakkuraat, irrelevant, buitensporig, verouderd, onvolledig, misleidend of onwettig bekom is, reg te stel of te skrap; of om 'n rekord van persoonlike inligting oor die datasubjek wat die Universiteit ingevolge POPIA se bepalinge oor die retensie en beperking van rekords nie meer gemagtig is om te behou nie, te vernietig of te skrap.
- 14.3.3.2. 'n Datasubjek wat 'n regstelling of skraping van persoonlike inligting wil versoek, of die vernietiging of skraping van 'n rekord van persoonlike inligting, moet 'n versoek rig aan die Inligtingsbeampte by die pos- of fisiese adres, faksnommer of eposadres wat hierbo in klousule 5 uiteengesit word, op die vorm wat hierby aangeheg is as Bylae D.

14.3.4. **Klagtes**

- 14.3.4.1. Enige persoon kan 'n klag wat inmenging met die beskerming van 'n datasubjek se persoonlike inligting beweër, by die Inligtingsreguleerder indien.
- 14.3.4.2. Om 'n klag in te dien, voltooi Vorm 5 wat aangeheg is as Bylae G, en stuur die voltooide vorm per epos aan POPIAComplaints@infoeregulator.org.za.

14.4. **Kategorieë Datasubjekte**

- 14.4.1. Die Universiteit hou inligting en rekords oor die volgende kategorieë datasubjekte:

- 14.4.1.1. werkaansoekers;
- 14.4.1.2. werknemers / personeel van die Universiteit;
- 14.4.1.3. rolspelers en studente van die Universiteit;
- 14.4.1.4. enige derde party saam met wie die Universiteit dienste aanbied en sy wetlike mandaat uitvoer;



- 14.4.1.5. kontrakteurs van die Universiteit;
- 14.4.1.6. verskaffers van die Universiteit, en
- 14.4.1.7. diensverskaffers van die Universiteit.

(Hierdie lys kategorieë van datasubjekte is nie volledig nie.)

14.5. Die kategorieë ontvangers aan wie inligting voorsien word

- 14.5.1. Afhange van die aard van die data, kan die Universiteit inligting of rekords aan die volgende kategorieë ontvangers voorsien:
 - 14.5.1.1. statutêre oorsigliggame, reguleerders of regterlike kommissies van ondersoek wat data aanvra;
 - 14.5.1.2. enige hof, administratiewe of juridiese forum, arbitrasie, statutêre kommissie of ombudsman wat 'n versoek rig vir data of blootlegging ingevolge die toepaslike reëls (d.w.s. die Mededingingskommissie ingevolge die Wet op Mededinging, No. 89 van 1998);
 - 14.5.1.3. die Suid-Afrikaanse Inkomstediens of 'n ander soortgelyke gesag;
 - 14.5.1.4. enigiemand wat ingevolge PAIA 'n suksesvolle aansoek om toegang bring;
 - 14.5.1.5. Onderhewig aan die bepalings van toepaslike wetgewing kan die Universiteit inligting oor 'n persoon se kredietwaardigheid deel met enige kredietburo of vereniging van die kredietverskaffersbedryf, of ander vereniging vir 'n bedryf waarbinne die Universiteit funksioneer, en
 - 14.5.1.6. enige persoon wat sake doen met die Universiteit as deel van die gewone verloop van sake.

14.6. Beplande oorgrensvloei van inligting

- 14.6.1. Indien 'n datasubjek die Universiteit se webtuiste besoek vanaf 'n ander land as die land (die Republiek van Suid-Afrika) waarbinne die Universiteit se bedieners geleë is, sal die onderskeie kommunikasies noodwendig lei tot die oordrag van inligting oor internasionale grense heen.
- 14.6.2. Dit mag vir die Universiteit nodig wees om 'n datasubjek se inligting oor te dra aan ander geaffilieerdes of diensverskaffers in lande buite Suid-Afrika, in welke geval die Universiteit ten volle sal voldoen aan toepaslike wetgewing oor databeskerming. Dit kan gebeur indien die Universiteit se bedieners of verskaffers en diensverskaffers buite Suid-Afrika gesetel is, of indien die Universiteit se dienste gehuisves word in stelsels of bedieners buite Suid-Afrika, en/of indien 'n datasubjek die Universiteit se dienste en produkte gebruik tydens 'n besoek aan lande buite hierdie gebied. Die moontlikheid bestaan dat hierdie lande nie databeskerminswette soortgelyk aan dié van Suid-Afrika sal hê nie.

14.7. Sekuriteitsmaatreëls wat geïmplementeer word om die vertroulikheid en privaatheid van die inligting wat verwerk gaan word, te verseker

- 14.7.1. Die Universiteit is verbind tot die implementering van toonaangewende maatreëls om die sekuriteit van data te verseker.



- 14.7.2. Die Universiteit het gespesialiseerde sekuriteitspanne wat die Universiteit se maatreëls om datasubjekte se persoonlike inligting te beskerm teen ongemagtigde toegang, toevallige verlies, openbaarmaking of vernietiging, voortdurend hersien en te verbeter.
- 14.7.3. Indien die Universiteit 'n kontrak het met 'n ander organisasie om namens die Universiteit aan die Universiteit 'n diens of dienste te verskaf om 'n datasubjek se persoonlike inligting te verwerk, moet die Universiteit seker maak dat hulle toepaslike sekuriteitsmaatreëls het en die inligting slegs verwerk op die wyse waartoe die Universiteit hulle gemagtig het. Hierdie organisasies sal nie die reg hê om 'n datasubjek se inligting vir hul eie doeleindes te gebruik nie. Indien nodig sal die Universiteit se sekuriteitspanne sulke organisasies kontroleer om te verseker dat hulle voldoen aan die sekuriteitsvereistes wat die Universiteit bepaal het.
- 14.7.4. Kommunikasie oor die internet (soos eposse) is nie beveilig nie, tensy dit geënkripteer is. Datasubjekte se kommunikasies kan deur 'n aantal lande gaan voordat dit afgelewer word, aangesien dit die aard van die internet is. Die Universiteit kan nie verantwoordelikheid aanvaar vir enige ongemagtigde toegang tot, of verlies van, persoonlike inligting wat buite die Universiteit se beheer is nie.

15. DOKUMENTBESTUUR

WEERGAWE NO.	DATUM
1	30 Junie 2021



BYLAE A

VORM 2

VERSOEK OM TOEGANG TOT REKORD [Regulasie 7]

NEEM KENNIS:

1. *Bewys van identiteit moet deur die aanvrager aangeheg word.*
2. *Indien die versoek namens 'n ander persoon gerig word, moet bewys van sodanige magtiging by hierdie vorm aangeheg word.*

AAN: Die Inligtingsbeampte
Prof HC Klopper
Visekanselier en Prinsipaal
Universiteit van die Vrystaat
Posbus 339
BLOEMFONTEIN
9300
(Adres)

Die Adjunk-inligtingsbeampte
Mnr NN Ntsababa
Registrateur
Universiteit van die Vrystaat
Posbus 339
BLOEMFONTEIN
9300
(Adres)

Eposadres: vcpoffice@ufs.ac.za

Eposadres: registrateur@ufs.ac.za

Faksnommer: _____

Merk met 'n "X"

☐

Versoek word in my eie naam gerig.

☐

Versoek word namens 'n ander persoon gerig.

PERSOONLIKE INLIGTING	
Volle name	
Identiteitsnommer	
Hoedanigheid waarin die versoek gerig word (indien dit namens 'n ander persoon gerig word)	
Posadres	



Straatadres				
Eposadres				
Kontaknommers	Tel. (B):		Faks:	
	Selfoon:			
Volle name van persoon namens wie die versoek gerig word (indien van toepassing):				
Identiteitsnommer				
Posadres				
Straatadres				
Eposadres				
Kontaknommers	Tel. (B)		Faks:	
	Selfoon:			
<p align="center">BESONDERHEDE VAN REKORD WAT AANGEVRA WORD</p> <p>Verstrek volle besonderhede van die rekord waartoe toegang versoek word, insluitende die verwysingsnommer indien dit aan u bekend is, sodat die rekord opgespoor kan word. (Indien die beskikbare ruimte onvoldoende is, gaan asseblief voort op 'n aparte bladsy en heg dit aan by hierdie vorm. Alle bykomende bladsye moet geteken word.)</p>				
Beskrywing van rekord of relevante deel van die rekord:				
Verwysingsnommer, indien beskikbaar				



Enige verdere besonderhede van rekord	
TIPE REKORD (Merk die toepaslike blokkie met 'n "X".)	
Rekord is in geskrewe of gedrukte vorm	
Rekord bestaan uit virtuele beelde (dit sluit in foto's, skyfies, video-opnames, rekenaargeskepte beelde, sketse, ens.)	
Rekord bestaan uit woorde wat opgeneem is of inligting wat in klank weergegee kan word	
Rekord word op 'n rekenaar of in elektroniese of masjienleesbare vorm geberg	
VORM VAN TOEGANG (Merk die toepaslike blokkie met 'n "X".)	
Gedrukte kopie van rekord (insluitende kopieë van enige virtuele beelde, transkripsies en inligting wat op 'n rekenaar of in elektroniese of masjienleesbare vorm geberg word)	
Geskrewe of gedrukte transkripsie van virtuele beelde (dit sluit in foto's, skyfies, video-opnames, rekenaargeskepte beelde, sketse, ens)	
Transkripsie van klankbaan (geskrewe of gedrukte dokument)	
Kopie van rekord op 'n geheuestokkie (insluitende virtuele beelde en klankbane)	
Kopie van rekord op 'n kompakskyf (insluitende virtuele beelde en klankbane)	
Kopie van rekord wat op wolkbergingsbediener bewaar is	



WYSE VAN TOEGANG (Merk die toepaslike blokkie met 'n "X")	
Persoonlike insae in rekord by geregistreerde adres van openbare/private liggaam (insluitende om na opnames van woorde te luister, inligting wat as klank weergegee kan word, of inligting wat op 'n rekenaar of in elektroniese of masjienleesbare vorm geberg word)	
Posdienste na posadres	
Posdienste na straatadres	
Koerierdiens na straatadres	
Faks van inligting in geskrewe of gedrukte formaat (insluitende transkripsies)	
Epos van inligting (insluitende klankbane, indien moontlik)	
Die deel of oordrag van lêers via die wolk	
Voorkeurtaal <i>(Neem kennis dat, indien die rekord nie in u voorkeurtaal beskikbaar is nie, toegang verleen kan word in die taal waarin die rekord beskikbaar is)</i>	

BESONDERHEDE VAN REG WAT UITGEOEFEN OF BESKERM GAAN WORD <i>Indien die beskikbare ruimte onvoldoende is, gaan asseblief voort op 'n aparte bladsy en heg dit aan by hierdie vorm. Die aanvrager moet alle bykomende bladsye teken.</i>	
Dui aan watter reg uitgeoefen of beskerm gaan word	
Verduidelik waarom die aangevraagde rekord vir die uitoefening of beskerming van die voormelde reg benodig word:	
GELDE	



a) Aanvraaggeld moet betaal word alvorens die versoek oorweeg sal word. b) U sal in kennis gestel word van die bedrag wat as toegangsgeld betaal moet word. c) Die gelde betaalbaar vir toegang tot 'n rekord hang af van die vorm waarin toegang benodig word en die redelike tyd wat nodig is om 'n rekord op te spoor en dit voor te berei. d) Indien u vir kwytskelding van die betaling van enige gelde kwalifiseer, dui asseblief die rede vir kwytskelding aan.	
Rede	

U sal skriftelik in kennis gestel word of u versoek goedgekeur of afgekeur is en, indien goedgekeur, wat die koste in verband met u versoek is (indien enige). Dui asseblief u voorkeur betreffende die wyse van korrespondensie aan:

Posadres	Faks	Elektroniese kommunikasie (Spesifiseer asseblief)

Geteken te _____ op hierdie _____ dag van _____ 20 _____

Handtekening van aanvrager / persoon namens wie versoek gerig word

VIR AMPTELIKE GEBRUIK

Verwysingsnommer:	
Versoek ontvang deur: (Vermeld Inligtingsbeampte se rang, naam en van)	
Datum ontvang:	
Toegangsgeld:	
Deposito (indien enige):	

Handtekening van Inligtingsbeampte



BYLAE B GELDE

Gelde van toepassing op Openbare Liggame

Item	Beskrywing	Bedrag
1.	Die aanvraaggeld betaalbaar deur elke aanvrager	R100,00
2.	Fotokopie van A4-grootte bladsy	R1,50 per bladsy of gedeelte daarvan
3.	Gedrukte kopie van A4-grootte bladsy	R1,50 per bladsy of gedeelte daarvan
4.	Vir 'n kopie in rekenaarleesbare vorm op: (i) Geheuestokkie (moet deur aanvrager voorsien word) (ii) Kompakskyf • Indien deur die aanvrager voorsien • Indien aan die aanvrager voorsien	R40,00 R40,00 R60,00
5.	Vir 'n transkripsie van visuele beelde per A4-grootte bladsy	Diens sal uitgetoon word. Sal afhang van diensverskaffer se kwotasie.
6.	Kopie van visuele beelde	
7.	Transkripsie van 'n audio-opname, per A4-grootte bladsy	R24,00
8.	Kopie van 'n audio-rekord op: (i) Geheuestokkie (moet deur aanvrager voorsien word) (ii) Kompakskyf • Indien deur die aanvrager voorsien • Indien aan die aanvrager voorsien	R40,00 R40,00 R60,00
9.	Vir die soektog na en voorbereiding van die rekord vir openbaarmaking, vir elke uur of gedeelte van 'n uur (uitsluitend die eerste uur) wat redelikerwys benodig word vir so 'n soektog en voorbereiding. Teen 'n totale koste van nie meer as	R100,00 R300,00
10.	Deposito: Indien soektog langer as 6 ure duur	Een derde van bedrag per versoek, bereken ingevolge items 2 tot 8.
11.	Posgeld, epos of enige ander elektroniese oordrag	Werklike uitgawe, indien enige.

Gelde van toepassing op Private Liggame

Item	Beskrywing	Bedrag
1.	Die aanvraaggeld betaalbaar deur elke aanvrager	R140,00
2.	Fotokopie/gedrukte swart en wit kopie van A4-grootte bladsy	R2,00 per bladsy of gedeelte daarvan.
3.	Gedrukte kopie van A4-grootte bladsy	R2,00 per bladsy of gedeelte daarvan.
4.	Vir 'n kopie in masjienleesbare vorm op: (iii) Geheuestokkie (moet deur aanvrager voorsien word) (iv) Kompakskyf • Indien deur die aanvrager voorsien • Indien aan die aanvrager voorsien	R40,00 R40,00 R60,00
5.	Vir 'n transkripsie van visuele beelde per A4-grootte bladsy	Diens sal uitgetoon word. Sal afhang van diensverskaffer se kwotasie.
6.	Kopie van visuele beelde	
7.	Transkripsie van 'n audio-rekord, per A4-grootte bladsy	R24,00



8.	Kopie van 'n oudio-rekord op:	
	(v) Geheuestokkie (moet deur aanvrer voorsien word)	R40,00
	(vi) Kompakskyf <ul style="list-style-type: none"> • Indien deur die aanvrer voorsien • Indien aan die aanvrer voorsien 	R40,00 R60,00
9.	Vir die soektog na en voorbereiding van die rekord vir openbaarmaking, vir elke uur of gedeelte van 'n uur (uitsluitend die eerste uur) wat redelikerwys benodig word vir so 'n soektog en voorbereiding.	R145,00
	Teen 'n totale koste van nie meer nie as	R435,00
10.	Deposito: Indien soektog langer as 6 ure duur	Een derde van bedrag per versoek, bereken ingevolge items 2 tot 8.
11.	Posgeld, epos of enige ander elektroniese oordrag	Werklike uitgawe, indien enige.



VORM 3
UITSLAG VAN VERSOEK EN GELDE BETAALBAAR
[Regulasie 8]

Neem kennis:

1. Indien u versoek toegestaan word—

- (a) is die depositobedrag (indien enige) betaalbaar voordat u versoek verwerk word; en
- (a) sal die aangevraagde rekord/gedeelte van die rekord slegs beskikbaar gestel word nadat bewys van volle betaling ontvang is.

2. Gebruik asseblief onderstaande verwysingsnommer in alle toekomstige korrespondensie.

Verwysingsnommer: _____

AAN: _____

U versoek gedateer _____ verwys.

1. U het versoek:

Persoonlike insae in inligting by geregistreerde adres van openbare/private liggaam (insluitende om na opnames van woorde te luister, inligting wat as klank weergegee kan word of inligting wat op 'n rekenaar of in elektroniese of masjienleesbare vorm geberg word) is gratis. U moet 'n afspraak maak vir die besigtiging van die inligting en hierdie vorm saambring. Indien u dan enige vorm van herprodusering van die inligting benodig, sal u aanspreeklik wees vir die gelde wat in Bylae B voorgeskrif word.	
--	--

OF

2. U het versoek:

Gedrukte kopieë van die inligting (insluitende kopieë van enige virtuele beelde, transkripsies en inligting wat op 'n rekenaar of in elektroniese of masjienleesbare vorm geberg word)	
Geskrewe of gedrukte transkripsie van virtuele beelde (dit sluit in foto's, skyfies, video-opnames, rekenaargeskepte beelde, sketse, ens)	
Transkripsie van klankbaan (geskrewe of gedrukte dokument)	
Kopie van inligting op geheuestokkie (insluitend virtuele beelde en klankbane)	
Kopie van inligting op kompakskyf (insluitend virtuele beelde en klankbane)	
Kopie van rekord wat op wolkbergingsbediener bewaar is	

3. Om ingedien te word:

Posdienste na posadres	
Posdienste na straatadres	
Koerierdiens na straatadres	
Faks van inligting in geskrewe of gedrukte formaat (insluitend transkripsies)	
Epos van inligting (insluitend klankbane indien moontlik)	
Die deel of oordrag van lêers via die wolk	



Voorkeurtaal (Neem kennis dat, indien die rekord nie in u voorkeurtaal beskikbaar is nie, toegang verleen kan word in die taal waarin die rekord beskikbaar is)	
--	--

Neem asseblief kennis dat u versoek:

☐

Goedgekeur is

☐

Afgekeur is, vir die volgende redes:

4. Gelde betaalbaar ten opsigte van u versoek:

Item	Koste per A4-grootte bladsy of gedeelte daarvan/item	Aantal bladsye/items	Totaal
Fotokopie			
Gedrukte kopie			
Vir 'n kopie in rekenaarleesbare vorm op: (i) Geheuestokkie • Moet deur aanvrager voorsien word (ii) Kompakskyf • Indien deur aanvrager voorsien • Indien aan aanvrager voorsien	R40,00 R40,00 R60,00		
Vir 'n transkripsie van visuele beelde per A4-grootte bladsy	Diens sal uitgekontraakteer word. Sal afhang van die diensverskaffer se kwotasie.		
Kopie van visuele beelde			
Transkripsie van 'n audio-rekord, per A4-grootte	R24,00		
Kopie van 'n audio-rekord (i) Geheuestokkie • Moet deur aanvrager voorsien word (ii) Kompakskyf • Indien deur aanvrager voorsien • Indien aan aanvrager voorsien	R40,00 R40,00 R60,00		
Posgeld, epos of enige ander elektroniese oordrag:	Werklike koste		
TOTAAL:			

5. Deposito betaalbaar (indien soektog langer as 6 ure duur):

☐

Ja

☐

Nee

Ure van soektog		Depositobedrag (bereken op een derde van totale bedrag per versoek)	
-----------------	--	--	--



Die bedrag moet in die volgende bankrekening inbetaal word:

Naam van bank: _____
Naam van rekeninghouer: _____
Tipe rekening: _____
Rekeningnommer: _____
Takkode: _____
Verwysingsnr: _____
Stuur bewys van betaling aan: _____

Geteken te _____ op hierdie _____ dag van _____ 20 _____

Inligtingsbeampte



BYLAE C

VORM 1

BESWAAR TEEN DIE VERWERKING VAN PERSOONLIKE INLIGTING INGEVOLGE ARTIKEL 11(3) VAN DIE WET OP DIE BESKERMING VAN PERSOONLIKE INLIGTING, 2013 (WET NO. 4 VAN 2013)

REGULASIES WAT VERBAND HOU MET DIE BESKERMING VAN PERSOONLIKE INLIGTING, 2018
[Regulasie 2]

Neem kennis:

1. *Beëdigde verklarings of ander dokumentêre bewyse, soos van toepassing ter ondersteuning van die beswaar, kan aangeheg word.*
2. *Indien die ruimte wat in hierdie vorm voorsien word onvoldoende is, dien inligting in as 'n aanhangsel tot hierdie vorm en teken elke bladsy.*
3. *Voltooi soos van toepassing.*

A	BESONDERHEDE VAN DATASUBJEK
Naam (name) en van / geregistreerde naam van datasubjek:	
Unieke identifiseerder / identiteitsnommer:	
Residensiële, pos- of besigheidsadres:	
	(kode)
Kontaknommer(s):	
Faksnommer / eposadres:	
B	Besonderhede van Verantwoordelike Party
Naam (name) en van / geregistreerde naam van verantwoordelike party:	
Residensiële, pos- of besigheidsadres:	



[illegible]

Geteken te _____ hierdie _____ dag van _____ 20_____

HANDTEKENING VAN DATASUBJEK / AANGEWEESE PERSOON



BYLAE D

VORM 2

VERSOEK OM REGSTELLING OF SKRAPPING VAN PERSOONLIKE INLIGTING OF VERNIETIGING OF SKRAPPING VAN REKORD VAN PERSOONLIKE INLIGTING INGEVOLGE ARTIKEL 24(1) VAN DIE WET OP DIE BESKERMING VAN PERSOONLIKE INLIGTING, 2013 (WET NO. 4 VAN 2013)

REGULASIES WAT VERBAND HOU MET DIE BESKERMING VAN PERSOONLIKE INLIGTING, 2018

[Regulasie 3]

Neem kennis:

1. *Beëdigde verklarings of ander dokumentêre bewyse, soos van toepassing ter ondersteuning van die beswaar, kan aangeheg word.*
2. *Indien die ruimte wat in hierdie vorm voorsien word onvoldoende is, dien inligting in as 'n aanhangsel tot hierdie vorm en teken elke bladsy.*
3. *Voltooi soos van toepassing.*

Merk die toepaslike blokkie met 'n "x".

Versoek om:

☐

Regstelling of skapping van die persoonlike inligting oor die datasubjek wat in besit of onder die beheer van die verantwoordelike party is.

☐

Vernietiging of skapping van 'n rekord van persoonlike inligting oor die datasubjek wat in besit of onder die beheer van die verantwoordelike party is, wat nie meer gemagtig is om die rekord van inligting te behou nie.

A	BESONDERHEDE VAN DIE DATASUBJEK
Naam (name) en van / geregistreerde naam van datasubjek:	
Unieke identifiseerder / identiteitsnommer:	
Residensiële, pos- of besigheidsadres:	
	(kode)
Kontaknommer(s):	



Faksnommer / eposadres:	
B	BESONDERHEDE VAN VERANTWOORDELIKE PARTY
Naam (name) en van / geregistreerde naam van verantwoordelike party:	
Residensiële, pos- of besigheidsadres:	
	(kode)
Kontaknommer(s):	
Faksnommer / eposadres:	
C	INLIGTING WAT REGGESTEL / GESKRAP / VERNIETIG MOET WORD
D	<p>REDES VIR DIE *REGSTELLING OF SKRAPPING VAN DIE PERSOONLIKE INLIGTING OOR DIE DATASUBJEK INGEVOLGE ARTIKEL 24(1)(a) WAT IN BESIT OF ONDER DIE BEHEER VAN DIE VERANTWOORDELIKE PARTY IS; en/of</p> <p>REDES VIR DIE *VERNIETIGING OF SKRAPPING VAN 'N REKORD VAN PERSOONLIKE INLIGTING OOR DIE DATASUBJEK INGEVOLGE ARTIKEL 24(1)(b) WAT DIE VERANTWOORDELIKE PARTY NIE MEER GEMAGTIG IS OM TE BEHOU NIE.</p> <p><i>(Verskaf asseblief gedetailleerde redes vir die versoek.)</i></p>



Geteken te _____ hierdie _____ dag van _____ 20 _____

_____ Handtekening van datasubjek / aangewese persoon



BYLAE E

INTERNE APPÈLVORM

VORM 4

[Regulasie 9]

Verwysingsnommer:

BESONDERHEDE VAN OPENBARE LIGGAAM				
Naam van Openbare Liggaam				
Inligtingsbeampte se Naam en Van:				
BESONDERHEDE VAN KLAER WAT DIE INTERNE APPÈL AANTEKEN				
Volle Name				
Identiteitsnommer				
Posadres				
Kontaknommers	Tel. (B)		Faks	
	Selfoon			
Eposadres				
Word die interne appèl namens 'n ander persoon aangeteken?		Ja		Nee
Indien die antwoord "ja" is, die hoedanigheid waarin 'n interne appèl namens 'n ander persoon aangeteken word: <i>(Bewys van die hoedanigheid waarin appèl aangeteken word, moet aangeheg word – indien van toepassing).</i>			<input type="checkbox"/>	<input type="checkbox"/>
BESONDERHEDE VAN PERSOON NAMENS WIE DIE INTERNE APPÈL AANGETEKEN WORD <i>(Indien deur 'n derde party aangeteken)</i>				
Volle name				
Identiteitsnommer				
Posadres				
Kontaknommers	Tel. (B)		Faks	
	Selfoon			
Eposadres				



BESLUIT WAARTEEN DIE INTERNE APPÈL AANGETEKEN WORD <i>(merk die toepaslike blokkie met 'n "X")</i>	
Weiering van versoek om toegang	
Besluit rakende gelde wat ingevolge artikel 22 van die Wet voorgeskryf word	
Besluit rakende die verlenging van die tydperk waarbinne die versoek ingevolge artikel 26(1) van die Wet hanteer moet word	
Besluit ingevolge artikel 29(3) van die Wet om toegang in die vorm deur die aanvrager versoek te weier	
Besluit om versoek om toegang toe te staan	
APPÈLGRONDE <i>(Indien die beskikbare ruimte onvoldoende is, gaan asseblief voort op 'n aparte bladsy en heg dit aan by hierdie vorm. Alle bykomende bladsye moet geteken word.)</i>	
Vermeld die gronde waarop die interne appèl gebaseer is:	
Vermeld enige ander inligting wat relevant kan wees vir die oorweging van die appèl:	

U sal skriftelik in kennis gestel word van die besluit oor u interne appèl. Dui asseblief u verkose wyse van kennisgewing aan:

Posadres	Faks	Elektroniese kommunikasie (Spesifiseer asseblief)

Geteken te _____ op hierdie _____ dag van _____ 20 _____

Handtekening van Appellant/Derde Party



VIR AMPTELIKE GEBRUIK
AMPTELIKE REKORD VAN INTERNE APPÈL

Appèl ontvang deur: <i>(Vermeld Inligtingsbeampte se rang, naam en van)</i>				
Datum ontvang:				
Appèl tesame met die redes vir die Inligtingsbeampte se besluit en die besonderhede van enige derde party met wie of waarmee die rekord verband hou (waar van toepassing), ingedien deur die Inligtingsbeampte:			Ja	<input type="checkbox"/>
			Nee	<input type="checkbox"/>
UITSLAG VAN APPÈL				
Weiering van versoek om toegang. Bevestig?	Ja	<input type="checkbox"/>	Nuwe besluit <i>(indien nie bevestig)</i>	
	Nee	<input type="checkbox"/>		
Gelde (artikel 22). Bevestig?	Ja	<input type="checkbox"/>	Nuwe besluit <i>(indien nie bevestig)</i>	
	Nee	<input type="checkbox"/>		
Verlenging (artikel 26(1)). Bevestig?	Ja	<input type="checkbox"/>	Nuwe besluit <i>(indien nie bevestig)</i>	
	Nee	<input type="checkbox"/>		
Toegang (artikel 29(3)). Bevestig?	Ja	<input type="checkbox"/>	Nuwe besluit <i>(indien nie bevestig)</i>	
	Nee	<input type="checkbox"/>		
Versoek om toegang toegestaan. Bevestig?	Ja	<input type="checkbox"/>	Nuwe besluit <i>(indien nie bevestig)</i>	
	Nee	<input type="checkbox"/>		

Geteken te _____ op hierdie _____ dag van _____ 20 _____

Relevante Gesag



BYLAE F
KLAGTEVORM
VORM 5
[Regulasie 10]

NEEM KENNIS:

1. Hierdie vorm is ontwerp om die Aanvraer of Derde Party (hierna “die Klaer” genoem) te help om 'n aansoek om hersiening van 'n openbare of private liggaam se respons (of gebrek aan respons) op 'n versoek om toegang tot rekords ingevolge die Wet op Bevordering van Toegang tot Inligting (Wet No 2 van 2000) (“PAIA”) in te dien. Voltooi asseblief hierdie vorm en stuur dit na die volgende eposadres: PAIAComplaints@infoRegulator.org.za, of voltooi die aanlyn klagtevorm wat beskikbaar is by <https://www.justice.gov.za/infoereg/>.
2. PAIA gee 'n lid van die publiek die reg om 'n klag in te dien by die Inligtingsreguleerder oor enige van die aangeleenthede wat in deel F van hierdie klagtevorm uiteengesit word.
3. Dit is die Inligtingsreguleerder se beleid om die ondersoek van 'n klag uit te stel of dit te weier indien die Klaer nie eers die openbare of private liggaam (hierna “die Liggaam” genoem) die geleentheid gegee het om te reageer op die kwessie en te poog om dit op te los nie. Om die Liggaam te help om aandag te gee aan u klagtes voordat u die Inligtingsreguleerder nader, moet u die voorgeskrewe **PAIA Vorm 2** voltooi en dit by die Liggaam indien.
4. 'n Afskrif van hierdie vorm sal aan die Liggaam wat die onderwerp van u klag is, voorsien word. Die inligting wat u op hierdie vorm verskaf, by hierdie vorm aanheg of later verskaf, sal slegs gebruik word om te poog om u geskil op te los, tensy anders hierin bepaal.
5. Die Inligtingsreguleerder sal eers u klag aanvaar nadat u bevestig het dat u aan die voorvereistes hieronder voldoen het.
6. **Heg asseblief kopieë van die volgende dokumente aan indien dit tot u beskikking is:**
 - a. Kopie van die vorm aan die Liggaam waarin toegang tot rekords versoek word;
 - b. Die Liggaam se respons op u klag of versoek om toegang;
 - c. Enige ander korrespondensie tussen u en die Liggaam rakende u versoek;
 - d. Kopie van die appèlvorm indien u klag verband hou met 'n openbare liggaam;
 - e. Die Liggaam se respons op u appèl;
 - f. Enige ander korrespondensie tussen u en die Liggaam rakende u appèl;
 - g. Dokumentasie wat u magtig om namens 'n ander persoon op te tree (indien van toepassing);
 - h. Hofbevel of hofdokumente van toepassing op u klag, indien enige.
7. Indien die ruimte wat op hierdie vorm voorsien word onvoldoende is, dien inligting as 'n aanhangsel van hierdie vorm in en teken elke bladsy.

HOEDANIGHEID VAN PERSOON/PARTY WAT KLAG INDIEN
(Merk met 'n "X")

☐

Klaer Persoonlik

☐

Verteenwoordiger van Klaer

☐

Derde Party



VOORVEREISTES			
Het u 'n versoek (PAIA-vorm) om toegang tot 'n rekord van 'n openbare/private liggaam ingedien?	Ja	<input type="checkbox"/>	Nee <input type="checkbox"/>
Het 30 dae verloop vanaf die datum waarop u PAIA-vorm ingedien is?	Ja	<input type="checkbox"/>	Nee <input type="checkbox"/>
Het u al die interne appèlprosedures teen 'n besluit van die Inligtingsbeampte van 'n openbare liggaam uitgeput?	Ja	<input type="checkbox"/>	Nee <input type="checkbox"/>
Het u by die hof aansoek gedoen om toepaslike regsmiddele rakende hierdie aangeleentheid?	Ja	<input type="checkbox"/>	Nee <input type="checkbox"/>
ALLEENLIK VIR DIE INLIGTINGSREGULEERDER SE GEBRUIK			
Ontvang deur: (Volle name)			
Pos			
Handtekening			
Klag aanvaar	Ja <input type="checkbox"/>	Nee <input type="checkbox"/>	
Verwysingsnommer			
Datumstempel			

Posadres	Faks	Ander elektroniese kommunikasie (Spesifiseer asseblief)
DEEL A		
PERSOONLIKE INLIGTING VAN KLAER		
Volle Name		
Identiteitsnommer		
Posadres		
Straatadres		
Eposadres		
Kontaknommers	Tel. (B) <input type="text"/>	Faks <input type="text"/>
	Selfoon <input type="text"/>	



DEEL B VERTEENWOORDIGER SE INLIGTING (Voltooi slegs indien u verteenwoordig gaan word. 'n Volmag moet aangeheg word indien klaer verteenwoordig word; hieronder sal die klag geweier word.)			
Volle Name van Verteenwoordiger			
Aard van verteenwoordiging			
Identiteitsnommer / Registrasienommer			
Posadres			
Straatadres			
Eposadres			
Kontaknommers	Tel. (B) _____	Faks _____	
	Selfoon _____		
DEEL C INLIGTING VAN DERDE PARTY (Heg asseblief magtigingsbrief aan)			
Tipe Liggaam	Privaat <input type="checkbox"/>	Openbaar <input type="checkbox"/>	
Naam van Openbare / Private Liggaam			
Registrasienommer (indien enige)			
Naam, van en titel van persoon wat gemagtig is om 'n klag aan te teken			
Posadres			
Straatadres			
Eposadres			
Kontaknommers	Tel. (B): _____	Faks _____	
	Selfoon _____		
DEEL D LIGGAAM WAARTEEN DIE KLAG AANGETEKEN WORD			
Tipe liggaam	Privaat <input type="checkbox"/>	Openbaar <input type="checkbox"/>	
Naam van openbare / private liggaam			
Registrasienommer (indien enige)			



Naam, van en titel van persoon wat u by die openbare of private liggaam gekontak het om u klag of versoek om toegang tot inligting te probeer oplos				
Posadres				
Straatadres				
Eposadres				
Kontaknommers	Tel. (B):		Faks	
	Selfoon			
Verwysingsnommer verskaf (indien enige)				
DEEL E KLAG Sit die stappe uiteen wat u gedoen het om u klag te probeer oplos (Klagtes moet eers direk by die openbare of private liggaam ingedien word vir 'n respons en moontlike oplossing)				
Datum waarop versoek om toegang tot rekords ingedien is.				
Spesifiseer asseblief die aard van die reg(te) wat uitgeoefen of beskerm moet word indien 'n klag teen 'n private liggaam aangeteken word.				
Het u probeer om die aangeleentheid saam met die organisasie op te los?	Ja	<input type="checkbox"/>	Nee	<input type="checkbox"/>
Indien ja, wanneer het u dit ontvang? (Heg asseblief die brief by hierdie aansoek aan.)				
Het u appèl aangeteken teen 'n besluit van die openbare liggaam se Inligtingsbeampte?	Ja	<input type="checkbox"/>	Nee	<input type="checkbox"/>
Indien ja, wanneer het u die appèl aangeteken?				
Het u by die hof aansoek gedoen vir toepaslike regsmiddele rakende hierdie aangeleentheid?	Ja	<input type="checkbox"/>	Nee	<input type="checkbox"/>
Indien ja, dui asseblief aan wanneer die hof oor die saak uitspraak gelewer het. Heg asseblief die hofbevel aan, indien enige.				
DEEL F GEDETAILLEERDE TIPE TOEGANG TOT REKORDS (Kies asseblief een of meer van die volgende om u klag aan die Inligtingsreguleerder te beskryf)				



Onsuksesvolle appèl (artikel 77A(2)(a) of artikel 77A(3)(a) van PAIA)	<i>Ek het geappelleer teen die besluit van die openbare liggaam en die appèl was onsuksesvol.</i>	<input type="checkbox"/>
Onsuksesvolle aansoek om kondonering (artikels 77A(2)(b) en 75(2) van PAIA)	<i>Ek het my appèl teen die besluit van die openbare liggaam laat ingedien, en het aansoek gedoen om kondonering. Die kondoneringsaansoek is afgekeur.</i>	<input type="checkbox"/>
Weiering van 'n versoek om toegang (artikel 77A(2)(c)(i) of 77A(2)(d)(i) of 77A(3)(b) van PAIA)	<i>Ek het toegang versoek tot inligting wat gehou word deur 'n liggaam, en daardie versoek is geweier of gedeeltelik geweier.</i>	<input type="checkbox"/>
Die liggaam vereis dat ek gelde betaal en ek beskou dit as buitensporig (artikels 22 of 54 van PAIA)	Tender of betaling van die voorgeskrewe gelde.	<input type="checkbox"/>
	Die tender of betaling van 'n deposito.	<input type="checkbox"/>
Terugbetaling van die deposito (artikel 22(4) van PAIA)	<i>Die Inligtingsbeampte het geweier om 'n deposito wat betaal is vir 'n versoek om toegang tot inligting wat geweier is, terug te betaal.</i>	<input type="checkbox"/>
Stem nie saam met tydverlenging nie (artikels 26 of 57 van PAIA)	<i>Die liggaam het besluit om die tydbeperking vir 'n respons op my versoek te verleng, en ek stem nie saam met die versoekte verlenging van die tydbeperking of die tydverlenging wat geneem is om op my versoek te reageer nie.</i>	<input type="checkbox"/>
Vorm van toegang geweier (artikel 29(3) of 60(a) van PAIA)	<i>Ek het toegang in 'n spesifieke en redelike vorm versoek, en sodanige vorm van toegang is geweier.</i>	<input type="checkbox"/>
Geagte weiering (artikel 27 of 58 van PAIA)	<i>Meer as 30 dae het verloop sedert ek my versoek gerig het, en ek het nog nie 'n besluit ontvang nie.</i>	<input type="checkbox"/>
	<i>Verlengingstydperk het verstryk en geen respons is ontvang nie.</i>	<input type="checkbox"/>
Ontoepaslike openbaarmaking van 'n rekord (Verpligte gronde vir weiering van toegang tot rekord)	<i>Rekords (wat onderhewig is aan die gronde vir weiering van toegang) is op ontoepaslike/onredelike wyse openbaar gemaak.</i>	<input type="checkbox"/>
Geen voldoende redes vir die weiering van toegang (artikel 56(3)(a) van PAIA)	<i>My versoek om toegang is geweier en geen geldige of voldoende redes vir die weiering is gegee nie, insluitend die bepalings van hierdie Wet waarop die weiering gegrond is.</i>	<input type="checkbox"/>
Gedeeltelike toegang tot rekord (artikel 28(2) of 59(2) van PAIA)	<i>Toegang is slegs tot 'n deel van die aangevraagde rekords verleen en ek is van mening dat meer van die rekords openbaar gemaak moes gewees het.</i>	<input type="checkbox"/>
Kwytskelding van gelde (artikel 22(8) of 54(8) van PAIA)	<i>Ek is vrygestel van die betaling van enige gelde en my versoek om kwytskelding van die gelde is geweier.</i>	<input type="checkbox"/>



Rekords wat nie opgespoor kan word nie of wat nie bestaan nie (artikel 23 of 55 van PAIA)	<i>Die Liggaam het aangedui dat sommige van die aangevraagde rekords of al die aangevraagde rekords nie bestaan nie, en ek is van mening dat meer rekords wel bestaan.</i>	<input type="checkbox"/>
Nalating om rekords openbaar te maak	<i>Die Liggaam het besluit om toegang tot die aangevraagde rekords aan my te verleen, maar ek het die rekords nog nie ontvang nie.</i>	<input type="checkbox"/>
Geen jurisdiksie (uitoefening of beskerming van enige regte) (artikel 50(1)(a) van PAIA)	<i>Die Liggaam het aangedui dat die aangevraagde rekords nie by PAIA ingesluit is nie, en ek stem nie saam nie.</i>	<input type="checkbox"/>
Beuselagtige of ergerlike versoek (artikel 45 van PAIA)	<i>Die Liggaam het aangedui dat my versoek klaarblyklik beuselagtig of ergerlik is, en ek stem nie saam nie.</i>	<input type="checkbox"/>
Ander (Verduidelik asseblief)		
<p style="text-align: center;">DEEL G VERWAGTE UITSLAG</p> <p>Hoe dink u kan die Inligtingsreguleerder u behulpsaam wees? Beskryf die resultaat of uitkoms wat u verlang.</p>		
<p style="text-align: center;">DEEL H OOREENKOMSTE</p>		

Die regsgrondslag vir die volgende ooreenkomste word verduidelik in die Privaatheidskennisgewing oor hoe om u klagtedokument in te dien. U moet elkeen van die onderstaande blokkies merk sodat die Inligtingsreguleerder u klag kan verwerk:

- ☐ *Ek stem in dat die Inligtingsreguleerder die inligting wat in my klag verskaf word, mag gebruik om hom te help met die ondersoek van kwessies rakende die bevordering van die reg op toegang tot inligting sowel as die beskerming van die reg op privaatheid in Suid-Afrika. Ek verstaan dat die Inligtingsreguleerder nooit my persoonlike of ander identifiserende inligting in enige openbare verslag sal insluit nie, en dat my persoonlike inligting steeds beskerm word deur die Wet op Beskerming van Persoonlike Inligting, 2013 (Wet No 4 van 2013). Ek verstaan dat die Inligtingsreguleerder steeds my klag sal verwerk indien ek nie instem nie.*
- ☐ *Die inligting in hierdie klagteform is na die beste van my wete en oortuiging waar.*
- ☐ *Ek magtig die Inligtingsreguleerder om my persoonlike klagte-inligting (soos die inligting oor my in hierdie klagteform) te versamel en te gebruik om my menseregteklag in verband met die reg op toegang tot inligting en/of die beskerming van die reg op privaatheid te verwerk.*
- ☐ *Ek magtig enigeen (soos 'n werkgewer, diensverskaffer, getuie) wat inligting het wat nodig word om my klag te verwerk, om dit met die Inligtingsreguleerder te deel. Die Inligtingsreguleerder kan hierdie inligting bekom deur met getuies te praat of skriftelike rekords aan te vra. Afhange van die aard van die klag kan hierdie rekords personeleërs of werkgewersdata, mediese of hospitaalrekords en finansiële of belastingbetalersinligting insluit.*
- ☐ *Indien my kontak-inligting enigsins tydens die klagteproses verander, is dit my verantwoordelikheid om die Inligtingsreguleerder hiervan in kennis te stel, anders kan daar 'n vertraging wees met die verwerking van my klag of dit kan selfs gesluit word.*



Geteken te _____ op hierdie _____ dag van _____ 20 _____

Klaer/Verteenwoordiger/Gemagtigde Persoon van Derde Party



BYLAE G

Vorm 5

KLAG OOR INMENGING MET DIE BESKERMING VAN PERSOONLIKE INLIGTING/KLAG OOR BEPALING VAN 'N BEOORDELAAR INGEVOLGE ARTIKEL 74 VAN DIE WET OP BESKERMING VAN PERSOONLIKE INLIGTING, 2013 (WET NO. 4 VAN 2013)

REGULASIES IN VERBAND MET DIE BESKERMING VAN PERSOONLIKE INLIGTING, 2018 [Regulasie 7]

Neem kennis:

1. *Beëdigde verklarings of ander dokumentêre bewyse (soos van toepassing) kan ter ondersteuning van die versoek aangeheg word.*
2. *Indien die beskikbare ruimte op hierdie vorm onvoldoende is, dien inligting in as 'n aanhangsel van hierdie vorm en teken elke bladsy.*
3. *Voltooi soos van toepassing.*

Merk die toepaslike blokkie met 'n "X".

Klag betreffende:

☐ Beweerde inmenging met die beskerming van persoonlike inligting

☐ Bepaling van 'n beoordelaar

DEEL 1	BEWEERDE INMENGING MET DIE BESKERMING VAN PERSOONLIKE INLIGTING INGEVOLGE ARTIKEL 74(1) VAN DIE WET OP BESKERMING VAN PERSOONLIKE INLIGTING, 2013 (Wet No.4 van 2013)
A	BESONDERHEDE VAN KLAG
Naam/name en van/geregistreerde naam van datasubjek:	
Unieke identifiseerder/identiteitsnommer:	
Residensiële, pos- of besigheidsadres:Kode ()
Kontaknommer(s):	
Faksnommer/eposadres:	



B	BESONDERHEDE VAN VERANTWOORDELIKE PARTY WAT INMENG MET PERSOONLIKE INLIGTING
Naam/name en van/geregistreerde naam van datasubjek:	
Residensiële, pos- of besigheidsadres:Kode ()
Kontaknommer(s):	
Faksnommer/eposadres:	
C	REDES VIR KLAG (<i>Verstrek asseblief gedetailleerde redes vir die klag</i>)
.....	
Deel II	KLAG BETREFFENDE BEPALING VAN BEOORDELAAR INGEVOLGE ARTIKEL 74(2) VAN DIE WET OP BESKERMING VAN PERSOONLIKE INLIGTING, 2013 (WET NO.4 VAN 2013)
A	BESONDERHEDE VAN KLAG
Naam/name en van/geregistreerde naam van datasubjek:	
Unieke identifiseerder / identiteitsnommer:	
Residensiële, pos- of besigheidsadres:Kode ()
Kontaknommer(s):	
Faksnommer/eposadres:	
B	BESONDERHEDE VAN BEOORDELAAR EN VERANTWOORDELIKE PARTY
Beoordelaar se naam/name en van:	

Verantwoordelike party se naam/name en van / geregistreerde naam:	
---	--



Residensiële, pos- of besigheidsadres:Kode ()
Kontaknommer(s):	
Faksnommer/epos-adres:	
C	REDES VIR KLAG (<i>Verskaf asseblief gedetailleerde redes vir die klag</i>)
.....	

Geteken te.....op hierdie.....dag van.....20.....

.....
Handtekening van datasubjek/aangewese persoon



UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



**BUKANA YA TATAISO MABAPI LE MOLAO WA NTSHETSOPELE
YA PHUMANO YA LESEDI (2 YA 2000)**

(ho tloha mona e tla tsejwa e le “**Bukana ya tataiso**”)

YUNIVESITHI YA FREISTATA

(ho tloha mona e tla tsejwa e le “**Yunivesithi**”)

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



**BUKANA YA TATAISO MABAPI LE MOLAO WA NTSHETSOPELE YA
PHUMANO YA LESEDI (2 YA 2000)**

(ho tloha mona e tla tsejwa e le “**Bukana ya tataiso**”)

YUNIVESITHI YA FREISTATA

(ho tloha mona e tla tsejwa e le “**Yunivesithi**”)



THEIBOLE YA TSE KA HARE

Ntlha Tlhaloso

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1. SELELEKELA

- 1.1. Ho latella diphumantsho tsa karolo ya 32 ya Molao wa motheo wa Rephaboliki ya Afrika Borwa wa 1996 (Molao wa Nomoro ya 108 wa 1996) ("**Molao wa motheo**"), Molao wa Ntshetsopele ya Phumano ya lesedi wa 2000 (Molao wa Nomoro ya 2 wa 2000) ("**PAIA**") o ile a hlahiswa e le ho kgothaletsa tlwaelo ya ponaletso le boikarabelo ba setjhaba le mekgatlo ya poraefete, ka ho fana ka sekgahla sa phumano ya lesedi le ho ntshetsa pele setjhaba ka matla e le moo batho ba Rephaboliki ya Afrika Borwa ba nang le phihlelo e matla ya ho ba thusa ho sebedisa le ho baballa ditokelo tsohle tsa bona tse boletsweng ka hara Molao wa motheo.
- 1.2. **PAIA** e theha mekgwa ya boithaopo le e tlamang kapa mekgwa ya tshebetso e le ho matlafatsa tokelo ya molao wa motheo ya ho fumana lesedi ka mekgwa o thusang batho ho fihlella direkoto tsa mekgatlo ya setjhaba ka tsela e potlakileng, e sa batleng tjelete e ngata, le e bobebe kamoo ho ka kgonehang esita le ka kakaretso ho ntshetsa pele ponaletso, boikarabelo le puso e hlwahlwa ya mekgatlo yohle ya setjhaba le ya poraefete ka ho kenyeletsa (eseng tsona feela) ho matlafatsa motho ka mong le hona ho mo ruta tse latelang:
 - 1.2.1. ho tseba ditokelo tsa bona ho ya ka **PAIA**, e le hona ho sebedisa ditokelo tsa bona mabapi le mekgatlo ya setjhaba le ya poraefete;
 - 1.2.2. ho tseba mesebetsi le tshebetso ya mekgatlo ya setjhaba, le
 - 1.2.3. ho hlahlobisa le bo ba le seabo bakeng sa ho etsa diqeto tsa mekgatlo ya setjhaba tse amang ditokelo tsa bona.
 - 1.2.4. Karolo ya 9 ya **PAIA**, leha ho le jwalo, e ananela hore tokelo e jwalo ya ho fumana lesedi e ka angwa ke dikgaello tse itseng tse tshwanelehang, ho kenyeletswa le, empa eseng tsona feela:
 - 1.2.4.1. tshireletso e lokileng ya boporaefete kapa boinotshi;
 - 1.2.4.2. lekunutu la kgwebo, le
 - 1.2.4.3. puso e lokileng, e hlwahlwa e bileng e leng matla.
- 1.3. Ho fapana le tsena, Molao wa Tshireletso ya Lesedi la Motho ka mong wa selemo sa 2013 (Molao wa Nomoro ya 4 wa 2013) ("**POPIA**") o tshireletsa le sedi la motho ka mong le hlahisitsweng ke mekgatlo ya setjhaba le ya poraefete, ho theha maemo a itseng e le ho fokotsa kgonahalo ya ho hlahisa lesedi la motho ka mong. **POPIA** e fetola dipehelo tse itseng tsa **PAIA**, ka ho lekanya tlhokeho ya lesedi kgahlano le ho batla ho etsa bonnete ba ho baballa lesedi la motho ka mong ka ho fana ka ho theha lesedi la motho ka mong ho ya ka Molaodi wa Lesedi e le ho sebedisa matla le ho phetha mesebetsi ho ya ka **POPIA** le ho ya ka **PAIA**, ka ho fana ka melao ya boitshwaro le ho fana ka ditokelo ho batho mabapi le dikamano tsa elektroniki le diqeto tsa motlaotutswe e le ho laola phallo ya phetiso ya dintlha tsa motho ka mong le ho fana ka ditaba tse amanang le tsona.
- 1.4. Karolo ya 14 ya **PAIA** e tlama mekgatlo ya setjhaba ho hlophisa bukana ya tataiso e fanang ka lesedi mabapi le mefuta le mekgahlelo ya direkoto tse tshwerweng ke mekgatlo wa setjhaba. **PAIA** e bile e bontsha ditshwanelo tseo bonyane bukana eo ya tataiso e lokelang ho ikamahanya le tsona.
- 1.5. Bukana ena ya tataiso e sebetse e le phihlelo ya Yunivesithi ya Freistata ("**Yunivesithi**") ho lesedi ho ya ka dipehelo tsa karolo ya 14 ya **PAIA** e bile e bontsha direkoto tse teng esita le tshebetso e lokelang ho etswa ho kopa ho fumana direkoto tsena jwalokaha ho hlokeha ho ya ka karolo ya 14 ya **PAIA**.
- 1.6. Bukana ena ya tataiso e bile e fana ka lesedi mabapi le ho hlahiswa ha ditlitlebo mabapi le tshebediso ya lesedi la motho ka mong le dikopo tsa ho hlakola kapa ho senya dintlha tsa motho ka mong kapa tsona direkoto tsa tsona ho ya ka **POPIA**.



- 1.7. Haeba o na le bothata bofe kapa bofe ba ho sebedisa tataiso ena, ka kopo o se ke wa qeaqea ho ikopanya le Motlatsi wa Mohlanka wa Lesedi la botho ya hlalositsweng ho temana ya 5 e mona ka tlase.

2. HO FUMANENHA HA BUKANA YA TATAISO

Bukana ena ya tataiso e tla ntjhafatswa kamoo ho tshwanelehang, kapa ha molawana o tshwanelehang o fetoha. Khopi e ntjha ya Bukana ena ya Tataiso e fumaneha ho webosaete ya setjhaba ya Yunivesithi ya <https://www.ufs.ac.za/>, le ofising e ngodisitsweng e fumanehang ho 205 Nelson Mandela Dr, Park West, Bloemfontein, 9301; kapa Bukana ena ya Tataiso e ka kotjwa ho Mohlanka wa Lesedi.

3. MESEBETSI LE SEBOPEHO SA YUNIVESITHI YA FREISTATA [KAROLO YA 14 (1) (a)]

- 3.1. Yunivesithi ena ke institjushene ya thuto e phahameng e theilweng ho ya ka Molao wa Thuto e Phahameng wa selemo sa 1997 (Molao wa Nomoro ya 101 wa 1997) (*“HEA”*). Sebopeho sa puso ya Yunivesithi se theilwe ka tsela e latelang:

3.1.1. **Motjhanselara**

Motjhanselara ke hlooho ya Yunivesithi.

3.1.2. **Lekgotla**

Lekgotla le ikarabela bakeng sa puso yohle ya Yunivesithi, jwalokaha ho boletswe ho ya ka karolo ya 27 ya *HEA*.

3.1.3. **Senate**

Senate se ikarabela ho Lekgotla jwalokaha e beilwe ho ya ka karolo ya 28 ya *HEA*.

3.1.4. **Motlatsi wa Motjhanselara le Mosuwehlooho**

Motlatsi wa Motjhanselara le Mosuwehlooho o na le boikarabelo ba ho laola le ho tsamaisa Yunivesithi ho ya ka dipehelo tsa Karolo ya 30 ya *HEA*.

3.1.5. **Bolaodi**

Bolaodi bo thusa Motlatsi wa Motjhanselara le Mosuwehlooho bakeng sa ho etsa moralo, ho tataisa le ho laela bolaodi le tsamaiso ya Yunivesithi.

3.1.6. **Moifo wa Institjushene**

Moifo wa Institjushene o theilwe ho ya ka dipehelo tsa karolo ya 31 ya *HEA* le ho eletsisa Lekgotla ka, hara tse ding –

- 3.1.6.1. tshebediso ya *HEA* le Leano la Naha la Thuto e Phahameng;
- 3.1.6.2. mekgwa e sebedisitsweng ho kgetha baikopedi ba mosebetsi wa maemo a phahameng a bolaodi esita le tshwaneleho ya ba amohetsweng bakeng sa ho fihlella dipehelo tsa tekatekano;
- 3.1.6.3. maano mabapi le merabe le tekano ya bong;
- 3.1.6.4. melao ya boitshwaro;
- 3.1.6.5. ho thehwa ha maano mabapi le bonamodi le mokgwa wa tharollo ya dingangisano;
- 3.1.6.6. bolaodi ba ho fapana ha meetlo khempaseng, le
- 3.1.6.7. kgothaletso le ntshetsopele ya moetlo wa institjushene o ntshetsang pele tumello le



tlhompho ya seeriti sa botho ditokelo tsa motheo tsa botho le ho theha tikoloho e lokileng bakeng sa ho ruta, ho ithuta, diphuputso le thuto.

3.1.6.8. leano la puo la Yunivesithi.

3.1.7. Institjushene ya Lekgotla la Boemedi ba Baithuti ("ISRC")

Lekgotla la Boemedi ba Baithuti (SRC) le kgethilwe ke bohle, le na le boikarabelo ba bolaodi bo hlophisitsweng ka nepo ba bophelo ba baithuti ho ya ka molao wa motheo le mesebetsi ho ya ka dikomiti tse fapaneng tsa mesebetsi.

4. BOTSAMAISI BA PAIA

- 4.1. Ho ya ka PAIA, boemong ba mokgatlo ofe kapa ofe wa setjhaba, ka Mohlanka wa Lesedi ho bolelwa Mohlanka e moholo wa Phethahatso kapa mohlanka ya boemong boo wa mokgatlo oo wa setjhaba, kapa motho ya sebetsang e le motshwaredi boemong boo.
- 4.2. Mohlanka wa Lesedi ho feta mona o fetiseditse boikarabelo ba hae ka lengolo ho Motlatsi wa Mohlanka wa Lesedi le boletsweng ho temana ya 5 e mona ka tlase, ho etsa bonnete ba hore:
- 4.3. tsamaiso ya PAIA ka hara Yunivesithi ha e na leeme, e na le mabaka a utlwahalang ha e kgetholle, ebile
- 4.4. Yunivesithi e ka fihlellwa ka tsela e ka kgonehang ho bakopi ba direkoto tsa yona.

5. MOOFISIRI WA LESEDI / MOTLATSI WA MOHLANKA WA LESEDI – DINTLHA TSA BOIKOPANYO [KAROLO YA 14 (1) (b)]

5.1. MOHLANKA WA LESEDI:

Moprofesa HC Klopper
Motlatsi wa Motjhanselara le Mosuwehlooho

Aterese ya Poso:
Yunivesithi ya Freistata
P.O. Box 339, BLOEMFONTEIN, 9300

Aterese ya Seterata:
Moaho o moholo, Foluru e ka tlase, Phaposi ya 11
Yunivesithi ya Freistata, Nelson Mandela Drive, Bloemfontein

Nomoro ya mohala: 051 4017000
Imeile: vcppoffice@ufs.ac.za

5.2. MOTLATSI WA MOHLANKA WA LESEDI:

Monghadi NN Ntsababa
Mongodisi

Aterese ya Poso:
Yunivesithi ya Freistata
P.O. Box 339, BLOEMFONTEIN, 9300

Aterese ya Seterata:
Moaho o moholo, Foluru ya Pele, Phaposi ya 51



6. TATAISO YA KAROLO YA 10 [KAROLO YA 14 (1) (c)]

Tataiso ya molao e tla, kapa e se e hlophisitswe mme e na le dintlha tse thusang motho ya ratang ho sebedisa tokelo ya ho fumana lesedi ho ya ka *PAIA* le *POPIA*. Tataiso ena e abilwe ke Molaodi wa Lesedi (le theilwe ho ya ka *POPIA*). Dikhopi tsa tataiso e ntjhafaditsweng di fumaneha ho tswa ho Molaodi wa Lesedi ka mokgwa o kgothaleditsweng. Dintlha tsa boikopanyo tsa Molaodi wa Lesedi di boletswe mona ka tlase:

Molaodi wa Lesedi

Dintlha tsa boikopanyo:

JD House, 27 Stiemens Street, Braamfontein, Pretoria, 0001

enquiries@inforegulator.org.za

[http://inforegulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English 20210905.pdf](http://inforegulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English%20210905.pdf) (bakeng sa ho bala sengolwa sa puo ya English sa Tataiso ena).

Dikhopi tsa Tataiso le tsona di ka fumanwa Yunivesithing ho Moaho o moholo wa Yunivesithi.

7. HO FUMANA DIREKOTO TSE BOLOKILWENG KE YUNIVESITHI YA FREISTATA [KAROLO YA 14 (1) (d)]

7.1. Mekgahlelo ya direkoto tse fumanehang ka ho otloloha [karolo ya 14 (1) (e)]

Dintlha tse latelang tsa lesedi di fumanwa ka ho otloloha ka ho lebisa kopo ho Mohlanka wa Lesedi, esita le ho webosaete ya Yunivesithi ya Freistata:

7.1.1. Dintlha tsa kakaretso

- 7.1.1.1. Dintlha tse akaretsang ka Yunivesithi
- 7.1.1.2. Difakhalithi
- 7.1.1.3. Mananeo
- 7.1.1.4. Ditshebeletso tsa Laeborari
- 7.1.1.5. Diphuputso
- 7.1.1.6. Khempase ya Qwaqwa ya Yunivesithi
- 7.1.1.7. Khempase ya Borwa ya Yunivesithi
- 7.1.1.8. Tshebeletso ya Setjhaba
- 7.1.1.9. Website sitemap
- 7.1.1.10. Dintlha tsa boikopanyo
- 7.1.1.11. Mmapa wa khempase

7.1.2. Dintlha tsa basebetsi



- 7.1.2.1. Ditshebeletso tsa Tshehetso
- 7.1.2.2. Botataisi ba basebetsi
- 7.1.2.3. Basebetsi
- 7.1.2.4. Dikgeo tsa mesebetsi

7.1.3. Dintlha tsa baithuti

- 7.1.3.1. Bao e ka bang baithuti
- 7.1.3.2. KovskyLife web page
- 7.1.3.3. Baithuti ba hona jwale
- 7.1.3.4. Blackboard (eLearn)
- 7.1.3.5. *Alumni*
- 7.1.3.6. Baithuti ba matjhaba

7.1.4. Ditaba

- 7.1.4.1. Bophatlalatsi
- 7.1.4.2. Diphatlatso tsa kgwebo
- 7.1.4.3. Masedinyana kapa Mahlasedi
- 7.1.4.4. Mahokelo
- 7.1.4.5. Dipokello tsa kgale tsa ditaba

7.2. Direkoto tse ka kopuwang

Ka kopo lemoha hore lenane lena ke pontsho feela eo Yunivesithi e nang le yona, empa e ke ke ya fumanwa feela ka ntle ho tumello, ka lebaka la hore direkoto tse ding ke tsa sephiri kapa ke lekunutu. Ka kopo e ba le bolokolohi ba ho tadima webosaete ya Yunivesithi bakeng sa lesedi e seng e ntse e le fumaneha: <http://www.ufs.ac.za>.

7.2.1. Lekgotla, Komiti ya Phethahatso le Dikomiti tse ding tsa Lekgotla

- 7.2.1.1. Manane a tsamaiso ya dikopano
- 7.2.1.2. Metsotso ya dikopano
- 7.2.1.3. Lenane la ditho

7.2.2. Senate, Komiti ya Phethahatso le Dikomiti tse ding tsa Senate

- 7.2.2.1. Manane a tsamaiso ya dikopano
- 7.2.2.2. Metsotso ya dikopano
- 7.2.2.3. Lenane la ditho



7.2.3. Bolaodi

- 7.2.3.1. Manane a tsamaiso ya dikopano
- 7.2.3.2. Metsotso ya dikopano
- 7.2.3.3. Lenane la ditho

7.2.4. Komiti ya Bolaodi ba Yunivesithi

- 7.2.4.1. Manane a tsamaiso ya dikopano
- 7.2.4.2. Metsotso ya dikopano
- 7.2.4.3. Lenane la ditho

7.2.5. Moifo wa Institjushene

- 7.2.5.1. Manane a tsamaiso ya dikopano
- 7.2.5.2. Metsotso ya dikopano
- 7.2.5.3. Lenane la ditho

7.2.6. Institjushene ya Lekgotla la Boemedi ba Baithuti

- 7.2.6.1. Manane a tsamaiso ya dikopano
- 7.2.6.2. Metsotso ya dikopano
- 7.2.6.3. Lenane la ditho

7.2.7. Ditshebeletso tsa Baithuti tsa Thuto

- 7.2.7.1. Diforomo tsa kopo ya kamohelo
- 7.2.7.2. Ditokomane tsa mananeo a fumanehang
- 7.2.7.3. Ditefo tse lokelang ho etswa
- 7.2.7.4. Direkoto tsa thuto
- 7.2.7.5. Dinalane tsa baithuti le dipalopalo

7.2.8. Basebetsi

- 7.2.8.1. Maemo a tshebeletso ka kakaretso
- 7.2.8.2. Maano a basebetsi le mekgwa ya tshebetso
- 7.2.8.3. Ntshetsopele ya boitsebelo / ntshetsopele ya basebetsi
- 7.2.8.4. Mekgwa wa bolaodi ba tshebetso
- 7.2.8.5. Direkoto tsa basebetsi

7.2.9. Ditaba tsa ditjhelete



- 7.2.9.1. Dipehelo tsa tekolo
- 7.2.9.2. Ditataiso tsa bajete
- 7.2.9.3. Ditatemente tsa selemo tsa ditjhelete

7.2.10. **Ditaba tsa thuto**

7.2.10.1. ***Metsotso ya Fakhalithi ya Mahlale a Kgwebo le Bolaodi***

- 7.2.10.1.1. Metsotso ya Kopano ya Lekgotla la Fakhalithi
- 7.2.10.1.2. Mafapha
- 7.2.10.1.3. Ditsi
- 7.2.10.1.4. Diphephetso

7.2.10.2. ***Metsotso ya Fakhalithi ya tsa Botho***

- 7.2.10.2.1. Metsotso ya Kopano ya Lekgotla
- 7.2.10.2.2. Mafapha
- 7.2.10.2.3. Ditsi
- 7.2.10.2.4. Diphuputso

7.2.10.3. ***Metsotso Fakhalithi ya Mahlale a Bophelo bo botle***

- 7.2.10.3.1. Metsotso ya Kopano ya Lekgotla la Fakhalithi
- 7.2.10.3.2. Mafapha
- 7.2.10.3.3. Diphuputso

7.2.10.4. ***Metsotso ya Fakhalithi ya Mahlale a Tlhaho le a***

- Temo** 7.2.10.4.1. Metsotso ya Kopano ya Lekgotla la Fakhalithi
- 7.2.10.4.2. Mafapha
- 7.2.10.4.3. Ditsi
- 7.2.10.4.4. Diphuputso

7.2.10.5. ***Metsotso ya Fakhalithi ya Molao***

- 7.2.10.5.1. Metsotso ya Kopano ya Lekgotla la Fakhalithi
- 7.2.10.5.2. Sekolo sa Molao sa Moralo wa Ditjhelete
- 7.2.10.5.3. Mafapha
- 7.2.10.5.4. Disti



7.2.10.5.5 Diphuputso

7.2.10.6. Metsotso ya Fakhalithi ya Bodumedi le Tumelo

7.2.10.6.1. Metsotso ya Kopano ya Lekgotla la Fakhalithi

7.2.10.6.2. Mafapha

7.2.10.6.3. Ditsi

7.2.10.6.4. Diphuputso

7.2.10.7. Metsotso ya Fakhalithi ya Thuto

7.2.10.7.1. Metsotso ya Kopano ya Kopano ya Lekgotla la Fakhalithi

7.2.10.7.2 Mafapha

7.2.10.7.3 Ditsi

7.2.10.7.4 Diphuputso

7.2.10.8. Ditshebeletso tsa Tshehetso

7.2.10.8.1. Dintlha tsa leano le bolaodi ba ditshebeletso tsa tshehetso:

7.2.10.8.1.1. Setsi sa Ho ruta le Ho ithuta (CTL)

7.2.10.8.1.2. Dikamano le Mebaraka

7.2.10.8.1.3. Seabo sa Setjhaba

7.2.10.8.1.4 Bolaodi ba Ntshetsopele ya Diphuputso (DRD)

7.2.10.8.1.5 Bolaodi ba Diphuputso tsa Institjushene le Moralo wa Thuto (DIRAP)

7.2.10.8.1.6 Ditjheletse

7.2.10.8.1.7 Setsi sa Bophelo le Ho phela hantle

7.2.10.8.1.8 Ofisi ya HIV/AIDS

7.2.10.8.1.9. Ditaba tsa Matlo le Bodulo

7.2.10.8.1.10. Basebetsi

7.2.10.8.1.11 Ditshebeletso tsa ICT (Lesedi le Ditshebeletso tsa Dikamano tsa Theknoloji)

7.2.10.8.1.12 Ntshetsopele ya Institjushene

7.2.10.8.1.13 Bolekodi ba ka hare ba dibuka

7.2.10.8.1.14 Ofisi ya Ditaba tsa Matjhaba



7.2.10.8.1.15.	<i>KovsieSport</i>
7.2.10.8.1.16.	Ditshebeletso tsa Laeborari le Lesedi (<i>LIS</i>)
7.2.10.8.1.17.	Tshebeletso ya Bolaodi le Botsamaisi ba Puo
7.2.10.8.1.18.	Ditshebeletso tsa Ho thaotha Baithuti
7.2.10.8.1.19	Tsamaiso ya Kopano
7.2.10.8.1.20	Tsamaiso ya Direkoto
7.2.10.8.1.21	Ditshebeletso tsa Tshireletso
7.2.10.8.1.22.	Kananelo ya Tsebo ya Pele (<i>RPL</i>)
7.2.10.8.1.23.	Ntshetsopele ya Diphuputso
7.2.10.8.1.24	Matlole a Phomolo
7.2.10.8.1.25	Ho ithuta ka tshebeletso
7.2.10.8.1.26.	Ditshebeletso tsa Baithuti tsa Thuto
7.2.10.8.1.27	Ditaba tsa Baithuti
7.2.10.8.1.28.	<i>Centre for Universal Access and Disability Support (CUADS)</i>
7.2.10.8.1.29.	Kgothatso le Ntshetsopele ya Baithuti
7.2.10.8.1.30	Matlotla a Yunivesithi
7.2.10.8.1.31	Bolaodi ba Disebediswa
7.2.10.8.1.32	Ho ralwa ha disebediswa
7.2.10.8.1.33	Setsi sa Tshehetso ya Baamohedi ba Dikgau

7.3. Tshebetso ya ho kopa rekoto

7.3.1. Kopo ya ho fuwa lesedi e lokela ho romelwa ho Motlatsi wa Mohlanka wa Lesedi foromong e kgethetsweng hona (**Sehokelo sa A**) atereseng kapa imeileng e boletsweng. Haeba ka lebaka la ho holofala kapa ho se tsebe ho ngola le ho bala, a hloleha ho etsa kopo ka ho ngola, kopo e jwalo e ka etswa ka molomo mme Motlatsi wa Mohlanka wa Lesedi a ka thusa hore e ngolwe.

7.3.2. Foromo e kgethilweng e lokela ho hlalisa tse latelang ka ho hlaka:

7.3.2.1. Mokgahlelo wa lesedi le kopilweng.

7.3.2.2. Foromo ya kopo e hlokehang.

7.3.2.3. Dintlha tsa motho ya etsang kopo.

7.3.3. Hlokomela ka kopo hore e tla ba thuso e kgolo ho Yunivesithi hore mokopi a ikamahanye le ditshwanelo tse boletsweng ha e lokela ho phethahatsa kopo ya mokopi. Ka kopo o se ke wa



qeaqea ho ikopanya le rona ka Motlatsi wa Mohlanka wa Lesedi atereseng e boletsweng ka hodimo, nomoro ya mohala, fekse le/kapa aterese ya imeile (tadima temana ya 5). Etsa bonnete hape ka kopo hore o bontsha boemo ba hao kapa maemo a hao mosebetsing ka hara mokgatlo wa heno (haeba o le teng), ho thusa Yunivesithi ho sebetsana le kopo ya hao.

7.3.4. Haeba o kopela motho e mong lesedi la hae, ka kopo bontsha maemo ao o amanang le yena ka ona kapa mokgatlo ebe o fa Yunivesithi tumello eo motho eo a o fileng yona hore o fuwe ditaba tseo tsa lesedi la hae. Hona ke ho etsa hore Yunivesithi e se ke ya o hanela ho fumana tokelo ya ho fuwa lesedi lena ka lebaka la hobane e le lekunutu la motho. Etsa bonnete ka kopo hore o bolelel sebopeho seo rekoto eo o e kopileng e lokelang ho ba sona e le hore Yunivesithi e tle e hle e o thusa ka botlalo.

7.3.5. Karolo ka nngwe ya **Sehokelo sa A** e na le ditaelo tse lokelang ho phethahatswa e le ho ntlafatsa kgonahalo ya hore kopo e tle e amohelwe. Mokopi o lokela ho ela hloko dintlha tsena tsa bohlokwa ha a tlatsa foromo ya kopo:

7.3.5.1 Moo kopo e tswang bakeng sa direkoto tse amang mokgatlo, ho kgothaletswa hore mohlanka wa diphatlatso wa mokgatlo le/kapa motho ya dumeletsweng a etse kapa a fane ka tumello ya kopo. Haeba kopo e etsetswa motho e mong, khopi ya taelo e dumellang mokopi ho kopela motho e mong e lokela ho hlaliswa ka ho tlatsa foromo e tshwanelehang – **Sehokelo sa A**.

7.3.5.2 Kopo e lokela ho fana ka dintlha tse feletseng kamoo a ka kgonang e le ho dumella Motlatsi wa Mohlanka wa Lesedi ho mo lemoha le ho mo tseba.

7.3.5.3 Yunivesithi e tla sebetsa kopo ena mme e tsebise mokopi nakong ya matsatsi a 30 (mashome a mararo) ho tloha ka letsatsi leo Yunivesithi e e amohetseng, kapa jwalokaha ho boletswa ke PAIA, ekaba kopo e ananetswe kapa e hannwe. Hona ho lokela ho etswa ka ho ngola, ho ya kamoo ho ka kgonehang, ka mokgwa oo mokopi a kopileng ka teng.

7.3.6. Thuso ya bakopi:

7.3.6.1. Haeba mokopi a batla thuso bakeng sa ho etsa kopo, Mohlanka wa Lesedi o lokela ho thusa ka ntle ho tefo.

7.3.6.2. Haeba mokopi a etsa kopo ya ho fuwa lesedi le sa kgemeng le mekgwa e lebeleletsweng, kapa e sa etswa foromong e nepahetseng, Mohlanka wa Lesedi ha a lokele ho hana kopo eo.

7.3.6.3. Mohlanka wa Lesedi kapa batlatsi ba hae, o lokela ho fana ka mabaka a ho hana kopo ena, mme

7.3.6.4. Mohlanka wa Lesedi kapa batlatsi ba hae o lokela ho kgothalla ho thusa motho ho tlatsa kopo ho ya ka sebopeho se tshwanelehang.

7.4. Ke eng se ka kotiwang?

7.4.1. Mokopi o lokela ho fuwa tokelo ya ho fumana rekoto efe kapa efe ya Yunivesithi haeba:

7.4.1.1. hore rekoto e batlelwa ho phethahatsa kapa ho baballa tokelo efe kapa efe;

7.4.1.2. mokopi o ikamahanya le ditshwanelo tsa tshetso tsa PAIA tse amanang le kopo ya ho fuwa tokelo ya ho fumana rekoto, mme tumello ya rekoto ho ke ke ha hanwa ka yona ho ya ka mabaka a boletsweng mona ka tlase.

7.4.1.3. Yunivesithi e na le tokelo ya ho hana dikopo tsa lesedi tse sa utlwahaleng kapa ho



kenyeletsa tshebediso ya ditjhelete ka phoso le sepheo se sa rerwang.

7.4.2. Mabaka a mang a motheo ao ka ona Yunivesithi e nang le tokelo, ho ya ka *PAIA* kapa *POPIA*, ho hana kopo ya lesedi la motho ka mong ke tshireletso ya:

- 7.4.2.1. boporaefete ba motho wa boraro, eo e leng motho wa tlhaho, e leng ho tla pepesa ka ntle ho mabaka lesedi la botho ba motho ka mong ba motho eo wa tlhaho;
- 7.4.2.2. dintlha tsa kgwebo tsa motho wa boraro, haeba rekoto e na le makunutu a kgwebo, a ditjhelete, a kgwebisano, a saense kapa a botekgeniki ao ha a ka pepeswa a ka bakang mathata bakeng sa katleho ya kgwebo ya motho eo wa boraro.
- 7.4.2.3. dintlha tse senotsweng e le sephiri ke motho wa boraro ho Yunivesithi haeba tshenolo eo ya tsona e ka beha motho wa boraro ka bobeng nakong ya dipuisano kapa tlhodisano ya tsa kgwebo;
- 7.4.2.4. dintlha tsa sephiri tsa motho wa boraro haeba di babaletswe ho ya ka tumellano;
- 7.4.2.5. paballo ya motho ka mong esita le tshireletso ya thepa le mesebetsi ya Yunivesithi;
- 7.4.2.6. direkoto tse nkuwang e le tsa bohlokwa mabapi le ditshebeletso tsa molao;
- 7.4.2.7. mesebetsi ya moruo wa Yunivesithi, e ka kenyeletsang makunutu a kgwebo, ditjhelete, kgwebisano, saense kapa dintlha tsa tekgeniki tseo pepeso e ka bakang mathata bakeng sa ditjhelete kapa katleho ya kgwebo ya Yunivesithi;
- 7.4.2.8. dintlha tseo haeba di ka pepeswa di ka behang Yunivesithi tsietsing mabapi le dipuisano kapa tlhodisano ya tsa kgwebo;
- 7.4.2.9. softeware ya khomphutha eo Yunivesithi e nang le yona; le
- 7.4.2.10. dintlha tsa diphuputso tsa Yunivesithi kapa motho wa boraro haeba ho senolwa ha tsona ho ka senola boitsebatso ba Yunivesithi, mofuputsi kapa ditaba tsa diphuputso mme di ka beha diphuputso maamong a mabe haholo.

7.5. Mokopi o lokela ho ema nako e kae pele a fumana lesedi le kopilweng?

7.5.1 Motlatsi wa Mohlanka wa Lesedi o tshwanela ho etsa qeto ka kopo matsatsi a 30 (mashome a mararo) a ho amohela kopo, haeba ho se jwalo, etlaba kopo eo ha e a dumelwa.

7.5.2 Motlatsi wa Mohlanka wa Lesedi a ka eketsa matsatsi a ho etsa qeto ho a fihla ho a 60 (mashome a tseletseng) ka lebaka la maemo a latelang:

- 7.5.2.1 haeba kopo e kenya direkoto tse ngata kapa e batla diphuputso tsa direkoto tse ngata le hore ho kgema le nako ya pele ho tla sitisa mesebetsi ya Yunivesithi;
- 7.5.2.2 haeba direkoto tse kopilweng di sa fumanehe toropong e le nngwe kapa motsemoholo le diofisi tsa Yunivesithi hoo kopo e ke keng ya phethahatswa ho fumanwa nakong ya matsatsi a 30 (mashome a mararo);
- 7.5.2.3 ha dipuisano le dikarolo tse ding tsa Yunivesithi kapa hammoho le ditheo e hlokeha kapa e lokela ho etswa mabapi le kopo empa e ke ke ya phethahatswa nakong ya matsatsi a 30 (mashome a mararo);
- 7.5.2.4 ha maemo a fetang bonngwe kapa ho feta ho a boletsweng ka hodimo a le teng mabapi le kopo, ho kgema le ona ho ke ke ha phethahatswa nakong ya matsatsi a 30



(mashome a mararo);

- 7.5.2.5 haeba mokopi ka boyena a dumela ka lengolo hore nako e eketswe, kapa
- 7.5.2.6 haeba nako ya matsatsi a 30 (mashome a mararo) e eketswa, Motlatsi wa Mohlanka wa Lesedi o tla tsebisa mokopi mabapi le mabaka a keketso ena ya matsatsi.

7.6 Mokopi o tla tsebiswa iwang ka qeto mabapi le kopo ya hae?

Mokopi o tla tsebiswa ka qeto ya Motlatsi wa Mohlanka wa Lesedi ka mokgwa o boletsweng foromong.

7.7 Ke eng se nkuwang e le ho hanwa ha kopo?

Haeba Motlatsi wa Mohlanka wa Lesedi a sa fane ka qeto mabapi le phumantsho ya tumello ya ho fumana lesedi mabapi le kopo nakong ya matsatsi a 30 (mashome a mararo) kapa nakong efe kapa efe e ekeditsweng, Motlatsi wa Mohlanka wa Lesedi o tla nkuwa a hanetse kopo eo e jwalo.

7.8 Mokopi a ka etsa eng ha kopo ya hae ya ho fumana lesedi e hannwe?

- 7.8.1 Mokopi a ka kgetha ho nehelana ka boipiletso ho ya ka dipehelo tsa PAIA tse hlahisitsweng dikarolong tsa 75 ho isa ho 77, ka ho sebedisa Formo ya ka hare ya Boipiletso e hoketsweng e le Sehokelo sa E. Boipiletso ba ka hare bo tla hlahlojwa ke Mohlanka e moholo wa Yunivesithi wa Ditshebeletso.
- 7.8.2 Haeba mokopi a sa kgotsofala ke qeto ya Yunivesithi, mokopi a ka, ho sebedisa mekgwa yohle ya ditllebo e fanweng ka hara Tataiso ena, etsa kopo lekgotleng la dinyewe bakeng sa thuso. Kopo eo e jwalo e lokela ho etswa nakong ya matsatsi a 180 (lekgolo le mashome a robedi) kamora hore qeto e etswe ke Motlatsi wa Mohlanka wa Lesedi. Ka ho utlwa ka kopo eo e jwalo, lekgotla la dinyewe le ka fana ka taelo ya toka e namolang, e kenyeletsang –
 - 7.8.2.1 ho dumela, ho fetola kapa ho qhelela thoko qeto eo e leng sesosa sa kopo;
 - 7.8.2.2 ho tshwaneleha ha Mohlanka wa Lesedi ho nka kgato ya ho etsa ho hong kapa ho tlohela ho etsa ho hong, kamoo lekgotla le fumanang ho hlokeha ka teng ho ya ka nako e boletsweng ka hara taelo eo;
 - 7.8.2.3 ho fana ka taelo ya thibelo, thuso ya nako e mahareng kapa thuso e ikgethang, taelo ya phatlalatso kapa dihlapiso; kapa
 - 7.8.2.4 ditshenyehelo.
- 7.8.3 Kopo e jwalo e ka etswa Lekgotleng la Dinyewe la Moahlodi.

7.9 Ho etsahala eng haeba kopo e atlehile?

- 7.9.1 Mokopi o tla fumantshwa monyetla wa ho fumana rekoto haeba ditshwanelo tsohle tsa tshebetso di phethahaditswe ho ya ka ditshwanelo tsa PAIA, ke ho re –
 - 7.9.1.1 kopo e ngotswe hantle e le tokomane foromong e nepahetseng;
 - 7.9.1.2 tumello ya ho etsa kopo lebitsong la motho e mong e hlahisitse, haeba ho etsa kopo lebitsong la motho e mong le rekoto e kopuwanang e hlahositse ka botlalo ho thusa Motlatsi wa Mohlanka wa Lesedi ho e hlwaya ka tshwanelo; le
 - 7.9.1.3 tefo ya ditefiso tsohle tse tshwanelehang.



8 DITEFO

- 8.1 PAIA e beha mefuta e 2 (mmedi) ya ditefo, e leng tefo ya kopo le tefo ya tumello ya phumants'ho, tse tshwanelang hore di leshwe pele Yunivesithi e ka hlahloba kopo ya lesedi la motho ka mong.
- 8.2 Ditefo tsa ho kopa le/kapa ho fumantshwa di beilwe ho ya ka Melawana e phatlaladitsweng ho ya PAIA mme mona di kenyeleditswe tlasa **Sehokelo sa B**.
- 8.3 Ditefo tse mabapi le ho fumana tokelo ha monnga dintlha mabapi le lesedi la hae la botho tse laolwang ke Yunivesithi di akareditswe mona temaneng ya 14.2.

9 DITSHEBELETSO TSE KA FUMANWANG KE DITHO TSA SETJHABA LE KAMOO MOTHO A KA FUMANANG DITSHEBELETSO TSENA KA TENG [KAROLO YA 14 (1)(f)]

Lenane le feletseng la ditshebeletso le kenyeleditswe ka hara Bukana ya tataiso ka kakaretso ya Baithuti ba pele ho Dikgau, Bukana ya Baithuti ba kamora kamohelo ya kgau le dibuka tsa fakhalithi tsa selemo, tse fumanwang mahala difakhalthing tse leng teng tse fumanehang. Ho fapana le mona, ditshebeletso tsena di boletswe ka botlalo ho webosaete ya Yunivesithi ho <http://www.ufs.ac.za>.

10 HO BA LE SEABO BAKENG SA HO THEHA LEANO LE HO ETSA QETO YUNIVESITHING YA FREISTATA [KAROLO YA 14 (1)(g)]

- 10.1 Baithuti le basebetsi ba ka ba le seabo bakeng sa ho theha leano kapa pholisi le ho etsa diqeto tsa Yunivesithi ho ya ka diphumants'ho tsa HEA jwalokaha di fetotswe, esita le mekgwa ya tshebetso ya tsa ka hare jwalokaha esita le ho ya ka mekgwa ya tshebetso ya ka hare jwalokaha ho dumellanwe jwalokaha ho dumellanwe le baithuti le basebetsi ho tloha ka nako le nako.
- 10.2 Batho ba bang ba nang le thahasello ba ka hlahisa maikutlo le dikgothaletso tsa bona ka ho ngolla Mohlanka wa Lesedi kapa Motlatsi wa Mohlanka wa Lesedi atereseng ena e latelang:

Mongodisi
Yunivesithi ya Freistata
P.O. Box 339, BLOEMFONTEIN, 9300

11 DITHUSO TSE FUMANEHANG MABAPI LE HO ETSA KAPA HO HLOLEHA HO ETSA HO YA KA MOLAO [KAROLO YA 14 (1)(h)]

- 11.1 Moithuti kapa motho feela wa setjhaba a ka hlahisa tletlebo ya hae ka lengolo ho Mohlanka wa Lesedi kapa Motlatsi wa Mohlanka wa Lesedi.
- 11.2 Basebetsi ba ka sebedisa mekgwa ya tlhahiso ya ditletlebo ya Yunivesithi.
- 11.3 Tletlebo e ka ba ho ya ka molao kapa ho hloleha ho ya ka dipehelo tsa Molao, motho ya hlahisang tletlebo a ka nka dikgato jwalokaha ho boletswe ho dikarolo tsa 74 ho isa ho 82 tsa PAIA.
- 11.4 Mokopi kapa motho wa boraro ya boletsweng karolong ya 74 ya PAIA a ka hlahisa tletlebo ho Molaodi wa Dintlha tsa Lesedi kamora hore mokopi kapa motho wa boraro a sebedise mekgwa ya ka hare yohle ya boipiletso (tadima seratswana sa 7.8) kgahlano le qeto ya Yunivesithi. Hona ho tla etsahala ka ho tlatsa Foromo ya Tletlebo, e hoketsweng e le Sehokelo sa F.

12 DINTLHA TSE DING JWALOKAHA DI BOLETSE HO YA KA MOLAO [KAROLO YA 14 (1)(i)]

Ha jwale ha ho na dintlha tse ding tse ka fumanehang tse tswang Yunivesithing ho ya ka karolo ya 92 tse ka behwang mona.



13 HO ETSA PEHELO HA UFS

Haese ha ho boletswe ka tsela e nngwe ke molao, ho ya ka karolo ya 32 ya *PAIA*, Yunivesithi e fana ka pehelo ka selemo le selemo ho Molaodi wa Lesedi ho ya ka ditshwanelo tsa puso ya yona.

14 DITSHWANELO TSA *POPIA* MABAPI LE HO SEBETSANA LE LESEDI LA MOTHO KA MONG

14.1 Morero wa tshebetso

- 14.1.1 Dintlha tsa botho di bolela dintlha tse amanang le motho ya ka tsejwang, ya phelang, wa tlhaho athe dintlha di amana le motho wa molao ya ka tsejwang, ya leng teng.

14.2 Morero wa tshebetso ya Dintlha tsa botho

- 14.2.1 Ho ya ka *POPIA*, lesedi la motho ka mong le lokela ho sebediswa bakeng sa sepheo se itseng se ikgethileng. Sepheo seo ka sona lesedi la motho le sebediswang ka sona ke Yunivesithi, ho tla tswa ho boleng ba lesedi la motho ka mong le monnga lesedi lena ka ho ikgetha. Sepheo sena se pepesitswe ka mokgwa o ikgethileng, ka ho qaqqa kapa ka ho bopa monahano, mme ka nako eo lesedi la botho le a bokellwa.
- 14.2.2 Ka kakaretso lesedi la motho ka mong le sebediswa bakeng sa merero ya baithuti ba dulang moo, baamehi, bafepedi, tshebeletso kapa phumantsho ya sehlahiswa, bolaodi ba direkoto, tshireletso, batho ba boraro, kgiro le ditaba tse amanang le hona.

14.3 Ditokelo tsa monnga dintlha tsa lesedi

14.3.1 Ho fumana Lesedi la Motho ka mong

- 14.3.1.1 Molao wa *POPIA* o dumela hore monnga lesedi a ka, ha a hlahisa bopaki ba boitsebiso, kopa motho ya ikarabellang ho tiisa, ka ntle ho tefo kapa mahala, dintlha tsohle a nang le tsona mabapi le monnga taba tsena mme a ka kopa tumello ya fumantshwa tokelo ya ho fumana lesedi leo, ho kenyeletswa lesedi mabapi le boitsebahatso ba motho wa boraro ya nang kapa ya kileng a ba le tokelo ya ho fumana lesedi leo.
- 14.3.1.2 Molao wa *POPIA* o bile o hlalosa hore, moo monnga lesedi a lokelang ho lefa tefo ya ditshebeletso tseo a di etseditsweng, Motho ya Ikarabellang o lokela ho fa monnga lesedi tokomane e ngotsweng ya bongata ba tjelele eo a lokelang ho e lefa pele a fana ka ditshebeletso, ebile a ka tlama mokopi ho lefa ebile a kopa hore mokopi a lefe depositi tsa tsohle kapa e be karolo ya tefo.
- 14.3.1.3 Mabaka a ho hana kopo ya monnga lesedi a boletswe ho *PAIA*.

14.3.2 Ho hana Tshebetso ya Dintlha tsa Botho

- 14.3.2.1 *POPIA* e hlahisa mona hore monnga lesedi ka nako efe kapa efe a ka hana, qalong kapa nako efe kapa efe ho sebetsana le lesedi la monnga lona ka Yunivesithi, ka mabaka a utlwahalang a amanang le maemo a hae a ikgethileng, haese ha bonamodi bo fana ka tshebetso eo e jwalo. Monnga lesedi lena o lokela ho tlatsa foromo e hokeletsweng mona e le Sehokelo sa C ebe o e romela ho Mohlanka wa Lesedi atereseng ya poso kapa ya seterata kapa imeile e boletsweng ka hodimo ho temana ya 5.

14.3.3 Ho lokisa Dintlha tsa Botho

- 14.3.3.1 Monnga lesedi a ka kopa Yunivesithi ho lokisa kapa ho hlakola lesedi leo la hae leo e nang le lona kapa e le laolang le sa nepahalang hantle, le sa tshwaneleng, le lengata ho feta tekano, le fetilweng ke nako, le sa fellang kapa le haellang, le lahlisang taolo



kapa le fumanweng ka ntle ho molao; kapa ho senya le ho hlakola rekoto ya motho ka mong mabapi le dintlha tsa monnga lesedi tseo Yunivesithi e seng e sa tshwanela ho ba le tsona ho ya ka dipehelo tsa *POPIA* tsa ho le baballa le thibelo ya phumantsho ya tsona direkoto tseo.

- 14.3.3.2 Monnga lesedi ya batlang ho kopa hore ho lokiswe kapa ho hlakolwe dintlha tsa lesedi la botho la hae kapa ho senywa kapa ho hlakolwa ha rekoto ya lesedi la botho ba hae, o lokela ho romela kopo ya hae ho Mohlanka wa Lesedi atereseng ya poso kapa aterese ya seterata, fekse kapa aterese ya imeile e boletsweng ka hodimo temaneng ya 5, ya foromo e hoketsweng mona e le Sehokelo sa *D*.

14.3.4 Ditletlebo

- 14.3.4.1 Motho ofe kapa ofe o na le hona ho hlahisa tletlebo ho Molaodi wa Dintlha tsa lesedi ho tsebisa ka tshireletso ya dintlha tsa lesedi tsa monnga dintlha tseo tsa lesedi.
- 14.3.4.2 Ho hlahisa tletlebo, tlatsa foromo ya 5, e hoketsweng e le Sehokelo sa *G*, ebe o romela imeile ya foromo eo e tlatsitsweng ho POPIAComplaints@inforegulator.org.za.

14.4 Mekgahlelo ya Beng ba Lesedi

- 14.4.1 Yunivesithi e na le lesedi le direkoto tsa mekgahlelo ena e latelang ya beng ba lesedi:

- 14.4.1.1 Baikopedi ba mosebetsi;
- 14.4.1.2 basebetsi ba Yunivesithi;
- 14.4.1.3 ba nang le seabo le baithuti ba Yunivesithi;
- 14.4.1.4 motho ofe kapa ofe wa boraro eo Yunivesithi e laolang ditshebeletso tsa hae le ho phethahatsa thomo ya hae ya molao;
- 14.4.1.5 borakotraka ba Yunivesithi;
- 14.4.1.6 bafepedi ba Yunivesithi, le
- 14.4.1.7 bafani ba ditshebeletso ba Yunivesithi.

(Lenane lena la mekgahlelo ya dintlha tse tshwanelehang ha le a kenya tsohle.)

14.5 Mekgahlelo ya baamohedi ba filweng Lesedi

- 14.5.1 Ho ya ka boleng ba ditaba, Yunivesithi e ka fana ka lesedi kapa direkoto ho mekgahlelo ena e latelang baamohedi:
- 14.5.1.1 Mekgatlo e okamelang ya molao, balaodi kapa dikhomishene tsa molao tsa dipatlisiso tse etsang kopo bakeng sa dintlha kapa datha;
- 14.5.1.2 lekgotla lefe kapa lefe la molao, moifo wa tsamaiso kapa wa toka, bonamodi, khomishene ya molao kapa Monamodi ya etsang kopo bakeng sa dintlha kapa tshibollo ho ya ka melao e ka sebediswang (ke ho re,



Khomishene ya Tlhodisano ho ya ka Molao wa Tlhodisano wa Nomoro ya 89 wa selemo sa 1998);

14.5.1.3 Ditshebeletso tsa Lekgetho tsa Afrika Borwa, kapa bolaodi bo bong bo jwalo;

14.5.1.4 Motho ofe kapa ofe ya etsang kopo e atlehileng ho ya ka *PAIA*;

14.5.1.5 Ho ya ka phumants'ho ya molao o ka sebediswang, Yunivesithi e ka sebedisa lesedi mabapi le maemo a motho a mekitlane le bohle ba biro ya mekitlane kapa mokgatlo wa bafani ba mekitlane kapa mokgatlo o mong wa indasteri eo ho yona Yunivesithi e sebetsang, le

14.5.1.6 motho ofe kapa ofe ya laolang kgwebo le Yunivesithi boemong bo tlwaetseng ba kgwebo.

14.6 Diphetiso tse rerilweng tse tshelang meedi tsa lesedi la motho ka mong

14.6.1 Haeba monnga ditaba tsena tsa lesedi a hae a etela webosaete ya Yunivesithi ho tswa naheng e nngwe ka ntle ho naha eo diseva tsa Yunivesithi di fumanehang teng (ka hare ho naha ya Afrika Borwa), dikamano tse ding tse fapaneng di tla qetela ka ho fetisa lesedi ho ya ka nqane ho meedi ya matjhaba.

14.6.2 Yunivesithi e ka nna ya tshwanela ho fetisetša lesedi la monnga lona ho baamehi ba bang kapa bafani ba ditshebeletso dinaheng tse ka thoko ho Afrika Borwa, mme boemong boo Yunivesithi e tla tshwaneleha ka botlalo ho kgema le molao wa tshireletso ya lesedi la motho. Hona ho ka etsahala haeba diseva kapa diphepelo tsa Yunivesithi le bafani ba ditshebeletso ba fumaneha ka thoko ho Afrika Borwa, kapa haeba ditshebeletso tsa Yunivesithi di fumanwa tshebetsong kapa diseva tse ka thoko ho Afrika Borwa le/kapa monnga ditaba tsena a sebedisa ditshebeletso le dihlahiswa tsa Yunivesithi ha a ntse a etetse dinaha tse ka thoko ho sebaka sena. Dinaha tsena di ka nna tsa hloka melao ya tshireletso e tshwanang le ya Afrika Borwa.

14.7 Mekgwa ya tshireletso e sebedisitsweng ho etsa bonnete ba sephiri le boporaefete ba lesedi e leng tse lokelang ho sebetswa

14.7.1 Yunivesithi e itlamme ho sebedisa basireletsi ba tshireletso ba etellang pele.

14.7.2 Yunivesithi e na le tshireletso e ikgethileng ya dihlopha tseo hangata di lekolang botjha le ho ntlafatsa mekgwa ya Yunivesithi e le ho baballa dintlha tsa lesedi la motho ka mong kgahlano le ho fumanwa ke ya sa le lokelang, tahlehelo ka kotsi, pepeso kapa tshenyo.

14.7.3 Haeba Yunivesithi e na le kontraka le mokgatlo o mong ho fa Yunivesithi ditshebeletso kapa tshebeletso lebitsong la Yunivesithi e le ho sebedisa dintlha tsa lesedi la motho ka mong, Yunivesithi e tla etsa bonnete ba hore e na le mekgwa e tshwanelehang ya tshireletso mme e sebedisa lesedi lena ka mekgwa oo Yunivesithi e ba laetseng ka teng. Mekgatlo ena ha e na fuwa tokelo ya ho sebedisa dintlha tsena tsa botho bakeng sa merero ya bona. Haeba ho tshwaneleha, dihlopha tsa Yunivesithi tsa tshireletso di tla hlahloba mekgatlo eo e jwalo ho etsa bonnete ba hore e kgema le ditshwanelo tse beilweng ke Yunivesithi.

14.7.4 Dikamano ka inthanete (jwaloka diimeile) ha di a sireletseha haese feela ha di tshwailwe ka hloko. Dikamano mabapi le ditaba tsa monnga lesedi di ka fihliswa dinaheng tse ngata pele di ka hlahiswa – kaha hona e le sebopeho sa inthanete. Yunivesithi e ke ke ya amohela boikarabelo ba ho sebedisa kapa ho lahla lesedi la motho ka mong le sa laolweng ke Yunivesithi.



15 TLHOKOMELO YA TOKOMANE

NOMORO YA MOFUTA KA MONG	LETSATSI
1	30 Phupjane 2021



SEHOKELO SA A

FOROMO YA 2

KOPO YA HO FUMANA REKOTO

[Molawana wa 7]

HLOKOMELA:

1. *Bopaki ba boitsebiso bo lokela ho hokelwa ke mokopi.*
2. *Haeba kopo e etseditswe motho e mong, bopaki ba tumello eo bo lokela ho hokelwa foromong ena.*

HO: Mohlanka wa Tlhahisoleseding Motlatsi wa Mohlanka wa Tlhahisoleseding
Moprofesa HC Kloppe Monghadi N N Ntsababa
Motlatsi wa Motjhanselara le Mosuwehlooho Mongodisi
Yunivesithi ya Freistata Yunivesithi ya Freistata
P.O. Box 339 P. O. Box 339
BLOEMFONTEIN BLOEMFONTEIN
9300 9300
(Aterese)

Imeile: vcproffice@ufs.ac.za

Imeile: registrar@ufs.ac.za

Nomoro ya fekse: _____

Tshwaya ka letshwao la "X"

☐

Kopo e entswe ka lebitso la ka.

☐

Kopo e etseditswe motho e mong.

DINTLHA TSA BOTHO	
Mabitso	
Nomoro ya boitsebiso	
MaMaemo ao kopo e entsweng ka ona (haeba e etseditswe motho e mong)	
Aterese ya poso	
StrAterese ya seterata	
Imeile	



Dinomoro tsa boikopanyo	Mohala (B):		Fekse:	
	Selefounu:			
Mabitso a motho ya etseditsweng kopo (haeba a le teng):				
Nomoro ya boitsebiso				
Aterese ya poso				
Aterese ya seterata				
Imeile				
Dinomoro tsa boikopanyo	Mohala (B)		Fekse:	
	Selefounu:			
<p align="center">DINTLHA TSA REKOTO E KOPILOWENG</p> <p>Fana ka dintlha tse feletseng tsa rekoto e kopuwang, ho kenyeletswa le nomoro ya boikgopotso, haeba o e tseba, ho etsa hore rekoto e fumanwe. (Haeba sebaka se fanweng se sa lekana, ka kopo tswela pele leqepheng le ka thoko mme e hokelwe foromong ena. Maqephe a hoketsweng ohle a lokela ho saenwa.)</p>				
Tlhaloso ya rekoto ka karolo a tshwanelehang ya rekoto:				
Nomoro ya boikgopotso, haeba e le teng				
Dintlha tse ding tsa rekoto				



MOFUTA WA REKOTO (Tshwaya lebokose le tshwanelehang ka "X")	
Rekoto e ngotswe kapa e tlantswe	
Rekoto e na le ditshwantsho (di kenyeletsa dinepe, dislaete, dikgatiso tsa <i>video</i> , ditshwantsho tse entsweng ka khomphutha, diketjhe, jwalojwalo)	
Rekoto e na le mantswe a hatisitsweng kapa dintlha tse ding tse ka hlahiswang hape ka modumo	
Rekoto e bolokwa ka hara khomphutha e le sebopehong sa elektroniki kapa e ka balwa ka motjhini	
FOROMO YA PHUMANO (Tshwaya lebokose le tshwanelehang ka "X")	
Khopi ya rekoto e tlantsweng (ho kenyeletswa le dikhopi tsa ditshwantsho, dingololo le dintlha tse bolokilweng khomphutheng kapa di le sebopehong sa elektroniki kapa di ka balwa ka motjhini)	
Ngolollo e ngotsweng kapa e tlantsweng ya ditshwantsho (di kenyeletsa dinepe, dislaete, dikgatiso tsa <i>video</i> , ditshwantsho tse entsweng ka khomphutha, diketjhe, jwalojwalo)	
Ngolollo ya modumo (tokomane e ngotsweng kapa e tlantsweng)	
Khopi ya rekoto ka <i>flash drive</i> (ho kenyeletswa ditshwantsho le medumo)	
Khopi ya rekoto ho <i>compact disc drive</i> (ho kenyeletswa ditshwantsho le medumo)	
Khopi ya rekoto e bolokilweng ho <i>cloud storage server</i>	

MOKGWA WA PHUMANO (Tshwaya lebokose le tshwanelehang ka "X")	
Ho hlahlojwa ha rekoto ateseng e ngodisitsweng ya setjhaba/mokgatlo wa poraefete (ho kenyeletswa ho mamela mantswe a hatisitsweng, dintlha tsa lesedi le ka hlahiswang ka medumo, kapa dintlha tse bolokilweng ka khomphutha kapa di le sebopehong sa elektroniki kapa di ka balwa ka motjhini)	



Ditshebeletso tsa poso ho ya atereseng ya poso	
Ditshebeletso tsa poso ho ya atereseng ya seterata	
Ditshebeletso tsa <i>courier</i> ho ya atereseng ya seterata	
Dintlha tsa fekse ka sebopeho se ngotsweng kapa se tlantsweng (ho kenyeletswa le dingolollo)	
Imeile ya dintlha (ho kenyeletswa le medumo, haeba ho kgoneha)	
Karolelano / phetisetso ya faele	
Puo e kgothaletswang <i>Hlokomela hore haeba rekoto e sa fumanehe ka puo eo o e kgethang, tumello e ka fanwa ka puo eo rekoto e fumanehang ka yona)</i>	

DINTLHA TSA TOKELO YA HO BABALLWA KAPA HO HLOKOMELWA <i>Sebaka seo ho fanweng ka sona ha se a lekana, ka kopo tswela pele leqepheng le ka thoko ebe o le hokela Foromong ena. Mokopi o lokela ho saena maqephe a ekeditsweng.</i>	
Bontsha hore ke tokelo efe e lokelang ho baballwa kapa ho hlokomelwa	
Hlalosa hore hobaneng ha rekoto e kopilweng e batlelwa ho baballa tokelo e boletsweng ka hodimo:	
DITEFO	
a) Tefo ya kopo e lokela ho leshwa pele kopo e ka sebetswa. b) O tla tsebiswa ka tjelele e lokelang ho leshwa haeba tumello e lokela ho leshwa. c) Tefo e lokelang ho leshwa bakeng sa rekoto e laolwa ke foromo eo tumello e batlehang le nako e tshwanelehang e batlehang bakeng sa ho batla le ho hlophisa rekoto. d) Haeba o tshwanela hore o se ke wa lefa tefo efe kapa efe, fana ka lebaka la monyetla oo.	
Lebaka	



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O tla tsebiswa ka lengolo haeba kopo ya hao e amohetswe kapa e sa amohelwa mme haeba e amohetswe, o lokle aho lefa bokae mabapi le kopo ya hao, haeba ho tshwaneleha. Ka kopo, bontsha mokgwa oo o ratang ho buisanwe le wena ka ona:

Aterese ya Poso	Fekse	Puisano ka elektroniki (E hlakise ka kopo)

E saennwe mane _____ ka la _____ letsatsi la _____ 20 _____

Tshaeno ya mokopi / motho ya etseditsweng kopo

BAKENG SA OFISI

Nomoro ya referense:	
Kopo e amohetswe: (Bolela Boemo, Lebitso le Sefane sa Mohlanka wa Tlhahisoleseding)	
<i>Letsatsi la kamohelo:</i>	
Ditefello tsa phumano:	
Depositi (haeba di hlokeha):	

Tshaeno ya Mohlanka wa Tlhahisoleseding



SEHOKELO SA B
DITEFO

Ditefo mabapi le Mekgatlo ya Setjhaba

Thepa	Tlhaloso	Tjhelete
1.	Tefo e lokelang ho leshwa ke mokopi e mong le e mong	R100.00
2.	Katiso ya leqephe la boholo ba A4	R1.50 leqephe kapa karolo ya lona.
3.	Kgatiso ya leqephe la boholo ba A4	R1.50 leqephe kapa karolo ya lona.
4.	Khopi e ka balwang ka khomphutha ka: (i) <i>Flash drive</i> (e lokela ho fanwa ke mokopi) (ii) <i>Compact disc</i> • Haeba e fanwa ke mokopi • Haeba e fanwa ke mokopi	R40.00 R40.00 R60.00
5.	Ngolollo ya ditshwantsho tsa leqephe la boholo ba A4	Ho tla kotjwa tshebeletso ka ntle. Ho tla tswa ho tekanyetso ya mofani wa tshebeletso eo.
6.	Khopi ya ditshwantsho	
7.	Ngolollo ya rekoto e mamelwang ya leqephe la boholo ba A4	R24.00
8.	Khopi ya rekoto e mamelwang ho: (i) <i>Flash drive</i> (e tla fanwa ke mokopi) (ii) <i>Compact disc</i> • Haeba e fanwe ke mokopi • Haeba e fanwe ke mokopi	R40.00 R40.00 R60.00
9.	Ho batla le ho hlophisa rekoto bakeng sa ho pepesa bakeng sa hora ka nngwe kapa karolo ya hora, ho sa kenyeletswa hora ya pele, ka ho batleha bakeng sa patlisiso le tlhophiso. eseng ho feta tjhelete yohle	R100.00 R300.00
10.	Depositi: Haeba patlisiso e feta dihora tse 6	Karolo ya boraro ya tefo ya kopo e balwa ho ya ka thepa ya 2 ho isa 8.
11.	Thomello ka poso, imeile kapa mokgwa ofe kapa ofe wa phetiso ka elektroniki	Tefello e tshwanelehang, haeba e le teng

Ditefo mabapi le Mekgatlo ya Poraefete

Thepa	Tlhaloso	Tjhelete
1.	Tefo e lokelang ho leshwa ke mokopi e mong le e mong	R140.00
2.	Fotokhopi/khopi e tlantsweng e ntsho le bosweu ya boholo ba leqephe la A4	R2.00 ka leqephe kapa karolo ya lona.
3.	Khopi e hatisitsweng ya boholo ba leqephe la A4	R2.00 ka leqephe kapa karolo ya lona.
4.	Khopi ya sebopeho se ka balwang ka khomphutha ho: (iii) <i>Flash drive</i> (e tla fanwa ke mokopi) (iv) <i>Compact disc</i> • Haeba e fanwa ke mokopi • Haeba e fuwa mokopi	R40.00 R40.00 R60.00



5.	Bakeng sa ngolollo ya ditshwantsho tsa boholo ba leqephe la A4	Tshebeletso e batlwa ka ntle. Ho tla tswa ho tekanyetso e tswang ho Mofani wa ditshebeletso.
6.	Khopi ya ditshwantsho	
7.	Ngolollo ya rekoto e mamelwang ya boholo ba leqephe la A4	R24.00
8.	Khopi ya rekoto e mamelwang ho: (v) <i>Flash drive</i> (e tla fanwa ke mokopi) (vi) <i>Compact disc</i> <ul style="list-style-type: none"> • Haeba e fanwa ke mokopi • Haeba e fuwa mokopi 	R40.00 R40.00 R60.00
9.	Ho batla le ho hlophisa rekoto bakeng sa ho pepesa bakeng sa hora ka nngwe kapa karolo ya hora, ho sa kenyeletswa hora ya pele, ka ho batleha bakeng sa patlisiso le tlhophiso. Tjhelete e se fete paloyohle ya	R145.00 R435.00
10.	Depositi: Haeba ho batla ho feta dihora tse 6	Karolo ya boraro ho ya ka kopo e balwa ho ya ka thepa ya 2 ho isa 8.
11.	Thomello ka poso, imeile kapa mokgwa ofe kapa ofe wa phetiso ka elektroniki	Tjhelete ya sebele, haeba ho hlokeha.



FOROMO YA 3
SEPHETHO SA KOPO LE DITEFO TSE LOKELANG HO LESHWA
[Molawana wa 8]

Hlokomela:

1. *Haeba kopo e fanwe—*

- (a) *tjhelete ya depositi, (haeba e le teng), e lokela ho leshwa pele kopo ya hao e sebetswa; mme*
 (b) *Rekoto e kopilweng / karolo ya rekoto e tla lokollwa feela ha pontsho ya tefo e feletseng e fumanwe.*

2. *Ka kopo sebedisa nomoro ya referense e mona ka tlase dingollanong tsohle tsa kamoso.*

Nomoro ya referense: _____

HO: _____

Kopo ya hao ya letsatsi la _____, e a lekolwa.

1. O kopile:

Tlhahlobo ya dintlha atereseng mekgatlong e ngodisitsweng ya setjhaba / poraefete (ho kenyeletswa ho mamela mantse a rekotilweng, dintlha tse ka atoloswang ka modumo, kapa dintlha tse bolokilweng khomphutheng kapa ka sebopeho sa elektroniki kapa ho balwa ka motjhini) ke mahala. O tshwanela ho etsa peheletso ya nako bakeng sa tekolo ya dintlha ebe o tla ka Foromo ena. Haeba o batla katiso efe kapa efe ya dintlha tsena, o tla tshwanela ho lefa ditefo tse boletsweng ho Sehokelo sa B.	
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KAPA

2. O kopile:

Dikhopi tse tlantsweng tsa dintlha (ho kenyeletswa dikhopi tsa ditshwantsho dife kapa dife, dingolollo le dintlha tse bolokilweng khomphutheng ka sebopeho sa elektroniki kapa ho balwa ka motjhini)	
Ngolollo e ngotsweng kapa e tlantsweng ya ditshwantsho (hona ho kenyeletsa dinepe, diselaete, dikgatiso tsa <i>video</i> , ditshwantsho tse entsweng ka khomphutha, disketjhe, jwalojwalo)	
Ngolollo ya modumo (tokomane e ngotsweng ka letsho kapa e tlantsweng)	
Khopya ya dintlha ho <i>flash drive</i> (ho kenyeletswa ditshwantsho le medumo)	
Khopya ya dintlha ho <i>compact disc drive</i> (ho kenyeletswa ditshwantsho le medumo)	
Khopya ya rekoto e bolokilweng ka <i>cloud storage server</i>	

3. E lokela ho romelwa:

Ditshebeletso tsa poso ho ya atereseng ya poso	
Ditshebeletso tsa poso ho ya atereseng ya seterata	
Ditshebeletso tsa <i>courier</i> ho ya atereseng ya seterata	
Fekse ya dintlha e ngotswe kapa e tlantse (ho kenyeletswa le dingolollo)	
Imeile ya dintlha (ho kenyeletswa medumo haeba ho kgoneha)	



Karolelano / phetisetso ya faele	
Puo e kgethilweng: (Hlokomela hore haeba rekoto e sa fumanehe ka puo eo o e kgethileng, o ka fumana tumello ka puo eo rekoto e fumanehang ka yona)	

Ka kopo, hlokomela hore kopo ya hao e:

☐

Dumeletswa

☐

Hannwe, ka mabaka a latelang:

4. Ditefo tse lokelang ho leshwa mabapi le kopo ya hao:

Thepa	Tefo ho ya ka leqephe la bohola ba A4 kapa karolo ya lona / thepa	Palo ya maqephe/thepe	Paloyohle
Fotokhopi			
Khopi e tlantsweng			
Bakeng sa khopi e ka balwang ka khomphutha ka: (i) <i>Flash drive</i> • E tla fanwa ke mokopi (ii) <i>Compact disc</i> • Haeba e fanwa ke mokopi • Haeba e fuwa mokopi	R40.00 R40.00 R60.00		
Bakeng sa ngolollo ya ditshwantsho tsa bohola ba leqephe la A4	Tshebeletso e tla batlwa ka ntle. Ho tla tswa ho tekanyetso		
Khopi ya ditshwantsho	ya mofani wa tshebeletso		
Ngolollo ya rekoto e mamelwang, ya bohola ba leqephe la A4	R24.00		
Khopi ya rekoto e mamelwang (i) <i>Flash drive</i> • E tla fanwa ke mokopi (ii) <i>Compact disc</i> • Haeba e fanwa ke mokopi • Haeba e fuwa mokopi	R40.00 R40.00 R60.00		
Thomello ka poso, imeile kapa phetisetso efe kapa efe ya elektroniki:	Ditefello tsa sebele		
PALOYOHLE:			

5. Depositi tse lokelang ho leshwa (haeba patlisiso e feta dihora tse tsheletseng):

☐

E

☐

Tjhe

Dihora tsa patlisiso		Tjhelete ya depositi (e balwa ka nngwe-bororong ya tjhelete)	
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		yohle ho ya ka kopo)	
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Tjhelete e lokela ho leshwa akhaontong ena ya Banka e latelang:

Lebitso la Banka:

Lebitso la monnga akhaonto:

Mofuta wa akhaonto:

Nomoro ya akhaonto:

Khoutu ya Lekala:

Nomoro ya referense:

Hlahisa bopaki ba tefo ho:

E saenetswe mane _____ ka _____ letsatsi la _____ 20 _____

Mohlanka wa Tlhahisoleseding



SEHOKELO SA C

FOROMO YA 1

HO HANWA HA HO SEBETSWA HA DINTLHA TSA LESEDI LA MOTHO KA MONG HO YA KA KAROLO YA 11(3) YA TSHIRELETSO YA MOLAO WA TSHIRELETSO YA LESEDI LA MOTHO KA MONG WA SELEMO SA 2013 (MOLAO WA NOMORO YA 4 WA 2013)

MELAWANA E AMANANG LE TSHIRELETSO YA LESEDI LA MOTHO KA MONG, 2018

[Molawana wa 2]

Hlokomela:

1. *Diafidavite kapa ditokomane tse ding tsa bopaki jwalokaha di sebediswa ho tshehetsa ho hanwa ha kopo, di ka hokelwa.*
2. *Haeba sebaka se siilweng foromong ena se sa lekana, hlahisa lesedi lena la ditaba e le Sehokelo foromong ena ebe o saenela leqephe ka leng.*
3. *Tlatsa ho ya kamoo ho tshwanelehang.*

A	DINTLHA TSA MONNGA LESEDI
Mabitso le sefane / lebitso le ngodisitsweng la monnga lesedi:	
Mohlwai ya ikgethileng / nomoro ya boitsebiso	
Aterese ya bodulo, poso kapa kgwebo:	
	khoutu ()
Nomoro/Dinomoro tsa boikopanyo:	
Nomoro ya Fekse/Aterese ya imeile:	
B	Dintlha tsa Motho ya nang le boikarabelo
Lebitso/Mabitso le sefane/lebitso le ngodisitsweng la motho ya ikarabellang:	
Aterese ya bodulo, poso kapa kgwebo:	



SEHOKELO SA D

FOROMO YA 2

KOPO YA HO LOKISA KAPA HO HLAHOLA DINTLHA TSA LESEDI LA MOTHO KA MONG KAPA HO SENYA REKOTO YA DINTLHA TSA LESEDI LA MOTHO KA MONG HO YA KA KAROLO YA 24(1) YA MOLAO WA TSHIRELETSO YA LESEDI LA MOTHO KA MONG WA SELEMO SA 2013 (MOLAO WA NOMORO YA 4 WA 2013)

MELAWANA E AMANANG LE PABALLO YA LESEDI LA MOTHO KA MONG, WA 2018

[Molawana wa 3]

Hlokomela:

1. *Diafidavite kapa ditokomane tse ding tsa bopaki jwalokaha di sebediswa ho tshehetsa kopo, di ka hokelwa.*
2. *Haeba sebaka se fanweng foromong ena se sa lekana, hlahisa dintlha e le sehokelo sa foromo ena ebe o saena leqephe ka leng la sona.*
3. *Tlatsa ho ya kamoo ho tshwanelehang.*

Tshwaya lebokose le tshwanelehang ka "x".

Kopo bakeng sa:

☐

Ho lokiswa kapa ho hlakolwa ha lesedi la motho ka mong mabapi le dintlha tsa tse tshwanelehang tse tshwerweng kapa tse laolwang ke motho ya ikarabellang bakeng sa tsona.

☐

Ho senya kapa ho hlahola rekoto ya lesedi la motho ka mong mabapi le ditaba tse tshwanelehang tse tshwerweng kapa tse laolwang ke motho ya ikarabellang bakeng sa tsona mme hape a se a sa tshwanele ho ba le rekoto ya lesedi leo.

A	DINTLHA TSA MONNGA LESEDI
Lebitso/Mabitso le sefane / lebitso le ngodisitsweng la monnga lesedi:	
Mohlwai ya ikgethileng / nomoro ya boitsebiso	
Aterese ya bodulo, poso kapa kgwebo:	



	khoutu ()
Nomoro/Dinomoro tsa boikopanyo:	
Nomoro ya Fekse/Aterese ya imeile:	
B	DINTLHA TSA LESEDI LA MOTHO YA IKARABELLANG
Lebitso/Mabitso le sefane/lebitso le ngodisitsweng la motho ya ikarabellang:	
Aterese ya bodulo, poso kapa kgwebo:	
	khoutu ()
Nomoro/Dinomoro tsa boikopanyo:	
Nomoro ya Fekse/Aterese ya imeile:	
C	LESEDI LE LOKELANG HO LOKISWA / HLAOLWA/ SENYWA/SENYSWE
D	<p>MABAKA BAKENG SA HO *LOKISWA KAPA HO HLAOLWA HA LESEDI LA MOTHO KA MONG MABAPI LE DINTLHA TSA MONNGA LESEDI HO YA KA KAROLO YA 24(1)(a)</p> <p>YA RUILENG KAPA YA LAOLWANG KE MOTHO YA NANG LE BOIKARABELO; Esita kapa</p> <p>MABAKA A HO * SENYA KAPA HO HLAOLWA REKOTO YA LESEDI LA MOTHO KA MONG MABAPI LE DINTLHA HO YA KA KAROLO YA 24(1)(b)</p> <p>EO MOTHO YA NANG LE BOIKARABELO A SENG A SE NA BOIKARABELO BA HO BA LE BONA.</p> <p><i>(Ka kopo fana ka mabaka a feletseng mabapi le kopo.)</i></p>



E saenetswe _____ ka la _____ letsatsi la _____ 20 _____

Tshaeno ya motho ya tshwanelehang



SEHOKELO SA E

FOROMO YA KA HARE YA BOIPILETSO

FOROMO YA 4

[Molawana wa 9]

Nomoro ya reference:

DINTLHA TSA MOKGATLO WA SETJHABA				
Lebitso la Mokgatlo wa Setjhaba				
Lebitso le Sefane sa Mohlanka wa Tlhahisoleseding:				
DINTLHA TSA MOTLETLEBI YA ETSANG BOIPILETSO BA KA HARE				
Mabitso ka botlalo				
Nomoro ya boitsebiso				
Aterese ya Poso				
Dinomoro tsa boikopanyo	Mohala (B)		Fekse	
	Selefounu			
Imeile				
Na boipiletsa ba ka hare bo etseditswe motho e mong?	E	<input type="checkbox"/>	Tjhe	<input type="checkbox"/>
Haeba karabo e le "e", bolela maemo ao boipiletsa boo ba ka hare ba motho e mong bo entsweng ka bona: <i>(Bopaki ba bokgoni kapa maemo ao boipiletsa bo entsweng ka ona, haeba ho hlokeha, bo lokela ho hlahiswa.)</i>				
DINTLHA TSA MOTHO YA ETSETSWANG BOIPILETSO (Haeba e hlahisitswe ke motho wa boraro)				
Mabitso ka botlalo				
Nomoro ya boitsebiso				
Aterese ya Poso				
Dinomoro tsa boikopanyo	Mohala (B)		Fekse	
	Selefounu			
Imeile				



QETO E NKILWENG MABAPI LE BOIPILETSO BA KA HARE <i>(Tshwaya lebokose le tshwanelehang ka "X")</i>	
Ho hanwa ha phumantsho ya kopo	
Qeto mabapi le ditefo tse beilweng ho ya ka karolo ya 22 ya Molao	
Qeto mabapi le katoloso ya nako eo ka yona kopo e lokelang ho sebetswa ho ya ka karolo ya 26(1) ya Molao	
Qeto mabapi le karolo ya 29(3) ya Molao ya ho hana tokelo ya phumano ka sebopeho seo mokopi a se kopileng	
Qeto ya ho fana ka tumello ya phumano	
MABAKA A BOIPILETSO <i>(Haeba sebaka se sa lekana, tswela pele leqepheng le ka thoko empa o le hokele foromong ena mme maqephe ohle a ekeditsweng a lokela ho saenwa)</i>	
Bolela mabaka a boipiletso ba ka hare:	
Fana ka mabaka afe kapa afe a ka tshwanelehang bakeng sa ho sebetsa boipiletso bona:	

O tla tsebiswa ka lengolo ka qeto ya kopo ena ya hao ya boipiletso ba ka hare. Ka kopo bolela mokgwa oo o batlang ho tsebiswa ka ona:

Aterese ya Poso	Fekse	Dikgokahano ka elektroniki (Di bolele ka kopo)

Saennwe mane _____ ka la _____ letsatsi la _____ 20 _____

Tshaeno ya Moipiletsi / Motho wa boraro



BAKENG SA OFISI
REKOTO YA MOLAO YA BOIPILETSO BA KA HARE

Boipiletso bo amohetswe ke: (bolela maemo, lebitso le sefane sa Mohlanka wa Tlhahisoleseding)				
Letsatsi la phumano:				
Boipiletso bo tsamaye hammoho le mabaka a qeto ya mohlanka wa tlhahisoleseding le, moo ho hlokehang, dintlha tsa motho ofe kapa ofe wa boraro ya amanang le kopo ena le hona hore ebe e rometswe ke Mohlanka wa Tlhahisoleseding:		E	<input type="checkbox"/>	
		Tjhe	<input type="checkbox"/>	
SEPHETHO SA BOIPILETSO				
Ho hanwa hwa kopo ya phumano. Nnetefaditswe?	E	<input type="checkbox"/>	Qeto e ntjha (haeba e sa nnetefatswa)	
	Tjhe	<input type="checkbox"/>		
Ditefo (Karolo ya 22). Nnetefaditswe?	E	<input type="checkbox"/>	Qeto e ntjha (haeba e sa nnetefatswa)	
	Tjhe	<input type="checkbox"/>		
Katoloso (Karolo ya 26(1)). Nnetefaditswe?	E	<input type="checkbox"/>	Qeto e ntjha (haeba e sa nnetefatswa)	
	Tjhe	<input type="checkbox"/>		
Phumano (Karolo ya 29(3)). Nnetefaditswe?	E	<input type="checkbox"/>	Qeto e ntjha (haeba e sa nnetefatswa)	
	Tjhe	<input type="checkbox"/>		
Kopo ya phumano e dumetswe. Nnetefaditswe?	E	<input type="checkbox"/>	Qeto e ntjha (haeba e sa nnetefatswa)	
	Tjhe	<input type="checkbox"/>		

Saennwe mane _____ ka la _____ letsatsi la _____ 20 _____

Bolaodi bo tshwanelehang



**SEHOKELO SA F
FOROMO YA TLETLEBO**

**FOROMO YA 5
[Molawana wa 10]**

HLOKOMELA:

1. Foromo ena e etseditswe ho thusa Mokopi kapa Motho wa boraro (ya tla tsejwa mona e le "Motletlebi") bakeng sa ho kopa tekolobotjha ya karabelo ya mokgatlo wa Setjhaba kapa wa Poraefete kapa ho se arabe kopo ya phumano ya direkoto tlasa *Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)* ("PAIA"). Ka kopo, tlatse foromo ena ebe o e romela imeileng ena e latelang: PAIAComplaints@infoRegulator.org.za kapa o tlatse foromong e fumanwang ka dikgokahano tsa mehala ho <https://www.justice.gov.za/infoereg/>.
2. PAIA e fa motho e mong ofe kapa ofe setjhabeng tokelo yah o bula faele ya tletlebo le Molaodi wa Tlhahisoleseding mabapi le tletlebo efe kapa efe ho tse boletsweng ho karolo ya F ya foromo ena ya tletlebo.
3. Ke leano la Molaodi wa Tlhahisoleseding ho diehisa kapa ho hana tletlebo haeba Motletlebi ha a qala pele ka ho fa mokgatlo wa setjhaba kapa wa poraefete (oo ho tloha jwale o tsejwang e le "Mokgatlo") monyetla wa ho ikarabella le ho leka ho rarolla taba ena. Ho thusa Mokgatlo ho tadimana le ditletlebo tsa hao pele o ikopanya le Molaodi wa Tlhahisoleseding, o lokela ho tlatse foromo ena e kgethilweng ya **PAIA Form 2** ebe o e romela ho Mokgatlo.
4. Khopi ya Foromo ena e tla fuwa Mokgatlo e leng sehlooho sa tletlebo ya hao. Dintlha tseo o fanang ka tsona foromong ena, tse hoketsweng foromong ena kapa tseo o fanang ka tsona hamorao, di tla sebediswa feela ho rarolla tletlebo ya hao, haese feela ha ho boletsweng ka tsela e nngwe e itseng ho yona.
5. Molaodi wa Tlhahisoleseding o tla amohela tletlebo ya hao feela ha o dumela hore o ikamahantse le ditswanelo tse boletsweng ka tlase.
6. **Ka kopo hokela dikhopi tsa ditokomane tsena tse latelang, haeba o na le tsona:**
 - a. Khopi ya foromo e yang ho Mokgatlo o kopileng phumantsho ya direkoto;
 - b. Karabo ya Mokgatlo bakeng sa tletlebo ya hao kapa kopo ya phumantsho;
 - c. Ngollano efe kapa efe pakeng tsa hao le Mokgatlo mabapi le kopo ya hao;
 - d. Khopi ya foromo ya hao ya boipiletso, haeba tletlebo ya hao e amana le mokgatlo wa setjhaba;
 - e. Karabo ya Mokgatlo bakeng sa boipiletso ba hao;
 - f. Ngollano efe kapa efe pakeng tsa hao le Mokgatlo mabapi le boipiletso;
 - g. Tokomane e o dumellang ho emela motho e mong (haeba e le teng);
 - h. Taelo ya Lekgotla la dinyewe kapa ditokomane tsa kgotla tse amanang le tletlebo ya hao, haeba di le teng.
7. Haeba sebaka se fanwang Foromong ena se sa lekana, romela dintlha e le Sehokelo sa Foromo ena ebe o saena leqephe ka leng la sona.

**MAEMO A MOTHO / MOKGATLO O HLAHISANG TLETLEBO
(Tshwaya ka "X")**

☐

Motletlebi ka boyena

☐

Moemedi wa Motletlebi

☐

Motho wa boraro



DITSHWANELO TSA PELE				
Na o rometse kopo (ka foromo ya PAIA) ya phumantsho ya rekoto ya mokgatlo wa setjhaba / poraefete?	E		Tjhe	
Na ho se ho fetile matsatsi a 30 ho tloha letsatsing leo ka lona o rometseng foromo ya hao ya PAIA?	E		Tjhe	
Na o sebedisitse mekgwa yohle ya boipiletso ba ka hare kgahlano le qeto ya Mohlanka wa Tlhaahisoleding ya mokgatlo wa setjhaba?	E		Tjhe	
Na o entse kopo Lekgotleng la dinyewe bakeng sa ho sebeletswa kapa ho namolelwa mabapi le taba ena?	E		Tjhe	
BAKENG SA MOLAODI WA TLHAHISOLEDING, SEBEDISA FEELA				
Amohetswe ke: (Mabitso ka botlalo)				
Maemo				
Tshaeno				
Tletlebo e amohetsweng	E	<input type="checkbox"/>	Tjhe	<input type="checkbox"/>
Nomoro ya referense				
Setempe sa letsatsi				

Aterese ya Poso	Fekse	Dikgokahano tse ding tsa elektroniki (Di bolele ka kopo)
KAROLO YA A DINTLHA TSA BOTHO BA MOTLETLEBI		
Mabitso ka botlalo		
Nomoro ya boitsebiso		
Aterese ya Poso		
Aterese ya Seterata		
Imeile		
Dinomoro tsa boikopanyo	Mohala (B)	Fekse
	Selefounu	



KAROLO YA B DINTLHA TSA MOEMEDI (Tlatsa feela haeba o tla emelwa. Tokomane ya Matla a Leqwetha "A Power of Attorney" e lokela ho hokelwa haeba motletlebi a emetswe, hobane ha ho se jwalo, tletlebo e tla hanwa)				
Mabitso ka botlalo a moemedi				
Sebopeho sa boemedi				
Nomoro ya boitsebiso / Nomoro ya ngodiso				
Aterese ya Poso				
Aterese ya Seterata				
Imeile				
Dinomoro tsa boikopanyo	Mohala (B)		Fekse	
	Selefounu			
KAROLO YA C DINTLHA TSA TLHAHISOLESEDING TSA MOTHO WA BORARO (Ka kopo hokela lengolo la tumello)				
Mofuta wa Mokgatlo	Poraefete <input type="checkbox"/>		Setjhaba <input type="checkbox"/>	
Lebitso la Mokgatlo wa Setjhaba / Poraefete				
Nomoro ya Ngodiso (haeba e le teng)				
Lebitso, Sefane le Maemo/thaetlele ya motletlebi ya dumeletsweng ho tletleba				
Aterese ya Poso				
Aterese ya Seterata				
Imeile				
Dinomoro tsa boikopanyo	Mohala (B):		Fekse	
	Selefounu			
KAROLO YA D MOKGATLO O QOSWANG KA TLETLEBO ENA				
Mofuta wa mokgatlo	Poraefete <input type="checkbox"/>		Setjhaba <input type="checkbox"/>	



Lebitso la mokgatlo wa setjhaba/ poraefete		
Nomoro ya ngodiso (haeba e le teng)		
Lebitso, sefane le thaetlele kapa maemo a motho eo o neng o sebetsana le yena mokgatlong wa setjhaba kapa wa poraefete ho leka ho rarolla tletlebo kapa kopo ena ya phumano ya tlhahisoleseding		
Aterese ya Poso		
Aterese ya Seterata		
Imeile		
Dinomoro tsa boikopanyo	Mohala (B):	Fekse
	Selefounu	
Nomoro ya referense e nehelanweng (haeba e le teng)		
<p align="center">KAROLO YA E TLETLEBO</p> <p align="center">Mpolelle ka mehato eo o e nkileng ho leka ho rarolla tletlebo ya hao (Ditletlebo di lokela ho romelwa pele mokgatlong wa setjhaba kapa wa poraefete bakeng sa karabelo le tharollo e ka bang teng)</p>		
Letsatsi leo ka lona kopo ya phumantsho ya direkoto e rometsweng ka lona.		
Ka kopo bolela boleng ba tokelo kapa ditokelo tse lokelang ho baballwa haeba tletlebo e le kgahlano le mokgatlo wa poraefete.		
Na o lekile ho rarolla taba yee le mokgatlo?	E <input type="checkbox"/>	Tjhe <input type="checkbox"/>
Haeba o re e, o e fumane neng? (Ka kopo hokela lengolo kopong ena.)		
Na o ile wa ipiletsa kgahlano le qeto ya mohlanka wa tlhahisoleseding wa mokgatlo wa setjhaba?	E <input type="checkbox"/>	Tjhe <input type="checkbox"/>
Haeba ho le jwalo, o ile wa etsa boipiletso neng?		
Na o ile wa etsa kopo lekgotleng la dinyewe bakeng sa tshebeletso mabapi le taba ena?	E <input type="checkbox"/>	Tjhe <input type="checkbox"/>
Haeba o re e, bolela hore taba ena e ile ya sebetswa ke Lekgotla la dinyewe neng. Ka kopo, hokela		



taelo ya Lekgotla la dinyewe, haeba e le teng.	
<p style="text-align: center;">KAROLO YA F MOKGWA O HLAKILENG WA PHUMANO YA DIREKOTO <i>(Ka kopo kgetha e le nngwe kapa tse ngatanyana tsa tsena tse latelang ho hlalosa tletlebo ya hao ho Molaodi wa Tlhahisoleseding)</i></p>	
Boipiletsa bo sa atlehang (Karolo ya 77A(2)(a) kapa karolo ya 77A(3)(a) ya PAIA)	Ke ile ka ipiletsa kgahlano le qeto ya mokgatlo wa setjhaba empa tletlebo ha e a atleha <input type="checkbox"/>
Kopo e sa atlehang ya ho kopa tshwarelo (Dikarolo tsa 77A(2)(b) le 75(2) ya PAIA)	Ke butse faele ya boipiletsa kgahlano le qeto ya mokgatlo wa setjhaba nako e se e ile mme ka kopa tshwarelo. Kopo ya tshwarelo e qheletswe thoko. <input type="checkbox"/>
Ho hanwa ha kopo ya phumantsho (Karolo ya 77A(2)(c)(i) kapa 77A(2)(d)(i) kapa 77A(3)(b) ya PAIA)	Ke kopilwe ke ho fumana tlhahisoleseding e tshwerweng ke mokgatlo empa kopo eo e hannwe kapa e hannwe hanyenyane. <input type="checkbox"/>
Mokgatlo o batla hore ke lefe mme ke hlokomela hore tefo e ngata haholo (Dikarolo tsa 22 kapa 54 tsa PAIA)	Thendara kapa tefo e beilweng kapa e lekanyeditsweng. <input type="checkbox"/>
	Thendara kapa tefo ya depositi. <input type="checkbox"/>
Tefo hape ya depositi (Karolo ya 22(4) ya PAIA)	Mohlanka wa tlhahisoleseding o hanne ho lefa depositi mabapi le kopo ya phumano e hannweng. <input type="checkbox"/>
Hanana le katoloso ya nako (Dikarolo tsa 26 kapa 57 tsa PAIA)	Mokgatlo o entse qeto ya ho eketsa nako bakeng sa ho arabela kopo ya ka, mme ke hanana le kopo ya nako e ekeditsweng ya nako e beilweng kapa nako e ekeditsweng yah o arabela kopo ya phumantsho ya ka. <input type="checkbox"/>
Phumantsho se hannwe (karolo ya 29(3) kapa 60(a) ya PAIA)	Ke kopile phumano ka sebopeho se ikgethileng le se kgonehang empa sebopeho seo sa phumantsho se hannwe. <input type="checkbox"/>
Ho hanwa (Karolo ya 27 kapa 58 ya PAIA)	Ke nako e fetang matsatsi a 30 esale ke etsa kopo ya ka empa ha ke so fumane qeto. <input type="checkbox"/>
	Nako ya katoloso e fetile empa ha ho karabo e fumanweng. <input type="checkbox"/>
Pepeso e sa tshwanelehang ya rekoto (Mabaka a tlamang bakeng sa ho hana phumantsho ya rekoto)	Direkoto (tse amang mabaka a ho hana phumantsho) di pepesitswe hampe / le ka ntle ho mabaka. <input type="checkbox"/>
Mabaka a ho hana phumantsho ha a lekana (Karolo ya 56(3)(a) ya PAIA)	Kopo ya ho fumantshwa e hannwe, ha ho na mabaka a lekaneng bakeng sa ho hana, a fanwe, ho kenyeletswa le dipehelo tsa Molao tse latetsweng bakeng sa ho hana. <input type="checkbox"/>



Karolwana ya ho fumana rekoto (Karolo ya 28(2) kapa 59(2) ya PAIA)	<i>Tumello ya karolo ya direkoto tse kopilweng e entswe mme kke dumela hore direkoto tse ngata di ka be di pepesitswe.</i>	<input type="checkbox"/>
Monyetla wa ho se lefe (Karolo ya 22(8) kapa 54(8) ya PAIA)	<i>Ke qheletswe thoko hore nka lefa tefo efe kapa efe ebile le kopo ya ka ya ho se lefe ditefo e hannwe.</i>	<input type="checkbox"/>
Direkoto tse sa fumaneheng kapa tse siyo (Karolo ya 23 kapa 55 ya PAIA)	<i>Mokgatlo o bontshitse hore tse ding tsa direkoto kapa direkoto tsohle ha di fumanehe empa ke dumela hore direkoto tse ngata ho tsona di a fumaneha.</i>	<input type="checkbox"/>
Ho hloleha ho pepesa direkoto	<i>Mokgatlo o qetile ka ho mpha tumello yah o fumane direkoto tseo ke di kopileng, empa ha ke so di fumane.</i>	<input type="checkbox"/>
Ha ho na toka (ho etsa kapa ho tshireletsa ditokelo dife kapa dife) (Karolo ya 50(1)(a) ya PAIA)	<i>Mokgatlo o bontshitse hore dikopo tse kopilweng di qheletswe thoko ho PAIA mme ke a hana.</i>	<input type="checkbox"/>
Kopo e sa utlwahaleng kapa e tenang (Karolo ya 45 ya PAIA)	<i>Mokgatlo o bontshitse hore kopo ya ka e hlakile hore ha e utlwahale hantle kapa e a tena empa ha ke dumele.</i>	<input type="checkbox"/>
Tse ding (Ka kopo, di hlalose)		
<p style="text-align: center;">KAROLO YA G SEPHETHO SE LEBELETSWENG O nahana hore Molaodi wa Tlhahisoleseding a ka o thusa jwang? Hlalosa sephetho seo o se batlang.</p>		
<p style="text-align: center;">KAROLO YA H DITUMELLANO</p>		

Mabaka a molao a ditumellano tsena tse latelang a hlalositse ho Tsebiso ya Boporaefete e leng kamoo o ka ngolang tokomane ya hao ya tletlebo ka teng. E le hore Molaodi wa Tlhahisoleseding a sebetse le tletlebo ya hao, o lokela ho hlaloba le leng le le leng la mabokose ana a tekolo a ka tlase ho bontsha tumellano ya hao:

☐ Ke dumela hore Molaodi wa Tlhahisoleseding a ka sebedisa dintlha tse boletsweng tletlebong ya ka ho thusa ditabeng tsa diphuputso le ho ntshetsa pele tokelo yah o fihlella dintlha esita le tshireletso ya tokelo ya boporaefete mona Afrika Borwa. Ke utlwisisa hore Molaodi wa Tlhahisoleseding a ke ke a kenyeletsa dintlha tse ntsebahatsang ka hara pehelo efe kapa efe ya setjhaba, le hore dintlha tsa botho b aka di ta dula di babaletswa ke molao wa Protection of Personal Information Act, 2013 (Molao wa Nomoro ya 4 wa 2013). Ke utlwisisa hore haeba ke sa dumele, Molaodi wa Tlhahisoleseding o tla nne a sebetse tletlebo ya ka.

☐ Dintlha tse ka hara Foromo ena ya Tletlebo ke tsa nnete ho ya ka tsebo le tumelo ya ka.

☐ Ke dumella Molaodi wa Tlhahisoleseding ho bokella dintlha tsa tletlebo ya ka (jwaloka dintlha ka nna ka hara foromo ena ya tletlebo) le ho di sebedisa ho sebetse le tletlebo ya ka ya ditokelo tsa ka tsa botho tse amanang le tokelo ya ho fumane dintlha le/ho sireletsa tokelo ya boporaefete.



☐

Ke dumella mang kapa mang (jwaloka monnga mosebetsi, mofani wa mosebetsi, paki) ya nang le dintlha tse hlokehang ho sebetsana le tletlebo ya ka ho e abelana le Molaodi wa Tlhahisoleseding. Molaodi wa Tlhahisoleseding a ka fumane dintlha tsena ka ho buisana le dipaki kapa ho kopa direkoto tse ngotsweng. Ho ya ka boleng ba tletlebo, direkoto tsena di ka kenyeletsa difaele tsa basebetsi kapa dintlha tsa monnga mosebetsi, tsa bongaka kapa direkoto tsa sepetlele, kapa dintlha tsa ditjhelete kapa tsa molefi wa lekgetho.

☐

Haeba dintlha dife kapa dife tsa ka tsa boikopanyo di fetoha nakong ya tshebetso ya tletlebo, ke boikarabelo ba ka ho tsebisa Molaodi wa Tlhahisoleseding; ha ho se jwalo tletlebo ya ka e ka dieha kapa ya kwalwa.

E saennwe mane _____ ka la _____ letsatsi le _____ 20

Motletlebi/Moemedi/Motho ya dumeletsweng wa Motho wa boraro



SEHOKELO SA G

Foromo ya 5

TLETLEBO MABAPI LE TSHITISO YA TSHIRELETSO YA DINTLHA TSA BOTHO/TLETLEBO MABAPI LE TUMELLO YA MOHLAHOBI HO YA KA KAROLO YA 74 YA TSHIRELETSO YA MOLAO WA DINTLHA TSA BOTHO TSA TLHAHISOLESEDING WA 2013 (MOLAO WA NOMORO YA 4 WA 2013)

**MELAWANA E AMANANG LE TSHIRELETSO YA DINTLHA TSA BOTHO TSA TLHAHISOLESEDING WA
SELEMO SA 2018**
[Molawana wa 7]

Hlokomela:

1. *Diafidavite kapa bopaki ba ditokomane jwalokaha o ameha bakeng sa tshehetso ya kopo, di ka hokelwa.*
2. *Haeba sebaka se fanweng Foromong ena se sa lekana, romela dintlha e le Sehokelo Foromong ena ebe o saena leqephe ka leng.*
3. *Tlatsa kamoo ho tshwanelehang.*

Tshwaya lebokose le tshwanelehang ka “X”

Tletlebo mabapi le:

Tshitiso e bolelwang mabapi le tshireletso ya dintlha tsa botho

Qeto ya mohlalobi

KAROLO YA 1	TSHITISO E BOLELWANG MABAPI LE TSHIRELETSO YA DINTLHA TSA BOTHO HO YA KA KAROLO YA 74(1) YA MOLAO WA TSHIRELETSO YA DINTLHA TSA BOTHO WA 2013 (Molao wa Nomoro ya 4 wa 2013)
A	DINTLHA TSA TLETLEBO
Lebitso (mabitso) le sefane / lebitso le ngodisitsweng la monnga dintlha:	
Sehlakisi se ikgethileng /Nomoro ya boitsebiso:	
Aterese ya bodulo, poso kapa kgwebo:Khoutu ()
Nomoro/dinomoro tsa boikopanyo:	



Nomoro ya fekse /Imeile:	
B	DINTLHA TSA MOTHO YA IKARABELLANG YA SITISANG DINTLHA TSA BOTHO
Lebitso (mabitso) le sefane / lebitso le ngodisitsweng la monnga dintlha:	
Aterese ya bodulo, poso kapa kgwebo:	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....Khoutu ()</p>
Nomoro / Dinomoro tsa boikopanyo:	
Nomoro ya fekse / Imeile:	
C	MABITSO A TLETLEBO (Ka kopo fana ka mabaka a feletseng bakeng sa tletlebo)
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
Karolo ya II	TLETLEBO MABAPI LE QETO YA MOHLAHOBI HO YA KA KAROLO YA 74(2) YA TSHIRELETSO YA MOLAO WA DINTLHA TSA BOTHO WA 2013 (MOLAO WA NOMORO YA 4 WA 2013)
A	DINTLHA TSA TLETLEBO
Lebitso (mabitso) le sefane / lebitso le ngodisitsweng la monnga dintlha:	
Sehlahosi se ikgethileng /Nomoro ya boitsebiso:	
Aterese ya bodulo, poso kapa kgwebo:	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....Khoutu()</p>
Nomoro/dinomoro tsa boikopanyo:	
Nomoro ya fekse /Imeile:	



B	DINTLHA TSA MOHLAHLABI LE MOTHO O IKARABELLANG
Lebitso (mabitso) le sefane sa mohlalobi:	
Lebitso (mabitso) le sefane sa motho ya ikarabellang/ lebitso le ngodisitsweng:	
Aterese ya bodulo, poso kapa kgwebo:Khouu()
Nomoro / Dinomoro tsa boikopanyo:	
Fekse /Imeile:	
C	MABAKA A TLETLEBO (Ka kopo fana ka mabaka a feletseng bakeng sa tletlebo)
.....	

E saennwe mane.....ka la.....letsatsi la.....20.....

.....
Tshaeno ya motho ya dumeletsweng

