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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices),
Circuit Managers and Heads: Management and Governance

Short summary: *This circular sets out the procedure for staff exiting the employ of the Western Cape Education Department (WCED) with regard to the handover and safety management of access cards/discs, keys and passwords.*

Subject: Procedure for staff exiting the employ of the WCED with regard to the handover and safety management of access cards/discs, keys and passwords

1. This circular is informed by and complies with the applicable legislation and security standards and must be read in conjunction with the *Minimum Information Security Standards (MISS)* and the *Security Policy of the Western Cape Education Department, 2019*.
2. The handover procedure for staff exiting the employ of the WCED is as follows:
 - a) All access cards/discs and keys must be handed over to the supervisor/ manager on the last day of service.
 - b) The supervisor/manager must ensure that these items are handed over to the WCED Security Manager at Room 8-01 or 8-02 in Grand Central Towers for processing.
 - c) Passwords and related user account information must be referred to the Centre for e-Innovation by the respective director for termination in terms of Information and Communication Technology security.
3. The attached **Annexure A** must be duly signed and submitted with all access cards/discs and keys to the WCED Security Manager.

- Supervisors/managers are urgently requested to inform all staff members of the contents of this circular.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2019-12-18



HANDOVER AND SAFETY MANAGEMENT OF ACCESS CARDS/DISCS AND KEYS

Employee:

I, (name and surname)
hereby handover my access card/disc (no.:) and key(s)
(no.:) to my supervisor/manager,
(name and surname). Directorate / Component:.....

Sign:

Date:

Supervisor/Manager:

I, (name and surname)
hereby confirm receipt of access card/disc (no.:) and key(s)
(no.:) from Mr/Ms
(name and surname). Directorate/ Component:.....

Sign:

Date:

WCED Security Manager:

I, (name and surname)
hereby confirm receipt of access card/disc (no.:) and key(s)
(no.:) from Mr/Ms
(name and surname).

Sign:

Date: