



Isalathiso: 20191204-2408
Inombolo yefayili: 12/12/45
Imibuzo: L Mfenqe

ISetyhula: 0002/2020

Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBaLawuli (KwaNdlunkulu nakwii-ofisi zezithili), kuBalawuli beeSekethe nakwiiNtloko zoLawulo nokuPhathwa kwamaZiko.

Isishwankathelo esifutshane: *Le setyhula inika umgaqo malunga nokunikezelwa nokulawulwa kwamakhadi okungena/iidiski, izitshixo kunye nee-password zabasebenzi abayekayo beSebe leMfundo leNtshona Koloni (WCED)*

Isihloko: Umgaqo malunga nokunikezelwa nokulawulwa kokhuseleko lwamakhadi okungena/iidiski, izitshixo kunye nee-password zabasebenzi abayekayo beSebe leMfundo leNtshona Koloni.

1. Le setyhula isekelwe yaye ikwavumelana nemithetho esebenzayo kunye nemigangatho yokhuseleko, yaye kufuneka ifundwe noxwebhu lwe-*Minimum Information Security Standards (MISS)* kunye noMgaqo-Nkqubo *i-Security Policy of the Western Cape Education Department, 2019*.
2. Umgaqo wokunikezelwa kwezinto ngabasebenzi abayekayo beSebe leMfundo leNtshona Koloni (WCED) ulolu hlobo lulandelayo:
 - a. Onke amakhadi okungena/iidiski kunye nezitshixo kufuneka zinikezelwe kwisuphavayiza/kumphathi ngosuku lokugqibela lokusebenza.
 - b. Isuphavayiza/umphathi makaqinisekise ukuba ezi zinto zinikezelwe kuMphathi wezoKhuseleko weSebe leMfundo leNtshona Koloni kwa-Room No: 8-01 or 8-02, *Grand Central Towers*, ukulungiselela ukwenziwa kweenkqubo ezifanelekileyo.
 - c. Ii-password kunye nengcaciso eyi-*user account information* enxulumene nazo mazidluliselwe kwi-*Centre for e-Innovation* ngumlawuli ochaphazelekayo wabasebenzi abayekayo ukwenzela ukuyekiswa ukusetyenziswa kwazo (*termination*) ngokwe-*Information and Communication Technology security*.

3. **IsiHlomelo-A** esiqhotyoshelwe apha kufuneka sisayinwe singeniswe ngendlela efanelekileyo kunye nawo onke amakhadi okungena/iidiski nezitshixo kuMphathi wezoKhuseleko weSebe leMfundo leNtshona Koloni.
4. Kucelwa ukuba iisuphavayiza/abaphathi bazise ngokukhawuleza okuqulethwe yile setyhula bonke abasebenzi.

ISAYINWE: NGU-BK SCHREUDER

INTLOKO: YESEBE LEMFUNDO

UMHLA: 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: