

Feedback: Management and Labour Consultative Forum (MANLAB) meeting – 27 September 2023

The following draft policies were tabled by the employer (copies *attached* for easy reference and more information):

Draft Records Management Policy

The employer reported that the Department is moving towards an e-government and paperless systems. Members should note clause 12 regarding “Access and Security”, employees who remove, disclose, tamper with, or alter records will be subjected to disciplinary action.

Draft Information and Communication Technology Policy

It was reported that the draft policy has been aligned with the transverse policy of the Office of the Premier. The proposed addition to the current policy is Clause 11.10, stating “Bring your Own Device (BYOD)”. This allows employees to use their personally owned devices for work-related activities, such as accessing official mail.

Information and Communication Technology (ICT) Security Policy

It was also reported that the draft policy has been aligned with the transverse policy with the addition of Clause 11, stating “Physical Security”, providing for requirements of server rooms, disaster recovery site, data backup, and cybersecurity.

Protection of Personal Information (POPIA) Policy

It was reported that there is a new departmental policy, which the employer will workshop with employees once approved by the Head of Department.

Telecommunications Policy

Members should take note of Clause 7.2 regarding damages, theft, and losses of devices.

The employer submitted that all draft policies have been circulated to employees for comments and inputs before tabling at MANLAB. The PSA is committed to consulting with members prior to the finalisation of the policies. For this reason, members are requested to make inputs on the draft policies.

Please submit inputs to queen.seema@psa.co.za by **Monday, 9 October 2023**. The PSA will submit consolidated inputs to the employer.

Members will be informed of developments.

Employees who wish to join the PSA can contact Lawrence Muvhango (082 880 8995 / lawrence.muvhango@psa.co.za) or Paulina Moloto (082 880 8957 / paulina.moloto@psa.co.za).

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