



agriculture

Department of  
Agriculture  
FREE STATE PROVINCE

Reference: 2/2/1/2/9/P

Enquiries: Ms S Kotze

**TO: ALL CHIEF DIRECTORS  
ALL DISTRICT DIRECTORS  
ALL DIRECTORS  
CHIEF AUDIT EXECUTIVE  
HEAD: OFFICE OF THE MEC  
HEAD: OFFICE OF THE HOD  
HEAD: STRATEGIC COMMUNICATIONS  
ALL STAFF MEMBERS**

**INFORMATION TECHNOLOGY AND COMMUNICATION CIRCULAR NO 2 OF 2008:**


**I.T.C. POLICIES OF THE DEPARTMENT OF AGRICULTURE**

All officials should take note that the following ITC Policies were approved by the MEC: Agriculture on 15 March 2007:

- Internet Usage Policy
- Electronic Mail Policy
- Use of Software Policy
- Information Systems and Information Technology Security Policy and Standards
- Procurement, Safekeeping & Maintenance of Information, Communication and Technology Resources Policy

Officials are requested to familiarise themselves with these policies which are available on the Department's Intranet. Should you require a hard copy please contact Ms Suzan Moshodi at 051-506 1473 or Ms Sanet Kotze at 051-506 1556.

Users of ICT equipment must complete the attached five (5) forms (E-Mail Declaration, Internet Declaration, Information System and IT Security Policy and Standards Declaration, Use of Software Declaration and Confidentiality of Information Form) in order to ensure compliance. These forms are to be returned to Mrs Sanet Kotze, P/Bag X02, Bloemfontein, 9301 or Fax 051- 5061493 before 30 September 2008

  
**S.T. RAMAKARANE**  
**HEAD OF DEPARTMENT: AGRICULTURE**

**DATE: 02/09/2008**

Private Bag X02, Bloemfontein, 9300

ABSA Building, 2nd Floor, Room 214, Cnr Elizabeth Aliwal Streets, Bloemfontein

Tel: (051) 506 1626 Fax: (051) 506 1493 email: jkay@agric.fs.gov.za



**agriculture**

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ANNEXURE A

## DEPARTMENT OF AGRICULTURE E-MAIL DECLARATION BY

**Name:** .....

**Persal number:** .....

**IP Address:** .....

**Directorate:** .....

**I hereby declare that I:**

1. Read and understood the contents of the Policy – “E-Mail”
2. Agree to comply with the contents mentioned in the above-mentioned policy.
3. Will be subject to disciplinary action in terms of the Disciplinary Code and Procedures of the Public service for violation of the above-mentioned policy.
4. Will use the computer equipment provided to me only for official purpose.
5. Will allow my employer to investigate and institute charges against me for any violation of this policy

**Signed at .....on this .....day of .....year 200....**



**agriculture**

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ANNEXURE B

## **DECLARATION INTERNET USER**

NAME:.....

PERSAL NR:.....

IP ADDRESS:.....

I hereby declare that I:.....

- 1) Have read and understand the contents of the "Internet" Policy
- 2) Agree to comply with the above-mentioned policy.
- 3) Will be subject to disciplinary action in terms of the Disciplinary Code and Procedures of the Public Service for violation of this policy,
- 4) Will use the internet provide to me only for official purposes
- 5) Will allow my employer to investigate and institute charges against me for any violation of this policy,
- 6) Will be held responsible and liable for any misuse of the Internet.

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

Internet user:.....

Witness:.....



**DEPARTMENT OF AGRICULTURE  
INFORMATION SYSTEM AND INFORMATION TECHNOLOGY  
SECURITY POLICY AND STANDARDS  
DECLARATION BY**

**Name:**.....**Persal:**.....

**IP Address:**.....**Directorate:**.....

**I hereby declare that I:**

1. Read and understood the contents of the Policy – Procurement, Safekeeping and Maintenance of IT Resources.
2. Agree to comply with the contents mentioned in the above-mentioned policy.
3. Will be subject to disciplinary action in terms of the Disciplinary Code and Procedures of the Public Service for violation of the above-mentioned policy.
4. Allow my employer to investigate and institute charges against me or any violation of this policy.
5. Give my employer permission to intercept my communication, privacy and government property (Hardwar/Software) in terms of Regulations of interception of Communication and Provision of Communication-Related Information Act, 2002 (Act No 70 of 2002)

.....  
**SIGNATURE OF USER**

**DATE:**.....

**WITNESS**

**FULL NAME:**.....

**DATE:**.....



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Agriculture  
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ANNEXURE A

**DEPARTMENT OF AGRICULTURE  
USE OF SOFTWARE DECLARATION BY**

**Name:** .....

**Persal number:** .....

**IP Address:** .....

**Directorate:** .....

**I hereby declare that I:**

1. Read and understood the contents of the Policy – Procurement, Safekeeping and Maintenance of IT Resources.
2. Agree the comply with the contents mentioned in the above-mentioned policy.
3. Will be subject to disciplinary action in terms of the Disciplinary Code and Procedures of the Public Service for violation of the above-mentioned policy.
4. Allow my employer to investigate and institute charges against me for any violation of this policy.
5. Give my employer permission to intercept my communication, privacy and government property (Hardware/Software) in terms of Regulations of Interception of Communication and Provision of Communication-Related Information Act,2002 (Act No 70 of 2002)

.....  
**SIGNATURE OF USER**

**DATE:** .....

**WITNESS:**  
**FULL NAME:**.....

**DATE:** .....



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ANNEXURE B

**DEPARTMENT OF AGRICULTURE  
CONFIDENTIALITY OF INFORMATION FORM**

The Department information is considered confidential unless otherwise indicated. Department information is any information which is in the possession of a Department or that contains information on the Department works, function, ect, whether verbal, written or in any electronic or computer format.

No portion of document or data may be reproduced, stored in a retrieval system or transmitted in any form or by means, electronic, mechanical, or otherwise, for commercial or other gain, without the prior written permission of the Department.

Your attention is also drawn in Item M4.412, Chapter M, code of conduct for Public Service, Public Service Act, 1994, where in the performance of his/her duties an employee 'honours the confidentiality of matters, documents and discussion, classified or implied as being confidential or secret.'

You are therefore reminded of the above and must ensure that you understand it and adhere to it all times. Failure to do so will constitute and act of misconduct and disciplinary action may be followed accordingly.

I.....hereby declare that I have been made aware of the above contents and will endeavour to abide by it all times.

Name: .....

Rank: .....

Persal number: .....

Place: .....

Date: .....

Witness 1: .....

Witness 2: .....