

PERSONAL INFORMATION INVENTORY LIST

DATA SUBJECT: EMPLOYEES

PART 1: PERMANENT EMPLOYEES

PART A: Personal information collected

Section A: Personal information collected through forms completed by permanent employees

1. Employee number
2. Employee's names and surname
3. Employee's title
4. Employee's student number
5. Employee's maiden name and/or previous surname
6. Employee's gender
7. Employee's qualification(s)
8. Employee's physical and postal addresses
9. Employee's contact numbers (Home, fax, work and cell numbers)
10. Employee's email address
11. Employee's ID number or Passport number and Work permit for foreign employees
12. Employee's date of birth
13. Employee's language
14. Employee's description of disability
15. Employee's country or nationality
16. Employee's population group
17. Employee's occupation
18. Employee's criminal cases/offences
19. Employee's misconduct at a previous employer
20. Membership of academic, professional and scientific associations/organisations
21. Insolvency or administration
22. Trade union
23. Employee's Medical aid details
24. Next of kin name and contact details

25. Employees references' contact names and contact numbers
 26. Remuneration
 27. Employee's Identity document (including passport, work permit, permanent residence permits or proof of nationalisation)
 28. Proof of SAQA verification of foreign qualification
 29. Drivers licence
 30. Employee's academic record/ transcript
 31. Employee's high school and post-school qualifications
 32. Employee's marriage certificate if the employee is a married woman/man or divorce decree
 33. Curriculum vitae
 34. Interview minutes containing employees opinion, employment background, educational background, opinions of interviewers about the candidates and other personal matters
 35. Recommendation/ reference letter
 36. Banking details
 37. Medical aid
 38. Employee's children and other dependents and spouse's ID and birth certificates
 39. Beneficiaries for retirement ID or Birth Certificates
 40. Declaration of Interest
 41. Tax clearance certificate
 42. Employees' Medical Certificates uploaded to support sick leave applications captured on the Oracle system
 43. Employee's photo on the employee's access card
 44. Job descriptions, performance agreements and appraisals
 45. Disciplinary hearing/ grievances records.
 46. Health information
 47. Counselling documents and relevant supporting documents, for example: pertaining to health, financial and disciplinary
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PART B: Organisations with whom employees' information is shared

1. MIE- For verification of qualifications and employment
2. SARS: For employee taxation purposes
3. Department of Labour: For Unemployment Insurance Funds and for other regulatory contributions
4. For medical aid purposes
5. For retirement fund
6. Audit Firms: For auditing purposes
7. Legal Entities – Debt Collectors

PART 2: CONTRACT EMPLOYEES

PART A: Personal information collected

Section A: Personal information collected through forms completed by contract employees

1. Employee number
 2. Employee's names and surname
 3. Employee's title
 4. Employee's student number
 5. Employee's maiden name and/or previous surname
 6. Employee's gender
 7. Employee's marital status
 8. Employee's qualification(s)
 9. Employee's physical and postal addresses
 10. Employee's contact numbers (Home, fax, work and cell numbers)
 11. Employee's email address
 12. Employee's ID number or Passport number and Work permit for foreign employees
 13. Next of Kin
 14. Employee's date of birth
 15. Employee's home language
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16. Employee's description of disability
 17. Employee's country or nationality
 18. Employee's race
 19. Employee's occupation
 20. Employee's criminal cases/offences
 21. Employee's misconduct at a previous employer
 22. Membership of academic, professional and scientific associations/organisations
 23. Insolvency or administration
 24. Employees references' contact names and contact numbers
 25. Remuneration
 26. Employee's Identity document (including passport, work permit, permanent residence permits or proof of nationalisation)
 27. Proof of SAQA verification of foreign qualification
 28. Drivers licence
 29. Employee's academic record/ transcript
 30. Employee's high school and post-school qualifications
 31. Employee's marriage certificate if the employee is a married woman / man or divorce decree
 32. Curriculum vitae
 33. Interview minutes containing employees' opinion, employment background, educational background, opinions of interviewers about the candidates and other personal matters
 34. Recommendation/ reference letter
 35. Banking details
 36. Approved application for a contract appointment (Detailed task description, motivation)
 37. Signed memorandum of Agreement and approved salary printout from the system
 38. Tax clearance certificate
 39. Declaration of Interest
 40. Employees' Medical Certificates uploaded to support sick leave applications captured on the Oracle system
 41. Employee's photo on the employee's access card
 42. Job descriptions, performance agreements and appraisals
 43. Verification of post grade and position number from Organisational Development:
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44. Disciplinary hearing/ grievances records.
45. Health information
46. Counselling documents and relevant supporting documents, for example pertaining to health, financial and disciplinary

PART B: Organisations with whom employees' information is shared

1. SARS: For employee taxation purposes
2. Department of Labour: For Unemployment Insurance Funds and for other regulatory contributions
3. Audit Firms: For audit purposes
4. External Stakeholders – confirmation of employment/appointment
5. Legal Entities – Debt Collectors

PART 3: UNSUCCESSFUL JOB APPLICANTS

PART A: Personal information collected

Section A: Personal information collected through forms completed by unsuccessful job applicants

1. Candidate's names and surname
 2. Candidate's title
 3. Candidate's student number
 4. Candidate's maiden name and/or previous surname
 5. Candidate's gender
 6. Candidate's qualification(s)
 7. Candidate's physical addresses
 8. Candidate's contact numbers (Home, Fax, Work and Cell numbers)
 9. Candidate's email address
 10. Candidate's ID number of Passport number for foreign candidate
 11. Candidate's date of birth
 12. Candidate's language
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13. Candidate`s description of disability
 14. Candidate`s country or nationality
 15. Candidate`s population group
 16. Candidate`s occupation
 17. Candidate`s criminal cases/offences
 18. Candidate`s misconduct at a previous employer
 19. Membership of academic, professional and scientific associations/organisations
 20. Insolvency or administration status
 21. References` contact names and contact numbers
 22. Candidate`s Identity document (Including passport, work permit, permanent residence permits or proof of nationalisation)
 23. Proof of SAQA verification of foreign qualification
 24. Drivers Licence
 25. Candidate`s academic record/transcript
 26. Candidate`s high school and post-school qualifications
 27. Curriculum vitae
 28. Recommendation/ reference letter
 29. Interview minutes containing employee`s opinion, employment background, educational background, opinions of interviews about the candidates and other personal matters (Shortlisted candidates only).
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