**PERSONAL INFORMATION INVENTORY LIST**

**DATA SUBJECT: UNISA PRESS AUTHORS**

**Section A: Personal information collected through forms completed by Authors**

1. Full names and surname
2. Title
3. Gender
4. Residential address and postal address
5. Contact numbers (Home, fax, work and cell numbers)
6. Email address
7. Contact details of three potential readers

***Additional information collected for publishing an existing journal:***

1. Population group
2. Employment details

***Additional information collected for Royalties payment(s):***

1. Identity number or Passport number (if not a South African citizen)
2. Date of birth
3. Income tax reference number (if South African citizen)
4. Banking details

**Section B: Personal information on the supporting documentation**

1. Curriculum vitae (not required for publishing an existing journal)

***Additional documents collected for Royalties payment(s):***

1. Proof of residence
2. Identity document
3. Passport document (if applicable)
4. Work permit (if applicable)
5. Stamped and signed letter from the bank confirming your banking details