**PERSONAL INFORMATION INVENTORY LIST**

**DATA SUBJECT: COMMUNITY ENGAGEMENT PARTICIPANTS**

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**PART A: Personal information collected**

**Section A: Personal information collected through Registration of a project**

1. Employee`s title
2. Employee`s name and surname
3. Employee`s email

 **Personal information on the supporting documentation**

1. Declaration of Ethical Practice and Interest Form

**Section B: Personal Information collected through Human Resource Processes for Community Engagement Projects**

1. **Appointment of student and community support workers**
2. Candidate`s initials and surname
3. Candidate`s identity number
4. Candidate`s tax number
5. Candidate`s address
6. Candidate`s Telephone number
7. Candidate`s Email
8. Candidate`s remuneration

 **Personal information on the supporting documentation**

1. Copy of identity document
2. Banking details form
3. Indemnity forms
4. Agreement Student and Community Support worker agreement form
5. **Appointment of external workshop/training facilitators**
6. Training Facilitator`s names and Surname
7. Training Facilitator `s title
8. Training Facilitator `s race
9. Training Facilitator `s gender
10. Training Facilitator `s description of disability
11. Training Facilitator `s Identity number or passport number and work permit for foreign candidates
12. Training Facilitator `s country or nationality
13. Training Facilitator `s reason for termination of employment
14. Training Facilitator `s personnel number (if was previous permanent/fixed term UNISA employee)
15. Training Facilitator `s high school and post-school qualification
16. Training Facilitator `s work visa no
17. Training Facilitator `s permanent residence status
18. Training Facilitator `s criminal cases/offences
19. Training Facilitator`s Remuneration

 **Personal information on the supporting documentation**

1. Certified ID copy
2. Copy of qualification(s)
3. Curriculum vitae
4. Quotation
5. Banking details form

**Section D: Personal information collected through forms completed through Projects Functional Activities**

1. **Venue Based Activities**
2. Attendee`s name and surname
3. Attendee`s contact number
4. Attendee`s E-mail address

 **Personal information on the supporting documentation**

1. Attendance register

**PART B: Organisations with whom Community Engagement Projects information is shared**

1. Internal Auditors for audit purposes