**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

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| **NOTE:** | *The above information is entered into the Oracle system and some of it can be accessed by various sections within HR, Payroll and other Departments.* |

**Section B: Employees’ personal information on the supporting documentation uploaded into the Datastor system**

1. Employee’s Identity document (including passport, work permit, permanent residence permits or proof of nationalisation)
2. Proof of SAQA verification of foreign qualification
3. Drivers licence
4. Employee’s academic record/ transcript
5. Employee’s high school and post-school qualifications
6. Employee’s marriage certificate if the employee is a married woman/man or divorce decree
7. Curriculum vitae
8. Interview minutes containing employees opinion, employment background, educational background, opinions of interviewers about the candidates and other personal matters
9. Recommendation/ reference letter
10. Banking details
11. Medical aid
12. Employee’s children and other dependents and spouse’s ID and birth certificates
13. Beneficiaries for retirement ID or Birth Certificates
14. Declaration of Interest
15. Tax clearance certificate

**Section C: Oracle system**

1. Employees’ Medical Certificates uploaded to support sick leave applications captured on the Oracle system

**Section D: Impro System (Access control system)**

1. Employee’s photo on the employee’s access card

**Section E: Organisational Development: Departmental Shared Folder**

1. Job descriptions, performance agreements and appraisals

**Section F: Documentation relating to employee relations matters kept manually and electronically in a Departmental Shared Folder**

1. Disciplinary hearing/ grievances records.
2. Health information
3. Counselling documents and relevant supporting documents, for example: pertaining to health, financial and disciplinary

**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. Bonita, Best Med and Discovery: For medical aid purposes
5. Alexandra Forbes: For retirement fund
6. Audit Firms: For auditing purposes
7. Metrofile: For storage purposes
8. 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
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

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| **NOTE:** | *The above information is entered into the Oracle system and some of it can be accessed by various sections within HR, Payroll and other Departments.* |

**Section B: Employees’ personal information on the supporting documentation uploaded into the Datastor system**

1. Employee’s Identity document (including passport, work permit, permanent residence permits or proof of nationalisation)
2. Proof of SAQA verification of foreign qualification
3. Drivers licence
4. Employee’s academic record/ transcript
5. Employee’s high school and post-school qualifications
6. Employee’s marriage certificate if the employee is a married woman / man or divorce decree
7. Curriculum vitae
8. Interview minutes containing employees` opinion, employment background, educational background, opinions of interviewers about the candidates and other personal matters
9. Recommendation/ reference letter
10. Banking details
11. Approved application for a contract appointment (Detailed task description, motivation)
12. Signed memorandum of Agreement and approved salary printout from the system
13. Tax clearance certificate
14. Declaration of Interest

**Section C: Employee Personal information on the supporting documentation attached on the Oracle system**

1. Employees’ Medical Certificates uploaded to support sick leave applications captured on the Oracle system

**Section D: Impro System (Access control system)**

1. Employee’s photo on the employee’s access card

**Section E: Organisational Development: Departmental Shared Folder**

1. Job descriptions, performance agreements and appraisals
2. Verification of post grade and position number from Organisational Development:

HRIS

**Section F: Documentation relating to employee relations matters kept manually and electronically in a Departmental Shared Folder**

1. Disciplinary hearing/ grievances records.
2. Health information
3. 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. Metrofile: For storage purposes
4. Audit Firms: For audit purposes
5. External Stakeholders – confirmation of employment/appointment
6. Legal Entities – Debt Collectors

**PART 3: UNSUCCESSFULL 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
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

**Section B: Employees’ personal information on the supporting documentation stored at the Metrofile**

1. Candidate`s Identity document (Including passport, work permit, permanent residence permits or proof of nationalisation)
2. Proof of SAQA verification of foreign qualification
3. Drivers Licence
4. Candidate` s academic record/transcript
5. Candidate`s high school and post-school qualifications
6. Curriculum vitae
7. Recommendation/ reference letter

**Section C: Personal information stored into the Datastor System:**

1. Interview minutes containing employee’s opinion, employment background, educational background, opinions of interviews about the candidates and other personal matters (Shortlisted candidates only)

**PART B: Organisations with whom unsuccessful job applicants’ information is shared**

1. Metrofile: For storage purposes