**PERSONAL INFORMATION INVENTORY LIST**

**DATA SUBJECT: RESEARCHERS**

**PART 1: ACADEMIC ASSOCIATES**

**Section A: Personal information collected through forms completed by Academic Associates**

1. Academic Associate’s names and surname
2. Academic Associate’s Title
3. Academic Associate`s Date of Birth
4. Academic Associate’s physical and postal addresses
5. Academic Associate’s contact details (Work, Mobile numbers and Email address)
6. Academic Associate’s ID number or Passport number for foreign Academic Associates
7. Academic Associate’s qualification(s)
8. Academic Associate`s Employer
9. Academic Associate`s Designation/Position
10. Academic Associate`s professional registration
11. Academic Associate`s Membership of professional and scientific organisations

**Section B: Academic Associates’ personal information on the supporting documentation kept by the Colleges**

1. Curriculum vitae
2. Copy of Identity document
3. Banking details (only when payment is made by Unisa)

**PART 2: VISITING RESEARCHERS**

**Section A: Personal information collected through forms completed by Visiting Researchers**

1. Visiting Researcher`s names, surname and initials
2. Visiting Researcher`s title
3. Visiting Researcher`s maiden name
4. Visiting Researcher`s Employer
5. Visiting Researcher`s Designation/Position
6. Visiting Researcher`s country
7. Visiting Researcher`s Date of Birth
8. Visiting Researcher`s Nationality
9. Visiting Researcher`s Gender
10. Visiting Researcher`s Disability
11. Visiting Researcher`s contact details (Mobile numbers and Email address)
12. Visiting Researcher`s ID number or Passport number for foreign Visiting Researchers
13. Membership of academic, professional and scientific associations/organisations

**Section B: Visiting Researcher’s personal information on the supporting documentation kept by the Research Department**

1. Visiting Researcher`s Identity document (including passport, work permit, permanent residence permit or proof of nationalisation)
2. Proof of SAQA verification of foreign qualification
3. Visiting Researcher`s qualifications
4. Curriculum vitae
5. Banking details

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

1. Visiting Researcher’s photo on the Visiting Researcher Access card

**PART 3: POSTDOCTORAL FELLOWS**

**Section A: Personal information collected through forms completed by Doctoral Fellows**

1. Doctoral Fellow’s names, surname and initials
2. Doctoral Fellow`s maiden name
3. Doctoral Fellow`s title
4. Doctoral Fellow`s physical and postal addresses
5. Doctoral Fellow`s contact details (Email address and Mobile number)
6. Doctoral Fellow`s ID number of Passport number for Foreign Doctoral Fellows
7. Doctoral Fellow`s Gender
8. Doctoral Fellow`s Disability
9. Doctoral Fellow`s Citizenship
10. Doctoral Fellow`s Country of Residence
11. Doctoral Fellow`s Work Permit Number and Type of Work Permit
12. Doctoral Fellow’s qualification(s)

**Section B: Doctoral Fellow Personal information on the supporting documentation kept by Research Department**

1. Doctoral Fellow’s Identity document (including passport, work permit, permanent residence permits or proof of nationalisation)
2. Doctoral Fellow`s proof of doctoral qualification
3. SAQA Evaluation Certificate (if qualification was obtained outside South Africa)
4. Curriculum vitae
5. Banking details

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

1. Doctoral Fellow`s photo on the Doctoral Fellow Access card