**PERSONAL INFORMATION INVENTORY LIST**

**DATA SUBJECT: DONORS**

**PART A: Personal information collected**

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

 **by Donors**

**Donations through Thematic Areas**

1. Donor`s name and surname
2. Donor`s email address
3. Donor`s cell number
4. Donor`s Payment Card number
5. Donor`s Card expiration date
6. Donor`s name on Card
7. Donor`s CVC number

**Donations through Fundraising Initiatives (Golf Challenge)**

1. Sponsor`s registered company name
2. Sponsor`s registration number
3. Sponsor`s Tax reference number
4. Sponsor`s contact number
5. Sponsor`s email address
6. Sponsor`s banking details
7. Participant`s title
8. Participant`s name and surname
9. Participant`s cell number
10. Participant`s email address

**Donations through mySchool Card**

1. Applicant`s title
2. Applicant`s name and surname
3. Applicant`s ID/Passport number
4. Applicant`s cell number
5. Applicant`s Email address
6. Applicant`s Postal address

**Donations through Principal`s Bursary Fund**

1. Employee`s Initials and surname
2. Employee`s Personnel number
3. Employee`s Telephone number
4. Employee`s email address
5. Employee`s Postal address

**Donations through Chancellor`s Club**

1. Donor`s Name and surname
2. Donor`s title
3. Donor`s name of company
4. Donor`s designation
5. Donor`s postal address
6. Donor`s contact numbers (Telephone, Cell phone)
7. Donor`s email address
8. Donor`s banking details

**PART B: Organisations with whom Donors information is shared**

1. SARS for taxation purposes
2. Internal and External Audit: for auditing purposes
3. Board of Trustees: for reporting purposes