**PERSONAL INFORMATION INVENTORY LIST**

**DATA SUBJECT: STUDENTS**

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

1. Student number
2. Student’s names and surname
3. Student’s title
4. Student’s maiden name and/or previous surname
5. Student’s gender
6. Student’s home language
7. Student’s description of the physical disability
8. Student’s qualification and/or some study units
9. Student’s physical and postal addresses + courier address
10. Student’s country or nationality
11. Student’s population group
12. Student’s occupation
13. Student’s economic sector
14. Student’s contact numbers (Home, Fax, Work and Cell numbers)
15. Student’s email address
16. Student’s previous institution, qualifications and study units passed
17. Student’s ID number or Passport number for foreign students
18. Student’s date of birth

**Section B: Personal information on the supporting documentation attached on the Uniflow system by students**

1. Proof of student’s disability certified by a registered medical doctor
2. Student’s Identity document
3. Student’s academic record
4. SAQA evaluation in certain cases
5. Certificate of conduct at previous academic Institution
6. Student’s high school and post-school qualifications
7. Student’s marriage certificate if the student is a married woman or divorce decree
8. Curriculum vitae for students in exceptional cases
9. Student’s email correspondences
10. Student’s or Parent/Guardian’s payslip and Affidavits in case of bursary applications

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

1. Student’s photo on the student card

**Section D: Students personal information collected from other sources (not from students themselves)**

1. Matriculation certificates transferred to UNISA database from the Matriculation Board
2. Students’ personal information captured by the Licensees and Aka Agents on the Web on behalf of the students