



Cape Peninsula  
University of Technology

creating futures

## **PROTECTION OF PERSONAL INFORMATION AND PRIVACY PLAN**

**DATA SUBJECT: Community Engagement and  
Work Integrated Learning Participants**

**1. Personal information collected through registration of a project.**

- Title
- Name and surname
- Email address
- Contact number/s

Personal information collected through supporting documentation.

- Declaration of Ethical Practice and Interest Form
- MoA / MoU

**2. Personal information collected through Human Capital Processes for CE&WIL Projects.**

- Name and surname
- Identity / Passport number
- Marital status
- Disability status and description
- Tax number
- Banking information
- Home address
- Contact number/s
- CE/WIL placement and contact details
- Email address
- Remuneration

Personal information on the supporting documentation

- Copy of identity document
- Banking details form
- Indemnity forms
- CE/WIL project placement contract
- MoA / MoU

**3. Appointment of external workshop/training facilitators**

- Name and Surname
- Title
- Disability status and description

- Identity number or passport number and work permit for foreign candidates
- Nationality
- Reason for termination of employment
- Personnel number (if was previous permanent/fixed term CPUT employee)
- High school and post-school qualifications
- Work visa no
- Permanent residence status
- Criminal cases/offences
- Remuneration

Personal information collected through supporting documentation.

- Certified ID copy
- Copy of qualification(s)
- Curriculum vitae
- Quotation
- Banking details form

#### **4. Personal information collected through forms completed on Projects Activities.**

##### **Venue Based Activities**

- Attendee`s name and surname
- Attendee`s contact number
- Attendee`s E-mail address

Personal information collected through supporting documentation.

- Attendance register

#### **5. Personal information sharing with third parties.**

- Auditors for audit purposes

## Contact us

### The Deputy Information Officer

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