



Cape Peninsula
University of Technology

creating futures

PROTECTION OF PERSONAL INFORMATION AND PRIVACY PLAN

DATA SUBJECT: EMPLOYEES



PERMANENT EMPLOYEES

Personal information collected through employee forms.

- Employee number
- Employee's names and surname
- Employee's title
- Employee's student number (where applicable)
- Employee's maiden name and/or previous surname
- Employee's gender
- Employee's qualification(s)
- Employee's physical and postal addresses
- Employee's contact numbers (Home, work, and cell numbers, email address)
- Employee's email address
- Employee's ID number or Passport number and Work permit, Refugee permit, Asylum Visa for foreign employees
- Employee's date of birth
- Employee's marital status
- Employee's language
- Employee's description of disability
- Employee's country or nationality
- Employee's citizen resident status
- Employee's ethnic group
- Employee's occupation
- Employee's criminal cases/offences
- Employee's misconduct at a previous employer
- Membership of academic, professional, and scientific associations/organisations
- Insolvency or administration
- Trade union
- Employee's Medical aid details
- Next of kin name and contact details
- Employees references' contact names and contact numbers
- Remuneration
- SARS Income Tax Number
- Employee's Grade
- Psychometric Assessment Feedback (where applicable)
- Professional Body accreditation (where applicable)

NOTE: The above information is entered into the Human Capital (HC) system and some of it can be accessed by various sections within HC, Finance (Payroll), and other Departments.

Personal information collected through supporting documentation.

- Employee's Identity document (including passport, work permit, permanent residence permits or proof of nationalisation)
- Proof of SAQA verification of foreign qualification
- Drivers license
- Employee's academic record/ transcript
- Employee's high school and post-school qualifications
- Proof of verification of employee's qualifications
- Employee's marriage certificate if the employee is a married woman/man or divorce decree
- Curriculum vitae
- Interview minutes containing employee's opinion, employment background, educational background, opinions of interviewers about the candidates and other personal matters
- Recommendation/ reference letter
- Banking details
- Medical aid
- Employee's children and other dependents and spouse's ID and birth certificates
- Beneficiaries for retirement ID or Birth Certificates
- Declaration of Interest
- Tax clearance certificate
- Employees' Medical Certificates uploaded to support sick leave applications captured on the HC system
- Death Certificates

Personal information collected through Departmental & HC's shared folders

- Job descriptions, performance agreements and appraisals
- Disciplinary hearing/ grievances records.
- Health information
- Counselling documents and relevant supporting documents, for example: pertaining to health, financial and disciplinary
- Medical Certificates
- Salary Offer
- Letter of Appointment

Security and Access Control Systems

- Employee's photo on the employee's access card

Personal information sharing with third parties.

- External Audit: for auditing purposes
- SARS for taxation purposes
- Council Members: for reporting purposes
- MIE- For verification of qualifications and employment
- Department of Labour: For Unemployment Insurance Funds and for other regulatory contributions
- Bonita, Best Med and Discovery: For medical aid purposes
- Metropolitan Life / Sanlam: For retirement fund
- Audit Firms: For auditing purposes
- Legal Entities – Debt Collectors
- Pension fund documents: Application forms, withdrawal notification, Pension fund statement, Pension Nomination forms

TEMPORARY EMPLOYEES

Personal information collected through employee forms.

- Employee number
- Employee's names and surname
- Employee's title
- Employee's student number (where applicable)
- Employee's maiden name and/or previous surname
- Employee's gender
- Employee's marital status
- Employee's qualification(s)
- Employee's physical and postal addresses
- Employee's contact numbers (Home, fax, work, and cell numbers)
- Employee's email address
- Employee's ID number or Passport number and Work permit for foreign employees
- Next of Kin
- Employee's date of birth
- Employee's home language
- Employee's description of disability
- Employee's country or nationality
- Employee's race
- Employee's occupation
- Employee's criminal cases/offences
- Employee's misconduct at a previous employer
- Membership of academic, professional, and scientific associations/organisations
- Insolvency or administration
- Employees references' contact names and contact numbers
- Remuneration
- Employee's grade

NOTE: The above information is entered into the Human Capital (HC) system and some of it can be accessed by various sections within HC, Finance (Payroll), and other Departments.

Personal information collected through supporting documentation.

- Employee's Identity document (including passport, work permit, permanent residence permits or proof of nationalization)
- Proof of SAQA verification of foreign qualification
- Drivers license
- Employee's academic record/ transcript
- Employee's high school and post-school qualifications
- Employee's marriage certificate if the employee is a married woman / man or divorce decree
- Curriculum vitae
- Interview minutes containing employees' opinion, employment background, educational background, opinions of interviewers about the candidates and other personal matters
- Recommendation/ reference letter
- Banking details
- Approved application for a contract appointment (Detailed task description, motivation)
- Signed memorandum of Agreement and approved salary printout from the system
- Tax clearance certificate
- Declaration of Interest
- Employees' Medical Certificates uploaded to support sick leave applications captured on the HC system

Personal information collected through Departmental & HC's shared folders

- Job descriptions, performance agreements and appraisals
- Disciplinary hearing/ grievances records.
- Health information
- Counselling documents and relevant supporting documents, for example: pertaining to health, financial and disciplinary
- Salary Offer
- Letter of Appointment
- Medical Certificates

Security and Access Control Systems

- Employee's photo on the employee's access card

Personal information sharing with third parties.

- External Audit: for auditing purposes
- SARS for taxation purposes
- Council Members: for reporting purposes
- MIE- For verification of qualifications and employment
- Department of Labour: For Unemployment Insurance Funds and for other regulatory contributions
- Bonita, Best Med and Discovery: For medical aid purposes
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- Audit Firms: For auditing purposes
- Legal Entities – Debt Collectors

JOB APPLICANTS

Personal information collected through job application forms.

- Candidate's names and surname
- Candidate's title
- Candidate's student number
- Candidate's maiden name and/or previous surname
- Candidate's gender
- Candidate's qualification(s)
- Candidate's physical addresses
- Candidate's contact numbers (Home, Fax, Work and Cell numbers)
- Candidate's email address
- Candidate's ID number of Passport number for foreign candidate
- Candidate's date of birth
- Candidate's language
- Candidate's description of disability
- Candidate's country or nationality
- Candidate's population group
- Candidate's occupation
- Candidate's criminal cases/offences
- Candidate's misconduct at a previous employer
- Membership of academic, professional, and scientific associations/organisations
- Insolvency or administration status
- References' contact names and contact numbers

Personal information collected through supporting documentation.

- Candidate`s Identity document (Including passport, work permit, permanent residence permits or proof of nationalization)
- Proof of SAQA verification of foreign qualification
- Driver`s License
- Candidate`s academic record/transcript
- Candidate`s high school and post-school qualifications
- Curriculum vitae
- Recommendation/ reference letter

Personal information collected and stored.

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

Personal information sharing with third parties.

- Interview notes in case of claim against a recruitment process
- Recommendation report
- Matrix report

Contact us

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