



Kirinyaga University

OFFICE OF HUMAN RESOURCES

STAFF PRIVACY NOTICE

(In Compliance with the Data Protection Act, 2019 – Kenya)

1. Introduction

Kirinyaga University is committed to safeguarding the privacy and protection of personal data for all its staff. This Privacy Notice explains how the University collects, uses, stores, and protects personal data in accordance with the Data Protection Act, 2019.

2. Data Controller

Kirinyaga University is a Data Controller responsible for processing staff personal data.

Contact Details:

Kirinyaga University
P.O. Box 143-10300
Kerugoya, Kenya
Email: vc@kyu.ac.ke
Phone: 0709 742 000

3. Personal Data We Collect

We may collect and process the following categories of personal data:

1. Identification details (Name, National ID/Passport, KRA PIN)
2. Contact information (Phone number, Email, Address)
3. Employment records (Job title, Department, Contract details)
4. Payroll and financial information (Bank details, Salary, Benefits)
5. Academic and professional qualifications
6. Next of kin and emergency contact details

7. Health information (where necessary)
8. Attendance, performance and disciplinary records
9. ICT usage data (Emails, login records, system activity)

4. Purpose of Processing Personal Data

Personal data is processed for the following purposes:

1. Recruitment and onboarding
2. Payroll processing and statutory compliance
3. Performance management and appraisal
4. Compliance with legal and regulatory requirements
5. Internal communication and administration
6. Provision of staff benefits and welfare services
7. Security and access control

5. Legal Basis for Processing

We process personal data based on:

1. Performance of an employment contract
2. Compliance with legal obligations
3. Legitimate interests of the University
4. Consent (where applicable, especially for sensitive data)

6. Sharing of Personal Data

Personal data may be shared with:

1. Government agencies (KRA, NSSF, SHA)
2. Pension and insurance providers
3. Banks and financial institutions
4. External auditors and regulators
5. Authorized service providers

All third parties are required to comply with applicable data protection laws.

7. Data Retention

Personal data will be retained as per University policy on retention.

8. Data Security

Kirinyaga University implements appropriate technical and organizational measures to protect personal data from unauthorized access, loss, misuse or disclosure.

9. Your Rights as a Data Subject

Staff members have the right to:

1. Access their personal data
2. Request correction of inaccurate or incomplete data
3. Request deletion (where applicable)
4. Object to processing
5. Withdraw consent where applicable
6. Lodge complaints with the Office of the Data Protection Commissioner

10. Data Protection Officer (DPO)

The University has appointed a Data Protection Officer responsible for overseeing data protection compliance.

Contact:

Email: dpo@kyu.ac.ke

11. Review of Notice

This Privacy Notice will be reviewed periodically as need arises. Staff will be informed of significant changes.

12. Acknowledgment

All staff are required to confirm that they have read and understood this Privacy Notice.

I..... PF. No have read and understood the contents of this privacy notice.

Signature..... Date.....