



# **KIRINYAGA UNIVERSITY DATA PRIVACY NOTICE**

## **1. Introduction**

Kirinyaga University (KyU) is committed to protecting the privacy and security of personal data in accordance with the Data Protection Act, 2019 of Kenya and applicable international data protection standards. This Privacy Notice explains how the University collects, uses, stores, and shares personal data.

## **2. Data Controller**

Kirinyaga University is the Data Controller responsible for determining the purposes and means of processing personal data.

## **3. Categories of Personal Data Collected**

The University may collect and process the following categories of personal data:

1. Identification data (name, ID/passport number, registration number)
2. Contact information (phone number, email address, physical address)
3. Academic records (qualifications, transcripts, admission records)
4. Financial information (fee payments, sponsorship details)
5. Employment data (for staff)
6. ICT data (login credentials, system usage logs)
7. Biometric data (fingerprints)

## **4. Purpose of Data Processing**

Personal data is processed for the following purposes:

1. Student admissions, registration and academic administration
2. Examination management and certification
3. Research and academic activities
4. Provision of ICT services and security
5. Compliance with legal and regulatory obligations
6. Communication with students and stakeholders

## **5. Legal Basis for Processing**

Processing is conducted based on:

1. Consent of the data subject
2. Performance of a contract (student admission or employment)
3. Compliance with legal obligations
4. Legitimate interests of the University

## **6. Data Sharing and Disclosure**

The University may share personal data with:

1. Government agencies (Ministry of Education, KUCCPS, HELB)

2. Regulatory bodies (Commission for University Education)
3. Partner institutions and research collaborators
4. Financial institutions and sponsors
5. Service providers (ICT system providers, cloud services)

All third parties are required to adhere to appropriate data protection standards.

## **7. International Data Transfers**

Where necessary, personal data may be transferred outside Kenya for purposes such as:

1. Academic collaborations and exchange programs
2. Cloud storage and digital services
3. Research partnerships

Such transfers will only occur where adequate safeguards are in place to ensure data protection.

## **8. Data Retention**

Personal data will be retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law.

## **9. Data Security**

The University implements appropriate technical and organizational measures to safeguard personal data against unauthorized access, loss, or misuse.

## **10. Rights of Data Subjects**

Individuals have the right to:

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

## **11. Contact Information**

Any enquiries on data protection inquiries may be addressed to:

### **Chairperson, Data Protection Committee**

Kirinyaga University  
Email : vc@kyu.ac.ke  
Phone:

## **12. Updates to this Notice**

This Privacy Notice may be updated periodically. Changes will be communicated through official University channels.