



## **MEDIA CONSENT FORM**

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### **Introduction**

KCA University is registered as a Data Controller with the Office of the Data Protection Commissioner (ODPC) (Identification: 349-5820-E44E), and we are committed to ensuring that the data we process is handled in accordance with data protection law.

### **Purpose**

Subject to prior and free consent from her data subjects, KCA University may use photographs, audio, and/or video recordings including images of the data subjects both internally and externally to promote the University. These images could be used in print and digital media formats including print publications, websites, e-marketing, posters banners, advertising, film, social media, teaching and research purposes. Some images or recordings may be kept permanently once they are published and be kept as an archive of KCA University.

### **Our Commitment**

KCA University is committed to processing information in accordance with the University Data Protection Policy, Data Protection Act 2019 and its Regulations. The personal data collected on this form will be held securely and will only be used for purposes detailed in this consent form.

### **Your rights**

You can request access to the information we process about you at any time. If at any point you believe that the information, we process relating to you is incorrect, you can request to see this information and request to have it restricted, corrected, or erased. You may also have the right to object to the processing of data and the right to data portability.

You can withdraw your consent for this purpose or ask the University to stop using your images at any time, in which case it will not be used in future publications but may continue to appear in publications already in circulation. If you wish to exercise any of these rights, please contact [dpo@kcau.ac.ke](mailto:dpo@kcau.ac.ke).

Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

### **Complaints**

If you wish to raise a complaint about how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at [dpo@kcau.ac.ke](mailto:dpo@kcau.ac.ke), by calling +254 710888022, or by writing to Data Protection Office, P.O. Box56808-00200, Nairobi, Thika Road, Ruaraka.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Data Commissioners Office (ODPC) <https://www.odpc.go.ke>

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## **CONSENT**

**Having read and understood this notice, I** *[Print Your Full Name here or parent / guardian's name if the individual is under 18 years of age or is a vulnerable adult]*

**Phone Number:** *[Print Your Phone Number or parent / guardian's name if the individual is under 18 years of age or is a vulnerable adult]*

**Email Address:** *[Print Your Phone Number here or parent / guardian's name if the individual is under 18 years of age or is a vulnerable adult]*

**Category:** Employee                      Student    Alumni    Parent    Guardian  
Partner    Visitor    Other *[Please Specify]*

**Event Name:** *[Describe the event or occasion whose]*

**hereby:**

Give consent for the use of my personal data for the purpose outlined in this notice.

**Date [Month/Day/Year]:** \_\_\_\_\_