



CONSENT FOR PERSONAL DATA PROCESSING
[CF Version 1/2023]

1. Pursuant to the Data Protection (General) Regulations, 2021, KCA University, in its capacity as a data controller under the Data Protection Act, 2019, must obtain your voluntary, explicit, affirmative, and informed consent before it can collect or process any personal data for a lawful basis, including, but not limited to, employment, admission and enrollment, study, internship, online education, etc. For information on how KCA University uses personal data, please review the **[Relevant Privacy Notice]**.

2. “Personal data” means any information relating to an identified or identifiable natural person (a “data subject”). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

3. Any personal data that is collected from you will be for the sole purpose of **[choose the correct purpose from the list below]**

<input type="checkbox"/>	3.1. Processing of an application for admission to KCA University.
<input type="checkbox"/>	3.2. Performance of academic services at KCA University.
<input type="checkbox"/>	3.3. Planning and organization of, and enrollment and participation in open and distance education study program at KCA University
<input type="checkbox"/>	3.4. Employment relationship with KCA University.
<input type="checkbox"/>	3.5. Application for an employment opportunity at KCA University.
<input type="checkbox"/>	3.6. Participation in a research study (specify research study title).
<input type="checkbox"/>	3.7. Organization of pedagogical skills training for academic staff for teaching in a blended learning environment.
<input type="checkbox"/>	3.8. Identifying suitable donors by carrying out donor prospecting to know more about the individuals and their areas of interest.
<input type="checkbox"/>	3.9. Conducting prospect on scholarship beneficiaries to determine whether they really deserve the assistance they are seeking.
<input type="checkbox"/>	3.10. Preventing crime and ensuring security and safety of the University community and their assets.
<input type="checkbox"/>	3.11. Handling psychological counseling requests, assigning counselors, and taking the individual through the counseling process.
<input type="checkbox"/>	3.12. Handling students welfare enquiries including clubs management, persons with disability, international students, career services, accommodation, trips, sports, students financial aid, non-academic disciplinary and student elections.
<input type="checkbox"/>	3.13. Providing physical and online library services.
<input type="checkbox"/>	3.14. Other (please specify): _____



and is necessary for that purpose. This may include processing the personal data as required to execute contractual obligations in connection with the previously described purpose and compliance with applicable laws, to execute the obligations to you concerning your engagement with KCA University as: **[choose the correct nature of engagement]**

<input type="checkbox"/>	i. A Student at KCA University
<input type="checkbox"/>	ii. Employee of KCA University
<input type="checkbox"/>	iii. OTHER (please specify): _____

Personal data regarding a legal process that may have been provided to KCA University by public authorities will be processed only for the purposes relating to a health or safety emergency and complying with any applicable law.

4. Notwithstanding anything to the contrary herein, KCA University may process personal data without the data subject's consent under certain other lawful bases, including when processing is necessary for the performance of a contract to which a data subject is a party; when processing is necessary for compliance with a legal obligation to which KCA University is subject; or when processing is necessary to protect vital interests, such as the life of a data subject.

5. Personal data will be handled and processed only by the persons who are responsible for the necessary activities for the purpose above.

6. Refusal of consent may make it impossible for KCA University to carry out its necessary activities for the purpose above, and may preclude KCA University's ability to provide requested **[educational services]** **[employment]** **[participation in a research study]** **[other]** to you.

7. You have the right to withdraw your consent to the collection and processing of personal data. If you would like to withdraw consent, please contact the Data Protection Officer at dpo@kcau.ac.ke.

8. KCA University is committed to ensuring the security of your information. We have put in place reasonable physical, technical, and administrative safeguards designed to prevent unauthorized access to your information.

Having read this notice, I _____,
[Print Full Name Here]

hereby:

give consent

do not give consent

for the use of my personal data, and the transfer of personal data overseas, for the purpose outlined in this notice.

Date [Month/Day/Year]: _____



Data Subject Rights Waiver

I also hereby waive my right to confidentiality regarding KCA University reporting to the appropriate authorities and health institutions if I am seriously ill, suffer an injury, am the victim or perpetrator of harassment, whether on or off campus, am the victim of the perpetrator of sexual or gender-based misconduct and/or of criminal behavior, whether on or off campus, and I grant the authorities of KCA University staff, faculty and administrators full authority to report to the appropriate authorities and health institutions any and all such incidents, under the applicable laws, whether or not it involves disciplinary action.

Printed Name: _____

Date [Month/Day/Year]: _____

If you have questions about this Consent, please contact the Data Protection Officer at dpo@kcau.ac.ke