



OFFICE OF THE PRINCIPAL DIGITIZATION AND DATA PROTECTION OFFICER

General Privacy Notice – Attendance Registers

Data Controller: Mount Kenya University (MKU)

Mount Kenya University (MKU) respects your privacy and is committed to protecting your personal data collected through attendance registers and related attendance-management processes. Personal data will be processed in accordance with the **Data Protection Act, 2019** and applicable data protection requirements.

Personal Data Collected

Depending on the nature of the activity, an attendance register may collect:

- Full name;
- Staff or student identification/registration number, where applicable;
- Department, School, Directorate, Campus or organizational unit;
- Contact details, where necessary;
- Date and time of attendance;
- Signature or other attendance confirmation; and
- Other information necessary to verify participation in the relevant activity.

Purpose of Processing

The information collected may be used to:

- Confirm and record attendance or participation;
- Maintain institutional attendance records;
- Monitor participation and compliance with attendance requirements;
- Support training, meetings, workshops, examinations, classes, events and other University activities;
- Facilitate reporting, planning and administration;
- Verify participation for certification or other legitimate institutional purposes;
- Support audit, accountability and quality assurance; and
- Comply with applicable legal, regulatory and institutional requirements.

Access and Disclosure

Attendance information will be accessed only by authorized MKU personnel who require it for legitimate institutional purposes.

Where necessary or required by law, information may be disclosed to authorized third parties, regulators, auditors, government agencies or other lawful authorities.

MKU will not disclose attendance information to unauthorized persons.

Data Security and Retention

MKU will implement appropriate technical and organizational measures to protect attendance records against unauthorized access, loss, alteration, disclosure or other unlawful processing.

Attendance records may be maintained in physical or electronic formats. They will be retained only for as long as necessary and in accordance with applicable legal, institutional, audit and records-retention requirements.

Your Data Protection Rights

Subject to applicable legal conditions and limitations, you have rights under the Data Protection Act, 2019, including the right to:

- Be informed about the processing of your personal data;
- Access your personal data;
- Request correction of inaccurate personal data;
- Object to certain processing;
- Request restriction of processing where applicable; and
- Exercise other rights provided under applicable data protection law.

Data Protection Contact

For questions concerning the processing of your personal data or to exercise your applicable data protection rights, please contact:

Data Protection Officer
Mount Kenya University (MKU)
Email: dataprotection@mku.ac.ke
Telephone: 0709 153 165

Short Notice for Placement on Attendance Registers

PRIVACY NOTICE: Mount Kenya University collects and processes the personal data recorded in this attendance register to verify and document participation in university activities, support administration, reporting, accountability, audit and compliance with applicable requirements. Your information will be accessed only by authorized persons and retained in accordance with applicable legal and institutional requirements. For enquiries or to exercise your data protection rights, contact the University Data Protection Officer at dataprotection@mku.ac.ke or

0709 153 165.

Privacy Notice Version: 1.0

Effective Date: 5th Jan 2025

Review Date: