



OFFICE OF THE PRINCIPAL DIGITIZATION AND DATA PROTECTION OFFICER

General Privacy Notice – Finance Department Forms

Data Controller: Mount Kenya University (MKU)

Mount Kenya University (MKU) is committed to protecting the privacy and security of personal data collected and processed through its Finance Department forms and related financial processes. This Privacy Notice explains how MKU collects, uses, stores, protects and discloses personal data in accordance with the **Data Protection Act, 2019** and applicable data protection requirements.

1. Personal Data We May Collect

Depending on the purpose of the particular Finance form, MKU may collect and process information including:

- Full name;
- Staff or student identification number;
- National identification/passport details, where applicable;
- Contact details;
- Department, School, Campus or organizational unit;
- Bank and payment details;
- Supplier/vendor information;
- Financial and transaction details;
- Amounts claimed, paid, received or accounted for;
- Tax and statutory information, where applicable;
- Signatures and authorization details;
- Supporting documents and attachments;
- Information relating to procurement, claims, advances, reimbursements, payments, invoices, receipts and accountability; and
- Any other information reasonably necessary to process the relevant financial transaction.

MKU will seek to collect only personal data that is necessary and relevant for the specific financial process.

2. Purposes of Processing

Personal data collected through Finance Department forms may be processed for purposes including:

- Processing payments, claims, reimbursements and financial transactions;
- Processing staff, student and supplier financial requests;
- Financial accounting, reconciliation and reporting;
- Processing advances and accountability;
- Procurement and supplier management;
- Payroll and related financial administration, where applicable;
- Tax, statutory and regulatory compliance;
- Budgeting, financial planning and management;
- Internal controls, verification and authorization;
- Internal and external audit;
- Fraud prevention, detection and investigation;
- Responding to lawful requests from regulators and public authorities;
- Maintaining financial and institutional records; and
- Other legitimate institutional or legal purposes connected with the University's financial operations.

3. Lawful Basis for Processing

MKU processes personal data collected through Finance Department forms on lawful grounds provided under applicable data protection law, including where processing is necessary to:

- Comply with a legal or regulatory obligation;
- Perform a task carried out in the public interest or in the exercise of official authority, where applicable;
- Perform or administer an agreement or transaction;
- Pursue legitimate institutional interests, where applicable and where the rights and interests of the data subject are appropriately considered; or
- Process the information with the data subject's consent where consent is required.

4. Sharing and Disclosure of Personal Data

Personal data may be accessed by authorized MKU officers and departments where access is necessary for legitimate institutional purposes.

Where required or permitted by law, relevant information may also be shared with:

- Auditors;
- Banks and payment service providers;
- Government agencies and statutory authorities;

- Tax and regulatory authorities;
- Law-enforcement agencies;
- Courts and other lawful authorities;
- Authorized service providers and data processors; and
- Other authorized parties where disclosure is necessary for the relevant financial transaction or lawful institutional purpose.

MKU will take appropriate measures to ensure that personal data is disclosed only to authorized recipients and for legitimate purposes.

5. Data Security

MKU implements appropriate technical and organizational measures to safeguard personal data against unauthorized access, loss, misuse, alteration, disclosure, destruction or other unlawful processing.

Finance records may be maintained in physical and electronic formats and will be handled in accordance with the University's information security, records management and data protection requirements.

6. Data Retention

Personal data collected through Finance Department forms will be retained for as long as necessary to fulfil the purposes for which it was collected and in accordance with applicable financial, statutory, audit, records-management and institutional retention requirements.

When personal data is no longer required, MKU will securely dispose of, delete, anonymize, or otherwise handle it in accordance with MKU's approved records-retention procedures and applicable law.

7. Your Data Protection Rights

Subject to applicable legal conditions and limitations, data subjects have rights in relation to their personal data, including the right to:

- Be informed about the collection and use of their personal data;
- Access their personal data;
- Request correction of inaccurate or misleading personal data;
- Object to certain forms of processing;
- Request restriction of processing where applicable;
- Request deletion of personal data where legally applicable; and
- Exercise other rights provided under applicable data protection law.

Some requests may be subject to legal, regulatory, financial, audit or records-retention requirements.

8. Accuracy of Information

Persons completing Finance Department forms are responsible for providing information that is accurate, complete and up to date.

Where information changes or an error is identified, the relevant Finance Department office should be notified promptly so that appropriate corrective action can be taken.

9. Data Protection Queries and Requests

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

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

Privacy Notice on Finance Forms

The following abbreviated notice may be placed directly on MKU Finance Department forms:

PRIVACY NOTICE: Mount Kenya University collects and processes the personal data provided in this form for purposes related to financial administration, processing and accountability, financial reporting, audit, statutory and regulatory compliance, and other legitimate institutional purposes. Your information will be accessed only by authorized persons and may be disclosed to authorized third parties where necessary or required by law. MKU will apply appropriate safeguards and retain the information in accordance with applicable legal and institutional requirements. You have rights regarding your personal data under the Data Protection Act, 2019. For enquiries or to exercise your data protection rights, contact the University Data Protection Officer at dataprotection@mku.ac.ke or 0709 153 165.

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Effective Date: 5th Jan 2025

Review Date: