



OFFICE OF THE PRINCIPAL DIGITIZATION AND DATA PROTECTION OFFICER

General Privacy Notice – Student 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 student forms and related University processes. This Privacy Notice explains how MKU collects, uses, stores, protects and discloses students' 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 student form, MKU may collect and process personal data including:

- Full name;
- Student registration/admission number;
- National identification/passport details, where applicable;
- Date of birth;
- Gender, where necessary for a legitimate institutional purpose;
- Contact details and address;
- Parent, guardian or next-of-kin information, where applicable;
- Academic and educational records;
- Programme, School, Department, Campus or ODeL Centre;
- Registration and enrolment information;
- Course, examination and assessment information;
- Graduation and clearance information;
- Accommodation and student welfare information;
- Financial and fee-related information, where applicable;
- Disability or special-support information where voluntarily provided or otherwise lawfully required;
- Photographs and identification information;

- Disciplinary, complaint, appeal or grievance information, where applicable;
- Supporting documents and attachments;
- Signatures and authorization details; and
- Other information reasonably necessary for the provision and administration of university services.

Where sensitive personal data is required for a legitimate University purpose, MKU will process such information in accordance with applicable legal requirements and appropriate safeguards.

2. Purposes of Processing

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

- Student admission and enrolment;
- Registration and maintenance of student records;
- Academic administration and programmes management;
- Course registration and examination administration;
- Assessment, grading and academic progression;
- Graduation and clearance processes;
- Student identification and access to university services;
- Accommodation and student welfare services;
- Student support and counselling, where applicable;
- Scholarships, financial aid and related services;
- Student communication and engagement;
- Management of complaints, appeals and disciplinary matters;
- Alumni and graduation-related administration, where applicable;
- Statistical analysis, institutional planning and reporting;
- Quality assurance and academic compliance;
- Compliance with applicable legal, regulatory and professional requirements;
- Internal and external audit;
- Prevention, detection and investigation of fraud or other unlawful activities; and
- Other legitimate institutional purposes connected with the University's academic and student administration functions.

3. Lawful Basis for Processing

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

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

4. Sharing and Disclosure of Personal Data

Student personal data may be accessed by authorized MKU staff and offices where access is necessary to provide academic, administrative, financial, welfare or other legitimate University services.

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

- Relevant government ministries, departments and agencies;
- Higher education and professional regulatory bodies;
- Examination and accreditation bodies;
- Auditors and professional advisers;
- Banks and authorized payment service providers;
- Healthcare or student support service providers, where applicable;
- Law-enforcement agencies and courts where lawfully required;
- Authorized service providers and data processors; and
- Other authorized parties where disclosure is necessary for a legitimate University purpose or required by law.

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

5. Data Security and Confidentiality

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

Student records may be maintained in physical and electronic formats. Access to student information will be restricted to authorized persons based on their roles and responsibilities.

6. Data Retention

Student personal data will be retained for as long as necessary to fulfil the purposes for which it was collected and in accordance with applicable legal, academic, regulatory, audit and institutional records-retention requirements.

Certain student records may need to be retained for extended periods to support academic verification, transcripts, certificates, graduation records, alumni administration, legal obligations and institutional accountability.

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, students 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, academic, regulatory, institutional or records-retention requirements.

8. Accuracy of Information

Students completing University forms are responsible for providing information that is accurate, complete and up to date.

Students should promptly notify the relevant University office where personal information changes or where an error is identified.

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

You may also contact the **Office of the Data Protection Commissioner (ODPC)** if you have concerns regarding the processing of your personal data.

Privacy Notice on Student Forms

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

PRIVACY NOTICE: Mount Kenya University collects and processes the personal data provided in this form for purposes related to student admission, registration, academic administration, examinations, student services, graduation, clearance, 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.

Privacy Notice Version: 1.0

Effective Date: 5th Jan 2025

Review Date: