



VC & CEO CYCLING TOUR

PRIVACY NOTICE

Introduction

KCA University is registered as a Data Controller with the Office of the Data Protection Commissioner (Identification: 349-5820-E44E), and we are committed to ensuring that the data you provide us with is handled in accordance with Data Protection Act 2019 and the University Data Protection Policy. This privacy notice will explain how KCA University will process your personal data.

The personal data we process

The personal data we are collecting about you include personal details such as your full name, email address, phone number, relationship with KCA University (such as student, staff, alumni, vendor, supplier, partner, or other), and the amount donated. This information comes from your direct registration either via the online form, electronic forms (such as .doc or .pdf), or physical forms.

Purpose of Processing Personal Data

We collect and process your personal data for the purpose of managing donations to the KCA University Foundation, specifically for the **VC & CEO Cycling Tour**, which aims to raise funds to support students' scholarships.

Legal Basis for Processing Personal Data

We process your personal data on the basis of your consent, which you provide by voluntarily submitting your information via the online form, electronic forms (such as .doc or .pdf), or physical forms.

What we do with your data and who we share it with

All the personal data you submit is processed by staff at KCA University in Kenya. We may share your personal data with third parties, including service providers, who may assist us in logistical preparations for the **VC & CEO Cycling Tour**. We will not sell or disclose your personal data to third parties for their own marketing purposes.

How long do we keep your data?

Your personal data will only be retained for as long as it is necessary in accordance with the University's Retention and Disposal Schedule.

What are 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 may in some instances 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. If you wish to exercise any of these rights, please contact dpo@kcau.ac.ke.

The right to withdraw consent

If we have collected and processed your personal information with your consent, you can still withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal. You can withdraw your consent by writing to dpo@kcau.ac.ke

Complaints

If you wish to raise a complaint on 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, by calling +254 710888022, or writing to Data Protection Office, P.O. Box 56808-00200, 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>

Updates to this privacy notice

We may update this privacy notice from time to time in response to changing legal, technical or business developments. When we update our privacy notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make.

I consent to KCA University processing my personal data for the purposes detailed above.