

**MASENO UNIVERSITY****OFFICE OF REGISTRAR, ACADEMIC AND STUDENT AFFAIRS**

STUDENT DATA USE CONSENT FORM**To Be Completed before Admission in Year 1**

Maseno University is committed to protecting the privacy and security of your personal data in accordance with the Data Protection Act, 2019 (Kenya). This consent form outlines the nature and purpose of the personal data we collect, how it will be used, and your rights as a data subject.

1. Personal Data to be Collected

The following personal information may be collected during the admissions process and throughout your time at the University:

- Full name
- National ID, Birth Certificate or Passport Number
- KCSE or equivalent academic qualifications
- KCSE and KCPE Index numbers
- Date of birth, gender, ethnicity and nationality
- Contact details (email, phone number, postal address)
- Parent/guardian/emergency contact details
- Health or disability status (where applicable)
- Passport-sized photograph
- Financial information for tuition and scholarships
- Any other information necessary for academic and administrative purposes

2. Purpose of Data Collection

Your personal data is collected and processed for the following purposes:

- i. Admission, registration, and academic record-keeping
- ii. Course management and communication
- iii. Examination, assessment, and certification
- iv. Access to University premises, Information Communication and Technology (ICT), and other student support services
- v. Health and safety support
- vi. Financial management including invoicing, loans, or bursaries
- vii. Compliance with regulatory, statutory or legal obligations (e.g., Ministry of Education, Higher Education Loan Board (HELB), Kenya Universities and Colleges Central Placement Service (KUCCPS), University Fund (UF), Kenya Medical Practitioners and Dentist Council (KMPDC), Nursing Council of Kenya (NCOK), Department of Criminal Investigation, Ethics and Anti-Corruption Commission (EACC) among others.

3. Data Sharing

Your data may be shared with authorized third parties only when necessary. This will include- Regulatory bodies (e.g., Commission for University Education, Ministry of Education); Funding agencies (e.g., HELB, UF); Professional bodies (for accreditation and registration), Government institutions for statistical or lawful purposes. The data may also be shared with your Parents/guardians.

4. Student Rights

As a Maseno University student, you have the right to:

- Access your personal data held by the University

- Request for correction or deletion of inaccurate data
- Withdraw consent at any time, where applicable
- Lodge a complaint with the Office of the Data Protection Commissioner

5. Consent Declaration

By signing this form, you confirm that you have read and understood how your personal data will be collected and used; consent to the processing of your personal data by Maseno University for the purposes outlined above and that you understand your rights under the Data Protection Act, 2019.

STUDENT DECLARATION

Full Name: _____ Adm.No. _____

KCSE Index NO _____

Programme Admitted to: _____

ID/Passport Number: _____ Phone Number: _____

Email Address: _____

Signature: _____ Date: _____

PARENT/GUARDIAN DECLARATION (if student is under 18 years)

Name: _____ ID No. _____

Relationship to Student: _____ Phone Number: _____

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Received by: _____ Signature _____

Designation: _____ Date: _____