

# KENYA INSTITUTE OF SPECIAL EDUCATION

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Kasarani, Thika Superhighway Exit 8

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P. O. Box 48413 - 00100

NAIROBI, KENYA

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## Data Protection Notice

### 1. Introduction

Kenya Institute of Special Education is committed to protecting your personal data in compliance with the Kenya Data Protection Act, 2019. This notice explains how we collect, use, and protect your personal data when you visit our premises.

### 2. Purpose of Data Collection

We collect your personal data for the purpose of verifying your identity as part of our visitors' management process. This helps us ensure the security of our premises and personnel.

### 3. Data Collected

The types of personal data we may collect include, but are not limited to:

- Full Name
- Identification Number (ID/Passport)
- Contact Information
- Date and Time of Visit
- Photographs

### 4. Legal Basis for Processing

We process your personal data based on your consent, as well as our legitimate interest in maintaining the security of our premises.

### 5. How Your Data is Used

Your data will be used solely for the purpose of managing and recording your visit, verifying your identity, and ensuring security. Your information will not be used for any other purpose without your explicit consent.

### 6. Data Sharing

Your personal data may be shared with law enforcement agencies or other relevant authorities when required by law or in the event of an emergency.

### 7. Data Retention

Your personal data will be retained only for as long as necessary to fulfil the purposes outlined in this notice and as required by law.

### 8. Your Rights

Under the Kenya Data Protection Act, 2019, you have the right to:

- Access the personal data we hold about you.
- Request correction of inaccurate or incomplete data.
- Withdraw your consent to data processing at any time.
- Request the deletion of your personal data under certain conditions.

*An inclusive society that provides opportunities and services to persons with special needs and disability for improved quality life*

*ISO 9001:2015 CERTIFIED.*

## **9. Security Measures**

We have implemented appropriate technical and organizational measures to protect your personal data against unauthorized access, loss, or misuse.

## **10. Contact Information**

If you have any questions or concerns about this notice or wish to exercise your data protection rights, please contact us at:

Tel: 0111 055810

Email: [info@kise.ac.ke](mailto:info@kise.ac.ke)

## **11. Changes to This Notice**

We may update this notice from time to time to reflect changes in our practices or legal requirements. Please check this notice regularly for updates.

## **Consent**

By accessing our premises, you consent to the collection and processing of your personal data as outlined in this Data Protection Notice. Your entry into the premises signifies your agreement to the terms described, including the verification of your identity for security purposes.