



OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

STUDENT DATA COLLECTION & PROCESSING CONSENT FORM

Tharaka University is dedicated to safeguarding your personal information in strict compliance with the **Data Protection Act, 2019** and the **Data Protection (General) Regulations, 2021**. This consent form outlines the categories of data we collect, how we process them, and your rights regarding that data. Please read carefully and indicate your choices.

1. Data Controller & Purpose

Tharaka University ("the University") acts as the Data Controller. Your personal data will be processed for legitimate academic, administrative, and developmental purposes that support the University's mission of excellence in teaching, research, and community service.

2. Categories of Personal Data Collected

- a. **Identity Information:** Full name, date of birth, national ID/passport number, student registration number, photographs/images.
- b. **Contact Details:** Postal address, telephone number (mobile and landline), institutional and personal e-mail addresses.
- c. **Educational Records:** Academic transcripts, certificates, programme of study, enrollment status, grades.
- d. **Digital Activity:** Information generated via University systems (e.g., LMS logins, campus Wi-Fi access, library borrowings).
- e. **Sensitive Data (Voluntary):** Race/ethnicity, health records (including disability status), religious or philosophical beliefs, biometric data (for secure access), emergency contact details, marital/family status.

3. Lawful Basis for Processing

- a. **Contract Performance:** Processing is necessary for the performance of your student contract (e.g., enrollment, examinations).
- b. **Legal Compliance:** Fulfillment of obligations under Kenyan law and regulatory bodies (e.g., Commission for University Education, HELB, KUCCPS).
- c. **Public Task:** Tasks carried out in the public interest, such as statistical reporting and policy development.
- d. **Legitimate Interests:** Enhancing campus safety, IT security, and academic support

services, provided these interests do not override your rights.

e. **Consent:** Where you have given explicit permission, particularly for processing Sensitive Data or marketing communications.

4. Purposes of Data Processing

a. **Academic Administration:** Admissions, registration, identity verification, progression tracking, graduation certification.

b. **Student Support & Welfare:** Counseling services, disability accommodations, health services, scholarships and financial aid.

c. **Campus Safety & Security:** Access control, CCTV monitoring, emergency alerts.

d. **Research & Quality Assurance:** Academic research requiring anonymized data, institutional surveys, accreditation reviews.

e. **Community Engagement:** Outreach programmes in Tharaka region, internships, field-work placements.

f. **Regulatory Reporting:** Mandatory submissions to Government agencies and funding partners.

5. Data Sharing & Third Parties

a. **Internal:** Relevant University departments (e.g., Registry, Finance, Student Affairs, ICT).

b. **External:** Commission for University Education, KUCCPS, HELB, Kenya National Bureau of Statistics, approved research partners, IT service providers under contract.

c. All third parties are bound by data protection obligations and may only process your data under the University's instructions.

6. Data Retention & Security

a. We retain your data only for as long as necessary to fulfil the purposes listed, or as required by law.

b. Data is stored securely on encrypted servers or locked filing systems. Access is granted on a "need-to-know" basis.

c. Upon expiry of retention periods, your personal data will be securely destroyed or permanently anonymized.

7. Your Rights

Under the Data Protection Act, 2019 and the 2021 Regulations, you have the right to:

- Access a copy of your personal data.
- Rectify inaccurate or incomplete data.
- Erase data ("right to be forgotten") where processing is no longer necessary.
- Restrict or object to processing in certain circumstances.
- Data portability.
- Withdraw consent at any time (for processing based on consent).

- Lodge a complaint with the Office of the Data Protection Commissioner.

8. Consent for Sensitive Data & Marketing Communications

Please indicate your choices below (tick ✓):

Processing Activity	Yes	No
a. Processing of voluntary Sensitive Data (e.g., health, disability)	<input type="checkbox"/>	<input type="checkbox"/>
b. Use of your data for University newsletters, events, and promotions	<input type="checkbox"/>	<input type="checkbox"/>

9. Withdrawal of Consent

You may withdraw consent at any time by notifying the Office of the Registrar (Academic Affairs) in writing (registraraa@tharaka.ac.ke). Withdrawal will not affect processing carried out prior to receipt of your notice.

STUDENT DECLARATION

I, the undersigned, have read and understood this form and grant consent to Tharaka University to process my personal data as described above. I confirm that all information I have provided is accurate.

Student Name: _____

Student ID/Birth Cert No: _____

Programme: _____

Signature: _____

Date: _____

If the student is under 18 years old, consent must be provided by a parent/guardian:

Name of Parent/Guardian: _____

Relationship to Student: _____

Signature: _____

Date: _____

Thank you for your cooperation in helping us protect your personal data. For queries, contact: DPO Office, Tharaka University, P.O. Box 193-60215, Marimanti; dpo@tharaka.ac.ke; +254 (0) 745 838 353.