



REQUEST FOR ACCESS TO PERSONAL DATA

Note

- i. A documentary evidence in support of the objection may be required.
- ii. Where the space provided for in this Form is inadequate, submit information as an Annexure
- iii. All fields marked * are mandatory

A. DETAILS OF DATA SUBJECT

Name:	
Identity Number:	
Staff / Student Number:	
Phone Number:	
Email Address:	
Fill in your details below if you are initiating a request for a minor or a person who is incapacitated.	
Name:	
Relationship with the Data Subject:	
Contact Information:	

B. DETAILS OF THE PERSONAL DATA REQUESTED: Describe the personal data requested

--

C. MODE OF ACCESS

I would like to: (check all that apply)

Inspect the record

Listen to the record

Have a copy of the record made available to me in the following format:

<input type="checkbox"/> Photocopy (Please note that copying costs will apply)	Number of Copies Required:
<input type="checkbox"/> Electronic	
<input type="checkbox"/> Transcript (Please note that transcription charges may apply)	
<input type="checkbox"/> Other (Specify):	

D. DELIVERY METHOD

Collection in Person

By mail (provide address where different / in addition to details provided above)

Town / City:

By email (provide an email address where different / in addition to details provided above):

.....

E. DECLARATION

Note:

Any attempt to access personal data through misrepresentation may result in prosecution.

I certify that the information given in this application is true

Signature:	
Date:	

Once completed, this form should be submitted via email to dpo@kcau.ac.ke or posted to:

The Data Protection Office

KCA University, P.O. Box 56808 – 00200, Nairobi, Thika Road, Ruaraka

The data you provide in this form is collected so that you are able to exercise your lawful data subject rights under the Data Protection Act 2019. We will be required to share the data with the relevant departments/employees who may hold your personal data to enable us to respond to your request.

Once a request has been completed, the relevant data will be held by the Data Protection Office in line with the University Data Retention Schedule. This is to ensure the University has fully carried out its requirements under the law.

For further information on how we process your personal data, please see:

<https://www.kcau.ac.ke/dataprotection/>