



REQUEST FOR ERASURE OF 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 THE 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. REASON FOR ERASURE REQUEST

(Tick the appropriate box)

a. Your personal data is no longer necessary for the purpose for which it was originally collected;	<input type="checkbox"/>
b. You have withdrawn consent that was the lawful basis for retaining the personal data;	<input type="checkbox"/>
c. You object to the processing of your personal data and there is no overriding legitimate interest to continue the processing;	<input type="checkbox"/>
d. the processing of your personal data has been unlawful;	<input type="checkbox"/>
e. required to comply with a legal obligation.	<input type="checkbox"/>
f. In a bid to update the information that was earlier provided	

C. PERSONAL DATA TO BE ERASED

(Describe the personal data you wish to have erased)

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D. DECLARATION

Note: Any attempt to rectify 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/>