



REQUEST FOR RECTIFICATION 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. PROPOSED CHANGE (S)

Item No.	Personal data to be corrected e.g. name, student number, staff number, residential status, and mobile number, email address.	Proposed change	Reason for the proposed change
1.			
2.			
3.			
4.			
5.			

C. 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/>