



## WEBSITE & COOKIE PRIVACY NOTICE

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### 1. Introduction

KCA University is registered as a Data Controller with the Office of the Data Protection Commissioner (ODPC) (Identification: 349-5820-E44E), and we are committed to ensuring that the data we process is handled in accordance with data protection law.

This privacy notice sets out how KCA University uses and protects any information that you give the University via our website: [www.kcau.ac.ke](http://www.kcau.ac.ke). In addition, this policy sets out the use of cookies on our website and how you can control the use of them.

### 2. Scope

This privacy notice applies to all users of KCA University website and is subject to the Data Protection Act 2019 and related laws in Kenya.

### 3. Responsibilities

This privacy notice is monitored and updated by the Webmaster in collaboration with the Marketing Department.

### 4. What information does our website collect?

Any website you visit may involve the transmission of the following information:

- Your IP address, including your Internet Service Provider
- Your browser, operating system and device model

When visiting [www.kcau.ac.ke](http://www.kcau.ac.ke), the KCA University uses this information for the following reasons:

- To understand your needs and provide you with a better service
- To understand and improve our users' online experience
- To protect the security and integrity of our systems
- To improve our products and services

In addition to the above, we also make use of cookies on our website.

### 5. Links to other websites

Our website contains links to other websites of interest. Once you have used these links to leave our website you should note that we do not have any control over that other website unless the University has a formal partnership in place. Therefore, we cannot be responsible for the protection and privacy of any information you provide whilst visiting other websites and such sites are not covered by this privacy notice. You should exercise caution and look at the statements and policies applicable to the website in question.

## **6. Third-party access to data**

Your personal data may be forwarded to processors in connection with the purposes outlined elsewhere in this statement, to be used on behalf of KCA University.

These organizations will only use your personal on behalf of KCA University, in accordance with their own Data Protection or Privacy policies and the terms of the agreement with KCA University.

For more details on what data we collect and their purpose, please see our Marketing Communications Privacy Notice.

## **7. About cookies**

Cookies are small files placed on your device that facilitate the storage of information as you browse the World Wide Web. They are generally used for when you first enter a website and view one or more pages (known as session-based web browsing activities) to improve and understand your experience on the website you are using.

You can set your preferences regarding cookies in a few ways and we outline effective methods in this notice.

### **7.1. How we use cookies**

KCA University website uses cookies to help ensure that you are able to view and access the website over the World Wide Web in a consistent way using our website systems. This includes collecting statistics on the use of our website.

Cookies are set directly by our website at [www.kcau.ac.ke](http://www.kcau.ac.ke) are called first-party cookies. We also use third-party cookies (from a domain different than the domain of the website you are visiting) to help us advertise our website content in a targeted approach. This is achieved through third-party internet advertising providers, to enable our advertising to reach intended people based on their interests and web browsing habits.

Please see the section titled 'Ways to set your cookie preferences' for information on how to opt-out of these services.

### **7.2. Strictly Necessary Cookies**

- These cookies are necessary for the website to function and cannot be switched off in our systems. They are usually only set in response to actions made by you which amount to a request for services, such as setting your privacy preferences, logging in or filling in forms.
- You can set your browser to block or alert you about these cookies, but some parts of the site will then not work.
- These cookies do not store any personally identifiable information.
- You can review our cookies in the 'Strictly Necessary' category.

### **7.3. Performance Cookies**

- These cookies allow us to count visits and traffic sources so we can measure and improve the performance of our site.
- They help us to know which pages are the most and least popular and see how visitors move around the site. All information these cookies collect is aggregated and therefore anonymous.
- If you do not allow these cookies we will not be able to monitor our website's performance.
- You can review our cookies in the 'Performance Cookies' category.

### **7.4. Functional Cookies**

- These cookies enable the website to provide enhanced functionality and personalization.
- They may be set by us or by third party providers whose services we have added to our pages.
- If you do not allow these cookies, some or all of these services may not function properly.
- You can review our cookies in the 'Functional Cookies' category.

### **7.5. Targeting Cookies**

- These cookies may be set through our site by our advertising partners.
- They may be used by those companies to build a profile of your interests and show you relevant adverts on other sites. They do not store directly personal information, but are based on uniquely identifying your browser and internet device.
- If you do not allow these cookies, you will experience less targeted advertising.
- You can review our cookies in the 'Targeting Cookies' category.

### **7.6. Ways to set your cookie preferences**

Software applications which allow you to browse the web usually include the ability to accept or reject cookies. However, these settings may impact your experience when visiting all websites that make use of cookies and similar local storage technologies. You should refer to your device/software's documentation for help in configuring these settings.

Popular web browsers publish their documentation online and we've included links for you below:

- Google Chrome - <https://www.google.com/chrome/privacy/>
- Microsoft Internet Explorer - <https://support.microsoft.com/en-gb/windows/delete-and-manage-cookies-168dab11-0753-043d-7c16-ed5947fc64d>

- Mozilla Firefox - <https://support.mozilla.org/en-US/kb/enhanced-tracking-protection-firefox-desktop?redirectslug=enable-and-disable-cookies-website-preferences&redirectlocale=en-US>
- Apple Safari - <https://support.apple.com/en-gb/HT201265>

### **7.7. Setting your preferences for visiting our website**

- Our website features a cookie consent mechanism that allows you to review our use of cookies and apply your preferences.
- Once you have made your preferences, our website will retain your settings for 1 month. If you use private/incognito browsing sessions, or if you otherwise clear your cookies/local storage, you'll be prompted to set your preferences again.
- You can change your preferences at any time on our website and visiting our Website Privacy and Cookie Policy. Alternatively, you can clear your browser cookies and then visit our website again.

### **7.8. Device settings**

For mobile devices, you can refer to the manufacturer's documentation on configuring your web browser settings at the Operating System level.

### **7.9. How to opt-out of cookies used for website statistics**

- You can opt out of Google Analytics by disabling cookies or customizing your web browser (for example, by installing browser extensions or add-ons. Please note this may impact all websites making use of Google Analytics.
- Further information and instructions on this are available by visiting Google's Information for Visitors of Sites and Apps Using Google Analytics web page.

## **8. Monitoring and review**

- This privacy notice is available to all to view at any time, including University staff involved in the production of the University website.
- Training and documentation is offered to University employees regarding data protection, privacy and implications on the University website.
- The University Web Team periodically checks the website for use of cookies and similar technologies.
- Any technical website development that makes use of cookies or similar technologies will be notified to the Webmaster so as to maintain an accurate record governing the use of cookies and similar technology on KCA University website.

## **9. Who can I contact if I have any queries?**

If you have any questions about how your personal information is used by the University as a whole, or wish to exercise any of your rights, please consult the University's Data Protection Officer: [dpo@kcau.ac.ke](mailto:dpo@kcau.ac.ke)

## **10. Complaints**

If you wish to raise a complaint about how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at [dpo@kcau.ac.ke](mailto:dpo@kcau.ac.ke), by calling +254 710888022, or by writing to Data Protection Office, P.O. Box56808-00200, Nairobi, Thika Road, Ruaraka.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Data Commissioners Office (ODPC) <https://www.odpc.go.ke>

#### 11. Updates to this privacy notice

We may update this privacy notice from time to time in response to changing legal, technical or business developments. When we update our privacy notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make.

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