



MWALA TECHNICAL AND VOCATIONAL COLLEGE

P. O. Box 07-90102, Mwala-Machakos

Email: info@mwalatvc.ac.ke / mwalatvc@gmail.com

Website: www.mwalatvc.ac.ke Telephone: 0796536524



DATA PROTECTION OFFICE

DATA PRIVACY NOTICE

We, Mwala Technical and Vocational College, respect your right to privacy and are committed to protecting the personal data we collect, use, and store.

This Privacy Notice explains how we handle personal information in accordance with the Data Protection Act, 2019 (Kenya) and the Data Protection (General) Regulations, 2021.

By using our website or submitting your personal information to us, you consent to the practices described in this Notice.

DATA WE COLLECT

We may collect the following categories of personal data through our website or other interactions with you:

- a) **Personal identification information:** Full name, ID/passport number, date of birth, gender, ethnicity, nationality.
- b) **Contact information:** Phone number, email address, postal address, physical address.
- c) **Academic and professional information:** Student or staff ID, qualifications, enrollment or employment details, transcripts, licenses.
- d) **Technical information:** IP address, browser type, operating system, and website usage data collected via cookies.
- e) **Other information:** Any data voluntarily submitted through forms, surveys, or inquiries.

HOW WE USE YOUR DATA

We collect and process your personal data for the following purposes:

- a) To process applications for admission, employment, or partnerships.
- b) To manage student and staff records.
- c) To provide educational and administrative services.
- d) To communicate important updates, events, or notices.
- e) To comply with legal and regulatory obligations.
- f) To improve our website, e-library and user experience.
- g) To enter into a legal contract.

LAWFUL BASIS FOR PROCESSING

We process personal data based on one or more of the following lawful bases:

- a) **Consent** – where you have given us explicit permission.

- b) **Contract** – where processing is necessary to perform a contract with you.
- c) **Legal obligation** – where required by law or regulation.
- d) **Public interest** – where processing is necessary for the performance of a task carried out in the public interest.
- e) **Legitimate interests** – where processing is necessary for our legitimate educational or administrative interests.

DATA SHARING AND DISCLOSURE

We do not sell or rent personal data to third parties. However, we may share your data:

- a) With **government regulators** such as the Ministry of Education or TVET Authority, as required by law.
- b) With **service providers** (e.g., IT, hosting, or payment processors) who process data on our behalf under strict confidentiality and data protection terms.
- c) When required by **law enforcement** or to comply with a legal obligation.

DATA RETENTION

- a) We retain personal data only for as long as necessary to fulfill the purposes for which it was collected or as required by law or institutional policy.
- b) When data is no longer needed, it is securely deleted or anonymized.

DATA SECURITY

- a) We implement appropriate **Technical and Organizational measures** to protect your personal data from unauthorized access, loss, misuse, or alteration.
- b) This includes secure servers, access controls, and encryption where applicable.

YOUR DATA PROTECTION RIGHTS

Under the Data Protection Act, you have the right to:

- a) Be informed about how your data is used.
- b) Access your personal data.
- c) Request correction or deletion of your data.
- d) Object to processing of your data.
- e) Withdraw consent (where processing is based on consent).
- f) Lodge a complaint with the Office of the Data Protection Commissioner (ODPC).

Requests to exercise these rights can be made through the contact details below.

USE OF COOKIES

- a) Our website uses cookies to enhance your browsing experience.
- b) Cookies help us understand site usage and improve functionality. You can manage or disable cookies through your browser settings.

INTERNATIONAL DATA TRANSFERS

- a) In some cases, personal data may be transferred outside Kenya.

- b) Where this occurs, we ensure that the recipient country or organization provides adequate data protection safeguards as required under the Data Protection Act.

CHANGES TO THIS NOTICE

- a) We may update this Privacy Notice from time to time to reflect changes in legal, technical, or operational requirements.
- b) The latest version will always be available on our website, with the effective date indicated at the bottom.

CONTACT US

If you have any questions, concerns, or wish to exercise your data protection rights, please contact:

Mwala TVC Data Protection Officer (DPO)

Email: dataprotection@mwalatvc.ac.ke

Phone: 0706439755

Postal Address: **07-90102 Mwala**

Website: www.mwalatvc.ac.ke

Effective Date: 8th June 2026

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