

Personal Data Consent Form

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PART II

A. Background

In order to comply with the Data Protection Act 2019, candidates interested to work at or with KENET on full -time, part-time, consultancy, internship, attachment, sabbatical or any other form of engagement will be required to express their consent for; collection, recording, processing, using, archival, profiling, pseudonymization, encryption, sharing, combining, deletion and any other operation of their personal and sensitive information by and for KENET. The personal information could be submitted through our online web job application portal, hard copies or through other means such as third-party referrals, job boards, websites, information available in the public domain etc. It is in KENET's legitimate business interests to be able to review the qualifications of prospective employees. When you apply for a position at KENET, we use the personal data you provide for the purpose of; assessing your application to evaluate your eligibility and to appraise your suitability for employment at KENET; considering you for current or future positions; and carrying out other human resources functions in accordance with applicable laws.

For the purpose of this form:

1. Personal information will refer to both personal and sensitive information / data
2. Personal information will include any physical, electronic, biometric, photographic videos, images etc. of information relating to a member of staff, accessible; in the public domain, provided by the staff or from other sources such as recruitment processes
3. Processing will refer to; collection, recording, processing, using, archival profiling, pseudonymization, encryption, combining, deletion and sharing of and any other operation performed on personal information
4. Organization, Trust and Employer will all refer to KENET
5. Processing will entail both automated and non-automated processes

B. Types of Data

The personal data that may be collected, shared, and/or processed for this purpose includes but not restricted to:

1. Contact information that allows us to communicate with you e.g. email address, telephone number, postal address, social media user IDs, etc.
2. Identity information that allows us to identify you e.g. name, title, copy of national identity card, date of birth, passport photo, gender, marital status, health data, ethnic/social origin, home/birth district, religion etc.
3. Professional information that helps us to understand more about you including your education & professional qualifications, employment history, talents, skills and abilities. This will include but not limited to; references, cover letters, resumes, qualification documents and certificates, test results, due diligence background checks etc.
4. Financial information that facilitates us paying you should you be engaged at KENET e.g. bank details, tax details, current and expected salary, NHIF, NSSF etc.
5. We request other individuals' information we request, or that you provide, about an individual other than yourself e.g. current & previous employers and referees.
6. Immigration information that allows us to verify that you are legally permitted to work in Kenya (for non-citizen applicants) e.g. evidence of citizenship, visa or work permit documents etc.

C. Use, Sharing and Disclosure of Information

KENET will share the personal data you provide during the application process with internal professionals as well as other professionals in our business functions who are participating in the recruitment and selection process.

KENET may also use and/or disclose your personal information to third parties for the purposes it was collected, or for a related or ancillary purpose in connection with the performance of our business activities/operations including but not limited to; your nominated referees, previous employers, Government authorities, law enforcement entities and educational organizations to the extent necessary to verify your qualifications.

D. Data Protection Rights

Every user is entitled to the following:

1. The right to access - You have the right to request KENET for copies of your personal data. We may charge you a small fee for this service.
2. The right to rectification - You have the right to request that KENET correct any information you believe is inaccurate. You also have the right to request KENET to complete information you believe is incomplete.
3. The right to erasure — You have the right to request that KENET erase your personal data, under certain conditions.
4. The right to restrict processing - You have the right to request that KENET restrict the processing of your personal data, under certain conditions.
5. The right to object to processing - You have the right to object to KENET processing of your personal data, under certain conditions.
6. The right to data portability - You have the right to request that KENET transfer the data that we have collected to another organization, or directly to you, under certain conditions. We may charge you a small fee for this service.

The provision of the information by an applicant is voluntary. If the required information is not provided or is inaccurate / insufficient, applicants may fail to proceed through the various evaluation stages for consideration of applied positions. In addition, the applicant may also be unable to use the on-line application system to apply for a job opportunity at the KENET.

E. General Information

KENET will retain and dispose your data in accordance with KENET's Data Protection Policy and the Data Protection Act, 2019.

KENET takes reasonable steps to protect the personal information we hold from loss, unauthorized access, and misuse, including by means of physical and electronic security measures. Your personal information may be stored in hard copy documents, or electronically on our software or systems. If you suspect any misuse, loss or unauthorized access please contact us by writing to support@kenet.or.ke or info@kenet.or.ke or calling us on 0732 150 500 / 0703 044 000.

We have implemented appropriate and reasonable technical and organizational security measures designed to protect the security of any personal information we process. However, despite our safeguards and efforts to secure your information, no electronic transmission over the Internet or information storage technology can be guaranteed to be 100% secure, so we cannot promise or guarantee that hackers, cybercriminals, or other unauthorized third parties will not be able to defeat our security and improperly collect, access, steal, or modify your information. Although we will do our best to protect your personal information, the transmission of personal information to and from our services is at your own risk. You should only access the services within a secure environment.

Users are advised that there are inherent risks in transmitting information across the internet. The Internet is an open system, and we cannot guarantee that the personal information you submit will not be intercepted by unauthorized people. Further, our websites may include links to external websites operated by other organizations that may collect personal information from visitors to their site. KENET cannot guarantee the content or privacy practices of any external websites and will not accept responsibility for breaches and liabilities incurred from using those websites.

When you access our website, we gather information about users collectively. Such information includes the areas that users visit most frequently, and the services users access the most. We will only use such data anonymously and in aggregate. By doing so, we can optimize the services it provides to you.

We automatically collect certain information when you visit, use, or navigate the services. This information does not reveal your specific identity (like your name or contact information) but may include device and usage information,

such as your IP address, browser and device characteristics, operating system, language preferences, URLs, device name, country, location, information about how and when you use our services, and other technical information. This information is primarily needed to maintain the security and operation of our services, and for our internal analytics and reporting purposes.

KENET also collects information through cookies and similar technologies. We may use cookies and similar tracking technologies to access or store information. Specific information about how we use such technologies and how you can refuse certain cookies is set out in our Cookie Notice.

How to Contact Us

If you have any questions about KENET's privacy policy, the data we hold on to you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: support@kenet.or.ke or info@kenet.or.ke

Call us: 0732 150 500 / 0703 044 000

Or write to us at: P. O BOX 30244- 00100 Nairobi