



## Kenya School of Law

### Privacy Policy

#### Introduction

Kenya School of Law (the School) is dedicated to safeguarding the privacy and security of your personal information. This privacy policy outlines how we collect, use, and share information about you when you visit our website, use our services, or engage with us in other ways.

#### Definitions

For the purposes of this privacy policy, the following definitions apply:

- **“Personal Information”**: Information that can be used to identify an individual, such as name, contact details, identification numbers, and other related information.
- **“Educational Information”**: Details pertaining to an individual’s academic history, qualifications, and other education-related data.
- **“Technical Information”**: Data related to the technology used to access our services, including IP address, browser type, and operating system.
- **“Usage Information”**: Information about how our services are accessed and used, including pages visited and actions taken.
- **“Service Providers”**: Third-party companies that provide services on our behalf, such as IT support, data storage, and communication services.
- **“Cookies”**: Small files stored on a user’s device that hold data related to their website visit.

## Information We Collect

We collect personal information directly from you through forms, online applications, email, and other interactions with the School. We also collect technical information automatically when you access our website through the use of cookies and similar technologies.

We collect various types of information in connection with the services we provide, including:

- **Personal Information:** This includes your name, contact information (email address, phone number, postal address), identification numbers, and any other information you provide to us.
- **Educational Information:** Information related to your academic history, qualifications, and other educational details relevant to your application or enrolment at KSL.
- **Technical Information:** This includes your IP address, browser type, operating system, and other technical details when you visit our website.
- **Usage Information:** Information about how you use our website and services, including the pages you visit and the actions you take.

## How We Use Your Information

We use the information we collect for various purposes, including:

- **Providing and Improving Services:** To process your applications, manage your enrolment, and enhance our educational offerings.
- **Communication:** To communicate with you regarding your application, enrolment, events, and updates from KSL.
- **Compliance and Legal Obligations:** To comply with legal requirements and regulations.
- **Security:** To protect our website, services, and users from fraud and other malicious activities.

- **Analytics:** To analyse usage trends and improve our website and services.

## Sharing Your Information

We may share your information with:

- **Service Providers:** Third-party service providers who assist us in delivering our services, such as IT support, data storage, and communication services.
- **Legal and Regulatory Authorities:** When required by law or in response to legal requests.
- **Affiliated Organisations:** Other educational institutions or bodies for academic verification and collaboration purposes.

## Data Security

We implement appropriate technical and organizational measures to protect your personal information from unauthorized access, use, or disclosure. However, please note that no data transmission over the internet can be guaranteed to be completely secure.

## Your Rights

You have certain rights regarding your personal information, including:

- **Right to Be Informed:** You have the right to be informed when we are collecting your personal information.
- **Access:** You can request access to the personal information we hold about you.
- **Correction:** You can request corrections to any inaccurate or incomplete personal information.
- **Deletion (Right to Be Forgotten):** You can request the deletion of your personal information, subject to certain legal restrictions.
- **Objection:** You can object to the processing of your personal information in certain circumstances.
- **Data Portability:** You can request a copy of your personal information in a structured, commonly used, and machine-readable format.


## **Data Retention**

We retain personal information for as long as necessary to fulfill the purposes for which it was collected or as required by law. Once the retention period is over, personal data will be securely deleted or anonymized.

## **Cookies and Tracking Technologies**

Our website uses cookies and similar tracking technologies to enhance your browsing experience, analyse site traffic, and understand user behaviour. You can control the use of cookies through your browser settings.

## **Third-Party Links**

Our website may contain links to third-party websites. We are not responsible for the privacy practices or content of these third-party sites. We encourage you to read the privacy policies of any website you visit. Some links may lead to non-HTML content such as PDF or MS Word documents. These files may have accessibility issues or may open in a separate application. We ensure that such documents comply with accessibility standards. Links to these documents are labelled appropriately, for example: [Policy Document \(PDF\)](#) .

## **Changes to This Policy**

We may update this privacy policy from time to time to reflect changes in our practices or legal requirements. We will notify you of any significant changes by posting the updated policy on our website and updating the effective date.

## **Contact Us**

If you have any questions or concerns about this privacy policy or our data practices, please contact us at:

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