

# **THE GAMMA WEZESHA SCHOLARSHIP PROGRAM**

## **Privacy Notice**

G.M Gamma Advocates LLP respects your privacy. This Privacy Notice describes the types of personal data we will hold about you, how we collect it from applicants submitting applications for scholarship and how we use and share that personal data. We are required to notify you of this information, under data protection legislation.

For the purpose of this Privacy Notice, personal data means any information relating to an identified or identifiable natural person.

G.M Gamma Advocates LLP is responsible for the use of your personal data for the purposes described in this Privacy Notice and our contact information can be found at the bottom of this page.

## **How We Collect Your Personal Data**

The personal data that we collect is what you provide to us through completing the Application Form and submitting the supporting documents.

## **What Personal Information Do We Collect?**

We collect the following information from the application form in order to take a decision on award of scholarship:

- your name, gender, date of birth, address, medical information, academic certificates and contact details, including email address and telephone number of the Applicant;
- your parents/guardians name, identity card number, location, source of income and contact details including email address and telephone number;
- your siblings name and age;
- details of your academic qualifications, skills, and experiences;
- information from your teachers, county administration and religious leaders;

## **Why Do We Collect This Information?**

Once you have submitted an application form, the Firm will use this information in order to take a decision on award of scholarships.

## **How We Use the Personal Data We Collect**

We use the personal data that we collect to:

- Perform analyses related to applications and enrolment;
- Make financial aid and scholarship award decisions; and
- Contact you regarding your application by email, post, phone call and/or text.

We use the personal data for these purposes because we have a legitimate interest in deciding who will be admitted to the Scholarship program, what financial aid to offer to the admitted students, and performing analyses related to our overall enrolment and admitted students.

When agreeing to G.M Gamma Advocates LLP's privacy and communications terms and conditions, you are opting in to receiving text messages, calls and emails from G.M Gamma



Advocates LLP. These text messages will notify users of their application result and actions to take on their application. After receiving a text message, users may reply STOP to opt out or cancel at any time. Users may reply HELP for help or call 0703/0758 120 120 for assistance. Users must reply STOP without any additional characters in order for cancellation to apply. Opting out of text messages will not opt users out of other forms of communication by G.M Gamma Advocates LLP to include phone calls and email messages. G.M Gamma Advocates LLP does not sell personal information to, or share personal information with, third party organizations.

If you are admitted to the G.M Gamma Wezesha Scholarship Program, we will also use the personal data you provided to facilitate your enrolment and award.

### **How We Protect Personal Data**

G.M Gamma Advocates LLP maintains technical and organizational safeguards to ensure an appropriate level of security and confidentiality for your personal data, in accordance with our policies and applicable legislation.

### **How We Share Personal Data**

We may share personal data with service providers that support the administration of our recruitment and financial aid practices, such as data analysts, secondary schools and banks/financial institutions for purposes of processing scholarship awards. Usually, information will be anonymised, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. All service providers have entered into legally binding agreements requiring them to use personal data only as necessary to perform services on our behalf and to implement appropriate data security and confidentiality obligations, in accordance with applicable law.

In addition, we may disclose personal data about you (i) if we are required or permitted to do so by law or legal process, for example due to a court order or a request from a law enforcement agency, (ii) when we believe disclosure is necessary or appropriate to prevent physical harm or financial loss, (iii) in connection with an investigation of suspected or actual fraudulent or other illegal activity, and (iv) in the event we sell or transfer all or a portion of our business or assets (including in the event of a reorganization, dissolution, or liquidation).

### **Retention of Personal Data**

#### **How Long We Keep Your Information**

We keep the personal information that we obtain about you during the application process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful, and whether you receive a scholarship award, the nature of the information concerned and the purposes for which it is processed. Should your application remain unsuccessful, all your information including your personal information will be erased from the Firm's systems. The personal information of the successful applicants will be retained in our systems for a period of four (4) years or as necessary should an admitted student's scholarship be considered for renewal by the Firm.



## **Your Rights**

You have the right to request access to and rectification of the personal data we maintain about you, or to request the restriction of the processing of your personal data or to object to that processing on grounds relating to your situation.

In addition, you may have the right to request erasure of your personal data from the Firm's systems in certain circumstances provided by applicable law. Where technically feasible, upon written request and verifiable identification, we will provide you with a copy of the personal data provided to us by you in a structured, commonly used, machine readable format. To exercise these rights, please contact the Data Protection Officer as indicated below. You may lodge a complaint with the Data Protection Officer if you are not satisfied with our actions or responses.

### **For questions about our Privacy Notice, please contact:**

Data Protection Officer

G.M Gamma Advocates LLP

Blue Violets Plaza, 5<sup>th</sup> Floor

Kamburu Drive

Email: [info@gammaadvocates.co.ke](mailto:info@gammaadvocates.co.ke)

Tel: 0703/0738 120 120