



# Privacy Policy & Terms

## Privacy Policy & Terms

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# Privacy Policy & Terms

## 1. Introduction

This Privacy Policy and Terms of Use govern access to and use of this information system. By accessing or using the system, you acknowledge that you have read, understood, and agreed to these terms.

## 2. Legal Compliance

This system complies with applicable data protection and privacy laws including:

- Kenya Data Protection Act, 2019
- General Data Protection Regulation (GDPR), where applicable
- Applicable ICT and cybersecurity regulations

## 3. Information Collected

- Personal identification information (name, email, phone number)



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- User authentication credentials
- System access logs and IP addresses
- Device, browser, and session metadata
- Cookies and tracking identifiers

## 4. Purpose of Data Processing

Collected data is processed strictly for:

- Providing system functionality and services
- User authentication and authorization
- Security monitoring and audit logging
- System analytics and improvement
- Legal and regulatory compliance

## 5. Cookies

This system uses cookies to maintain secure sessions and improve usability. By continuing to use the system, you consent to the use of cookies.



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## 6. Data Security

Appropriate technical and organizational security measures are implemented to protect personal data against unauthorized access, loss, or misuse. However, no system can be guaranteed to be completely secure.

## 7. Data Sharing

Personal data is not sold or shared with third parties except where required by law or for essential system operation under confidentiality obligations.

## 8. Data Retention

Data is retained only for as long as necessary to fulfill the purposes stated in this policy or as required by law. Data is securely deleted or anonymized when no longer required.



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## 9. User Rights

- Right to access personal data
- Right to request correction of inaccurate data
- Right to request deletion where legally permissible
- Right to withdraw consent

## 10. User Responsibilities

- Provide accurate and lawful information
- Maintain confidentiality of login credentials
- Not engage in unauthorized access or misuse

## 11. Prohibited Activities

- Unauthorized access or interference
- System exploitation or hacking attempts
- Uploading malicious or illegal content



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### 12. Intellectual Property

All system content, software, and documentation remain the intellectual property of the system owner unless otherwise stated.

### 13. Limitation of Liability

The system is provided on an "as is" basis. The system owner shall not be liable for any damages arising from use or inability to use the system.

### 14. System Availability

Continuous availability is not guaranteed. Maintenance or technical issues may cause temporary service interruptions.

### 15. Policy Updates

This policy may be updated at any time. Continued use of the system



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constitutes acceptance of the updated policy.

### 16. Termination

Access may be suspended or terminated for violations of this policy or applicable laws.

### 17. Governing Law

This policy is governed by the laws of the Republic of Kenya.

### 18. Contact

For inquiries regarding privacy and data protection, contact the system administrator through official channels.