

TVET SCHOLARSHIP PROGRAM

DATA PROTECTION OVERVIEW

In accordance with the Data Protection Act, 2019, and Regulations, as amended and reviewed from time to time (Data Protection Laws), Equity Group Foundation (“EGF”) is a not-for-profit organization registered as a limited by guaranteed entity under the laws of Kenya. EGF is collecting consent from the parent(s) or guardians, on behalf of the applicants as minors to ensure compliance. EGF is committed to protecting the privacy and security of personal information. This Privacy Notice explains how we collect, use, and disclose personal information in connection with the Wings to Fly Secondary School Scholarship Program.

Information we collect.

EGF will collect the following types of personal information through application forms provided at the Equity Bank (Kenya) Limited Branches or through events organized by EGF:

- Contact Information: Names, addresses, phone numbers and e-mail addresses.
- Demographic Information: Date of Birth, gender, health status and other relevant demographic details.
- Academic Information: Educational background, grades, and other academic records.
- Program Participation Information: Data related to participation in the Wings to Fly Program, including attendance, performance, sibling information and referrals.

How we use your information

- EGF uses your personal data for the following purposes:
- Program Administration: To manage and administer the Wings to Fly Program, including fair scholarship distribution and academic support.
- Communication: To communicate with participants, parents or guardians regarding program updates, events, and relevant information.
- Research and Reporting: To conduct research and generate reports to improve the effectiveness of the program.
- Compliance: To comply with Legal and Regulatory requirements.
- Sensitive Personal Data
- EGF collects health information, property details, family details including names of the person’s children, parent(s), guardians, spouse or spouses and gender. Under the Data Protection Laws, these data categories are termed as sensitive personal data.
- EGF uses your sensitive personal data for the following purposes:
- Program Administration: Your health information, gender and family details are collected and used to ensure fair scholarship distribution.
- Home Visit: To conduct follow up visits, if successful after the interviews. The visits are structured to be impromptu, without the knowledge of the applicants to avoid instances of fraudulent applications.

Information Sharing

We may obtain and or share personal information:

- EGF may obtain additional information concerning the applicant’s education and financial records, as needed to complete this scholarship application.
- EGF may also communicate and release information to others who are involved in making decisions relating to the applicant’s educational plans, including, and not limited to their previous and future schools, Referees named in this form and the Ministry of Education.
- EGF may also share your personal information with the donors, certified counsellors, psychosocial and medical service providers, and mentors.

Data Security

EGF implements adequate technical and organizational measures to protect personal information from accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data.

Data Transfers & Cross-Border Transfers

Once the forms are received, the data is transferred to the EGF Data Management Information System (DMIS). The physical forms are then archived based on Bank Policies by the branches that received the personal data.

In the course of our operations, personal data may be transferred to entities located outside Kenya. Such transfers could be necessary to provide oversight to our donors, who are located outside the country. EGF takes measures to ensure that your data remains adequately protected and that these transfers comply with the Data Protection Act, 2019.

Applicants Data Subject Rights

Applicants can exercise their rights to access, rectify, erase, restrict processing, data portability, object and in relation to automated decision making and profiling by sending a request to: egfdpo@equitybank.co.ke. We may however continue to process where we have a legal basis of processing.



CONSENT FROM THE PARENT(S) or GUARDIAN

I, _____, hereby provide my consent to EGF for processing of my sensitive personal data for the purposes described above.

INSTRUCTIONS/GUIDELINES

- This form is given **FREE OF CHARGE** by the Equity Group Foundation
- The information provided in this form is intended to help the Equity Group Foundation Community Scholarship Selection Board understand the applicant’s academic and financial position for the purpose of assessment for scholarship/award.
- This application form must be filled accurately and completely in **CAPITAL LETTERS**
- On being called for an interview, the applicant must bring the originals of all documents attached.
- All incomplete or inaccurately filled forms will be automatically rejected.
- Copies of **ALL DOCUMENTS** required must be provided by the applicant. Any applications without relevant documents will be rejected.
- Canvassing will lead to automatic disqualification.
- The completion and submission of this form is not a guarantee for sponsorship.
- Any false statements, omissions or forged documents will lead to automatic disqualification.
- Equity Group Foundation reserves the right to make the final determination of scholarship beneficiaries.
- **Only 2020 to 2023 KCSE** candidates will be considered.
- **The application can also be submitted through the Wings to Fly online platform https://egfdmis.equitybank.co.ke/register_w2f • Every part of this form must be filled. Failure to do so makes this application form incomplete and therefore renders the applicant illegible for the scholarship.**

APPLICANT’S DECLARATION

I, _____ declare that the information given above is true to the best of my knowledge and I am aware that giving false representation will mean that my application will not be considered and will lead to automatic disqualification. I authorise Equity Group Foundation or its representatives to obtain such additional information concerning my educational program and financial records as needed to complete this scholarship application. I also authorise Equity Group Foundation and its representatives to communicate and release information to others who are involved in making decisions relating to my educational plans including and not limited to my previous and future schools, referees named in this form and the Ministry of Education. In the event I win the scholarship, I commit myself to working hard and posting excellent results throughout my secondary school course.

Signature:

Date

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Implemented by: **KFW**

