



In Search of Better Health

KEMRI DATA PRIVACY NOTICE

(2025)

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1. KEMRI Data Privacy Notice

The Kenya Medical Research Institute (KEMRI) is a State Corporation previously established as a research institute under the Science and Technology (Repealed) Act and currently re-established under the State Corporations Act, Legal Notice No. 35 of March 2021 as read with the Fourth Schedule of the Science, Technology and Innovations Act, 2013.

Your right to privacy and security is very important to us. KEMRI, (we, us, our) treat personal information as private and confidential.

KEMRI is committed to protecting Your personal data and therefore our collection and processing of Your data shall be subject to the Data Protection Act, 2019 and Regulations made thereunder as well as other applicable laws (together called “Data Protection Laws”).

This Notice explains the Personal Data we collect from You as well as how we collect, process, use and handle Your Personal Data and Your rights in relation to Your Personal Data. Where there is a conflict, this Notice will prevail.

2. Definitions

“Institute”, “Us”, “We”, “Our” shall mean KEMRI, including the Institute, and all its Centres as listed on the official KEMRI website.

“Personal data, Sensitive personal data, identifiable natural person” shall mean as provided for in the Kenya Data Protection Act, 2019.

“Processing” shall mean as provided for in the Kenya Data Protection Act, 2019.

“You”, “Your”— this may mean, as the situation may apply:

- i. **“Employee”** shall refer to person hired to work for the Institute.
- ii. **“Job Applicant”** shall refer to a person that applies for a job at KEMRI through our online portal or newspaper daily or through email.
- iii. **“Visitor”** shall refer to a person who not being an employee of the Institute who has been granted access to the Institute office to conduct business including but not limited to customers, suppliers, agents, merchants and dealers.

“Notice” shall refer to this Data Privacy Notice.

3. Introduction

KEMRI operates in a complex, data-oriented environment that requires use of personal data to fulfil its core mandate in serving various stakeholders. This policy is our Notice of commitment to handle your personal data with the privacy it requires and in accordance to the provisions of various laws and regulations.

The policy also spells out your rights and also indicates the controls the Institute has established to safeguard your data.

4. Scope

This Data Privacy Notice applies to all KEMRI employees – whether on permanent or contract terms, interns, and contracted staff, all customers, suppliers, agents, merchants, dealers and all visitors frequenting any of the KEMRI premises.

5. Processing of Personal Data

In accordance to the provisions of the Data Protection Act and the Regulations thereto, the Institute shall:

- i. Process collected data in accordance with the right to privacy;
- ii. Process data lawfully, fairly and in a transparent manner;
- iii. Collect data only for a legitimate and specified reason;
- iv. No process data collected for a purpose other than which it was collected for;
- v. Minimize data collected only to what is necessary for processing; and
- vi. Keep data collected up to date and take any reasonable and necessary measures to ensure deletion or rectification of inaccurate data without delay.

5.1 Collection of Personal Data

We will collect your personal information when you:

- i. apply for a job at KEMRI through our online portal or via email.
- ii. are being onboarded onto KEMRI as an employee.
- iii. in the course of your employment, provide us with additional personal details for various purposes e.g. updating of our records.
- iv. visit any of our offices including our subsidiary offices where you may be required to fill in your details the entrance or are captured by our CCTV cameras strategically placed at our premises for security purposes.
- v. visit our website and/or social media pages.
- vi. contact us for information
- vii. respond to any of our surveys or invitation to events or webinars

KEMRI will only collect the minimum amount of personally identifiable data that is necessary to complete the action to which that information is associated. If actions change and information is no longer needed, we will stop collecting the information immediately.

5.2 What personal data is collected from you?

Whenever you interact with us, we will collect the following information from you. (please note that this list is not exhaustive):

a. Personal Identifying Information

When registering or logging into KEMRI websites and platforms, collectively referred to as 'the Site', you may be asked to enter your email address or other details, such as name and institutional affiliation. KEMRI will collect your personal identification information only if you voluntarily submit such information to us. Users can always opt not to supply personal

identification information, except that it may prevent them from engaging in certain activities.

You are not asked to provide any personally identifiable information to access most parts of the Site. You will be asked to provide basic personal information such as your email address to subscribe to email alerts or leave a comment on the Site. If you are applying for a job at KEMRI, you will be asked to provide the information routinely found in a curriculum vitae, or if you are tendering for a contract, you will be asked for information about your experience of supplying these services and possibly the financial stability of your business.

b. Non-Personal Identifying Information

You can browse the Site without telling us who you are or revealing any personally identifiable information about yourself.

The only information we gather during general browsing is from standard server logs: these include your internet protocol (IP) address, browser type, operating system, and information such as the website that referred you to us, the files you download, the pages you visit, and the dates/times of those visits. These do not specifically identify you. The information is used only for website traffic analysis and is treated confidentially. Cookie data. The Site may use "cookies" to enhance your user experience. A cookie is a small text file that a website saves on your computer or mobile device when you visit the site. There are multiple types of cookies, but cookies in general have two principal purposes:

- i. to improve your browsing experience by remembering your actions and preferences
- ii. to facilitate analysis of website traffic.

5.3 Use of personal data

The Data Protection Law provides the lawful basis for which we may collect and process your information including consent provided by you to collect and process the information

We may collect the following types of personal data about you, as relevant and allowed by law. If you give us someone else's personal data, you must have their permission and explain to them how we'll use it:

We will use and process this information for various purposes including: (please note that this list is not exhaustive):

- i. facilitating the hiring processes
- ii. facilitating other human resource and business administration activities
- iii. facilitating any legal procedures or recourse
- iv. conducting human research in various subject areas
- v. compliance with laws and regulations
- vi. giving you the products, information or services you have requested
- vii. improving the quality of the products, information or services you have requested
- viii. communicating with you about an event or conference

5.3.3 Third Party Disclosure

KEMRI does not sell, trade, or rent user personal identification information to others. KEMRI may share generic aggregated demographic information not linked to any personally identifiable information regarding visitors and users with our partners, trusted affiliates and advertisers for the purposes outlined above or as described in section G below.

We may also use third party service providers to help us with the management of offline and online services (e.g. the Site), such as sending out newsletters and undertaking surveys. We may share user information with these third parties for those limited purposes for which you have given your permission.

5.3.4 Legal Disclosure

Notwithstanding anything to the contrary in this Privacy statement, users acknowledge, consent and agree that KEMRI may disclose information in order to: (a) comply with applicable law, regulation, legal process, or governmental request; (b) protect the rights, property and safety of KEMRI and others, including intellectual property rights; and (c) enforce or apply our agreements and policies.

If you post or send offensive, inappropriate, or objectionable content anywhere on or to the Site or otherwise engage in any disruptive behavior on any KEMRI service, we may use your personal information to stop such behavior. Where KEMRI reasonably believes that you are or may be in breach of any applicable laws (e.g. because content you have posted is considered defamatory or in violation of copyright), we may use your personal information to inform relevant third parties such as law enforcement agencies about the content and your behavior.

5.4 Access to your personal data

KEMRI will only grant access to data to individuals who absolutely need access in order to perform their duties. If duties or individuals change, KEMRI will remove permissions from any accounts who do not need access.

KEMRI will also conduct periodic reviews of every filing system under its control and ensure that data collection and data access requirements are up to date.

You have the right to, upon request, access your information to amend and confirm accuracy; request your data be provided so you can submit it elsewhere; and request that your information be deleted from the KEMRI data filing system.

- Upon request, KEMRI will provide the data subject with their information free of charge unless the request is manifestly unfounded or excessive (particularly if it is repetitive). If unfounded or excessive then KEMRI may charge a reasonable fee based on the administrative cost of providing the information;
- KEMRI will respond to you within one month of receipt of their request, and may extend the response period and must notify you within one month if so explaining why the extension is necessary, if the requests are complex or numerous. Unless the

request is for a large amount of information, responses will not linger past three months of receipt of the request

5.5 Safeguarding and protection of personal data

KEMRI has put in place various operational and technical controls to safeguard your data from unauthorized access or modification. We are also continually enhancing our controls in line with the ever-evolving threat environment.

For data filing systems over which KEMRI has control, a breach notification system and process guarantee that all data subjects shall be notified of any breach, where applicable, within 72 hours of the Institute having become aware of the breach.

5.6 Handling your sensitive personal data

KEMRI shall not collect or process your sensitive personal data except as necessary to carry out the activities prescribed in this notice.

5.7 Retention of personal data

KEMRI shall not retain your data any longer than is necessary and as shall be determined by the purpose for which the data was collected and whether that purpose has been fulfilled unless as circumstances may dictate including applicable legal and regulatory requirements, consent by you, for legitimate lawful purposes or for historical and reporting purposes.

6. Your Rights

Your rights as spelt out in the Kenya data protection laws include the below. Please note that these are subject to legal or regulatory exceptions and we reserve a right to override exercise of your rights where there is a legitimate reason, legal or regulatory requirement to do so as may be applicable.

- a. Right to be informed of the use to which your personal data is to be put.
- b. Right to access your personal data.
- c. Right to object to the processing of all or part of your personal data.
- d. Right to correction of false or misleading data about you.
- e. Right to deletion of false or misleading data about you.
- f. Right to erase your personal data that we are no longer authorized to retain, irrelevant, excessive or obtained unlawfully.
- g. Right to be informed that we are collecting personal data about you.
- h. Right to withdraw your consent to processing of your personal data.
- i. Right to request restricted processing of your personal data.
- j. Right to request transfer of your personal data.

k. Right to not be subject to a decision based on automated processing; subject to such automated processing producing legal effects that affect you.

l. Right to decline use of your personal data for commercial purposes.

m. Right to be informed about a breach to your personal data unless your identity cannot be established in that breach.

n. Right to lodge a complaint with the office of the Data Commissioner if you feel aggrieved by a decision made by KEMRI using the prescribed mechanisms in the protection laws

7. The use of cookies, embedded plug-ins, widgets and links on the KEMRI Website

We may store some information (using "cookies") on your computer when you visit our websites. This enables us to recognize you during subsequent visits. The type of information gathered is non-personal (such as: the Internet Protocol (IP) address of your computer, the date and time of your visit, which pages you browsed and whether the pages have been delivered successfully.

We may also use this data in aggregate form to develop customized services - tailored to your individual interests and needs. Should you choose to do so, it is possible (depending on the browser you are using), to be prompted before accepting any cookies, or to prevent your browser from accepting any cookies at all. This will however cause certain features of the web site not to be accessible.

7. Amendments to this Notice

KEMRI reserves the right to update, modify or amend this policy Notice at any time and an updated copy can be obtained from the official Institute website.

8. Other Provisions

The notice shall apply to all KEMRI Centres effective from 1st August 12, 2025. This Policy shall not cover Personal Data collected before the date of application. Directives and Procedures under this Policy may extend to such Personal Data.

9. Contact Us

Kenya Medical Research Institute

P.O. Box 54840 00200 Off Raila Odinga Way. Nairobi, Kenya.

Center for Geographic Medicine Research, Coast

P.O. Box 230-80108, Kilifi Kenya

Center for Global Health Research (CGHR)

P.O. Box: 1578 - 40100, Kisumu, Kenya

Center for Infectious and Parasitic Diseases Control Research (CIPDCR)

P.O. Box: 3 - 50400, Busia, Kenya

10. KEMRI Data Protection Officer (DPO) Contacts

Email: dataprotection@kemri.go.ke

11. Notice effective date

1st August 2025