

## **Privacy Policy for Eujim Academy**

This Privacy Policy outlines how we collect, use, and protect your personal information in compliance with the Data Protection Act, of 2019 (Kenya). By engaging with our services, you consent to the practices described in this policy.

### **1. Information We Collect**

We may collect the following types of personal information:

- Personal Identification Information: Name, ID/Passport Number, Address, Phone Number, Email Address.
- Educational Information: Academic qualifications, certifications, and areas of interest for training purposes.
- Payment Information: Bank details or mobile money information for course payments.
- Technical Information: IP addresses, browser type, device information, and usage data when interacting with our website.

### **2. How We Collect Information**

We collect information through:

- Online forms and registrations.
- Direct communication (email, phone, or physical forms).
- Website interactions and cookies.

### **3. Use of Information**

The personal data collected will be used to:

- Facilitate your enrollment and participation in courses.
- Communicate updates, course schedules, and notifications.
- Process payments and issue receipts or invoices.
- Improve our services through feedback and analytics.
- Comply with legal obligations and regulatory requirements.

### **4. Sharing and Disclosure**

Eujim Academy will not share your personal data with third parties except in the following instances:

When required by law or governmental authority.

To service providers or partners for payment processing or service delivery under confidentiality agreements.

In cases where explicit consent has been given by you.

### **5. Data Security**

We implement industry-standard measures to protect your personal data against unauthorized access, alteration, or destruction. These include:

- Secure servers and encryption for sensitive information.
- Regular monitoring and updates to our security protocols.
- Limiting access to personal data to authorized personnel only.

## **6. Your Rights**

Under the Data Protection Act, 2019 (Kenya), you have the following rights:

- Right to Access: Request details of your personal data held by us.
- Right to Rectification: Correct inaccurate or incomplete information.
- Right to Erasure: Request deletion of personal data where applicable.
- Right to Restrict Processing: Limit how your personal data is used.
- Right to Data Portability: Obtain a copy of your data in a transferable format.
- Right to Withdraw Consent: Opt-out of non-essential data processing.
- To exercise any of these rights, please contact us using the details provided below.

## **7. Retention of Data**

We retain personal data only for as long as necessary to fulfill the purposes outlined in this policy or as required by law. When no longer needed, data will be securely deleted or anonymized.

## **8. Cookies and Online Tracking**

Our website uses cookies to enhance user experience and gather analytical data. By using our website, you consent to the use of cookies. You can manage cookie preferences through your browser settings.

## **9. Updates to This Policy**

We may update this Privacy Policy periodically to reflect changes in laws, regulations, or our practices. Updates will be communicated via our website or email.

## **10. Contact Us**

For inquiries, requests, or complaints regarding this Privacy Policy, please reach out to:

Email: [enrollment@eujimacademy.co.ke](mailto:enrollment@eujimacademy.co.ke)

Phone: +254 113 281 424

Postal Address: P.O. Box 7034-00200, Nairobi, Kenya