

**In compliance with the Data Protection Act, 2019**

**DATA PRIVACY STATEMENT**

1. IPM is committed to keeping your information private. By your information, we mean any information about you that you provide to us. We only collect, process and share your personal data so that we can provide you with the services you are applying for. We will obtain your consent for any other processing that is not related to this purpose. To read our detailed privacy notice, please refer to :[IPM PRIVACY NOTICE](#)
2. IPM respects your rights. We are responsible with your personal information and treat it as an important part of our relationship with you.
3. IPM promises to treat all your personal information carefully and responsibly.
4. Personal information includes any information that lets IPM identify you as a unique individual, such as your name/s and surname combined with your physical address, contact details and/or passport/identity number.
5. Personal information also refers to information that uniquely identifies a legal entity, such as the trading name of a company combined with the company registration number.
6. Sensitive personal information includes details of your race or ethnic and social origin, gender, religious, philosophical and conscience beliefs, political persuasion, property details, marital status, family details including details of children, parents, spouse or spouses, health status, genetic, biometric information, sex or sexual orientation etc.
7. Personal information may be given to or collected by IPM in writing as part of a written application form, electronically (email), telephonically, online (ipm.ac.ke) or via face to face interaction with IPM employees/ agents.

**Crescent Business Centre, 6<sup>th</sup> Floor, Crescent close, Opp. MP Shah, Parklands, P.O Box 10034-00100 Nairobi, Kenya.**

**Cell: +254710350224, +254 715 350 224 Email:info@ipm.or.ke Web: www.ipm.or.ke**



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8. Processing of personal information includes any initial processing that IPM does when we first collect your personal information. It also includes any further and ongoing processing that IPM is allowed to carry out legitimately. The term 'processing' includes collecting, using, altering, merging, linking, organising, disseminating, storing, retrieving, disclosing, erasing, archiving, destroying or disposing of personal information.
9. IPM will only collect and process your personal information for the reason you provided it to us, or to enable us to comply with the requirements of specific laws and/or regulations that we are governed by.
10. IPM may process your personal information to protect your or our legitimate interests. IPM will not collect and process personal information about you that we do not need. The general purposes for which IPM collects and processes your personal information include, but are not limited to;
  - a. Identifying you and verifying your physical address
  - b. Event registration and organization;
  - c. Capturing photographs, audio or/and video recordings for marketing, educational or promotional purposes;
  - d. Sharing financial products with you for your financial well-being;
  - e. Sending event-related communications, updates, and materials;
  - f. Statistical analysis and reporting for improving our services;
  - g. Processing payments;
  - h. Responding to inquiries and complaints;
  - i. Where you have applied for employment at IPM, we perform applicant screening and background checks;

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- j. Where you are an IPM employee (including consultants/ independent contractors), we create an employment record of you on our system to facilitate continuous monitoring during your employment with us;
  - k. Where you are an IPM director, we create a record of you as a director on our system;
  - l. Where you've been identified as a next of kin by an employee, training consultants or client, we create a record of you on our system;
  - m. Where you are a supplier to IPM, we process your personal information for due diligence, risk assessment, administrative and payment purposes;
  - n. Compliance with legal obligations.
- 11.** In most cases, personal information will be collected directly from you, but there may be other instances when IPM will collect personal information from other sources. These may include public records, places where you may already have made your personal information public (e.g, on social media), credit bureaus, or individuals/directors whom you have appointed as your representative, where you are a corporate entity. IPM will only collect your personal information from other sources where we are legally entitled or obliged to do so.
- 12.** To the extent that Act permits, you have the following rights regarding your personal information:
- a. The right to access and request a copy of your personal data held by the Company;
  - b. The right to request correction of any inaccurate or incomplete data;
  - c. The right to withdraw consent and request for deletion of my data, by notifying the Company in writing via [IPM-Accounts@ipm.or.ke](mailto:IPM-Accounts@ipm.or.ke) subject to the provisions stated herein;
  - d. The right to lodge a complaint with the Office of the Data Protection Commissioner in case of any misuse or breach etc.

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- e. If you have a complaint relating to the protection of your personal information, including the way in which it has been collected or processed by IPM, please contact us using the local contact details as listed below. If you have not had your complaint dealt with satisfactorily, you may lodge a complaint.

***DISCLAIMER: IPM reserves the right to change this statement at any time. All changes to this statement will be posted on the website. Unless otherwise stated, the current version shall supersede and replace all previous versions of this statement.***

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