

Privacy Notice

Supplier pre-qualification

This privacy notice is intended to inform suppliers about the personal data that we collect, use, and protect during the pre-qualification process. It is in compliance with the Kenya Data Protection Act 2019 and Regulation 2021.

1. Data Controller

The data controller for the personal data collected during the pre-qualification process is Kenya Paediatric Association. Our contact details are as follows:

P.O. Box 45820 – 00100, GPO

TEL: 254-020-2725309/ 2726298/ 254-0726-161590

E-mail: procurement@kenyapaediatric.org

2. Data We Collect

During the pre-qualification process, we collect and process the following personal data:

- a. Name and contact information (including email address and telephone number)
- b. Business registration details
- c. Financial information (including bank details)
- d. Professional qualifications and experience

3. Purpose of Processing

We process personal data during the pre-qualification process for the following purposes:

- a. To evaluate and pre-qualify suppliers for potential future business opportunities.
- b. To maintain accurate supplier records
- c. To comply with legal and regulatory requirements

4. Lawful Basis for Processing

Our lawful basis for processing personal data during the pre-qualification process is our legitimate interest in evaluating potential suppliers and maintaining accurate supplier records. We may also process personal data to comply with legal and regulatory requirements.

5. Data Recipients

Personal data collected during the pre-qualification process may be shared with:

- a. Employees and agents of Kenya Paediatric Association involved in the pre-qualification process.

- b. Third-party service providers who provide support services related to the pre-qualification process.

6. Data Transfers

We may transfer personal data to countries outside of Kenya if necessary for the purposes of the pre-qualification process. Any such transfers will be made in compliance with the Kenya Data Protection Act 2019 and Regulation 2021.

7. Data Retention

Personal data collected during the pre-qualification process will be retained for as long as necessary to evaluate and pre-qualify suppliers. We may also retain personal data to comply with legal and regulatory requirements.

8. Data Subject Rights

Suppliers have the following rights regarding their personal data:

- a. The right to access personal data.
- b. The right to rectify personal data.
- c. The right to erasure of personal data.
- d. The right to restrict processing of personal data.
- e. The right to data portability.
- f. The right to object to processing of personal data.
- g. The right to withdraw consent to processing of personal data.

If you wish to exercise any of these rights, please contact us at privacy@kenyapaediatric.org

9. Complaints

If you have a complaint about the processing of your personal data during the pre-qualification process, you have the right to lodge a complaint with the Office of the Kenya Data Protection Commissioner.

10. Changes to this Notice

We reserve the right to update this privacy notice at any time. We will notify suppliers of any significant changes to this notice.