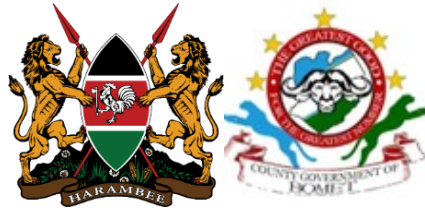


REPUBLIC OF KENYA



COUNTY GOVERNMENT OF BOMET

PRIVACY NOTICE

County Government of Bomet / Bomet County Public Service Board

1. Introduction

The County Government of Bomet, through the Bomet County Public Service Board (“the Board”), is committed to protecting your personal data and respecting your privacy. This Privacy Notice explains how we collect, use, store, and protect your personal data when you apply for employment through our online recruitment system.

2. Data Controller

The Data Controller responsible for your personal data is:

Bomet County Public Service Board

and

County Government of Bomet

For any data protection inquiries, you may contact:

Data Protection Officer (DPO)

Email: dataprotection@bomet.go.ke

Phone: 0202084068

3. Purpose of Data Processing

Your personal data is collected and processed for the following purposes:

- Processing your job application;
- Shortlisting and selection of candidates;
- Verifying qualifications and employment history;
- Communicating with you regarding your application;
- Complying with legal and regulatory obligations.

Your data will not be used for purposes incompatible with the above.

4. Lawful Basis for Processing

Your personal data is processed based on:

- **Performance of a public task** carried out by the County Government;
- **Legal obligations** relating to public service recruitment;
- **Consent**, where applicable (for sensitive personal data such as disability status and extended data retention).

5. Categories of Personal Data Collected

We may collect the following categories of personal data:

a) Personal Identification Data

- Full name, National ID/Passport number, date of birth, gender, KRA PIN

b) Contact Information

- Phone number, email address, postal and physical address

c) Professional and Academic Information

- CV, academic certificates, professional qualifications, work experience

d) Employment Data

- Referees, employment history, current employer

e) Sensitive Personal Data (where applicable)

- Disability status (for affirmative action)
- Ethnicity or diversity information (where required by law)

6. How We Collect Your Data

Your personal data is collected directly from you through:

- Online application forms;
- Upload of supporting documents;
- Additional information submitted during later stages of recruitment.

7. Data Sharing

Your personal data may be shared with:

- Human Resource Department
- Interview and selection panels
- Government oversight or regulatory bodies (where required by law)
- Approved service providers supporting the recruitment system

All recipients are bound by confidentiality and data protection obligations.

8. Data Retention

Your personal data will be retained:

- For as long as necessary to complete the recruitment process;
- For an extended period where required for audit, legal compliance, and dispute resolution;

Where applicable, your consent will be sought for extended retention of your data.

9. Your Rights as a Data Subject

Under the Data Protection Act, 2019, you have the right to:

- Be informed about the processing of your data;
- Access your personal data;
- Request correction of inaccurate or incomplete data;
- Request deletion of your data (where applicable);
- Object to processing (where applicable);
- Withdraw consent (where processing is based on consent);
- Lodge a complaint with the Office of the Data Protection Commissioner (ODPC).

10. Data Security

We implement appropriate technical and organisational measures to protect your personal data, including:

- Encryption of data in transit and at rest;
- Role-based access controls;
- Secure system infrastructure;
- Regular monitoring and security updates.

11. International Data Transfers

Your personal data will be processed and stored within Kenya.

We do not intend to transfer your data outside Kenya. If such transfer becomes necessary, it will only be done in compliance with the Data Protection Act, 2019 and with appropriate safeguards.

12. Provision of Data

Providing your personal data is **voluntary**, but necessary for processing your job application.

Failure to provide required information may result in inability to process your application.

13. Contact Information

For any questions or to exercise your rights, contact:

Data Protection Officer (DPO)

County Government of Bomet

Email: dataprotection@bomet.go.ke

Phone: 0202084068

14. Updates to This Notice

This Privacy Notice may be updated from time to time. Any changes will be communicated through the official County Government platform.

Consent Statement

- I confirm that I have read and understood the Privacy Notice.*
- I consent to the processing of my personal data for recruitment purposes.*
- I consent to the processing of my sensitive personal data (where applicable).*
- I consent to the retention of my personal data for an extended period for audit and compliance purposes.*