



REPUBLIC OF KENYA
MINISTRY OF EDUCATION
STATE DEPARTMENT FOR BASIC EDUCATION

DATA PROTECTION OVERVIEW

In accordance with the Data Protection Act, 2019, and Regulations, as amended and reviewed from time to time (Data Protection Laws), Equity Group Foundation ("EGF") is a not-for-profit organization registered as a limited by Guarantee entity under the laws of Kenya. EGF is collecting consent from the parent(s) or guardians, on behalf of the applicants as minors to ensure compliance. EGF is committed to protecting the privacy and security of personal information. This Privacy Notice explains how we collect, use, and disclose personal information in connection with the Elimu Secondary School Scholarship Program.

Information we collect.

EGF will collect the following types of personal information through application forms provided at the Equity Bank (Kenya) Limited Branches or through events organized by EGF:

- **Contact Information:** Names, addresses, phone numbers, and e-mail addresses.
- **Demographic Information:** Date of Birth, gender, health status and other relevant demographic details.
- **Academic Information:** Educational background, grades, and other academic records.
- **Program Participation Information:** Data related to participation in the Elimu Program, including attendance, performance, sibling information and referrals.

How We Use Your Information

EGF uses your personal data for the following purposes:

- **Program Administration:** To manage and administer the Elimu Program, including fair scholarship distribution and academic support.
- **Communication:** To communicate with participants, parents or guardians regarding program updates, events, and relevant information.
- **Research and Reporting:** To conduct research and generate reports to improve the effectiveness of the program.
- **Compliance:** To comply with Legal and Regulatory requirements.

Sensitive Personal Data

EGF collects health information, property details, family details including names of the person's children, parent(s), guardians, spouse or spouses and gender. Under the Data Protection Laws, these data categories are termed as sensitive personal data.

EGF uses your sensitive personal data for the following purposes:

- **Program Administration:** Your health information, gender and family details are collected and used to ensure fair scholarship distribution.
- **Home Visit:** To conduct follow up visits, if successful after the interviews. The visits are structured to be impromptu, without the knowledge of the applicants to avoid instances of fraudulent applications.



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Information Sharing

We may obtain and or share personal information:

- EGF may obtain additional information concerning the applicant's education and financial records, as needed to complete this scholarship application.
- EGF may also communicate and release information to others who are involved in making decisions relating to the applicant's educational plans, including, and not limited to their previous and future schools, Referees named in this form and the Ministry of Education.
- EGF may also share your personal information with the donors, certified counsellors, psychosocial and medical service providers, and mentors.

Data Security

EGF implements adequate technical and organizational measures to protect personal information from accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data.

Data Transfers & Cross-Border Transfers

Once the forms are received, the data is transferred to the EGF Data Management Information System (DMIS). The physical forms are then archived based on Bank Policies by the branches that received the personal data.

In the course of our operations, personal data may be transferred to entities located outside Kenya. Such transfers could be necessary to provide oversight to our donors, who are located outside the country. EGF takes measures to ensure that your data remains adequately protected and that these transfers comply with the Data Protection Act, 2019.

Applicants Data Subject Rights

Applicants can exercise their rights to access, rectify, erase, restrict processing, data portability, object and in relation to automated decision making and profiling by sending a request to: egfdpo@equitybank.co.ke. We may however continue to process where we have a legal basis of processing.

CONSENT FROM THE PARENT(S) or GUARDIAN

I _____, hereby provide my consent to EGF for processing of my sensitive personal data for the purposes described above.



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ELIMU SCHOLARSHIP PROGRAM

FORM A: REFUGEE APPLICATION FORM (2024)

INSTRUCTIONS/GUIDELINES

- This form is given **FREE OF CHARGE** by the Equity Group Foundation.
- The information provided in this form is intended to help the Equity Group Foundation Community Scholarship Advisory Committee understand the applicant's academic and financial position for the purpose of assessment for scholarship award.
- This application form must be filled accurately and completely in **CAPITAL LETTERS**.
- On being called for an interview, the applicant must bring the originals of all documents attached.
- All incomplete or inaccurately filled forms will be automatically rejected.
- Copies of **ALL DOCUMENTS** required must be provided by the applicant. Any applications without relevant documents will be rejected.
- Canvassing will lead to automatic disqualification.
- The completion and submission of this form is not a guarantee for sponsorship.
- Any false statements, omissions or forged documents will lead to automatic disqualification.
- Equity Group Foundation reserves the right to make the final determination of scholarship beneficiaries.
- **Only 2023 KCPE** refugee candidates who sat for their KCPE exams in camp based primary schools will be considered.
- The application form can be submitted either at the nearest Equity Branch or online via https://egfdmis.equitybank.co.ke/register_elimu
- **Every part of this form must be filled. Failure to do so makes this application form incomplete and therefore renders the applicant illegible for the scholarship.**

PART A: APPLICANT'S PERSONAL DETAILS

PERSONAL DATA

Full Name of Applicant

First/Baptismal: _____ Middle: _____ Surname/FamilyName: _____

Gender: Male Female Date of Birth:

D	D	M	M	Y	Y	Y	Y
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UNHCR Individual Number

X	X	X	-	X	X	X	X	X	X	X	X
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 Registration Group Number

Please attach copy of Manifest

Nationality: _____ Physical Address (Address home location) _____

Camp Name: _____

Tel /Mobile No.:

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 Alternative Mobile No.:

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Physical Address: County : _____ Sub-county: _____

Village/Area Number: _____ Compound/Zone Number: _____

Neighbourhood/Block Number: _____ Household/Group Number: _____

ACADEMIC INFORMATION

Name of Primary School Attended _____

Postal Address: P.O. Box: Town/City: Postal Code:

Tel/Mobile No.: Alternative Mobile No.:

Physical Address: County: _____ Sub-County: _____

Village/Area Number: _____ Compound/Zone Name and Number: _____

Neighbourhood/Block Number: _____

KCPE Index No.: KCPE Marks:

(Attach copy of results slip or one provided by the Headteacher of your former school with his / her certification)

Year sat for KCPE: _____ Have you attempted KCPE in previous years? Yes No

If yes, how many times and why? _____ Please indicate the KCPE scores attained for previous years: _____

Have you repeated any class (1-8) while in primary school? Yes No If yes, which one(s)? _____

PART B: APPLICANT'S FAMILY INFORMATION
PARENT'S INFORMATION

Father's Full Name

First Name: _____ Middle Name: _____ Surname: _____

UNHCR Individual Number - Registration Group Number

Living: Deceased: **[If deceased, please attach copy of death/burial certificate]**

Please attach copy of Manifest

Physical Address: County: _____ Sub-County: _____

Camp Name: _____ Village/Area Number: _____ Compound/Zone Number: _____

Neighbourhood/Block Number: _____ Household/Group Number: _____

Postal Address: P.O. Box: Town/City: Postal Code:

Tel/Mobile No.

Source of Income: _____

Mother's Full Name

First Name: _____ Middle Name: _____ Surname: _____

UNHCR Individual Number - Registration Group Number

Living: Deceased: **[If deceased, please attach copy of death/burial certificate]**

Please attach copy of Manifest

Physical Address: County: _____ Sub-county: _____

Camp Name: _____ Village/Area Number: _____ Compound/Zone Number: _____

Neighbourhood/Block Number: _____ Household/Group Number: _____

Postal Address: P.O. Box: Town/City: Postal Code:

Tel/Mobile Number:

Source of Income: _____

Are your parents living together? Yes No

GUARDIAN INFORMATION (If not living with your parents)

First Name: _____ Middle Name: _____ Surname: _____

UNHCR Individual Number - Registration Group Number

Relationship with Student/Applicant: _____

Please attach copy of Manifest

Physical Address: County: _____ Sub-County: _____

Camp Name: _____ Village/Area Number: _____ Compound/Zone Number: _____

Neighbourhood/Block Number: _____ Household/Group Number: _____

Postal Address: P.O. Box: Town: Postal Code:

Tel/Mobile Number:

Source of Income: _____

SIBLING INFORMATION

List all your brothers and sisters starting with the oldest and state what each is doing. (If working, describe job and monthly salary; if in university, state; if in school, state the form or class; if in training, describe it; if a sister is married, show the occupation of her husband and if a brother is married, show the occupation of his wife).

	Name	Age	School/Employer	Class/Position in employment
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

PART C: APPLICANT'S EVIDENCE OF NEED
APPLICANT'S INFORMATION

Indicator	Description
Why are you applying for a scholarship?	
Have you received any financial support/bursaries in the past? If so, please provide details:	
Do you suffer from any physical impairment (disability)? Do you have any disability or any chronic illness? If yes, kindly describe and provide evidence:	
Are you entitled to any form of inheritance from your parents guardians/any other source? Describe:	

Who do you live with? Parent(s) Guardian(s) Other Specify _____

PARENT/GUARDIAN INFORMATION

Indicator	Father/Male Guardian	Mother/Female Guardian	Other
Age of your parents/guardians?:			
Does any of your parents have any form of disability? If yes, describe the disability:			
Does any of your parents/guardians suffer from a chronic disabling medical condition? If yes, describe:			
Are you living with both parents? If not, explain:			
Are your parents/guardians employed? If yes, give details of job and salary per month: Attach Payslip			
Do your parents/guardians own a business? If yes, describe and show the average monthly income: Bank Statement			
Do your parents/guardians own land/plot? State number of acres, type of crops grown, number of cows /sheep/ goats/donkeys and income from such assets:	Land size: List livestock:		
Do your parents/guardians have any other assets or sources of income, including casual labor? If yes, indicate the approximate monthly income:			

FAMILY INFORMATION

Indicator	Description
Has your family been affected by civil conflict or natural disasters such as displacement, flooding, drought, fire or famine? If yes, describe:	
What type of house do you live in? Describe such as grass thatched, iron sheet, cemented, etc.:	
Please describe any other cause of disadvantage or vulnerability?	
Any siblings in i) Secondary School?: ii) University?:	

SKETCH A DIRECTIONAL MAP TO YOUR HOME FROM THE NEAREST LANDMARK,

INDICATE CLEARLY THE BLOCK NUMBER AND YOUR HOMESTEAD.

Part D: How did you first learn about the Elimu Scholarship Programme?

(Please mark only one)

- School – teacher, principal or counselor (list name)
- Church, mosque or synagogue (specify name)
- Friends, parent, guardian or relative
- Equity Bank Branch (specify location)
- Internet (specify site)
- Radio or TV (specify)
- Newspaper or magazine (specify)
- Social networks such as Facebook, Twitter or MySpace (specify)
- Others (specify): _____

PART E: DECLARATIONS

APPLICANT'S DECLARATION

I, _____ declare that the information given above is true to the best of my knowledge and I am aware that giving false representation will mean that my application will not be considered and will lead to automatic disqualification. I authorise Equity Group Foundation or its representatives to obtain such additional information concerning my educational program and financial records as needed to complete this scholarship application. I also authorise Equity Group Foundation and its representatives to communicate and release information to others who are involved in making decisions relating to my educational plans including and not limited to my previous and future schools, referees named in this form and the Ministry of Education. In the event I win the scholarship, I commit myself to working hard and posting excellent results throughout my secondary school course. I declare that I am aware of the Kenyan secondary school set up and commit to remain in school without any undue absenteeism.

Signature: _____

Date:

D	D	M	M	Y	Y	Y	Y
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PARENT'S/GUARDIAN'S DECLARATION

I confirm that the above information is true to the best of my knowledge and I am aware that giving false representation will mean that the application will not be considered and will lead to automatic disqualification. On behalf of my child, I authorise Equity Group Foundation or its representatives to obtain such additional information concerning this applicant's education and financial records as needed to complete this scholarship application. I am familiar with the Kenyan Secondary schools system and conditions and commit to ensuring that my child remains in school without any undue absenteeism if selected. I also commit to report to the bank any incident of my child absenteeism from school. I also authorise Equity Group Foundation and its representatives to communicate and release information to others who are involved in making decisions relating to this applicant's educational plans including and not limited to their previous and future schools, referees named in this form and the Ministry of Education.

Parent/Guardian Name: _____

Signature: _____

Date:

D	D	M	M	Y	Y	Y	Y
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If you wish to provide additional information, please attach a separate piece of paper.

PART F: RECOMMENDATIONS

This part must be completed by the relevant authorities indicated. Any false information will lead to disqualification.

1. Primary School Head Teacher

Please report on the above named applicant's performance, conduct, special interests and talents. Also explain why he/she should be considered for the Elimu Scholarship Programme:

How long have you known the candidate/family? _____

My school has _____ pupils who sat for KCPE and in the most recent tests sat by the applicant before sitting for KCPE, this applicant's position was no. _____ overall and attained _____ marks out of 500.

Report on any special interests or talents the child may have e.g. Leadership, Sports, Arts, Music, etc: _____

Rate the candidate's financial ability: Very Rich Rich Middle Income Poor Very Poor

I have reviewed the information given in this form and believe it to be truthful. The above named student attended my school and based on my knowledge and/or inquiries, I affirm that he/she is needy/vulnerable. Please describe facts about his/her circumstances.

Name: _____ Signature & Official Stamp: _____ Date:

D	D	M	M	Y	Y	Y	Y
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Postal Address: P.O. Box:

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 Town/City:

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 Postal Code:

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Telephone No.:

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Camp Name _____ Village/Area Number _____

Compound/Zone Number _____ Neighbourhood/Block Number _____

2. Community Leader/Block Compound Leader

How long have you known the candidate/family? _____

Rate the candidate's financial ability: Very Rich Rich Middle Income Poor Very Poor

	Yes	No
Orphaned		
Parents/Guardians are employed		
Parents/Guardians		
Any additional information, explain:		

I have reviewed the information given in this form and believe it to be truthful. The above named student is a resident of my Location/ Sub-Location. Based on my knowledge and/or inquiries, I affirm that she/he is needy/vulnerable.

Name: _____ Signature & Official Stamp: _____ Date:

D	D	M	M	Y	Y	Y	Y
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Postal Address: P.O. Box:

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 Town/City:

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 Postal Code:

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Telephon No.:

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Camp Name _____ Village/Area Number _____ Compound/zone Number _____

Neighborhood/block number _____ House/group number _____

3. Religious Leader (Bishop, Pastor, Priest, Imam, etc.)

How long have you known the candidate/family? _____

Rate the candidate's financial ability: Very Rich Rich Middle Income Poor Very Needy

I have reviewed the information given in this form and believe it to be truthful. Based on my knowledge and/or inquiries I affirm that this student is needy / vulnerable based on the following facts about his/her circumstances.

Name: _____ Signature & Official Stamp: _____ Date:

D	D	M	M	Y	Y	Y	Y
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Postal Address: P.O. Box:

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 Town:

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 Postal Code:

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Telephon No.:

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Camp Name _____ Village/Area Number _____ Compound/Zone Number _____

Neighborhood/Block Number _____ Household/Group Number _____

NB: If a family is found to have misrepresented their circumstances, the scholarship will be terminated and they will be required to refund fees paid.