



OSHVAL EDUCATION & RELIEF BOARD

OSHVAL COLLEGE GRADUATION 2026

PERSONAL DATA CONSENT FORM

Student Name: _____ Year: _____ Admission No: _____

Purpose

I (Parent/Guardian/Student) understand that Oshwal Education & Relief Board (OERB) & its affiliates may take photographs, videos, and/or voice recordings of our Student. Such audio and visual material may be captured at any time, regular classrooms, campus events, activities promoting campus programs or promoting individual campus events such as all sporting events, any classroom events and/or additional school or regional activities, or as part of general testimonials.

The material will be used for promotion and marketing purposes with goals and purposes including but not limited to promoting the academic life at OERB & its affiliates in its entirety. This includes but is not limited to the academic aspect and extra-curricular activities; granting the viewers a deeper look at the academic way of life, procedures and all that comes with it.

The material can be used, in accordance with this Consent Form, in digital and printed format (including but not limited to print publications and newsletters), posted on OERB and its affiliates websites, any social media platforms and/or on advertisement platforms, such as outdoor digital banners and billboards (Platform).

Parent/Guardian/Student Consent

I hereby agree:

- To give consent to OERB & its affiliates to use the material for the purpose listed above on any platform in an edited or unedited format, at the discretion of the campus.
- That images and/or video footages of the Student may be used and may be edited or altered.
- That images and recordings may be posted on OERB & its affiliates websites including any social media pages.
- That the material will be the property of OERB & its affiliates.
- That OERB & its affiliates may engage sub-processors to process the material and personal data on their behalf for content management and marketing purposes (e.g. social media marketing, print media or any other medium for marketing).
- That the Parent/Guardian/Student will not be entitled to any royalty, fee, or any other compensation for being featured in any of the material used for promotion.

- That any data shared internally between staff of Oshwal College be it academic performance, sporting performance, non-payment of fee or any other academic or non- academic related costs, is strictly for information purposes to the concerned members within OERB and its affiliates where concerned.
- That, in giving consent, I hereby release OERB & affiliates, their agents, staff, officials, representatives, and contractors from any and all responsibility or liability for any damage resulting from any use of the material in any manner whatsoever.

The Parent/Guardian has the right to withdraw his/her consent to the processing of the Student's personal data at any moment by submitting a written, signed, and dated letter to Oshwal College requesting the Institution to stop using the personal data and any material featuring any of the Student's personal data, in which case it will not be used in future publications but may continue to appear in publications already in use or circulation as far as such a request is reasonable.

Data Privacy and Protection

The School will securely store this Consent Form & the students' data and dispose of it **FIFTEEN YEARS** after its signature. The school might edit, share, and post the material where physical, technical, and organizational security measures are implemented to ensure its confidentiality, integrity, and availability.

The legal basis for the processing of personal data is having the consent of the Student (if the Student is 18 years old or above) or of the Parent/Guardian (if the Student is under the age of 18). The Parent/Guardian/Student hereby confirms that this consent is given on a voluntary basis and includes information that constitutes sensitive data, such as ethnic background, religion, or health-related condition. No profiling or automated decision-making activities are being carried out.

By signing this Consent Form, I certify that I have read and agreed to all of its terms and conditions.

Full Name: _____

LAST

MIDDLE

FIRST

Parent/Guardian/Student Signature: _____

Date: _____



OSHWAL EDUCATION & RELIEF BOARD
P. O. BOX 49633, 00100, NAIROBI, KENYA TEL: 0772-264485-7 / 0735-888845
E-MAIL: administrator@oerb.org

MEDIA CONSENT FORM

Introduction

Oshwal Education and Relief Board (which includes its entities: Oshwal Academy Nairobi, Oshwal Academy Mombasa, Visa Oshwal Boarding and Oshwal College) herewith known as O.E.R.B is registered as a Data Controller (Identification 556-2113-A243) with the office of the Data Protection Commissioner, and we strive to ensure adherence to the data protection regulations while carrying out our day-to-day services and activities. The Institution understands the importance of protecting and putting forth the well-being and privacy of all its stakeholders; thus, we are committed to ensuring that the data we process is handled in accordance with the data protection law.

Purpose

Subject to the prior and voluntary consent of our data subjects, O.E.R.B. may use photography, audio and/or video footage, including images of data subjects, both internally and externally in relation to school events, activities, programmes and marketing of the Institution. These images could be used in both print and digital media, including but not limited to print and digital publications, photo gallery, websites, e-marketing, advertising, film, social media, teaching, posters and banners on the following platforms (but not limited to): Newspapers, Asian Weekly, O.E.R.B social media platforms, YouTube, O.E.R.B Website, Oshwal Academy Nairobi & Mombasa Website, Oshwal College Website and Visa Oshwal Community social media platforms. Some of the images and recordings may be stored permanently as part of the Institution's archives once they are published.

Commitment

Oshwal Education and Relief Board is committed to safeguarding the rights of our data subjects and processing information in accordance with our Data Protection Policy, Privacy Notice and the Data Protection Act, 2019 and the General Regulations, 2021. The personal data collected on this form will be stored securely and will only be used for the purposes detailed in this consent form.

The Rights of the Data Subject

The following are your rights with respect to the personal data we shall process:

- The right to be informed of the use;
- The right to request access to the information we have processed about you at any time;
- The right to rectify any information which is inaccurate, outdated, incomplete or misleading;

- The right for the data to be erased;
- The right to restrict or object processing of all or part of their data; and
- The right to data portability.

You have the right to withdraw consent for this purpose or inform Oshwal Education and Relief Board to stop using your images at any time, in which case it will not be used in future publications but may continue to appear in publications already in circulation. If you wish to exercise any of these rights, please write to dpo@oerb.org. Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

Complaints

If you wish to raise a complaint about how your personal data has been handled, you can contact the Data Protection Officer who will investigate the matter. The officer can be contacted on email via dpo@oerb.org or by calling 0735 888 845 or by writing to the O.E.R.B Data Protection Office at P.O Box 49633-00100, Nairobi, Kenya.

The Consent

I have read and understood this notice, and consent to the collection, use and disclosure of my image/s under the above conditions.

Where the individual/participant is under the age of 18 or is a vulnerable adult, the parents or legal guardian will consent on their behalf.

Further, I acknowledge and give permission to:

- Photograph and/or video record me during the event.
- Use, reproduce, and distribute these images/videos for promotional, educational and informational purposes.
- Publish these materials in print and digital formats (including social media and websites) without compensation.

I understand my image may be used without identifying me by name, unless I have given separate written consent to be identified.

Category: Employee Student Alumni Partner
 Parent Guardian Visitor
 Other (Please Specify)

Event Name: Oshwal College Graduation 2026

I hereby give consent for the use of my personal data for the purposes outlined herein.

Name:

Signature:

Contact Number:

Email Address.....

Date (MM/DD/YY):

By signing this form, you consent and agree to the terms set out below by Oshwal Education and Relief Board:

1. To use, for the purposes set out herein, the photograph(s) and/or video footage(s) taken during the Institution's activities, events and programmes and/or any related information (the "Images") featuring you and/ or any ward identified of whom you confirm you are the parent or legal guardian.
2. Will own the images created as a result of the activities, events or programmes completely. The intellectual property (including copyright, trademark, and other related rights) of any data and/or information covered by this consent form shall be assigned to Oshwal Education and Relief Board and will become the property of the Institution.
3. May itself or may permit its agents/partners to edit, copy or adapt the images in any manner it thinks fit, and you give all necessary clearances, permissions and waivers for it to do so.
4. O.E.R.B does not undertake to use the images nor to credit you (or your ward) and if O.E.R.B does use them, O.E.R.B shall not owe any compensation, and you shall receive no payment of any kind, in relation to the use of the images or the above rights in any activities or programmes.
5. That without expectation of compensation or any other remuneration, now or in the future, I give my consent to the O.E.R.B. to use my name and/or image/s (or that of my ward) as described above. The use of the image/s and/or name may also include its distribution to third parties such as media outlets, social media accounts of the school or partners of the school. We will not pass the details recorded on this form on to any other organization, unless legally obligated, without your explicit consent. The contact information which you provide will only be used to reach you about the material you have given consent for.
6. I waive any right to approve the finished product or products or the advertising copy or printed matter that may be used in conjunction therewith or the use to which it may be applied. I also waive any right to any compensation or royalties in connection with the use of the image and name.

7. I agree to indemnify and hold Oshwal Education and Relief Board harmless against all claims, damages, and expenses, including reasonable advocate's fees, arising out of the use of the image and name, including but not limited to claims for invasion of privacy, defamation, and copyright infringement.
8. I have read and understood this form, and consent to the collection, use and disclosure of my image under the above conditions.