



**MEMBER CONTACT INDEMNITY AND INFORMATION UPDATE FORM**

**A. MEMBER'S BIO-DATA**

Full Name: Mr./Mrs/Miss \_\_\_\_\_

Date of Birth \_\_\_\_\_ Official Designation \_\_\_\_\_

Staff No/ Payroll No \_\_\_\_\_ M/No \_\_\_\_\_ I/D NØ. \_\_\_\_\_

Email Address \_\_\_\_\_ Signature \_\_\_\_\_

**B. INFORMATION UPDATE**

(To be completed where the member is changing/updating information from what we currently have in our records) I hereby request Banki Kuu Non-WDT Sacco Society Limited to update my information as follows:

Category	Updated to
Name	_____
Mobile Phone Number <i>(NOT for USSD registration)</i>	_____
Branch	_____
Email Address	_____
Passport Number <i>(where Applicable)</i>	_____
Employer <i>(where applicable)</i>	_____
Staff No. <i>(where applicable)</i>	_____
KRA Pin Number <i>(Update)</i>	_____
Bank Name	_____
Bank Account No	_____
Branch Name	_____

**DECLARATION**

- a) Banki Kuu Sacco or Banki Kuu Non-WDT Sacco Society Limited where used in this declaration refers to the same entity.
- b) I hereby warrant that I have the legal capacity and requisite authority to enter a contractually binding relationship with Banki Kuu Sacco and further warrants that any instructions given to Banki Kuu Sacco either using the primary email address or the primary mobile number shall be deemed to have been done so, with my express authority.
- c) "Email address" I have provided in this form is my main personal email address. I may change it at any time by filling in and signing a new Member Contact Indemnity Form.
- d) "Mobile number" I have provided on this form is my main personal mobile telephone number. I may change it at any time by filling in and signing a new Member Contact Indemnity Form.

- e) I therefore expressly agree to indemnify and absolve Banki Kuu Non-WDT Sacco Society Limited against any lawsuits, losses, charges, damages, liabilities, expenses (including legal fees), fees or transactions (including those by third parties) suffered by Banki Kuu Sacco, incurred or that may otherwise result from reliance by Banki Kuu Sacco on any instructions or information issued by myself or purported to be issued by me and or on behalf of myself through my email address and or the mobile number as provided in this form.
- f) If I wish to change either the email address or the mobile number, and do not communicate this to Banki Kuu Sacco, then I agree not to hold Banki Kuu Sacco liable for any transactions that may arise due to the use of the previous email address and/or mobile number in Banki Kuu Sacco's possession.
- g) Other than change of my email address and mobile number and for purposes of clarity I may issue instructions to Banki Kuu Sacco through my email address and my mobile number through various online channels such as:
  1. Banki Kuu Sacco Website and Portals
  2. Email
  3. Banki Kuu Sacco USSD and Mobile Applications

## DATA PRIVACY POLICY

Banki Kuu Non-WDT Sacco Limited ("us", "we", or "our") is a Sacco regulated by SASRA to offer financial services. We operate the [www.bankikuusacco.co.ke](http://www.bankikuusacco.co.ke) website, which provides more information of us and our various services / facilities as well as the MSACCO Mobile App mobile application (the "Service").

As an organization, we take our responsibility regarding the management of our stakeholders' data very seriously. This page informs you of our policies regarding the collection, use, and disclosure of personal data when you use our Services sets out how we manage our responsibility in the use of your data and the choices you have associated with that data.

We use your data to provide and improve the Services. By using these Services, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Data Privacy Policy, terms used in this Data Privacy Policy have the same meanings as in our Terms and Conditions.

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). We may use your Personal Data to contact you with newsletters, marketing or promotional materials and other information that may be of interest to you. You may opt out of receiving any, or all, of these communications from us by following the unsubscribe link or instructions provided in any email we send.

We collect several different types of information for various purposes in order to provide and improve our Service to you including Names, I.D./Passport Number, Date of Birth, Gender, Marital Status, Biometric Data, Property Details, Postal Address, Telephone Number. Some of the purposes for which we collect and process your data includes:

- To provide and maintain our Service.
- To notify you about changes to our Service
- To allow you to participate in interactive features of our Service when you choose to do so.
- To provide member support
- To comply with our legal obligation for example anti-money laundering obligations.
- In assessing your loan application and determining your creditworthiness for a loan.
- Providing updates on our loan products and services by way of directly marketing to you.
- When acting as an insurance intermediary, to meet our obligations.
- To gather analysis or valuable information so that we can improve our Service.
- To monitor the usage of our Service
- To detect, prevent and address technical issues.
- To provide you with news, special offers and general information about other goods, services and events which we offer that are similar to those that you have already purchased or enquired about unless you have opted not to receive such information.

Banki Kuu Non-WDT Sacco Limited may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal obligation
- To protect and defend the rights or property of Banki Kuu Non-WDT Sacco Limited
- To prevent or investigate possible wrongdoing in connection with the Service
- To protect the personal safety of users of the Service or the public
- To protect against legal liability

Banki Kuu Non-WDT Sacco Limited will retain your Personal Data only for as long as is necessary for the purposes set out in this Data Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligation

As a Data Subject you have the following Rights as set out in the Data Protection Act;

- The right to be informed of the use of your information/data.
- The right to access, update or to delete the information or data in our custody.
- The right of rectification. You have the right to have your information/data rectified or deleted if that information is misleading, inaccurate or incomplete.
- The right to object. You have the right to object to our processing of your Personal Data.
- The right of restriction. You have the right to request that we restrict the processing of your personal information.
- The right to data portability. You have the right to be provided with a copy of the information we have on you in a structured, machine-readable, and commonly used format.
- The right to withdraw consent. You also have the right to withdraw your consent at any time where Banki Kuu Non-WDT Sacco Society Limited relied on your consent to process your personal information, without any detriment to your interests.

Please note that we may ask you to verify your identity and provide signed instructions before responding to such requests.

Banki Kuu Non-WDT Sacco may update our Data Privacy Policy from time to time. We will notify you of any changes by posting the new Data Privacy Policy on our website. We will let you know via email and / or a prominent notice on our Service, prior to the change becoming effective and update the "effective date" at the top of this Privacy Policy. If you have any questions about this Data Privacy Policy, please contact us.

I hereby declare that by signing this document I agree to the set declaration and data privacy policy:

Name \_\_\_\_\_ S/No \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness's (Name) \_\_\_\_\_ Staff/Membership No \_\_\_\_\_ Signature \_\_\_\_\_

FOR OFFICIAL USE ONLY		
<b>Updated &amp; Checked by:</b>		
Name _____	Signature _____	Date _____
<b>Verified by:</b>		
Name _____	Signature _____	Date _____
<b>Approved by:</b>		
Name _____	Signature _____	Date _____

#### Documents Required

- Copy of ID and/or valid travel passport/Alien ID
- Affidavit and Kenya Gazette notice for change of name