

Privacy Statement for Video-Assisted Verification Process via Zoom

The Business Registration Service (BRS), is committed to protect your privacy and the security of your personal identifiable information during the video-assisted verification process. This process shall be conducted through Zoom to facilitate changes appertaining to statutory changes in a company, a Limited Liability Partnership, a Limited Partnership or a Business Name (herein referred to as “entities”). This statement outlines how we shall collect, use, store and protect your data during and after the verification process.

1. The Information We Collect

During the video-assisted verification process, BRS shall collect the following personal information:

- **Personal Identification:** Full name, identification number (e.g., ID/passport number), contact information (e.g., email, phone number), and company registration details.
- **Video and Audio Recording:** The video session shall be recorded for the purpose of verifying your identity and auditing the transaction for future reference. This includes video footage, audio, and any visual or verbal information shared. NB; only authorized individuals can access the video verification process.
- **Supporting Documents:** You will be required to present identity documents, company records, or other relevant materials during the session.

2. Purpose of Information Collection

The data collected will be used solely for the following purpose:

- To verify your identity, attribution to the entities and confirm statutory changes to the entities;
- To maintain records for legal and regulatory compliance; and
- To ensure the integrity and security of the verification process.
- Ensure that you have a clear statement about obtaining explicit consent from users before collecting and processing their data. This is crucial for compliance with data protection laws.



3. How We Store and Protect Your Information

We take the protection of your personal data seriously and implement the following measures:

- Secure storage of video recordings and personal data in compliance with Kenyan data protection laws.
- Access to your data is strictly limited to authorized personnel at BRS.
- Outline the steps that will be taken in the event of a data breach, including notification procedures.

4. Sharing of Information

Your personal data shall not be shared with the general public but may be shared with Law enforcement agencies and Investigative bodies if required by law or as may be ordered by Court.

5. Your Rights

As a data subject, you have the following rights:

- The right to access your personal data collected during the video verification process.
- The right to request corrections or deletion of inaccurate data.
- The right to withdraw consent for the verification process at any time, though this may affect the ability to complete the requested changes.

6. Data Retention

We will retain your personal data, including video recordings, for as long as necessary to fulfill the purpose for which it was collected, or as per the document retention period under the Laws of Kenya.

7. Zoom Platform Use

The video-assisted verification will be conducted through Zoom, a third-party service provider. Zoom may collect information such as your IP address, device type, operating system, and browser.

BRS encourages you to review Zoom's privacy policy to understand how your data is managed on their platform available [here](#).

This privacy statement will be reviewed and updated regularly to comply with any changes in the law or technology.

8. Contact Information

If you have any concerns or questions about this privacy statement, or about how your personal data is handled during the video-assisted verification process, please contact us at:

Business Registration Service (BRS), Kenya

17th Floor, 316 UpperHill Chambers, 2nd Ngong Avenue, Nairobi, Kenya

P. O. Box 30404 – 00100, Nairobi

Email: eo@brs.go.ke Call Centre: +254 11 112 7000

