



DATA CONSENT FORM

PURPOSE OF THIS FORM

This form is used by Botswana Open University (BOU) to obtain your **freely given, specific, informed and unambiguous consent** for the collection, processing, storage and use of your personal data, in full compliance with the **Data Protection Act No. 18 of 2024** (the Act), which came into effect on 14 January 2025. BOU is the Data Controller for the purposes of this form.

1. Personal Information of the Data Subject

Full Name:

Student / Staff ID:

National ID / Passport No.:

Date of Birth:

Email Address:

Phone Number:

Postal Address:

Category: Student Staff Member Prospective Student Research Participant
 Other: _____

IMPORTANT - Child Data: Under Section 46 of the Data Protection Act No. 18 of 2024, children aged 16 years and above may independently consent to the processing of their personal data in connection with information society services. For individuals below the age of 16, a parent or legal guardian must sign this form on their behalf.

Are you below the age of 16? Yes (Parent/Guardian must co-sign – see Section 7) No

2. Purposes of Data Collection and Processing

In accordance with the principle of Purpose Limitation (Section 21 of the Act), BOU collects and processes personal data only for specified, explicit and legitimate purposes. Please indicate (tick all that apply) the purpose(s) for which your data is being collected:

- Academic Administration – Enrolment, registration, assessments, examinations, graduation and certification
- Human Resources – Employment, payroll, benefits, performance management and staff records
- Student Support Services – Counselling, disability support, student welfare and financial aid
- Communication and Notifications – Institutional updates, events, announcements and newsletters
- Research and Institutional Planning – Statistical analysis, policy development and institutional improvement
- Library and Digital Learning Services – Access to resources, e-learning platforms and digital tools
- Security and Access Control – Including biometric data for access management where applicable
- Alumni Relations and Engagement
- Other (please specify): _____

3. Categories of Personal Data Collected

In accordance with the principle of Data Minimisation (Section 22 of the Act), BOU will only collect and process personal data that is adequate, relevant and limited to what is necessary for the stated purposes. The following categories may be collected:

- Personal identifiers: full name, national identity number, date of birth, contact details and address
- Academic records: enrolment history, course registrations, assessment results, transcripts and certificates
- Employment records: job title, employment history, salary information and performance data (staff only)
- Financial information: fee payment records, bursary applications and banking details where necessary
- Sensitive/special category data: health or disability information, biometric data (where applicable)
- Digital and online data: login credentials, system usage logs and e-learning activity data
- Communications data: emails, correspondence and records of interactions with BOU

4. Legal Basis for Processing

The Act (Sections 30–37) specifies that personal data may only be processed on a lawful basis. BOU processes your personal data on the following basis/bases (tick all that apply):

- Your explicit consent (this form)
- Performance of a contract or enrolment agreement with BOU
- Compliance with a legal obligation under Botswana law
- Legitimate interests pursued by BOU, where not overridden by your rights
- Protection of your vital interests or those of another person

5. Data Retention and Storage Limitation

Under the principle of Storage Limitation (Section 24 of the Act), BOU will not retain your personal data for longer than is necessary for the purposes for which it was collected. Retention periods are as follows:

Category of Data	Retention Period
Academic records (transcripts, certificates)	Permanently, as required by law
Financial and payment records	7 years after the end of the financial year
Student personal data (non-academic)	5 years after last enrolment
Staff employment records	7 years after end of employment
Research data (anonymised)	As specified in the research protocol
Security and access logs	12 months

6. Your Rights as a Data Subject

Under the Data Protection Act No. 18 of 2024, you are entitled to the following rights. BOU is committed to facilitating the exercise of these rights within the timeframes prescribed by the Act:

Right	What it means
Right to be Informed	You have the right to be told how your personal data is collected and used.
Right of Access	You may request a copy of your personal data held by BOU at any time.
Right to Rectification	You may request correction of inaccurate or incomplete personal data.
Right to Erasure	You may request deletion of your data where it is no longer necessary or where consent is withdrawn.
Right to Restrict Processing	You may request that BOU limits the way it uses your data in certain circumstances.
Right to Data Portability	You may request your data in a structured, commonly used, machine-readable format.
Right to Object	You may object to certain types of processing, including processing based on legitimate interests.
Right re: Automated Decision-Making	You have the right not to be subject to decisions made solely by automated processing that significantly affect you.
Right to Withdraw Consent	You may withdraw consent at any time without affecting the lawfulness of processing before withdrawal.
Right to Lodge a Complaint	You may file a complaint with the Information and Data Protection Commission (IDPC).

To exercise any of the above rights, contact the BOU Data Protection Officer (DPO) in writing. BOU will respond to all requests within 30 days as required by the Act. You will not be charged a fee for exercising your rights unless requests are manifestly unfounded or excessive.

7. Data Sharing and Third-Party Disclosure

BOU may share your personal data with third parties only where strictly necessary and lawful. Third parties include:

- Government ministries and regulatory bodies as required by Botswana law (e.g., Ministry of Education, Botswana Qualifications Authority)
- Accreditation bodies and professional associations relevant to your qualification
- Authorised service providers and technology partners contracted by BOU who process data on our behalf under data processing agreements
- Law enforcement agencies where required by legal obligation

Cross-border data transfers: In accordance with Section 74 of the Act, BOU will not transfer your personal data outside Botswana unless the destination country has been deemed adequate by the Information and Data Protection Commission, or appropriate safeguards are in place, and a copy of the data is retained in Botswana.

8. Data Breach Notification

BOU maintains appropriate technical and organisational security measures to protect your personal data. In the event of a data breach that is likely to result in a risk to your rights and freedoms, BOU will:

- Notify the Information and Data Protection Commission (IDPC) within 72 hours of becoming aware of the breach, as required under the Act
- Where there is a high risk to your rights and freedoms, notify you directly without undue delay
- Document all breaches in BOU's data breach register

9. Data Protection Officer (DPO) Contact

For all data protection queries, requests or concerns, please contact BOU's Data Protection Officer:

Data Protection Officer
Botswana Open University
Private Bag BO 187, Bontleng, Gaborone, Botswana
Email: dpo@bou.ac.bw
Tel: +267 36 500 00

10. Consent Declaration

Please read carefully before signing. By signing below, you confirm that you have read and understood this form and that your consent is freely given, specific, informed and unambiguous as required by the Data Protection Act No. 18 of 2024.

I, the undersigned, hereby declare that:

- I grant my explicit and informed consent to Botswana Open University to collect, store and process my personal data for the specific purposes ticked in Section 2 of this form.
- I confirm I have been fully informed of the categories of personal data to be collected (Section 3), the legal basis for processing (Section 4), the retention periods (Section 5), and my rights as a data subject (Section 6).
- I understand that I may withdraw my consent at any time by contacting the BOU Data Protection Officer in writing, without prejudice to the lawfulness of processing based on consent before withdrawal.
- I acknowledge BOU's obligations regarding data sharing (Section 7), data breach notification (Section 8) and the Data Protection Act No. 18 of 2024 generally.
- I confirm that the personal information provided in this form is accurate and complete.

Data Subject Signature:

Date:

11. For Data Subjects Below the Age of 16 – Parent / Guardian Consent

Complete this section only if the data subject is below 16 years of age. Parent or legal guardian must sign on behalf of the minor.

Parent / Guardian Full Name:

Relationship to Minor:

National ID / Passport No.:

Contact Number:

Parent / Guardian Signature:

Date:

12. For Official Use Only

Received / Verified by: <hr/>	Date Received: <hr/>
BOU Official Stamp:	File Reference No.: <hr/> Remarks: <hr/>