

CYNTHIA CHEPKEMOI

Advocate of the High Court of Kenya | Data protection Officer | IT Systems Auditor

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🌐 <https://www.linkedin.com/in/cynthia-chepkemoi-025741149/> 📍 Kenya



SUMMARY

Cynthia is a legal practitioner licensed to practice in Kenya and currently working as a Data Protection Counsel. In her current role, she helps organizations set up data governance frameworks in compliance with data protection laws and also ensure that their information technology systems are bulletproof from cyber-attacks. Additionally, she is one of the Founding Leaders of the Association of Privacy Lawyers in Africa (APLA) which is a connection hub for licensed privacy practitioners in Africa. She has a biased interest in legal-tech with extensive experience in Digital Rights, Internet Governance, Data Protection and Privacy Compliance and Cybersecurity (Governance, Risk & Compliance) Audits. She firmly believes in the transformative potential of the internet and fervently advocates for investment in internet infrastructure with a view of promoting digital transformation and inclusivity, e-commerce, digital literacy while enhancing safety online.

EXPERIENCE

Data Protection Officer

Kenya Women Microfinance Bank PLC 📅 01/2023 - Present 📍 Kenya

- Provide support, advice, and assurance of compliance across KWFT, ensuring adherence to data protection regulations and the Data Protection Act (DPA).
- Implement measures and a privacy governance framework to manage data use in accordance with DPA and related regulations. Develop templates for data collection, assist with data mapping, and conduct vendor management reviews.
- Collaborate with key internal stakeholders to review projects and associated data, ensuring compliance with local data privacy laws. Conduct privacy impact assessments as required.
- Serve as the primary point of contact and liaison for the Office of the Data Protection Commissioner (ODPC) and other regulatory authorities on all data protection matters under the DPA.
- Act as the primary point of contact for business queries related to data protection.
- Review vendor contracts, including Model Clauses, and consents necessary for project implementation. Work closely with Procurement and Information Security functions to ensure regulatory filing requirements are met.
- Participate in the Data Privacy Committee, providing valuable insights and expertise.
- Manage and conduct ongoing reviews of KWFT's privacy governance framework, ensuring its effectiveness and adherence to regulatory requirements.
- Monitor changes in local privacy laws and make recommendations to the Data Privacy Committee when necessary.
- Set standards and review policies and procedures globally to meet the requirements under the DPA and relevant localization requirements in operating countries.
- Develop and deliver privacy training programs to various business functions, enhancing overall data protection awareness.
- Devise strategies and initiatives to foster engagement with key internal and external stakeholders on data protection matters.
- Coordinate and conduct data privacy audits and annual compliance assessments, ensuring adherence to data protection standards.
- Promote a culture of data protection and privacy compliance across all units of the Bank.
- Collaborate with the Information Security function(s) to raise employee awareness of data privacy and security issues. Provide training on data privacy and security topics.
- Collaborate with the Information Security function(s) to maintain records of all data assets and exports. Develop and maintain a data security incident management plan, ensuring timely remediation of incidents, including impact assessments, security breach response, complaints, claims or notifications, and handling subject access requests (SARs).
- Cooperate with the ODPC in all matters relating to data protection compliance, including providing evidence of compliance and breach management.

EDUCATION

Advocates Training Programme | Post Graduate Diploma

Kenya School of Law

📅 2019 - 2020

Bachelors of Laws (LLB)

Moi University

📅 2013 - 2018

Kenya Certificate of Secondary Education

Kaplong Girls Secondary School (Mean Grade B+)

📅 2009 - 2012

MEMBERSHIP

Law Society of Kenya

The Internet Society (Kenya-Chapter)

TRAINING / COURSES

Project Management Course

Humanitarian Leadership Academy - February 2022

Internet Governance, Cyber Security & Data Privacy Course

Kenya School of Internet Governance - September 2021

The Right to Privacy in the Digital Age

University of Pretoria - Centre for Human Rights - 24th May - 5th July 2021

Data Protection Course

Centre for Intellectual Property and Information Technology (CIPIT) Strathmore University

Cybersecurity Fellow

Cybersafe Foundation

Masterclass on Digital Inclusion and Infrastructure, Internet Governance and Content Moderation, Artificial Intelligence and Regulation, Data Protection and Digital Identity, Crypto Currency Regulations & Digital Currencies

Africa Law Tech - July 2021

STRENGTHS



Adaptability & Flexibility

Proven ability to remain tenacious under pressure while displaying fortitude.



Excellent Communication & Interpersonal Skills

Excellent written and verbal skills and able to relate and work well.

EXPERIENCE

Data Protection Counsel

Southend Tech LTD

06/2022 - 01/2023 Kenya

- Developed new business opportunities & products and constant reviews of the entire client portfolio with a view to up sale or cross-sale our services and solutions on Data Protection.
- Organized and facilitated virtual and physical training to engage with the client and identified possible business opportunities and leads that helped clients comply with the Data Protection laws and provided viable solutions to the clients.
- Kept under constant review all our client's data protection compliance arrangements to include updating policies and guidance, centralized processes, and put in place robust, time-bound remedial plans where was necessary.
- Guided our clients in the development and maintaining relevant internal and external data privacy policies and training.
- Informed and advised our clients on the Data Protection Act 2019 (DPA 2019) and General Data Protection Regulation (GDPR), the EU law on data protection.
- Served as a data protection subject-matter expert, developed, and implemented a robust sensitization and compliance plan for our clients.
- Collaborated with our client's key business areas, in particular the IT Security team, to ensure data privacy issues were considered at the outset of new projects, products, and initiatives.
- Carried out Data Protection Impact Assessment (DPIA) for institutions collecting sensitive personal data.

IT Systems Governance, Risk and Compliance Auditor

Cybersafe Foundation

03/2022 - 10/2022 Kenya

2022 Cybersecurity Fellow Cohort 2.0

- Information Security governance, risk, and compliance techniques in an enterprise through the implementation of the ISO 27K, COBIT, PCI/DSS, and NIST Frameworks.
- Conducted gap assessments, risk assessments, information security reviews, policies, and procedures.
- Developed cyber security baselines and frameworks to govern critical infrastructure in organizations.
- Managed information security risks through identifying areas of concern with applications, utilities, networks, and operating systems.
- Developed risk management processes, identified, rated, and documented risk scenarios while maintaining a risk register.
- Performed information security audits by creating audit checklists to audit databases, networks, applications, and operating system.
- Developed the full scope of information security policies, third-party SLAs, incident management templates, applications, operating systems, database baselines, and IT security standards.

Trainee Advocate

Donex Juma Advocates

01/2021 - 12/2021 Kenya

A mid-sized law firm prominent in providing specialized legal and regulatory advisory services handling conveyance, civil litigation and commercial transactions.

- Drafted commercial leases, Deed of Guarantee, Deed of Surrender and letters of offer leading successful stamp duty assessment and registration.
- Drafted conveyance instruments such as Sale Agreements, License Agreements, Transfer Instruments, Charges and Debentures which resulted to timely and successful registration.
- Improved clientele communication resulting to quality client focus.
- Drafted court pleadings inter alia Plaints, Petitions, Memorandum of Claims, Statement of Claims, Submissions and Statement of Defence.
- Dealt with mergers & acquisition, construction operation and maintenance, commercial and trading contracts.
- Engaged in drafting transactional agreements i.e shareholder agreements, investment agreements, share purchase agreements and asset purchase agreements.
- Managed on behalf of our clients, all inquiries and issues relating to data privacy practices, withdrawal of consent, and the right to be forgotten and related rights.
- Ensured that systematic compliance audits for our clients were undertaken and reported the audit findings to the clients' Board and Management teams, outlining a proposed action plan.

STRENGTHS



People and Team Management

Apt at leading cross-functional project teams and integrate their efforts to maximize operational efficiency.



Research & Analysis

Confident in using research and analysis to understand how trends, clients needs, consumer requirements, and seasonal litigation volatility will affect legal developments.

SKILLS

Litigation

Legal Consultancy

Human Rights

Gender and the Law

Data Protection

Internet Governance

Legal Compliance

Capacity building

Commercial and Corporate Law

Tech savvy

Risk Management

Legal Research

Legal Advocacy

Project Management

Resource management

Policy Formulation & Analysis

Report Writing and Analysis

Strategic management

Operation management

Ms. Office Suite

Negotiations skills

Organizational Skills

Communication Skills

Teamwork

Time Management Skills

Leadership

Analytical Skills

Attention to details

Presentation Skills

Interpersonal Skills

AWARDS



National Women's Day | Certificate of Merit | March, 2012 Essay Competition and Participation (1st Prize).



National Aids Control Council | Certificate of Merit | March, 2011 Competition and Participation (1st Runner-up).

EXPERIENCE

Legal Intern

Mutwiri Mwongera & Co. Advocates 📅 01/2020 - 12/2020 📍 Kenya

- Drafted, developed, reviewed and prepared various types of contracts which included service level agreements, Content License Agreements, Project Contracts, Partnership Agreements, Employee Contracts and Service Provider Contacts.
- Gave legal advice on compliance with Intellectual Property law, labor laws, management of disciplinary matters in compliance with law and guidance on emerging legal matters relating to Employer/Employee relations.
- Prepared sound legal opinions and case briefs, drafted pleadings, prepared security documents and prepared status reports.
- Contributed in Corporate & Regulatory Affairs providing legal advice on banking and finance, insurance and corporate governance in Kenya.
- Defended insurance claims for various insurance companies i.e Liberty Insurance.
- Contributed in dispute resolution Law by providing advisory and consulting services in mediation, arbitration and negotiations.

OTHER RELEVANT WORK EXPERIENCE

Content Manager

📅 Present

Association of Privacy Lawyers in Africa (APLA)

MOST PROUD OF

-  **Training on Data Protection & Security**
Trained over 100 members of the Internet Society- Kenyan Chapter on Data Protection and Privacy.
-  **Enhanced access to justice by over 70 clients**
Spearheaded the transfer of matters from the Magistrates court to the Small Claims Court smoothly hence enhancing access to justice by over 70 of our clients who's matters were concluded within 60 days while at Donex Juma Advocates.
-  **Internet Society Community**
2022 Global Youth Ambassador

REFERENCES

Joash .O. Kosiba

Chief Visionary & Strategy Officer (CVSO) |South-End Tech Limited, Tsavo Road, Trance Towers, 2nd Flr, Suite 207 |P.O BOX 52216-00100, Nairobi, Kenya | Contact Details: Phone No. +254 721864169 | Email: cosyba@gmail.com

Dennis Kyalo Muinduko (Adv)

Mutwiri Mwongera & Co. Advocates
Luther Plaza, Aviators Serviced Offices, 1st Flr | P.O Box 29036-00100Nairobi, Kenya | Contact details: Phone No. +254 721 712441 | Email: dkmuinduko@gmail.com

Justus Mweu Mutunga (Adv)

Partner | Donex Juma Advocates
Maendeleo House, 8th Floor Suite 801 Monrovia Street |P.O Box 10711-00100 | Contact details: Phone No. +254 729 451910 | Email:mutungajustus17@gmail.com

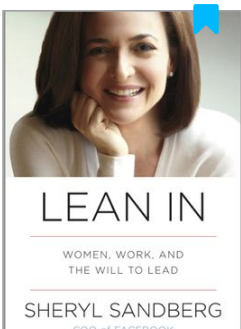
PASSIONS & HOBBIES

-  **Mentorship**
-  **Corporate Social Responsibility (CSR) Activities**
-  **Research**
-  **Information Communication Technology (ICT)**

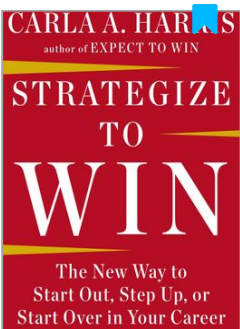
LANGUAGES

English Proficient ●●●●●
Swahili Proficient ●●●●●

BOOKS

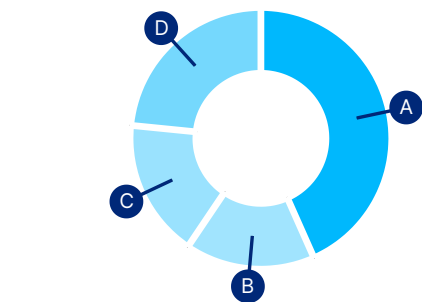


Lean In
Sheryl Sandberg



Strategize to Win;
The New Way to
Start Out, Step Up,
Or Start Over in
Your Career
Carla A. Harris.

MY TIME



- A** Work
- B** Professional Development
- C** Passions & Hobbies|Community Service
- D** Family