



# COUNTY ASSEMBLY OF BUNGOMA

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BUNGOMA, Kenya

## NOTICE TO ALL VISITORS

### **RE: SAFEKEEPING OF YOUR NATIONAL IDENTITY CARD DURING PREMISES ACCESS**

Dear Visitor,

Welcome to the **County Assembly of Bungoma**. In order to maintain the security and integrity of our premises, all visitors are **required to present a valid National Identity Card** at the main gate before being granted access to the County Assembly precinct.

We wish to assure you that your **National Identity Card will be held securely at the gate** under the custody of our **Security Officer on duty** for the entire duration of your visit. Your document will **not be tampered with, photocopied, or retained** beyond the period of your visit in accordance with the Data Protection Act of 2019.

### Access Procedure

**Step 1:** Present your **National Identity Card** to the Security Officer at the main gate. Your details will be recorded in the visitors' register.

**Step 2:** You will be issued a **Visitor's Tag** by the Security Officer, granting you access to the designated areas within the County Assembly precinct. The Visitor's Tag must be **visibly worn** at all times while on the premises.

**Step 3:** Upon departure, **return the Visitor's Tag** to the Security Officer at the gate. Your **National Identity Card will be promptly returned** to you at that point.

Should you have any concerns regarding the handling of your National Identity Card, please do not hesitate to speak directly with the **Security Officer on duty** or the Office of the Clerk, County Assembly of Bungoma.

We thank you for your cooperation and understanding.

**CHARLES W. WAFULA**  
**CLERK OF THE COUNTY ASSEMBLY OF BUNGOMA**

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