



THE PHARMACEUTICAL SOCIETY OF UGANDA

**THE PHARMACY AND DRUGS
(PHARMACY STUDENTS REGISTRATION AND DATABASE)
BYELAWS, 2026**

Approved as statutory framework for the PSU Pharmacy Students Registration Database, with data-protection safeguards and Council-controlled implementation standards.

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ARRANGEMENT

PART I - PRELIMINARY	3
1. Citation	3
2. Commencement.....	3
3. Purpose	3
4. Interpretation	3
PART II - REGISTRATION AND DATABASE.....	4
5. Establishment of database	4
6. Registration of pharmacy students.....	4
7. Institutional submission and verification	4
8. Responsibility of student.....	4
9. Information recorded	5
PART III - PURPOSE AND USE OF STUDENT DATA	5
10. Permitted purposes.....	5
11. Lawful basis and transparency	5
12. Data relating to children.....	5
PART IV - DATA QUALITY, RIGHTS AND RETENTION.....	6
13. Accuracy and verification	6
14. Access and correction	6
15. Retention and archival record.....	6
PART V - DISCLOSURE, SECURITY AND GOVERNANCE	6
16. Disclosure and access control.....	6
17. Data processors and service providers	7
18. Storage or processing outside Uganda	7
19. Security safeguards.....	7
20. Personal data breaches	7
21. Data-protection governance	7
PART VI - COUNCIL STANDARDS AND GENERAL.....	8
22. Council implementation standards.....	8
23. Research, statistics and planning	8
24. Complaints	8
25. Transitional provision	8
SCHEDULE 1 - CORE CATEGORIES OF STUDENT INFORMATION	9
SCHEDULE 2 - MINIMUM UNIVERSITY ANNUAL RETURN	9
SCHEDULE 3 - MINIMUM DATA-PROTECTION CONTROLS.....	10
PROPOSED COUNCIL RESOLUTION	11
Council approval and execution.....	11



THE PHARMACY AND DRUGS (PHARMACY STUDENTS REGISTRATION AND DATABASE) BYELAWS, 2026

(Made under section 22(2)(c), 22(2)(d) and 22(3)(a) of the Pharmacy and Drugs Act, Cap. 309.)

PART I - PRELIMINARY

1. Citation

(1) These Byelaws may be cited as the Pharmacy and Drugs (Pharmacy Students Registration and Database) Byelaws, 2026.

2. Commencement

(1) These Byelaws shall come into force on the date determined in accordance with the applicable approval and publication requirements.

3. Purpose

- (1) to make provision for registration of pharmacy students as required by the Act;
- (2) to establish and regulate a reliable longitudinal database of pharmacy students for purposes of Council's statutory supervision of pharmacy education and training;
- (3) to facilitate verification of enrolment, training, transfers, progression, internship eligibility, qualifying examinations and transition into the profession;
- (4) to promote accurate regulatory planning, workforce analysis, research and quality assurance using appropriately protected or de-identified data; and
- (5) to ensure that pharmacy-student data is collected, used, retained, shared and secured in accordance with applicable data-protection law.

4. Interpretation

(1) In these Byelaws, unless the context otherwise requires -

- (a) "Act" means the Pharmacy and Drugs Act, Cap. 309;
- (b) "Council" means the Council of the Pharmaceutical Society of Uganda;
- (c) "database" means the Pharmacy Students Registration Database established under rule 5, whether maintained electronically or in another authorised form;
- (d) "data-protection law" means the Data Protection and Privacy Act, 2019, the Data Protection and Privacy Regulations, 2021 and any other applicable law governing privacy or personal data;
- (e) "institution" means a university or other pharmacy training institution recognised for the relevant purpose;
- (f) "personal data" has the meaning assigned to it by the Data Protection and Privacy Act, 2019;
- (g) "pharmacy student" means a person enrolled on a pharmacy programme which may lead to eligibility for professional training, qualifying examinations, membership or registration under the Act;
- (h) "Secretary" means the Secretary of the Society;
- (i) "Society" means the Pharmaceutical Society of Uganda;
- (j) "student number" means the unique PSU identifier assigned to a pharmacy student under these Byelaws.



(2) A term relating to personal-data processing that is not defined in these Byelaws has the meaning assigned to it under applicable data-protection law.

PART II - REGISTRATION AND DATABASE

5. Establishment of database

(1) Council shall establish and maintain a Pharmacy Students Registration Database for purposes of registration and professional oversight of pharmacy students.

(2) The database may be maintained through a secure electronic portal approved by Council.

(3) The database is an official record of the Society for the purposes stated in these Byelaws, subject to verification, correction and applicable law.

6. Registration of pharmacy students

(1) A pharmacy student enrolled at an institution in Uganda shall be registered in the database in the manner and within the period prescribed by Council.

(2) Registration as a pharmacy student does not confer membership of the Society, registration as a pharmacist, authority to practise pharmacy independently or any right reserved by law to a pharmacist.

(3) Council shall assign a unique and, ordinarily, permanent PSU student number to a student whose registration has been verified.

(4) A student shall not be required to create a new professional-training identity merely because the student transfers between institutions or changes an approved programme; the record shall, where practicable, preserve the student's verified history.

7. Institutional submission and verification

(1) Every institution shall, within the period prescribed by Council, submit or verify an accurate list of pharmacy students enrolled in each academic year or cohort.

(2) The institution shall provide or verify the minimum information reasonably required by Council for the purposes of these Byelaws.

(3) An institution shall notify Council of a material change affecting a student's professional-training record, including transfer, withdrawal, discontinuation, re-entry, completion or another change prescribed by Council.

(4) Where information supplied by an institution conflicts materially with information supplied by a student, Council shall seek verification before making an adverse professional decision based upon the disputed information.

8. Responsibility of student

(1) A pharmacy student shall provide complete, accurate and up-to-date information reasonably required for registration and verification.

(2) A student shall update or request correction of material information that is inaccurate or has changed.

(3) A student shall not knowingly create multiple identities, impersonate another person, alter a PSU student number or submit a false academic or identity record.



9. Information recorded

- (1) Council may record the categories of information set out in Schedule 1 and such additional information as is reasonably necessary for a lawful purpose under these Byelaws.
- (2) Council shall not collect personal data merely because it may be useful in future; every category collected shall be relevant and proportionate to a defined regulatory purpose.
- (3) Special personal data shall not be routinely collected unless there is a specific lawful basis and a demonstrated need.

PART III - PURPOSE AND USE OF STUDENT DATA

10. Permitted purposes

- (1) Student data may be processed for - (a) student registration and identity management; (b) verification of institution, programme, admission, enrolment and progression; (c) supervision and regulation of pharmacy-student training and transfers; (d) administration and verification of experiential training, internship and qualifying examinations; (e) determination or verification of eligibility for professional processes under the Act; (f) communication with students about regulatory, training and professional matters; (g) detection and investigation of duplicate, false or irregular professional-training records; (h) regulatory planning, quality assurance and workforce analysis; (i) research and statistics, preferably using de-identified or aggregated information where identification is unnecessary; and (j) another purpose authorised or required by law and compatible with Council's statutory functions.
- (2) Personal data shall not be sold or used for unrelated commercial marketing.
- (3) A new material processing purpose not reasonably falling within subrule (1) shall be subjected to legal and data-protection review before implementation.

11. Lawful basis and transparency

- (1) Where registration and processing are necessary to perform Council's statutory functions under the Act, Council shall process the information on the lawful basis applicable to performance of that statutory or public duty and shall not make mandatory registration dependent upon consent where consent is not the appropriate legal basis.
- (2) Consent shall be obtained where data-protection law requires consent or where Council proposes genuinely optional processing that is not necessary for its statutory functions.
- (3) Before or at collection, Council shall provide a clear privacy notice stating at least the categories of data collected, identity and contact details of the controller, purposes and lawful basis, whether supply is mandatory, consequences of failure to provide required information, recipients or categories of recipients, retention approach, data-subject rights and relevant contact or complaint channels.

12. Data relating to children

- (1) Where a pharmacy student is a child for purposes of applicable law, Council and the institution shall process the child's personal data only on a lawful basis permitted for children's data.
- (2) Where parental or guardian consent is legally required, the process shall include reasonable verification of the person giving that consent.
- (3) Council shall apply heightened safeguards to children's data and shall not use such data for profiling, marketing or another purpose unrelated to the statutory training and registration function.



PART IV - DATA QUALITY, RIGHTS AND RETENTION

13. Accuracy and verification

- (1) Council shall take reasonable steps to ensure that information used for a professional decision is complete, accurate, current and not misleading.
- (2) The database may identify the source and verification status of material information.
- (3) Council may require supporting documentation or direct institutional verification before changing a material academic or training record.

14. Access and correction

- (1) A student may access the personal information relating to that student in accordance with applicable law and the procedures prescribed by Council.
- (2) A student may request correction of inaccurate, incomplete, misleading, excessive or out-of-date information.
- (3) Council shall provide a practical mechanism within or alongside the portal for correction requests and shall communicate the outcome within the period required by law.
- (4) Where a disputed entry cannot immediately be resolved, Council may flag the entry as disputed pending verification rather than silently altering an authoritative institutional record.

15. Retention and archival record

- (1) Council shall adopt and periodically review a written retention schedule for the database.
- (2) The retention period for each category of data shall reflect the statutory purpose, professional-record value, need to verify historical training and eligibility, legal requirements and risks to the data subject.
- (3) Core verified professional-training data, including the PSU student number, identity necessary to distinguish the student, institution, programme, enrolment and completion or exit history, may be retained for the period reasonably necessary to preserve the integrity of the professional regulatory record.
- (4) Transient operational data, obsolete contact information, authentication records and supporting documents shall not automatically be retained for the same period as the core professional record.
- (5) At expiry of the applicable retention period, personal data shall be securely deleted, destroyed or irreversibly de-identified unless continued retention is authorised by law or justified for an applicable historical, statistical or research purpose.

PART V - DISCLOSURE, SECURITY AND GOVERNANCE

16. Disclosure and access control

- (1) Access to identifiable student data shall be limited to persons who require it for an authorised function.
- (2) Council may disclose relevant information to an institution, statutory regulator, public authority or other recipient where the disclosure is authorised by law, necessary for a lawful regulatory purpose or otherwise permitted under data-protection law.
- (3) The database shall not be publicly searchable by student name, telephone number, email address, university registration number or other direct identifier unless publication of that information is specifically authorised by law and necessary for a defined public purpose.



(4) Where Council provides an external verification facility, it shall disclose only the minimum information reasonably necessary to verify the relevant status.

17. Data processors and service providers

(1) Where Council engages a person to host, maintain, develop, communicate through or otherwise process database information on its behalf, Council shall use a processor providing appropriate guarantees of security and compliance.

(2) The relationship shall be governed by a written agreement addressing confidentiality, security, authorised processing, sub-processors where applicable, breach notification, return or deletion of data and Council's oversight rights.

(3) A processor shall not use student data for its own unrelated purposes.

18. Storage or processing outside Uganda

(1) Before student personal data is stored or processed outside Uganda, Council shall ensure compliance with the cross-border processing requirements of applicable data-protection law.

(2) Council shall document the hosting location, applicable safeguard and material processor or sub-processor arrangements.

(3) Council may prescribe additional safeguards for high-risk or sensitive data.

19. Security safeguards

(1) Council shall implement appropriate and reasonable technical and organisational measures proportionate to the nature of the database and the risks to students.

(2) Measures shall include, as appropriate, role-based access control, strong authentication, encryption, secure backup, logging, vulnerability management, staff confidentiality, access review, secure development and change control, and procedures for secure deletion.

(3) Council shall periodically assess foreseeable internal and external risks and update safeguards in response to new threats or deficiencies.

(4) Users with privileged database access shall be subject to confidentiality obligations and access shall be withdrawn promptly when no longer required.

20. Personal data breaches

(1) Council shall maintain a documented personal-data breach response procedure.

(2) A suspected or confirmed breach shall be contained, investigated, documented and notified to the Personal Data Protection Office and affected data subjects where and within the period required by law.

(3) Institutions and processors shall notify the Society without unreasonable delay of a breach affecting data for which the Society is responsible.

21. Data-protection governance

(1) The Society shall maintain the registrations, appointments, policies and compliance arrangements required by data-protection law, including designation of a Data Protection Officer where required.

(2) The Data Protection Officer shall have appropriate access to Council or senior management and shall advise on compliance, privacy notices, rights requests, processor arrangements, breaches, retention and high-risk processing.

(3) Council shall ensure that persons with access to the database receive appropriate data-protection and information-security training.



(4) Where proposed processing is likely to result in high risk to the rights and freedoms of students, Council shall conduct a data protection impact assessment before implementation.

PART VI - COUNCIL STANDARDS AND GENERAL

22. Council implementation standards

(1) Council may, from time to time, approve and revise - (a) registration forms and data fields; (b) university submission and verification procedures; (c) portal operating procedures; (d) privacy notices; (e) access and correction procedures; (f) retention schedules; (g) information-security standards; (h) data-sharing and processor templates; (i) verification procedures; and (j) other technical instruments necessary to implement these Byelaws.

(2) An instrument made under this rule shall be consistent with the Act, data-protection law and these Byelaws.

(3) Council shall not, through an implementation standard, create a criminal offence, substantive professional disqualification or materially new processing purpose that requires authority beyond these Byelaws or another law.

(4) Council shall keep material standards under review and make those affecting students or institutions reasonably accessible.

23. Research, statistics and planning

(1) Council may use database information for legitimate research, statistical, educational-quality and workforce-planning purposes connected with pharmacy and the health system.

(2) Where the purpose can reasonably be achieved without identifying individual students, Council shall use aggregated, anonymised or de-identified data.

(3) Release of identifiable data for research shall require a lawful basis, appropriate safeguards and any ethical or other approval required by law.

24. Complaints

(1) A student may raise a complaint concerning registration, accuracy, access, privacy or use of information through the procedure prescribed by Council.

(2) Nothing in these Byelaws limits a person's right to complain to the Personal Data Protection Office or pursue another remedy available by law.

25. Transitional provision

(1) Student records lawfully held by the Society immediately before commencement shall be migrated or maintained under these Byelaws.

(2) Council shall undertake a reasonable data-quality, retention and access review of legacy records and shall not assume that every historical data field must be retained indefinitely.

(3) Existing students shall be provided with the current privacy notice and a reasonable opportunity to verify or correct their core records.



SCHEDULE 1 - CORE CATEGORIES OF STUDENT INFORMATION

Council may revise the detailed fields used within these categories under rule 22, subject to data minimisation and applicable law.

A. Identity and contact

- Name and other identity particulars reasonably necessary to distinguish the student.
- Date of birth where necessary for identity or statutory eligibility verification.
- Nationality where relevant to the professional-training or regulatory pathway.
- Email address and telephone number for authentication and regulatory communication.
- PSU student number.
- Identity document type/reference only where necessary; copies should not be retained merely by default.

B. Academic and institutional record

- Training institution and campus where relevant.
- Programme and mode of study.
- University registration or student number.
- Year/date of entry and cohort.
- Admission route or verification status where relevant to professional eligibility.
- Current year/stage of study.
- Transfer, withdrawal, discontinuation, re-entry, completion or graduation status and relevant dates.

C. Professional training pathway

- Experiential-learning or placement information where required for Council oversight.
- Internship eligibility and linkage to the internship record.
- Qualifying examination eligibility/status and linkage to examination records.
- Professional-training verification status and material regulatory notes necessary to explain that status.

D. System and accountability data

- Account activation and authentication information.
- Verification source and date.
- Audit trail of material changes.
- Consent record only where consent is the applicable lawful basis.
- Privacy-notice version or acknowledgement where appropriate.
- Security and access logs retained only for the period justified by security and accountability needs.

SCHEDULE 2 - MINIMUM UNIVERSITY ANNUAL RETURN

- Institution and programme.
- Academic year and cohort.
- Student name and university registration number.
- PSU student number where already assigned.
- Year of entry and current year/stage.
- Current enrolment status.
- Material change since the previous return, where applicable.
- Completion, transfer, withdrawal, discontinuation or re-entry status where applicable.



- Certification by an authorised institutional officer that the return is accurate to the best of the institution's knowledge.

SCHEDULE 3 - MINIMUM DATA-PROTECTION CONTROLS

- Current PDPO registration and annual compliance reporting as required by law.
- Designated data-protection responsibility and published contact channel.
- Student-facing privacy notice compliant with section 13 of the Data Protection and Privacy Act.
- Documented lawful bases and processing purposes.
- Role-based access and periodic privileged-access review.
- Processor contracts and sub-processor oversight.
- Documented hosting location and cross-border safeguards.
- Retention and secure-deletion schedule.
- Data-subject access and correction procedure.
- Personal-data breach response procedure.
- Periodic security risk assessment and testing.
- DPIA procedure for high-risk changes.
- Staff confidentiality and data-protection training.
- Legacy-data quality and minimization review.



COUNCIL RESOLUTION

RESOLVED THAT the Council approves in principle the Pharmacy and Drugs (Pharmacy Students Registration and Database) Byelaws, 2026, subject to amendments agreed at the meeting.

FURTHER RESOLVED THAT the Pharmacy Students Registration Database shall constitute the Society's official system for registration and longitudinal professional-training records of pharmacy students for purposes of section 22(2)(c) of the Pharmacy and Drugs Act.

FURTHER RESOLVED THAT the Secretariat shall, under the oversight of the responsible Council committee and the Society's data-protection function, align the existing portal, privacy notice, university annual return, retention schedule, processor arrangements, access controls and legacy records with these Byelaws.

FURTHER RESOLVED THAT Council may revise the operational standards and data fields prescribed under rule 22 from time to time, provided that no revision is inconsistent with the Act, applicable data-protection law or these Byelaws.

Council approval and execution

Approved by the Council of the Pharmaceutical Society of Uganda at its 127th Ordinary Council meeting held on the 4th day of September 2026.

PRESIDENT

Pharmaceutical Society of Uganda

SECRETARY

Pharmaceutical Society of Uganda

