



## **SOS-HGIC DATA PRIVACY STATEMENT**

Dear Data Subjects,

We take your privacy seriously and are committed to protecting your personal data in accordance with the Ghana Data Protection Act, 2012 (Act 843). This privacy statement explains how we collect, use, and disclose personal information in our school.

SOS-HGIC processes personal information to provide education, admission, career guidance, and employment services to our users. We collect personal data such as names, phone numbers, email addresses, mailing addresses, identity card details, financial details, pictures, next of kin details, parents or guardian details, birth certificates, and copies of educational certificates or school results. We may also collect sensitive information, such as racial or ethnic origin, biometric data, and health-related data, for specific purposes, such as inclusive arrangements for school or IB assessments.

We process your personal data based on your consent, the performance of a contract, and our legitimate interests. We may disclose your personal data to third parties, such as, for students, to the International Baccalaureate, for specific purposes.

We implement various security measures, such as passwords, access controls, encryption, and policies, to protect your personal data. We also retain your personal data for specific periods, depending on the type of information and the purpose of processing.

We take all reasonable steps to ensure that your personal data is accurate, complete, and up-to-date. You have the right to access or correct your personal data, and to object to or restrict our processing of your personal data.

By using our services, you consent to the processing of your personal data in accordance with this privacy statement. If you have any questions or concerns about our privacy practices, please contact us at [secretary\\_to\\_principal@soshgic.edu.gh](mailto:secretary_to_principal@soshgic.edu.gh).

Finally, we are a registered data controller with the Ghana Data Protection Commission and are compliant with the provisions of the Act.

Sincerely,

**Mrs Eliz Dadson**  
**The Principal**

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