



PRIVACY NOTICE ON CCTV / VIDEO SURVEILLANCE

Overview

The Board and Management of the SOS-HGIC have commissioned the installation of CCTV cameras on our academic and residential campuses. In line with the Ghana Data Protection Act, 2012 (Act 843), below are the essential highlights for the awareness of data subjects.

Personal data

The CCTV cameras will capture the following personal data of data subjects:

- Images: The cameras will record and store images of individuals for ease of identification.
- Location: The footage will capture information about where individuals were at a specific time.
- Timestamps: The time and date when the footage was recorded form part of the captured data.

Processing activities

With the use of CCTV cameras, some processing activities which take place include:

- Image capture
- Recording
- Storage
- Transmission
- Motion detection

Lawful basis for processing

We rely on Legitimate interests as the basis for processing your personal data, which is, to ensure safety and security on our campuses.

Data retention

We will retain your personal data, captured by the CCTV cameras, for sixty (60) days. In addition, storage of the personal data is done locally.

Transparency

We will publish notices on our academic and residential campuses to inform data subjects that there is video surveillance.



Cameras are installed in locations providing peripheral views and there is no infringement on privacy in areas such as washrooms and hostels.

Data Security Safeguards

Access to footage is accessible to designated officers only such as the Head of Security, Facilities Manager, Security guards, members of SLT etc. In addition, we also enabled the use of passwords to be able to process the data.

Responsibility

If you have any questions or concerns, please email us at [secretary to princip@soshgic.edu.gh](mailto:secretary_to_princip@soshgic.edu.gh) and the appropriate officer will address your questions or concerns.