

Data Privacy Policy for Online Admissions & Enquiries

1. Purpose of Data Collection

SOS-Hermann Gmeiner International College (SOS-HGIC) collects personal information through its online platforms strictly for **admissions, enrolment, and institutional communication purposes**.

These platforms may include, but are not limited to:

- The official SOS-HGIC website
- Online enquiry and application forms
- Event registration and information session sign-ups
- Social media and digital advertising platforms
- Email and digital communication channels

We ensure the appropriate and accountable use of personal information in accordance with the Ghana Data Protection Act, 2012 (Act 843).

2. Types of Information Collected

Depending on the nature of the enquiry or application, SOS-HGIC may collect the following personal information:

- Full name
- Email address
- Telephone number
- Country, city, or place of residence
- Student or parent/guardian details
- Academic interests, grade level, or programme of enquiry
- Special data such as details of a child under parental control, ethnic origin, race, and health

Only information necessary to support admissions and institutional communication is collected.

3. Use of Information

Personal data collected by SOS-HGIC is used exclusively for the following purposes:

- Responding to admissions and programme enquiries
- Providing information about academic offerings, events, and application procedures
- Communicating with prospective students, parents, and guardians
- Managing admissions records and outreach activities
- Improving admissions services and communication effectiveness

SOS-HGIC does **not sell, rent, or trade personal information** collected for admissions purposes. (As aligned with section 88 and 89 of the Ghana Data Protection Act)

4. Data Sharing and Disclosure

Access to personal data is restricted to authorised SOS-HGIC staff involved in admissions, communications, and institutional administration.

Personal data may be shared only:

- Internally within SOS-HGIC for legitimate operational purposes. **Such recipients to whom personal data is disclosed to are trained and aware of their obligations.**
- With trusted service providers supporting secure data processing and storage. **These would include contracted Data processors who have clear expectations laid out in their contractual agreements.**
- When required by applicable laws or regulatory authorities

5. Data Storage and Security

SOS-HGIC applies appropriate administrative, technical, and organisational safeguards to protect personal data against:

- Unauthorised access
- Loss, misuse, or alteration
- Accidental disclosure

Personal data is retained only for as long as necessary to fulfil its intended admissions-related purpose.

6. Consent and User Rights

By submitting personal information through SOS-HGIC online platforms, users consent to the collection, processing, and use of their data in accordance with this policy.

Users have the right to:

- **Informed about how their personal data is being processed**
- **Give and withdraw their consent about the use of their personal data.**

- Object to the use of their personal data
- Complain if their personal data is being processed in a way they find intrusive or unrelated to the purpose of collection.
- Request access to their personal data
- Request correction or update of inaccurate information
- Request deletion of their personal data, subject to applicable legal requirements

Requests may be made by contacting the school using the details below.

7. Contact Information

For enquiries regarding personal data or this policy, please contact:

Admissions Office

SOS-Hermann Gmeiner International College (SOS-HGIC)

Email: admissions@soshgic.edu.gh

Website: <https://www.soshgic.edu.gh>

8. Policy Review and Updates

This policy may be updated periodically to reflect changes in legal requirements or institutional practices. The most current version will always be available on the SOS-HGIC website.