

Privacy Policy

Introduction

The Ministry of Education, through the Education Management Information System (EMIS), conducts an Annual School Census (ASC) for all pre-tertiary institutions in Ghana. This comprehensive data collection effort captures crucial information, including school infrastructure, student enrollment, textbooks, and teaching/non-teaching data. The purpose of gathering this data is to inform policy decisions to improve the quality and accessibility of education across the country.

The ASC is governed by the provisions of the Data Protection Act of 2012 (Act 843), which ensures that personal information is handled with strict confidentiality. The Ministry of Education is officially certified by the Data Protection Commission of Ghana to manage this sensitive information in accordance with the law. The privacy policy of EMIS aligns fully with the principles outlined in the Data Protection Act.

Privacy Policy

The privacy policy of the Education Management Information System (EMIS) is designed to ensure that all personal data collected from pre-tertiary institutions in Ghana is handled with the utmost care and in full compliance with the Data Protection Act of 2012 (Act 843). Key aspects of the EMIS privacy policy include:

Data Collection and Use

EMIS collects the following data:

- **Name**
- **Email Address**
- **Phone Number**
- **Physical Address**
- **Other User Contact Info**
- **Payment Info**
- **Precise Location**
- **Sensitive Info**
- **User ID**
- **Other Data**

This data is used strictly for educational planning, policymaking, and reporting purposes by the Ministry of Education. Specifically, the data helps in:

- Analyzing school infrastructure and student enrollment.
- Monitoring and improving educational resources and policies.
- Ensuring compliance with educational regulations and standards.

Consent and Legal Basis

EMIS follows the principle of consent as mandated by the Data Protection Act. Personal data is processed only with the informed consent of individuals or under lawful conditions such as:

- Legal obligations.
- Contracts.
- Protection of public interests.

Data Security

The Ministry of Education takes appropriate technical and organizational measures to protect the personal data collected through EMIS. This includes:

- **Encryption:** Protecting data during transmission and storage.
- **Access Controls:** Restricting access to authorized personnel only.
- **Regular Backups:** Ensuring data recovery in case of loss or damage.

Data Subject Rights

Individuals whose data is collected have the right to:

- Access their personal information.
- Rectify any inaccuracies.
- Request deletion of their personal data.

EMIS ensures that data subjects can exercise their rights freely and transparently in accordance with the Data Protection Act.

Confidentiality and Data Sharing

Data collected by EMIS is kept confidential and is only shared with authorized parties for legitimate purposes, including:

- Government agencies.
- Ministry agencies.
- Donor partners.

Such sharing is in alignment with national regulations and is performed with the utmost regard for privacy.

Compliance with Data Protection Law

EMIS adheres to the principles outlined in the Data Protection Act of 2012 (Act 843), ensuring:

- **Accountability:** Responsible handling of personal data.

- **Transparency:** Clear communication about data practices.
- **Lawful Processing:** Compliance with legal requirements.

Retention of Data

EMIS retains personal data only for as long as necessary for its intended purpose. After this period, the data is securely disposed of or anonymized to ensure continued protection of personal information.

Contact Us

For any questions or concerns regarding this privacy policy or your personal data, please contact us at:

[Your Contact Information]