

Privacy Policy

Plug N GO School Continuous Assessment

DRAFT FOR REVIEW — complete the bracketed details before publication.

Effective date: [Date]

1. Who is responsible

[School/legal entity, address] determines why and how school records are processed. [Software operator, if different] provides technical services under agreed responsibilities.

Privacy enquiries: [approved email and telephone].

2. Information processed

Depending on the features used, the system processes:

- Student names, student numbers, date of birth, gender, contact details, address, and admission information.
- Class and academic-year enrolments, attendance, assessment marks, grades, rankings, comments, conduct, and promotion decisions.
- Staff names, employee numbers, contact information, accounts, and teaching assignments.
- Account credentials in hashed form, login and recovery information, and records of certain system activities.

Contact details and other optional fields should be supplied only where needed.

3. Why information is used

Information is used to manage school records, allocate classes and teaching responsibilities, record attendance, calculate results, prepare reports, manage promotion, authenticate users, and investigate errors or misuse.

The school's lawful grounds for these activities are [identify the grounds that apply]. Where consent is required, the school must obtain it separately. Acceptance of website terms alone should not be treated as permission for every use of children's information.

4. Who receives information

Access is provided to authorized school personnel according to their responsibilities. Reports may be supplied to students, parents, guardians, or other recipients whose entitlement has been verified.

Hosting providers, authorized technical support providers, and an email provider—if configured—may process information needed to provide their services. Information may also be disclosed where legally required.

5. Hosting and international processing

The current website is hosted through ProFreeHost. Before publishing this policy, confirm [the actual hosting provider, processing locations, service arrangements, and any international-transfer requirements].

6. Cookies and security

The app uses sessions and cookies for functions such as authentication, language preferences, and optional remembered login. Passwords are hashed, and access permissions and publication controls help protect records. These measures do not eliminate every security risk.

Any advertising, analytics, or additional tracking must be assessed and disclosed separately if introduced.

7. Retention

School records may remain available across academic years, including after promotion or departure. Archiving a student does not automatically erase their historical records.

Retention periods are [insert approved periods for educational records, staff accounts, logs, and backups]. Records should not be retained indefinitely without a justified purpose.

8. Access, correction, and complaints

Students, staff, and appropriately authorized parents or guardians may contact [privacy contact] to request access or correction and exercise other applicable rights. Identity and authority may need verification. Deletion requests are subject to applicable recordkeeping obligations.

For a Ghana-based school, the Data Protection Commission explains rights concerning information, access, and correction, and provides a complaint route.

[Ghana Data Protection Commission guidance](#)

9. Changes to this policy

Material changes will be communicated through [notification method]. The current version will show its effective date.

Publication checklist

Confirm the legal operator, privacy contact, lawful grounds, retention periods, hosting arrangements, and incident-response procedure. This draft describes proposed rules; it does not establish that the school or hosting setup already meets every legal requirement.