

Globetrotters Legal Africa – Data Protection Policy

1. Introduction

At Globetrotters Legal Africa, safeguarding personal data isn't just a regulatory obligation—it's a fundamental part of our commitment to trust and professionalism. In line with Ghana's **Data Protection Act, 2012 (Act 843)**, we uphold the highest standards in data security, ensuring responsible collection, processing, and storage of sensitive information.

2. Scope

This policy applies to all personal data handled by the Law Firm, including information related to clients, employees, contractors, and service providers. It covers both electronic and physical records and extends to every department and individual who interacts with such data.

3. Collection and Purpose

- Data collection is deliberate and transparent, ensuring individuals are fully informed about its intended use.
- Personal information is gathered strictly for purposes related to corporate immigration services, including visa processing, work permits, and regulatory compliance.
- Under no circumstances will personal data be repurposed beyond the objectives outlined at the time of collection.

4. Security and Confidentiality

- We employ robust security protocols to protect data from breaches, unauthorized access, and misuse.
- Only authorized personnel have access to sensitive records, ensuring accountability at every level.
- Data is stored using advanced encryption technologies, while physical documents are secured in monitored environments.
- Routine security assessments are conducted to identify vulnerabilities and fortify defenses.

5. Retention and Disposal

- Personal data is retained only for as long as necessary to fulfill legal and operational requirements.
- Once the retention period lapses, information is permanently disposed of using secure deletion or destruction methods, preventing unauthorized recovery.

6. Sharing and Third-Party Transfers

- Personal data will never be shared indiscriminately—all transfers require explicit consent or legal justification.
- Where external service providers are involved, stringent data protection agreements ensure compliance with security standards.
- Any cross-border data transfers must align with Section 45 of Ghana's Data Protection Act.

7. Individual Rights

- Data subjects have the right to access, correct, or request deletion of their personal records.
- All access requests are handled in accordance with legally defined timelines and procedures.
- Individuals may also challenge or restrict certain types of data processing, particularly automated decisions affecting them.

8. Compliance and Oversight

- A dedicated Data Protection Officer (DPO) ensures policy adherence and regulatory compliance.
- Regular training programs equip employees with essential knowledge on data security best practices.
- In the event of a data breach, immediate corrective action will be taken and reported in compliance with Section 81 of the Act.

9. Policy Amendments

This policy will be periodically reviewed to reflect evolving legal frameworks and industry best practices. Updates will be communicated promptly to all stakeholders.

10. Contact Information

For inquiries or concerns regarding data protection, please contact:

Data Protection Officer

Irene Ntarmah Wilson
Globetrotters Legal Africa
Dated: 23rd March 2021