



HANDS OF GOLD
FOUNDATION
STRENGTH OF GOD

Policy Manual

Information Collection and Confidentiality Policy

2021

Company Values & Culture

Established in September 2020 in Accra, Ghana, the Hands of Gold Foundation is dedicated to supporting women and children facing hardship. Through our programs in education, hunger relief, medical support, and business empowerment, we strive to create lasting positive change in the lives of our beneficiaries.

Our Mission

Providing the necessary material and financial assistance while relaying hope, inspiration, and a renewed sense of purpose to women and children in need.

Our Vision

A leading provider of support that guarantees a positive impact on the quality of lives of our beneficiaries.

Core Values

Mutual Support

Respect for All

Compassion

Ethical Orientation

Efficiency

Commitment to Growth

Leading by Example

Embracing Diversity

Receipt and Acknowledgment of Policy Manual

I confirm that I have received and read a copy of our Policy Manual.

I understand that the policies described in it are subject to change from time to time.

I also understand that I will be consulted before significant changes are made and that I will have an opportunity to review and comment on these changes.

Name

Signature

Date:

Information Collection and Confidentiality Policy

Instructions on how sensitive information will be collected, stored and shared

01. INFORMATION COLLECTION AND STORAGE

The Administrator will:

- Ensure that any personal information collected from workers is necessary for recruitment, and relevant to organizational functions;
- Take reasonable steps to ensure that the information collected about workers is accurate, complete, up-to-date and relevant, and safeguarded against misuse, loss, unauthorized access and modification;
- Ensure that workers are notified about what information is collected, why it is collected and how it is administered;
- Ensure workers know they have a right to access their file and make corrections if they feel the information is inaccurate; and
- Ensure workers are aware of this Privacy Policy and Procedures and its purposes.

02. PERSONAL INFORMATION

Personal information is any information held by us about a worker and could include:

- Name, address, email and phone number
- Tax file number
- Medical or health status
- Other employment activities
- Hobbies, clubs or other activities
- Image/s
- Likes and opinions

03. SENSITIVE INFORMATION

We will not collect sensitive information unless it:

- Has the individual's consent
- Is required by law

Sensitive information includes but is not limited to:

- Racial or ethnic origin
- Political opinions
- Membership of a political association
- Religious belief or affiliation
- Philosophical beliefs
- Membership of a professional or trade association
- Membership of a trade union
- Sexual preference or practice
- Health information

04. SHARING CONFIDENTIAL INFORMATION ABOUT CONTACTS AND STAKEHOLDERS

Workers will ensure that the information given in confidence is shared only with those who are authorized to receive it (the 'confidentiality bubble').

In gauging if information on an individual should be shared the Administrator should consider whether:

- The individual has expressly consented to the sharing of the information; or
- Sharing of the information would benefit the individual, and do them no harm; or
- The individual would likely give consent to the sharing of the information

Examples of those who may be authorized to receive information includes law enforcement agencies, child protection agencies, border control and anti-terrorism agencies, health complaints and anti-discrimination commissions.

In general terms a staff member should avoid any undertaking to 'keep information confidential' as the person might mistake this for meaning that the information so given will not be shared.

A worker who is required by law to divulge information and does not do so is committing a serious breach of this policy.

05. SHARING INFORMATION ABOUT WORKERS

We will not use a worker's information for a secondary purpose without the express permission of the person unless:

- Obligated by Ghanaian Law or a court/tribunal order;
- A health situation arises (see below); or
- We reasonably believe that the information is reasonably necessary for one or more enforcement related activities conducted by, or on behalf of, an enforcement body (if so then a written note will be made of such use or disclosure)

A health situation is a situation in which medical assistance is required for a worker whilst reasonably under the employer's duty of care which requires the sharing of personal information with a third party. This might include for example a situation in which the worker may not be conscious, or have capacity to share information with the treatment personnel.

In gauging whether or not to share personal information if a health situation arises the Administrator should consider whether:

- The individual has expressly consented to the sharing of the information; or
- Sharing of the information would benefit the individual, and do them no harm; or
- The individual would likely give consent to the sharing of the information.

If one of these 3 conditions applies, then the Executive Officer may reasonably assume the tacit consent of the worker to share their information.

06. DISCIPLINARY PROVISIONS

Staff members who don't follow this policy may be disciplined under the Staff Disciplinary Policy



Conclusion & Contact

HOGF is committed to protecting the privacy, dignity, and confidentiality of all workers, stakeholders, beneficiaries, and associated persons whose information is collected or maintained by the organization. The organization recognizes that responsible information management is essential to maintaining trust, safeguarding individual rights, and ensuring compliance with applicable legal and ethical obligations.

All personal and sensitive information collected by HOGF shall be handled with the highest level of care, integrity, and professionalism. Information will only be collected where necessary, stored securely, accessed by authorized persons, and used strictly for legitimate organizational, legal, operational, or welfare purposes.

The organization further commits itself to ensuring that confidential information is disclosed only in circumstances permitted by law, required for the protection and wellbeing of individuals, or authorized by the person concerned. All staff members and workers are expected to exercise discretion and uphold the confidentiality obligations outlined in this policy at all times.

Any misuse, unauthorized disclosure, negligence, or breach of confidentiality may result in disciplinary action in accordance with the Staff Disciplinary Policy and any applicable legal requirements. This policy shall be reviewed periodically to ensure that HOGF continues to uphold best practices in information management, confidentiality, privacy protection, and organizational accountability.

Our Contact



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