

THE UNIVERSITY COUNCIL OF JAMAICA

PRIVACY NOTICE

Introduction

The University Council of Jamaica (UCJ) is committed to protecting your personal information. This Privacy Notice outlines how we collect, use, and protect your data in compliance with relevant Data Protection Act, 2020. It also details your rights and our responsibilities as a data controller and/or processor. Our Data Protection Committee oversees compliance and can be contacted at privacy@ucj.org.jm.

What is Personal Data?

Personal data refers to any information that can identify an individual, either directly or indirectly. This includes obvious identifiers such as names, addresses, and identification numbers, as well as less direct data like demographic details and online identifiers. Sensitive personal data, such as health information and biometric data, is particularly protected due to its potential to cause significant harm or discrimination if exposed.

In terms of data privacy, personal data must be collected and processed fairly and lawfully. The Jamaica Data Protection Act, 2020 mandates that organisations implement strong data security measures, limit data collection to what is necessary, and respect individuals' rights to access, correct, or delete their data. Ensuring compliance with these regulations involves protecting data from breaches, minimizing its use, and maintaining accountability through regular audits and staff training.

What Information Do We Collect?

The types of personal information we collect includes:

- **Personal Details:** Name, address, phone number, email address.
- **Academic Records:** Qualifications, grades, and institutional affiliations.
- **Employment Information:** Job titles, work history, and professional affiliations.
- **Financial Information:** Payment details and financial status where applicable.

Why We Need Your Data

UCJ collects and processes your data for several reasons, including:

- **Equivalency and Quality Assurance:** To assess qualifications and evaluate educational institutions against established standards.
- **Legal Compliance:** To fulfil legal obligations under Jamaican law.
- **Operational Needs:** For internal administration, including staff management and service provision.

- **Communication:** To keep stakeholders informed about UCJ's activities and developments.
- **Event Management:** For the planning and execution of events aligned with our functions.

Legal Basis for Processing

Our legal basis for processing personal data includes consent, contractual necessity, legal obligations, and in the exercise of our functions established by law.

How We Protect Your Personal Data

The University Council of Jamaica (UCJ) takes the security of your personal data seriously. We implement comprehensive technical and organisational measures to safeguard your information against unauthorized access, use, alteration, or disclosure. These measures include secure storage solutions, access controls, encryption, and regular security assessments.

Data Sharing and Disclosure

We may share personal data with persons involved in the quality assurance process and other organisations as required by law or for fulfilling our functions established by law. We also share your personal information with third parties based on your written instructions. Data is not shared with other third parties without your consent.

Data Security

UCJ implements appropriate security measures to protect your personal data from unauthorized access, use, disclosure, or destruction.

Data Retention

Personal data is retained only for as long as necessary for the purposes for which it was collected or as required by local laws.

Your Rights

You have the right to:

- **Access:** Request a copy of your data.
- **Correction:** Correct inaccurate or incomplete data.
- **Deletion:** Request deletion of data when no longer necessary or your consent is withdrawn, where applicable.
- **Objection:** Object to data processing in certain situations.

Changes to This Notice

This Privacy Notice may be updated from time to time. We will notify you of any significant changes through our website.

Making a Complaint

If you believe that your personal data has been misused or that your privacy rights have been violated, you can lodge a complaint with our Data Protection Committee at privacy@ucj.org.jm. We take all complaints seriously and will investigate thoroughly. If you are not satisfied with our response, you may also contact the Office of the Information Commissioner, Jamaica. Note that we are committed to resolving any issues in a fair and transparent manner.

Contact Information

For questions or concerns, please contact: **The University Council of Jamaica**

Email: privacy@ucj.org.jm

Phone: (876) 929-7299/906-8012/920-1424/920-1165/618-4267



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OF JAMAICA

"Assuring Quality in Higher Education"

Revision Table

Version	Description of changes	Approved by	Revision Date
1.0	Original document	Mrs Althea Heron, Executive Director	September 23, 2024