

Privacy Notice

1. Purpose

This Privacy Notice explains how we collect, use, store, share, and protect your personal information. It applies to anyone who uses our services, interacts with us or visits our website. Please read it carefully to understand how we process your personal data.

2. Who We Are

The **Jamaica Council for Persons with Disabilities (JCPD)** is a statutory body established under the **2014 Disabilities Act**. We are committed to respecting your privacy and protecting your personal data.

3. Information We Collect

We process the following types of personal information:

- i. **Background Information:** Identity details, contact information, employment and education history, emergency contacts, family details and government assistance benefits.
- ii. **Sensitive Information:** Medical reports or health records related to physical and/or medical health conditions, disability related information and photographs.
- iii. **Financial Information:** Bank account and related financial details, where applicable.
- iv. **Communication Data:** Interactions details such as emails, phone calls, and other communication.

4. How We Collect and Use Your Information

We collect personal data directly through client interactions, including written form completion, electronic submissions via your secure client portal, phone/email communication and the submission of supporting documents. Upon your request, your Medical Practitioner may securely submit your medical report to verify your disability status and ensure you receive the necessary services.

Your information is used for the following purposes:

- i. **Service Delivery:** To deliver, manage and improve our services.
- ii. **Legal Compliance:** To fulfill our legal, statutory mandate, and regulatory requirements, including client registration and complaint processing.
- iii. **Communication:** To contact you regarding your registration, service requests or general updates.
- iv. **Marketing:** With your consent, to share information about the JCPD products, services, events and updates. You may opt-out of marketing communications at any time.
- v. **Research:** With your explicit written consent, to support internal and external research aligned with the JCPD objectives and to enhance the Disabilities sector.

5. How We Share Your Personal Data:

Data may be shared with:

- i. Other Public Authorities such as Ministries, Departments and Government Agencies.
- ii. Third-party service providers acting as data processors on behalf of the JCPD.
- iii. Legal and regulatory authorities, law enforcement for legal proceedings and for any other provisions under the applicable laws.
- iv. Other third parties such as Disability Support Organizations or entities within the Disability Sector to fulfill the JCPD's functions and legal obligations.

We do not sell your personal information to third parties for marketing purposes.

6. Data Security:

We implement appropriate technical and organizational measures to protect your personal data against unauthorized access, disclosure, alteration or destruction. Access to your personal data is restricted to authorized personnel only. In the event of a data breach, you and the relevant regulatory authorities will be promptly notified in accordance with applicable laws.

7. Information Retention

Your personal data will only be kept for as long as necessary to fulfill the purpose for which it was collected and in accordance with applicable laws.

8. Rights as our Data Subjects:

Under the Data Protection Act, you have the right to:

- i. Access your data.
- ii. Consent to, and withdraw consent at any time, where applicable.
- iii. Consent to direct marketing communications.
- iv. Request data portability (transfer of your data).
- v. Rectify inaccurate or incomplete data.
- vi. Object to, prevent or restrict processing of your data.
- vii. Be informed about and object to decisions based solely on automated processing, where applicable.

9. Accessibility:

This Privacy Notice and related documents are available in accessible formats such as braille, sign language interpretation, and large print to ensure inclusivity for all persons with disabilities. To request an accessible format, please contact us using the details in Section 11.

10. Changes to this Privacy Notice:

We may update this Privacy Notice to reflect legal changes or updates in our practices at any time. The most recent version will always be available on our website and at our office.

11. Contact Us:

If you have any questions about this Privacy Notice, how we process your personal data, or if you wish to exercise your data protection rights, please contact:

Jamaica Council for Persons with Disabilities (**Data Controller**)

Address: 10 Ripon Road, Kingston 5, Jamaica

Phone: **876-515-9069/876-447-0444**

Email: jcpd@mlss.gov.jm

Website: www.jcpd.gov.jm