



PRIVACY & LEGAL MANAGEMENT CONSULTANTS LIMITED.

Jamaica Data Protection Act Readiness Checklist

2026

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Purpose:

To help organizations quickly assess whether they are genuinely prepared for enforcement under Jamaica's Data Protection Act.

Governance & Accountability

- A Data Protection Officer (internal or outsourced) is formally appointed
- Roles and responsibilities are clearly defined and documented
- Senior leadership understands their accountability under the DPA
- Data protection is discussed at management or board level

Legal & Regulatory Compliance

- Lawful bases for processing personal data are identified and documented
- Privacy notices are current, accurate, and accessible
- Registration with the Office of the Information Commissioner (OIC) is completed or in progress
- Data retention periods are defined and enforced

Data Mapping & Visibility

- We know what personal data we collect and why
- We know where personal data is stored (systems, vendors, cloud)
- We understand who has access to personal data
- Data flows between departments and third parties are documented

Data Subject Rights

- A documented process exists to handle access, correction, and deletion requests
- Staff know how to recognize a data subject request
- Requests can be fulfilled within statutory timelines

Cybersecurity & Technical Safeguards

- Appropriate security controls are in place to protect personal data
- Access controls are enforced and reviewed
- Systems are monitored for threats and vulnerabilities

Incident & Breach Readiness

- An incident response plan exists and is understood
- Staff know how to escalate a suspected incident or breach
- The organization can assess whether notification to the OIC is required

Third-Party & Vendor Risk

- Vendors processing personal data are identified
- Data processing agreements are in place
- Vendors are assessed for security and compliance risk

Training & Awareness

- Staff receive regular data protection training
- High-risk departments receive targeted training
- Leadership understands their oversight responsibilities

Reality Check

If several boxes are unchecked, your organization may be exposed to regulatory, operational, and reputational risk.



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