



PRIVACY & LEGAL MANAGEMENT CONSULTANTS LIMITED.

Jamaica Data Protection Act Readiness Checklist

2026

Privacy & Legal Management Consultants Limited

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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
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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
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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
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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



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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
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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
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Third-Party & Vendor Risk

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

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

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



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