

Privacy Notice

1. Your personal data – what is it?

Personal data, according to the Data Protection Act (2020), refers to any information that relates to an identified or identifiable individual. This can include data such as name, biometrics, location, identification numbers (TRN, NIS, etc.), and health information, among others.

2. Who are we?

The Jamaica Union Conference of Seventh-day Adventists (JAMU) is the data controller (contact details below). This means it determines the purposes and means of processing personal data. In simpler terms, it is responsible for deciding why and how personal data is collected and processed.

How do we process your personal data?

The JAMU adheres to its obligations under the Data Protection Act (DPA) by maintaining accurate and up-to-date personal data, securely storing and disposing of data, and avoiding collecting or retaining excessive data. Additionally, we safeguard personal data against loss, misuse, unauthorized access, and disclosure. We also ensure that appropriate technical measures are implemented to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area (for example church events and community programs) as outlined in our constitution;
- To manage membership records;
- To raise funds, receive donations, and promote the interests of the organization;
- To manage our employees and volunteers;
- To maintain our accounts and records;
- To inform you of news, events, activities, and services running within the JAMU;

3. What is the legal basis for processing your personal data?

- Explicit consent of the data subject allowing us to keep you informed about news, events, activities and services and process your donations and keep you informed.
- Processing is necessary for carrying out obligations under employment, National Insurance Scheme (NIS), or social protection law, or in accordance with a collective agreement.

4. Sharing your personal data

Your personal data will be treated with strict confidentiality and will only be shared with other church members to provide services to fellow members or for church-related purposes. We will only share your data with third parties outside of JAMU with your explicit consent.

5. How long do we keep your personal data?

We keep data only as long as it is needed, in accordance with the guidance set out in JAMU's Data Retention Policy

6. Your rights and your personal data

Unless subject to an exemption under the DPA, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the JAMU holds about you;
- The right to request that the JAMU corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the JAMU to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the JAMU provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute concerning the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, where applicable.
- The right to lodge a complaint with the Office of the Information Commissioner.

7. Further processing

8. If we intend to use your personal data for a purpose not outlined in this Data Protection Notice, we will inform you about the new use before starting the processing. This new notice will detail the specific purposes and conditions for processing. When required, we will obtain your prior consent for the new use of your data.

9. Contact Details

To exercise all relevant rights, or to submit queries or complaints, please in the first instance contact the JAMU Executive Secretary, JAMU Office, Manchester Road, Mandeville. Phone: (876) 656-8481.

You can contact the Office of the Information Commissioner as follows:

- Phone: (876) 929-8568, (876) 929-6952, (876) 960-0874, (876) 968-5622
- Email: info@oic.gov.jm
- Address: Masonic Building, 2nd Floor, 45 – 47 Barbados Avenue Kingston 5