



PRIVACY NOTICE

Introduction

We use this Privacy Notice to disclose the privacy practices of The Port Authority of Jamaica (“PAJ”) and its subsidiaries in accordance with The Data Protection Act (“DPA”). Our subsidiaries may supplement this Notice with supplemental Privacy Notices. We aim to help you understand what personal data we collect, how we use it and what control you have over it. This notice will define the following:

1. What personal data is collected from you.
2. How personal data is collected, used, shared, stored, and otherwise processed.
3. The security procedures implemented to protect your data.
4. Your choices and rights regarding the use of your data.
5. How you can contact us for issues such as correcting inaccuracies of your data or to request the removal of your personal data.

We invite you to take a moment to read our Privacy Notice to understand how PAJ processes, collects, shares and protects your personal data. Our Notice is also aimed at informing you about your rights under the DPA.

Who We Are

The Port Authority of Jamaica (“PAJ”) is the principal maritime agency responsible for the regulation and development of Jamaica's ports, port facilities and the shipping industry. Its regulatory responsibilities include providing and maintaining navigational aids to ensure the safety of all vessels navigating the island's ports of entry and regulation of tariffs charged on goods passing through Jamaica's public wharves. In its developmental role, the PAJ has built ports and other infrastructure required to support Jamaica's international trade, tourism, commerce and other industries. PAJ is also the Designated Authority responsible for ensuring that Jamaica's ports achieve and maintain compliance with the International Maritime Organization's protocol for port security, the International Ship and Port Facility Security (ISPS) Code.

For the purposes of this Notice, we act as the “**Data Controller**”, because we determine how your personal data is used and processed.

We have appointed our Data Protection Officer to assist with any questions, requests, and complaints regarding this Notice as it relates to the collection and processing of your personal data.

The Contact Information section at the end of this Notice provides specific contact details.

Data We Collect

Given the expanse of our business operations and the multiplicity of stakeholders with whom we engage, the PAJ collects varying information that may identify you as an individual (“personal data”). The personal data varies depending on the reason the PAJ is engaging with you. Any information we collect is deemed relevant to business being undertaken between us and crucial to established and/or statutory due diligence processes.

In the event Personal Data about another person is submitted by you in furtherance of completing whatever business dealings that is underway between us, it will be deemed that you have their permission to so proceed. We will process this Personal Data in keeping with the parameters of this Notice.

Given the foregoing, the PAJ strongly recommends that you bring this Privacy Notice to the attention of all who may be so impacted.

The information we collect from/about you may include the following:

	Information Type	Examples
	Personal identifiers	Name, driver's license number, passport number, TRN
	Biometric data	Photograph, fingerprints, height
	Contact details	Email address, telephone number, residential address, mailing address
	Demographic details	Date of birth, gender, nationality, marital status
	Banking information	Bank name, branch, account number, account type
	Background check information	Police record
	Employee information	Employment history, dependent information, emergency contact, references, medical information

Generally, we collect and keep a record of sensitive personal data only in very limited circumstances, and primarily when an individual has chosen to provide us with this data. We process some sensitive personal data for Human Resource purposes, for example, about our employees as far as necessary to fulfil our duties as an employer. We use such data only for the purpose for which it was intended and provided.

How We Collect and Use Your Personal Data

We have access to data that you voluntarily provide via email, telephone, and forms (physical & electronic).

Your personal data is used for the following necessary purposes:

- Provision of services to port and shipping stakeholders.
- Compliance with legal and regulatory obligations.
- Procurement of goods, services and works.
- Account creation and administration.
- Recruitment, employee and human resources management purposes.
- Fulfillment of obligations outlined in any agreements.
- Processing your transactions.
- Establishing and defending legal claims.

Lawful Basis of Processing

We rely on the following lawful bases for processing your information:

- For the performance of a contract or taking steps at the request of the data subject with a view to entering into a contract
- Compliance with legal and regulatory obligations
- Functions of a public nature
- Legitimate interest
- Consent
- Personal data published by the data subject

PAJ processes personal data for its own legitimate interests, provided that the interests of PAJ do not override any of your own rights and freedoms.

We process personal data with your consent, but you have the right to withdraw your consent to processing for specific purposes. Personal data may be used without consent in situations when legally required.

Data Use

PAJ collects and processes personal data such as Names, Taxpayer Registration Numbers, Dates of Birth, and Addresses. These are required by various legislation including the Income Tax Act, the Companies Act and the Pilotage Act. Failure to provide this data to PAJ may have consequences such as exposing PAJ and its stakeholders to penalties from regulatory bodies.

How We Share Your Data

The PAJ will only share your information in circumstances where we are legally obligated to do so. We may share your personal data with the following categories of recipients where necessary to offer, administer and manage services provided to you:

1. Law enforcement
2. Public authorities and regulators (such as the Integrity Commission, Jamaica Customs Agency, Auditor General's Chambers, etc.)
3. Financial institutions
4. Attorneys-at-law and loss adjusters
5. The Judiciary
6. Authorized third-party service providers (for technology support – cloud service providers)
7. Personal Representatives

How Long We Store Your Data

We will only retain your personal data for the duration necessary to fulfill the purposes for which it was collected. PAJ has developed a Records Retention & Disposition Schedule, which guides data retention periods.

How We Protect Your Data

Securing your personal data is a priority for us, while both online and offline. We have implemented appropriate safeguards to prevent the unauthorized or unlawful processing of, or accidental loss or destruction of or damage to your personal data. This includes restricted physical access, password protection, firewalls and backups.

Employees and third parties are provided only with personal data on a need-to-know basis and only the minimum amount they require to complete their specific job. All employees are also subject to confidentiality agreements and undergo annual training on the proper handling of sensitive data.

Your Rights as Data Subject

You have rights under data protection law over your personal data. You are entitled to:

- be informed whether PAJ processed your personal data.
- request all personal data we have collected about you, if any.
- request transfer of your personal data to another data controller.
- withdraw consent given for the processing of your personal data at any time.
- object to the processing of your personal data for the purposes of direct marketing at any time.
- ensure that no decisions having significant impact on you are made solely by automated means.
- request rectification of any errors or omissions in the personal data we have collected about you.
- in certain instances, preventing the processing or processing for a specified purpose or in a specified manner of your personal data.

We aim to maintain data that is accurate and up-to-date. Under the circumstances that your personal data changes (e.g. moving addresses), please notify us of any changes or update your data.

To exercise these rights, please contact us via email, mail, or phone as indicated below in the “Contact Information” section.

Cookies Policy

We use cookies to administer content for visitors to our website. We do not use cookies to track individuals and identify them personally.

Contact Information

For any questions, concerns, or requests to exercise your rights outlined in this privacy notice, please contact us via email at dataprotection@portjam.com, phone at 876-922-0290 or mail us at:

The Port Authority of Jamaica
15-17 Duke Street
Kingston
Jamaica