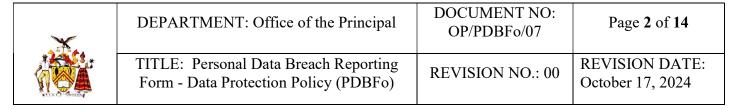
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THE DATA PROTECTION ACT, 2020

NOTICE TO PREVENT PROCESSING

(under section 21(3) of the Act)

Reference No.:	(for internal use only)
1(a) PARTICULARS OF DATA CONTROLLER	
Name:	
Address: Council of Legal Education, Norman Manley Lav	w School,
8 Ring Road, P.O. Box 231, Mona, Kingston 7,	
The University of the West Indies, Mona Campus	s.
JAMAICA, WEST INDIES.	
Contact Person:	
Phone Number:	
Email:	
Scope: Private Public	
☐ Other (please specify)	
(b) PARTICULARS OF DATA CONTROLLER REP	PRESENTATIVE
Name:	
Address: Council of Legal Education, Norman Manley Lav	w School,
8 Ring Road, P.O. Box 231, Mona, Kingston 7,	
The University of the West Indies, Mona Campus	s.
JAMAICA, WEST INDIES.	
Contact Person:	



Phone Number:
Email:
Scope: Private Public
☐ Other (please specify)
2. PARTICULARS OF DATA PROTECTION OFFICER
Name:
Address: Council of Legal Education, Norman Manley Law School,
8 Ring Road, P.O. Box 231, Mona, Kingston 7,
The University of the West Indies, Mona Campus.
JAMAICA, WEST INDIES.
Phone Number:
Email:
Scope: Private Public
☐ Other (please specify)
3. PARTICULARS OF DATA PROCESSOR (if applicable)
Name:
Address:
Contact Person:
Phone Number:
Email:
Scope: Private Public
\Box Other (nlease specify)

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4. PARTICULARS OF OTHER INVOLVED ENTITY

Is there another entity involved in this data breach?	
□ Yes □ No	
(If yes, complete the information below)	
Name:	
Address:	
Contact Person:	
Phone Number:	
Email:	
Scope: Private Public	
☐ Other (please specify)	• • • • • • • •
5. TYPE OF REPORT	
5.1 Purpose of the report:	
☐ Report of a new personal data breach	
☐ Provide more information regarding a previous report	
5.2 Type of report:	
☐ Comprehensive	
☐ In phases	

Select 'comprehensive' when this report contains all the information that the data controller has been able to gather regarding the data breach and the provision of further information is not foreseen. Select 'in phases' when this is an incomplete report, with further information to follow.

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5.3	If in phases, indicate which phase:
	□ Follow-up
	☐ Conclusive
Follo	w-up: This is a follow-up to an initial report
Concl	usive: This is the final information for the breach
5.4 refere	In case of a follow-up or conclusive type of report, please indicate, if available, the nce number provided by the Information Commissioner.
6. AI	BOUT THE DATA PROCESSING
6.1 exclus	Approximate number of individuals whose personal data are processed, referring sively to the processing activity affected by the personal data breach.
6.2	The processing activity affected by the breach includes personal data about individuals:
	☐ In Jamaica
	□ Regionally
	☐ Internationally/worldwide
7. DI	ETAILS ABOUT THE BREACH AND ITS CONSEQUENCES
7.1 T	IMELINE OF DATA BREACH
7.1. A	Indicate the date and time on which you became aware of the breach.
7.1. B and ti	Is the date and time when the breach occurred known? (Where applicable, indicate date me)
	☐ Actual ☐ Estimated ☐ Unknown

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	Date/7	Γime:		
7.1. (C How v	was the breach detected?		
	By the	data controller or data processor		
	Commu	unication from affected data subjec	et	
	Via soc	ial or other media		
	From th	nird parties		
	Others:			
7.2	CAUSE			
	Accide	ntal or non-malicious act		
	Malicio	ous act to damage the data controlle	er, data j	processor or data subjects
	Unknov	wn intentionality		
7.3	ORIGIN	N		
	Interna	l: staff or systems managed by dat	a contro	ller
	Interna	l: staff or systems managed by dat	a proces	ssor
	Externa	al: others, unrelated to data control	ller or da	ata processor
7.4	HOW D	OID THE BREACH OCCUR? (Se	elect all	relevant options)
		Verbal unauthorised		E-waste (personal data still
		disclosure of personal data		present on obsolete device)
		Paper lost or stolen or left in		Unintended publication
		insecure location		Sending email to multiple recipients
		Mail lost or opened		without blind copy/ distribution list
		Incorrect disposal of personal		Device lost or stolen

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	data on paper			
	Personal data sent by mistake		Cyber incident: Encrypted device	
	(postal or electronically)		Ransomware	
	Personal data displayed to wrong		Cyber incident: Phishing/user	
	recipient		user account compromised	
	Personal data deleted/destroyed		Cyber incident: Unauthorised access	
			to personal data in IT systems	
	Abuse of access privileges		Technical issue	
	by employee to extract,		Unauthorised data modification	
	forward or copy personal data		Other	
7.5 WHA	AT HAS BEEN AFFECTED AS A RESU	ULT (OF THR BREACH?	
☐ Confidentiality: Persons or organisations that are not authorised, or do not have a				
legitimate purpose for accessing the data, have been able to access and/or extract it.				
☐ Availability: Personal data have been destroyed, lost or encrypted so that they cannot be				
p	rocessed.			
□ In	☐ Integrity: Personal data have been altered, although still accessible, but the			
replacement of data may result in damage to the persons concerned.				
7.6 WHERE THE BREACH IS A CONFIDENTIALITY BREACH				
Is the data securely encrypted, anonymized or protected so that it is unintelligible to anyone who may have had access, or individuals cannot be identified?				
□ Yes	□ No □ Unknown			

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7.7 WHERE THE BREACH IS AN AVAILABLITY BREACH
Has the availability of the data been restored so that it can be processed as usual?
☐ Yes ☐ No ☐ Not yet, but soon
7.8 WHERE THE BREACH IS AN INTEGRITY BREACH. (Select the most appropriate option)
☐ Data altered, but with no evidence of illegal or wrong use.
☐ Data altered, wrongly or illegally used, but with the possibility of reversing/recovering
the damages.
☐ Data altered, wrongly or illegally used, without possibility of reversing/recovering
Damages.
7.9 SUMMARY OF THE INCIDENT
Provide a brief description of what happened, and the concrete measures taken and proposed to be taken to minimize damage to data subjects.

8. TYPE OF DATA AFFECTED

Select the types of personal data that have been affected. (select all applicable options)

		DOCUMENT NO.		
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	Basic data subject identifiers (name, date of	birth, contact details)		
	User credentials (user password)			
	Images (photo/video)			
	National identification number			
	Genetic data			
	☐ Biometric data			
	☐ Data revealing filiation, racial or ethnic origin			
	Religious or philosophical beliefs			
	Political opinions			
	Trade union membership			
	Health data (mental or physical)			
	Sex life			
	Criminal offences			
	Financial data			
	Other:			
9. NUM	BER OF DATA SUBJECTS AFFECTED			

In total, how many data subjects were or could be affected by the breach? (If you do not know the

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exact value, please give an approximate value.)

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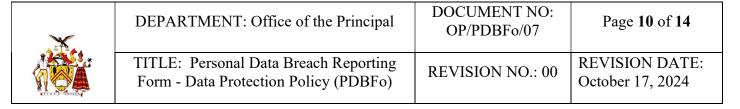
10. CATEGORIES OF DATA SUBJECTS

What are th	ne categories of data subjects concerned? (Select all applicable options)
	Employees
	Customers/Clients or potential customers/clients
	Students
	Patients
	Subscribers
	Suppliers or Contractors
	Minors
	Others

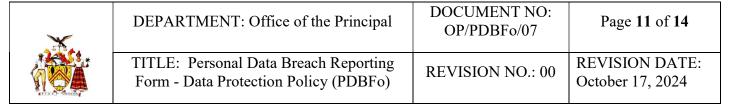
11. IMPACT ON DATA SUBJECTS

From the table below indicate:

- the nature of the possible impact of the breach;
- whether there is evidence that any of the impact has occurred; and
- if the impact has not yet occurred, the assessment of the probability of the impact occurring.



	NATURE OF THE POSSIBLE IMPACT	EVIDENCE THAT THE IMPACT HAS OCCURRED (as at date of this report)	ASSESSMENT OF THE PROBABILITY OF THE IMPACT OCCURRING
(1)	☐ Limitation of their rights	□ Yes □ No	☐ Improbable☐ Low☐ High☐ Very High☐ Unknown
(2)	☐ Inability to access a service	□ Yes □ No	☐ Improbable☐ Low☐ High☐ Very High☐ Unknown
(3)	☐ Identity theft	□ Yes □ No	☐ Improbable☐ Low☐ High☐ Very High☐ Unknown
(4)	☐ Phishing/spamming victim	□ Yes □ No	☐ Improbable☐ Low☐ High☐ Very High☐ Unknown
(5)	□ Fraud	□ Yes □ No	☐ Improbable ☐ Low ☐ High ☐ Very High ☐ Unknown



	NATURE OF THE POSSIBLE IMPACT	EVIDENCE THAT THE IMPACT HAS OCCURRED (as at date of this report)	ASSESSMENT OF THE PROBABILITY OF THE IMPACT OCCURRING
(6)	☐ Financial loss	□ Yes □ No	☐ Improbable☐ Low☐ High☐ Very High☐ Unknown
(7)	☐ Damage to reputation or relationship	□ Yes □ No	☐ Improbable☐ Low☐ High☐ Very High☐ Unknown
(8)	☐ Threat to professional secrecy	□ Yes □ No	☐ Improbable☐ Low☐ High☐ Very High☐ Unknown
(9)	☐ Humiliation or loss of dignity	□ Yes □ No	☐ Improbable☐ Low☐ High☐ Very High☐ Unknown
(10)	☐ Loss of control over their personal data	□ Yes □ No	☐ Improbable☐ Low☐ High☐ Very High☐ Unknown
(11)	☐ Discrimination	□ Yes □ No	☐ Improbable☐ Low☐ High☐ Very High☐ Unknown

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	NATURE OF THE POSSIBLE IMPACT	EVIDENCE THAT THE IMPACT HAS OCCURRED (as at date of this report)	ASSESSMENT OF THE PROBABILITY OF THE IMPACT OCCURRING
(12)	□ Damage/ Distress	□ Yes □ No	☐ Improbable☐ Low☐ High☐ Very High☐ Unknown
(13)	☐ Injury, Illness or loss of life	□ Yes □ No	☐ Improbable☐ Low☐ High☐ Very High☐ Unknown
(14)	□ Still unknown	□ Yes □ No	☐ Improbable☐ Low☐ High☐ Very High☐ Unknown
(15)	□ Other:	□ Yes □ No	☐ Improbable☐ Low☐ High☐ Very High☐ Unknown
 12. ACTIONS TAKEN BY THE DATA CONTROLLER AFTER THE BREACH 12.1 Have new security measures been taken after the incident that could have prevented the 			
breach	☐ Yes ☐ No ☐ Un	-	pplicable
12.2	Have security policies and procedures ☐ Yes ☐ No ☐ U	-	pplicable

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12.3 Where applicable, select or	nly new or updated secu	rity meas	sures:
☐ Data protection and information	tion security policies		☐ Periodic audits
☐ Data protection and security	training at the appropria	te level	☐ Physical access control
☐ Updated IT systems			☐ Logical access control
☐ Incident log			☐ Levels of access to data
			☐ Data encryption
			☐ Backup/ Recovery Plan
			☐ Anonymisation
			☐ Other:
			(Specify)
12.4 Has the incident been repo	rted to law enforcement	authoritie	es as a criminal offence?
□ Yes	□ No	\Box U	Inknown
12.5 Have all possible actions b	een taken to resolve the	breach?	
□ Yes	□ No	□ U	Inknown
12.6 Has the breach been resolv	red?		
□ Yes	□ No	□ U	Inknown
12.7 If yes, indicate the date on	which the breach was re	solved.	
13. NOTIFICATION OF DATE	ΓA SUBJECTS		
13.1 Have the data subjects who in the terms described in section Protection Regulations?	<u> </u>		
□ Yes □ No			

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13.2 What means of notification was utilised? (Select all applicable options)
☐ Notification addresses personally to data subject (post, email, SMS, etc.)
☐ Publication on the data controller's website or social media pages
☐ Dissemination in other media
□ Other
13.3 Where applicable, indicate the date when notification was given to the data subjects.
13.4 Where applicable, indicate the number of data subjects to whom the notification was given.
14. DELAY IN REPORTING
If there has been a delay (more than 72 hours after becoming aware of the incident and reporting it to the Information Commissioner), please provide your justifications for the delay.
Signature:
Name:
Title:
Date: