



COUNCIL OF LEGAL EDUCATION
NORMAN MANLEY LAW SCHOOL

PRIVACY NOTICES

by Data Subject Category

Effective Date: May 14, 2025



COUNCIL OF LEGAL EDUCATION NORMAN MANLEY LAW SCHOOL

Privacy Notice for Students

Introduction:

The Norman Manley Law School (“NMLS”) is one of three law schools owned and operated by the Council of Legal Education. NMLS is situated in Jamaica. Its mission is to provide relevant, current and practical legal training and education to students, attorneys-at-law and the public. For the purposes of this notice, NMLS acts as the “Data Controller” because NMLS determines how your personal data is used and processed. NMLS is committed to protecting the privacy and personal data of its students. This Privacy Notice outlines how we collect, use, and protect your personal data in compliance with the Jamaica Data Protection Act.

Personal Data We Process:

- **Identifiers:** Name, Student ID, Government ID, Phone Number, Email Address, Date of Birth, Nationality, Tax Administration Number
- **Academic Information:** Enrolment details, attendance, grades, transcripts, certificates.
- **Financial Information:** Tuition payments, Financial Aid, Scholarships.
- **Health Information:** Medical records (if applicable), Next of Kin
- **Library Records:** Borrowing history, database access logs.
- **Criminal History**
- **Purpose of Processing:**
 - **Academic Administration:** Enrolment, tracking academic progress, issuing certifications and transcripts, preserving academic integrity and facilitating research.
 - **Financial Management:** Processing transactions, scholarships, and student loans.
 - **Compliance:** Legal obligations with accrediting bodies and government agencies, and internal quality assurance mechanisms. This also includes compliance with specific legislation.

- **Student Services:** Facilitating library services and health-related support.

Lawful Basis for Processing:

- Performance of a contract.
- Legal obligations for educational compliance.
- Legitimate interests in managing student records.
- Vital Interest
- Consent

Data Sharing and Disclosure:

- **Educational Institutions and Authorities:** For compliance with legal and regulatory requirements.
- **Financial Institutions:** For processing payments, scholarships and student loans.
- **Third-Party Service Providers:** For student support services and student database management.
- **Transborder sharing:** To meet the data sharing requirements of Government Agencies and other official bodies, such as the Council of Legal Education Law Schools

The table below indicates data shared outside of Jamaica.

Third-Party Type	Who they are	Territory	Purpose
Educational Institutions and Authorities	University of the West Indies (UWI), Council of Legal Education Law Schools, International Bar Associations.	Territories signatory to the CLE treaty, Common Law jurisdictions	Training and education, provision of legal services Bar admission processing
Third-Party Service Provider	Software providers: Microsoft, Lexis Nexis, Westlaw, Peoplesoft, Practice Master, RollCall.	United States of America, United Kingdom, Canada,	Customer data research, cookie data research, marketing, and website functionality. Educational administration
Service Providers	The UWI Open Campus Sites	The UWI Campus Territories	Administration of Examinations.

Data Retention:

- Personal data is retained throughout your enrolment and for statutory periods afterwards.

Data Security: We implement strong security measures, including:

- **Access Control:** Only authorised personnel can access student records.
- **Encryption:** Protecting sensitive data during storage and transmission.
- **Regular Audits:** Reviewing and updating our security practices regularly.
- **Access to IT Services:** Provision of assigned email address and access to online helpdesk.

Your Rights: You have the right to access, rectify, erase, restrict, or object to the processing of your data and the right to data portability.

You have the legal right to the following:

- To be informed as to whether we process 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.
- To ensure that no decisions having significant impact on you, the data subject, are made solely by automated means.
- Request rectification of any errors or omissions in the personal data we have collected about you.

Contact Information: For queries, concerns, or to exercise your rights, contact the Data Protection Officer (DPO):

- **Email:** nmlsdpo@designprivacy.io
- **Phone:** (876) 399-3673
- **Mail:** The Data Protection Officer, c/o Council of Legal Education, Norman Manley Law School, 8 Ring Road, The University of the West Indies, Mona Campus, Kingston 7, P.O. Box 231, Jamaica W.I.

Changes to This Privacy Notice (Students)

This privacy notice was last updated on May 14, 2025

Any changes to this privacy notice can be found on our website at <https://nmls.edu.jm>.

APPROVAL

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COUNCIL OF LEGAL EDUCATION NORMAN MANLEY LAW SCHOOL

Privacy Notice for Prospective Students

Introduction: The Norman Manley Law School (“NMLS”) is one of three law schools owned and operated by the Council of Legal Education. NMLS is situated in Jamaica. Its mission is to provide relevant, current and practical legal training and education to students, attorneys-at-law and the public. For the purposes of this notice, NMLS acts as the “Data Controller”, because NMLS determines how your personal data is used and processed. NMLS is committed to protecting the privacy and personal data of its students. This Privacy Notice outlines how we collect, use, and protect your personal data in compliance with the Jamaica Data Protection Act.

Personal Data We Process (Found on Application Form):

- **Identifiers:** Name, Government Issued IDs, Phone Number, Email Address, Date of Birth, Nationality, Tax Administration Number
- **Academic Information:** Transcripts, certificates.
- **Financial Information:** Financial aid, scholarships.
- **Health Information:** Medical records (if applicable), Next of Kin
- **Criminal History**

Purpose of Processing:

- **Academic Administration:** Enrolment, preserving academic integrity and facilitating research.
- **Financial Management:** Processing transactions and scholarships.

- **Compliance:** Legal obligations with accrediting bodies and government agencies, and internal quality assurance mechanisms. This also includes compliance with specific legislation.

Lawful Basis for Processing:

- Performance of a contract.
- Legal obligations for educational compliance.
- Legitimate interests in managing student records.
- Consent

Data Sharing and Disclosure:

- **Educational Institutions and Authorities:** For compliance with educational regulations.
- **Third-Party Service Providers:** For services such as student database management.
- **Transborder sharing:** To meet the data sharing requirements of Government Agencies and other official bodies such as the Council of Legal Education Law Schools

The table below indicates data shared outside of Jamaica.

Third-Party Type	Who they are	Territory	Purpose
Educational Institutions and Authorities	The University of the West Indies, Council of Legal Education Law Schools	Territories signatory to the CLE treaty and Common Law jurisdictions	Training and education, provision of legal services
Third-Party Service Provider	Software providers: Microsoft, Lexis Nexis, Westlaw, Peoplesoft, Practice Master, RollCall	United States of America, United Kingdom, Canada,	Customer data research, cookie data research, marketing, and website functionality. Educational administration
Service Providers	UWI Open Campus Sites	The UWI Campus Territories	Administration of Examinations.

Data Retention:

- Personal data is retained for two years from the date of application if an applicant is not successful as a student at the Norman Manley Law School.

Data Security: We implement strong security measures, including:

- **Access Control:** Only authorised personnel can access student records.
- **Encryption:** Protecting sensitive data during storage and transmission.
- **Regular Audits:** Reviewing and updating our security practices regularly.

You have the legal right to the following:

- To be informed as to whether we process 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.
- To ensure that no decisions having significant impact on you, the data subject, are made solely by automated means.
- Request rectification of any errors or omissions in the personal data we have collected about you.

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- **Mail:** The Data Protection Officer, c/o Council of Legal Education, Norman Manley Law School, 8 Ring Road, The University of the West Indies, Mona Campus, Kingston 7, P.O. Box 231, Jamaica W.I.

[Changes to This Privacy Notice \(Prospective Students\)](#)

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COUNCIL OF LEGAL EDUCATION NORMAN MANLEY LAW SCHOOL

Privacy Notice for Employees

Introduction: The Council of Legal Education, Norman Manley Law School (“NMLS”) is committed to protecting the personal data of its employees. This Privacy Notice explains how we collect, process, and protect employee data in line with legal obligations.

Personal Data We Collect:

- **Identifiers:** Name, Employee ID, Contact Information.
- **Employment Records:** Job titles, performance evaluations, salary details.
- **Financial Information:** Bank account details, tax information.
- **Health Information:** Medical assessments (if applicable).
- **Biometric Data:** Signatures for contract and legal purposes.

Purpose of Processing:

- **Human Resource Management:** Managing employment records, payroll, and benefits.
- **Legal Compliance:** Ensuring compliance with labour and tax laws.
- **Workplace Safety:** Facilitating health programs and maintaining safety standards.

Lawful Basis for Processing:

- Contractual necessity.
- Legal obligations to comply with labour laws.
- Legitimate interests in human resource management.

Data Sharing and Disclosure:

- **Payroll Providers:** For salary processing.

- **Government Authorities:** For tax and regulatory compliance.
- **Health Service Providers:** For employee wellness programs.
- **Educational Institutions:** For professional development.
- **Third-Party Service Providers:** For services related to accessing employee benefits, matters pertaining to regulatory compliance and risk management
- **Transborder sharing:** To meet the data sharing requirements of Government Agencies and other official bodies such as the Council of Legal Education Law Schools

The table below indicates data shared outside of Jamaica.

Third-Party Type	Who they are	Territory	Purpose
Educational Institutions and Authorities	The University of the West Indies, The Council of Legal Education	Territories signatory to the Treaty establishing the CLE and International Bar Associations	Educational Administration, Legal Compliance
Third-Party Service Provider	Microsoft, Lexis Nexis, Westlaw, Peoplesoft, Practice Master	United States of America, United Kingdom, Canada	Customer data research, cookie data research, marketing, and website functionality. Administration of HR, client and education services

Data Retention:

- Employee data is retained for employment and as required by legal and compliance obligations post-employment.

Data Security: We implement security measures, such as:

- **Encryption:** Protecting sensitive employee information.
- **Access Control:** Limiting access to employee records.
- **Regular Security Audits:** Ensuring data remains secure and protected.

Your Rights: Employees can request access, correction, or deletion of their personal data, as well as restrict or object to processing where applicable.

Contact Information: For queries concerns, or to exercise your rights, contact the Data Protection Officer (DPO):

- **Email:** nmlsdpo@designprivacy.io
- **Phone:** (876) 339-3673
- **Mail:** The Data Protection Officer c/o Council of Legal Education, Norman Manley Law School, 8 Ring Road, The University of the West Indies, Mona Campus, Kingston 7, P.O. Box 231, Jamaica W.I.

Changes to This Privacy Notice (Employees)

This privacy notice was last updated on May 14, 2025

Any changes to this privacy notice can be found on our website at <https://nmls.edu.jm>.

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COUNCIL OF LEGAL EDUCATION NORMAN MANLEY LAW SCHOOL

Privacy Notice for Vendors

Introduction: The Council of Legal Education - The Norman Manley Law School (“NMLS”) is committed to protecting the personal data of our vendors and third-party suppliers. This Privacy Notice outlines how we manage vendors' personal data.

Personal Data We Collect:

- **Identifiers:** Vendor name, contact details.
- **Contractual Information:** Agreements, signatures.
- **Financial Information:** Bank account details for payments.

Purpose of Processing:

- **Contract Management:** Ensuring smooth business operations and adherence to contract terms.
- **Financial Transactions:** Processing payments for goods and services.
- **Compliance:** Legal and regulatory reporting, where applicable.

Lawful Basis for Processing:

- Performance of a contract.
- Legal obligations for financial reporting.

Data Sharing and Disclosure:

- **Financial Institutions:** For processing payments.
- **Internal Departments:** For the management of vendor contracts and records.
- **Council of Legal Education:** For processing payments.

Data Retention:

- Vendor data is retained for the contract's duration and as required by financial regulations.

Data Security: We use the following measures to protect vendor data:

- **Encryption:** Securing sensitive financial information.
- **Access Controls:** Ensuring only authorised personnel access vendor data.
- **Regular Audits:** Checking data protection practices and identifying risks.

Your Rights: Vendors can access, correct, or request the deletion of their personal data.

Contact Information: For queries, concerns, or to exercise your rights, contact the Data Protection Officer (DPO):

- **Email:** nmlsdpo@designprivacy.io
- **Phone:** (876) 339-3673
- **Mail:** The Data Protection Officer c/o Council of Legal Education, Norman Manley Law School, 8 Ring Road, The University of the West Indies, Mona Campus, Kingston 7, P.O. Box 231, Jamaica W.I.

Changes to This Privacy Notice (Vendors)

This privacy notice was last updated on May 14, 2025. Any changes to this privacy notice can be found on our website at <https://nmls.edu.jm>.

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COUNCIL OF LEGAL EDUCATION NORMAN MANLEY LAW SCHOOL

Privacy Notice for Clients (Legal Aid Clinic)

Introduction: The Council of Legal Education- The Norman Manley Law School (“NMLS”) is committed to protecting the personal data of our clients. As a part of the services provided by the Legal Aid Clinic at NMLS, we collect and process client data. This Privacy Notice explains how we protect and manage your personal data.

Personal Data We Collect:

- **Identifiers:** Name, Contact Information, government-issued IDs, address, date of birth
- **Case Information:** Case details, legal documents, and court records.
- **Financial Information:** Payment details for payment processing.
- **Sensitive Personal Data:** Health, personal, or family information as required for legal matters.

Purpose of Processing:

- **Legal Services:** Providing legal advice, representing clients and managing legal cases.
- **Compliance:** Ensuring compliance with legal and regulatory obligations.
- **Client Management:** Managing client records and communication.
- **Education and Training:** Provision of education and training to students and members of the Public

Lawful Basis for Processing:

- Performance of a contract (legal representation).
- Legal obligations to comply with court orders, legislation and regulations.

- Legitimate interests in managing legal case records.

Data Sharing and Disclosure:

- **Government Agencies:** To further legal matters, comply tax obligations and achieve regulatory compliance
- **Court Authorities:** As part of legal proceedings.
- **Third-Party Legal Advisors:** When required for case management and to further the performance of the retainer or legal matter.
- **Financial Institutions/ third party processors:** For processing payments, compliance with financial management procedures.

The table below indicates data shared outside of Jamaica.

Third-Party Type	Who they are	Territory	Purpose
Third-Party Service Provider	Microsoft, Practice Master	United States of America, United Kingdom, Canada	Customer data research, cookie data research, marketing, and website functionality. Administration of client and education services

Data Retention:

- Client data is retained for the duration of legal representation and in accordance with Norman Manley Law School's retention policy.

Data Security: We ensure that your personal data is protected by:

- **Secure File Storage:** Both physical and electronic.
- **Access Controls:** Ensuring that only authorised personnel can access sensitive case information.
- **Regular Audits:** Verifying compliance with legal and regulatory standards.

Your Rights: Clients have the right to access, rectify, or request that we delete their data and restrict processing in certain situations. In some instances, the provision of personal data sought by NMLS from the data subject may be compulsory under a particular law and not providing such data may cause the data subject to suffer consequences under the law.

Contact Information: For queries, concerns, or to exercise your rights, contact the Data Protection Officer (DPO):

- **Email:** nmlsdpo@designprivacy.io
- **Phone:** (876) 339-3673
- **Mail:** The Data Protection Officer c/o Council of Legal Education, Norman Manley Law School, 8 Ring Road, The University of the West Indies, Mona Campus, Kingston 7, P.O. Box 231, Jamaica W.I.

Changes to This Privacy Notice (Clients)

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COUNCIL OF LEGAL EDUCATION NORMAN MANLEY LAW SCHOOL

Privacy Notice for Visitors

Introduction

At The Council of Legal Education- The Norman Manley Law School (“NMLS”), we prioritise the safety and security of our visitors. This Privacy Notice explains how we collect, use, and protect your personal data when you visit our premises in compliance with the Jamaica Data Protection Act.

Personal Data We Collect:

We may collect the following types of personal data from visitors:

- **Personal Identifiers:** Name, Contact Details (phone number, email address), Government-Issued IDs (ID number, type).
- **Visitor Log Information:** Date and time of entry and exit, purpose of visit, signature.
- **CCTV Footage:** Video recordings captured for security purposes.
- **Other Security Information:** Age, vehicle registration (if applicable).

Purpose of Processing:

We process visitor data for the following reasons:

- **Access Control:** To monitor and manage entry and exit to NMLS premises.
- **Security and Safety:** To ensure the safety of individuals on the law school’s premises, prevent unauthorised access, and protect school property.
- **Compliance:** Fulfilling legal obligations for public safety, workplace health, and incident reporting.

Lawful Basis for Processing:

We process visitor data under the following lawful bases:

- **Legitimate Interests:** Ensuring the safety and security of NMLS, students, staff, and visitors.
- **Compliance with Legal Obligations:** Compliance with legal obligations, such as reporting incidents or cooperating with law enforcement.

Data Sharing and Disclosure:

Visitor data may be shared with:

- **Security Personnel:** To monitor and secure the premises.
- **Law Enforcement Agencies:** When required by law for investigations or public safety reasons and in cases where access control enforcement is necessary.
- **Third-Party Service Providers:** Security and IT providers for managing visitor logs and CCTV systems.

Visitor data is retained for as long as necessary to fulfil its intended purposes:

- **Visitor Logs:** Retained for up to one year unless otherwise required for legal or security reasons.
- **CCTV Footage:** Retained for 30 days unless footage is required for incident investigation.
- **Health Screening Information:** If applicable, this data is retained only as long as required by health and safety regulations.

Data Security:

We implement strong security measures to protect visitor data, including:

- **Access Controls:** Only authorised personnel have access to visitor logs and CCTV footage.
- **Encryption:** Sensitive personal data is encrypted during storage and transmission, where applicable.

- **Physical Security:** Visitor logs and security footage are stored securely with restricted access.

Your Rights:

As a visitor, you have the following rights concerning your personal data:

- **Access:** You may request access to the personal data we hold about you.
- **Rectification:** Request corrections to any inaccurate or incomplete data.
- **Erasure:** Request the deletion of your personal data under certain circumstances.
- **Restriction:** Request restrictions on processing under specific situations.
- **Objection:** Object to the processing of your data based on legitimate interests.

To exercise these rights, please contact the Data Protection Officer (DPO) using the contact information provided below.

Contact Information:

If you have any questions regarding this Privacy Notice or wish to exercise your rights, please contact our Data Protection Officer (DPO):

- **Email:** nmlsdpo@designprivacy.io
- **Phone:** (876) 339-3673
- **Mail:** Data Protection Officer c/o Council of Legal Education,
Norman Manley Law School,
8 Ring Road,
The University of the West Indies, Mona Campus,
Kingston 7, Jamaica W.I.

Changes to This Privacy Notice (Visitors)

This privacy notice was last updated on May 14, 2025.

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Deliverable Sign-Off Sheet

Document/Deliverable Title: The Council of Legal Education, Norman Manley Law School
Privacy Notices: Students, Prospective Students, Employees, Vendors and Clients

Version: 1.0

Date Prepared: August 22, 2024,

Last Update by NMLS: May 14, 2025

Prepared by: Angellisa Hamilton, Data Protection Officer, Design Privacy

This sign-off sheet acknowledges that the undersigned stakeholders have reviewed The Council of Legal Education Norman Manley Law School Privacy Notices in its entirety, agree with its contents, and commit to implementing the procedures as outlined.

Approval:

Name	Title	Signature	Date
	Principal		

Comments (if any):