



DATA PRIVACY NEWSLETTER

“Privacy in Practice: Protecting Sensitive and Confidential Records at the CCCJ”.



At the Council of Community Colleges of Jamaica (CCCJ), the handling of sensitive and confidential records is a daily responsibility shared by all staff members. Whether it’s student transcripts, employee files, financial reports, or internal correspondence, how we manage this information reflects our commitment to **data privacy, integrity, and trust**.

This month, our **“Privacy in Practice”** spotlight focuses on practical steps every employee can take to **protect sensitive and confidential records**, uphold legal standards, and support CCCJ’s strong culture of data responsibility.

WHAT ARE SENSITIVE AND CONFIDENTIAL RECORDS?

These include but are not limited to:

- **Student data** (e.g., academic records, grades, ID numbers).
- **Employee records** (e.g., performance evaluations, contracts, personal data).
- **Financial information** (e.g., budget documents, payroll data).
- **Internal communications** (e.g., policy drafts, board minutes).
- **Health or disciplinary information** related to staff or students.

Such records are protected under **Jamaica’s Data Protection Act**, internal CCCJ policies, and ethical best practices. Unauthorized access or disclosure can lead to **legal consequences, reputational damage, and loss of public trust**.

QUICK COMPLIANCE REMINDERS

- **Follow the Clean Desk Policy** keep workspaces free of unattended documents and devices.
- **Change your passwords regularly** and never share them.
- **Report any suspected data breaches** immediately to the DPO or your supervisor.

PRIVACY IN PRACTICE: WHAT YOU CAN DO?

1. Keep It Secure

- Always store physical documents in **locked drawers or filing cabinets** when not in use.
- Use **password-protected folders or encrypted storage** for electronic files.

2. Lock Before You Leave

- **Lock your computer screen** when stepping away from your desk.
- Shut down devices completely at the end of the day.

3. Dispose of Documents Properly

- Never discard confidential documents in regular trash bins.
- Use **shredders or secure waste bins** for disposal.

4. Email with Intention

- Avoid sending sensitive information via email unless necessary.
- If required, use **encrypted attachments**, or secure portals, and always double-check recipients.

5. Verify Before You Share

- Before sharing information especially over the phone or via email **confirm the identity and authorization** of the person requesting access.

6. Limit Access

- Only access or share sensitive information if you are **authorized and it is essential to your role**.



FINAL THOUGHTS

At CCCJ, **privacy is everyone's responsibility**. By being mindful of how we manage sensitive information, we protect not just records but the people behind them.

Whether on paper or online, sensitive information must be treated with care at every stage. Privacy protection isn't just policy it's a daily habit that starts with each of us.

