



DATA PRIVACY NEWSLETTER

“Privacy in Practice: Building a Privacy-First Culture”.

A Year in Review: Strengthening Privacy, One Step at a Time

As 2025 ends, CCCJ celebrates key milestones in advancing our data protection culture. This year, we enhanced staff awareness through privacy training sessions, introduced updated data protection forms, and strengthened compliance with the Data Protection Act, (2020).

Together, we have made great strides in ensuring that the personal data of staff, students, and partners are handled with care, confidentiality, and respect.

💡 Spotlight Feature:

What Does Privacy Look Like in Practice, a recap from Cybersecurity Awareness Month.

Every staff member plays a role in protecting data. Here are **three simple habits** to keep privacy at the heart of your daily work:

1. **Think Before You Share:** Verify who you are sending information to before clicking “send.”
2. **Lock It Up:** Securely store or shred documents containing personal data.
3. **Use Strong Passwords:** Update them regularly and avoid sharing credentials.

These small actions make a big difference in keeping CCCJ compliant and secure.

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, TSD or your supervisor.

Legal Corner: The Principle of Data Minimization

Under the **Data Protection Act (2020)** organizations must only collect and retain data necessary for legitimate purposes.

In practice: Avoid collecting unnecessary details on forms or holding onto old records beyond retention periods. Less data = less risk.

Privacy Tip of the Month: Stay Alert During the Holidays

Cybercriminals often take advantage of the busy holiday season.

- Be cautious of **emails requesting personal or financial details.**
- **Report suspicious messages** to TSD or DPO immediately.
- Remember: to never share passwords or personal data via email.



Message from the Data Protection Committee (DPC)

As we close 2025, we thank all departments for supporting our privacy and compliance efforts.

Together, we have built a stronger foundation for protecting the rights of those we serve. Let us continue this commitment into 2026, where privacy remains a shared responsibility and a mark of excellence at CCCJ.

