



Privacy Notice

PRIVACY

The Data Protection Act, 2020 allows for personal data to be collected in keeping with the requisite protections afforded to persons under the Act whilst ensuring that their privacy rights are also protected.

The Firearm Licensing Authority's (FLA) Privacy Notice provides information about the policy, how we collect, store, process, share and use personal data when someone applies for firearm authorization, accesses our website (<https://fla.gov.jm>), social media pages (Facebook, Instagram, and Twitter), software, and services, join the FLA's team or participates in a recruitment and selection or procurement process.

Privacy of personal data is important, as such we commit that personal data that is collected when applying for firearm authorization, entered on an employment application form, via a curriculum vitae shared in response to a career opportunity or in furtherance of a procurement process or from an Access to Information request, will only be used for the purpose that it was originally intended.

We only collect and use personal data for legal, legitimate, and necessary purposes. Specifically, we collect and process personal data to provide services and functions offered by the FLA. If you use another individual's personal data to access services and functions offered by the Authority, please ensure that you have been authorized to do so, as the FLA reserves the right to verify if such personal data was legally used at any time.

The Firearm Licensing Authority, as a part of its verification process, may request that separate consent be given in specific circumstances, and in strict accordance with the Laws and Regulations. In addition to this Privacy Policy, the FLA may use any of its communication channels: website, email advisory, pop-up prompts, push notification, etc. for purposes of clarification or explanation in relation to any rule(s) or guideline(s) related to the service sought.

It is important to note that the FLA may not require authorisation or consent to begin the collection, use, sharing, transfer, or disclosure of an individual's personal data when such information is directly related to national security or necessary for the conclusion and performance of a contract and/or necessary for the performance of statutory duties obligations.

Authorisation may not be required when personal data collected is directly related to an investigation, prosecution, or trial; necessary to safeguard the life, property, and other major legitimate rights and interests of the specific individual or other individuals; under this condition that consent is difficult to obtain. The FLA is mindful that personal data may be disclosed to the public or by other legal means (the information is collected in accordance with the Laws and Regulations); legally disclose through channels such as legitimate news, government notice (the information is collected in accordance with Laws and Regulations to a reasonable extent); in the public interest (the information is collected to a reasonable extent);

or descriptions is de-identified before it is revealed to the public); otherwise required by applicable Laws and Regulations.

When sharing, transferring, or disclosing any personal data in the circumstances as described above, the Authority will log the basis for processing the relevant information, the scope of the information being processed, the information on the recipient, and as enumerated below, this will be done based on the principles of minimisation and the necessity to protect the legitimate rights and interests of the data subject:

- (1) Names and contact details of the Data Controller and Director of Corporate Planning & Client Relations and the Corporate Communications Director;
- (2) Purpose of data processing;
- (3) Descriptions of the data subject type and the personal data type;
- (4) The type of recipient to whom the personal data has been or will be disclosed (including a recipient in a third country or international organization);
- (5) Records of transfer of personal data to a third country or international organization and records of appropriate safeguards;
- (6) Expected time to delete different and all types of personal data;
- (7) General description of technical and organizational security measures.

HOW WE PROTECT YOUR PRIVACY

As an applicant for Firearm Authorization, employment, or as a candidate participating in any of the FLA's summer or GoJ programmes (H.E.A.R.T); as a purveyor of goods and services; an ATI requestor or as employee; the FLA agrees to collect, use and appropriately disclose all personal data collected in accordance with the contract/Service Agreement/Memorandum of Understanding, personal data will only be used for the specific purpose intended and the time as specified for the use.

All personal data or any information that can be used to identify the individual will be stored in a workplace that is only accessible to the relevant accountable officers with the requisite access level: if there is any circumstance that may require access to the personal data for a specified need, the FLA commits that in accessing that personal data this will only be done in furtherance of the intended purpose.

OUR PRIVACY PROMISE TO YOU

We will:

1. Secure and protect personal data.
2. Not disclose personal data outside the Authority without your consent unless in furtherance of the conditions listed under the Section titled 'Privacy', paragraph 7;
3. Advise individuals how the personal data is managed, stored, shared and for the specific period.
4. Collect and/or request additional or up-to-date personal data to ensure that the reliability and accuracy of the personal information is updated as is required by the Laws and Regulations.

WHO IS THE FIREARM LICENSING AUTHORITY?

The Firearm Licensing Authority is a statutory body with reporting relationship of the Ministry of National Security that regulates the legal and lawful use of private firearms in Jamaica guided by the Firearm (Prohibition, Restriction and Regulations) Act 2022.

The FLA is subject to the varying requirements of the Data Protection Act, 2020 and it is the intention to be compliant and consistent with all tenets and precepts of the said Act.

WHAT INFORMATION DO WE COLLECT?

The Firearm Licensing Authority gathers various types of information that may be classified as personal data and same is collected under the following circumstances:

- When you apply for Firearm Authorisation
- When you respond to a career opportunity;
- When your employment is finalised and the requisite files are processed in keeping with the Laws and Regulations;
- When you participate in online forums/meetings, including recorded calls and notes/transcripts;
- When you send emails and/or letters;
- When you submit personal/business documents;
- When you request information under the Access to Information Act, 2022.

HOW DO WE USE YOUR PERSONAL INFORMATION

The FLA may use the personal data collected from individuals during the following processes.

- Application for Firearm Authorisation
- The recruitment and employment process
- Provide, operate and manage information in furtherance of a procurement process.
- Provide and manage information in furtherance of an evaluation exercise as conducted in a procurement or recruitment and selection processes.
- Process and complete transactions, in relation to issuance of purchase orders or finalisation of invoices;
- Respond to enquiries and comments, as raised on social media, email or on the website.
- Dispatch technical alerts, updates, security notifications, and administrative communications to team members and external business stakeholders.
- Verify the identity of customers.
- Conduct reference checks or request reference reports from external organisations in respect to an individual or company.
- ATI requests

WHAT LAWFUL BASIS DO WE HAVE FOR PROCESSING YOUR PERSONAL DATA

In accordance with the Data Protection Act, 2020, our internal procedures for processing (collecting, storing, and securing) your personal data are governed by controls, which ensure the protection and security of any and all personal data. The Data Protection Act, 2020 allows us to use personal data for lawful and/or legitimate purposes. The following are the lawful basis upon which we process data:

- Processing is necessary for fulfilment and performance of a contract to which the individual is a party.
- *Processing is necessary for compliance with a legal obligation or duty.* When you apply for Firearm Authorization, a career opportunity or respond to a procurement request, or request for information under the Access to Information Act, we are required by law to collect and process certain personal information about you. Please note that if you do not agree to provide us with the requested information, it may not be possible for us to continue to conclude the process in which you initially participated.
- *Processing is necessary for the purposes of our legitimate interests or that of a third party, except where such interests are overridden by the individual's interests or fundamental rights and freedoms.* The Authority's use of personal data may also be based on our legitimate interest to ensure network and information security, if any of our systems are utilised by the individual; we will provide individuals with the most appropriate information in respect to policy(s) or policy initiatives (direct marketing); and make available reports (risk, financial, accounting, etc.) to internal management and supervisory bodies.

WHEN DO WE SHARE PERSONAL DATA

The Firearm Licensing Authority does not rent or sell personal data. The FLA may share personal data, with relevant and authorised third parties, and as permitted by law, including, but not limited to the following parties:

1. People who provide a service to the FLA or act as referee or on the understanding that they will keep your information strictly confidential and, otherwise, process it in accordance with data protection rules.
2. Relevant authorities, to whom transfer of personal data is or will impact all or any part of the Authority's assets;
3. Employment reference(s).
4. The FLA may also provide information about an individual, if there is a duty to do so to comply with any legal obligation, or to enforce or apply any terms of use, or as prescribed by a law.
5. In the event that the FLA receives personal data and subsequently transfers that personal data (in part or as a whole) to a third-party agent or service provider for processing, the FLA remains committed to ensuring that such third-party agent or service providers process the personal data supplied to the standard required to be in compliance with the Data Protection Act and/or other applicable privacy laws.

HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR

Retention periods for records are determined based on the type of record, the nature of the activity or service and are done in compliance with the Legal or Regulatory Requirements. The Authority normally keeps non-active records for up to seven years and thereafter it is archived.

Job applicant's data is kept only for the duration of the application process, if the applicant is unsuccessful, the personal data is retained.

Personal data may be retained for longer periods if the deletion, may be deleterious to any legal and/or regulatory process or technical purpose or for any other reason as may be necessary to comply with our legal obligations, resolve disputes, for pension related matters and/or to enforce Agreements.

HOW CAN I EXERCISE MY DATA SUBJECT RIGHTS?

If an individual would like to access or review any personal data which the FLA holds in reference to any personal data collected, contact can be had as stated under the “How to Contact Us” section of this Privacy Notice. We commit to examine the request and provide a response in accordance with the relevant law.

If there is a requirement to update and or amend personal data this can be done by accessing and completing the change of information form on our website.

Please note that we may still use any aggregated and de-identified personal data that does not identify a specific individual. The FLA may also retain and use any or all personal data as necessary to comply with prescribed legal obligations, resolve disputes, and enforce our agreements/contracts/MOUs.

HOW TO CONTACT US

We commit to examining the request and will provide a response in accordance with the relevant law. If an individual has any questions or require more details about how we use personal data, please see below:

- Contact the Corporate Planning & Client Relations Department, at (876) 927-5158-60 or (876) 927-6073-75
- Write to either the Director of Corporate Planning & Client Relations or the Corporate Communications Officer, 91A Old Hope Rd, Kingston 6.
- Email: corporateplanning@fla.gov.jm

The Firearm Licensing Authority values feedback and would want to hear from our valued internal or external clients if there is dis-ease with how perceived or actual use of personal data. In that regard, individuals are encouraged to contact the FLA in person or in writing and email to corporateplanning@fla.gov.jm

Important Note: This Privacy Policy may be modified from time to time depending on prevailing circumstances. The Firearm Licensing Authority will publish the latest version on its website with appropriate notification to the social media or email platforms if a revision is made. A personal advisory may be submitted if any such revision materially affects an individual’s personal data rights.