



**JAMAICA INTELLECTUAL PROPERTY OFFICE**

**18 Trafalgar Road**

**Kingston 10**

**Tele: 876 946 1300 / 876 946 0789**

**DATA PRIVACY CONSENT FORM**

- The Data Protection Act (“the Act”) which was passed in June 2020 in Jamaica and came into effect on December 1, 2023, stipulates that we must seek and obtain your consent prior to processing data collected from you.
- In order for the Jamaica Intellectual Property Office (Data Controller) to provide the services we offer to you, we require that you provide us with identifiable information about yourself (personal data) and the services you require.
- Listed below are various consents we require from you. We hereby ask that you read them carefully and if you are in agreement, please tick the appropriate boxes, sign in the space provided and return it to us. If you do not provide us with your written consent, by law, we will be unable to conduct business with you.

Our Data Protection Privacy Notice is attached to this form and explains how we protect your privacy as well as how we will process your personal data. Please read it before submitting any personal data to us.

**Personal Data Protection**

**Mandatory Consents**

I/we confirm that I/we have read and understood the Data Protection Privacy Notice provided to me/us and that I/we am/are duly authorised to sign this form.

**Consent to Collect Sensitive Data**

I/we consent to the collection and processing of sensitive data.

**Consent to Share Data**

I/we consent to sharing/seeking information from other duly authorised bodies to verify the answers provided by me/us.

**Consent to conduct Business**

I/we consent to conduct business with the Jamaica Intellectual Property Office online and electronically and in person, including but not limited to requesting and receiving updates, sending and receiving all documents, communications, notices and other correspondence electronically.

I/we further consent that any document delivered to the Jamaica Intellectual Property Office may be electronically signed and the electronic signature(s) is/are intended to have the same force and effect as manual signatures.

**Data Protection Privacy Notice**

We collect and use personal data so that we can provide you with the services you require. This notice explains the most important aspects of how we use your data and the rights you have in relation to your personal data.

**Personal Data we use**

Where appropriate, we may collect the following personal data from you and/or about you:

Your data: We use personal data such as name and contact details (Personal Data) sensitive personal data such as photo identification.

**Sharing of your Personal Data**

We may share your data (where applicable) as follows:

- We may share personal data with third parties such as the World Intellectual Property Organization (WIPO) as may be required to either advance an Intellectual Property (IP) registration application form or any technical assistance required.
- In order to comply with our legal obligations, a Court Order or to cooperate with regulatory bodies as well as with relevant government Ministries, Departments and law enforcement Agencies.

- With any intermediary or third party acting for you.

### How long do we hold your personal data?

We retain personal data as long as necessary to meet the purposes for which it was originally collected or to satisfy our legal obligations.

### Data Subjects Rights

• To ask for details if your data held by us	• To object to the processing of your data
• To ask for a copy of your data	• To transfer your data to a third party
• To have any inaccurate or misleading data rectified	• A right not to be subject to automated decision-making
• To have your data erased	• The right to receive notification of a data breach
• To restrict the processing of your data in certain circumstances	• Where processing is based on consent, the right to withdraw such consent

### Jamaica Intellectual Property Office Privacy Policy

Please note that this Data Protection Notice is not a standalone section and should be reviewed in conjunction with our Privacy Policy which is available online: <https://www.jipo.gov.jm/privacy-policy> or a copy can be provided to you upon request.

### Data Protection Officer contact details

If you have any questions about your Data, you can contact our Data Protection Officer using the contact details below:

[DPO@jipo.gov.jm](mailto:DPO@jipo.gov.jm) or 876 946 1300 or 876 946 0789

Signature of Customer.....

Date:.....

Witness:.....

Date:.....