

Guide to OIC Registration

for Data Controllers in Jamaica

A practical guide to registering with the Office of the
Information Commissioner under the Jamaica Data Protection Act

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Who Must Register?

Under Section 15(1) of the Jamaica Data Protection Act 2020, every person who processes personal data must register with the Office of the Information Commissioner (OIC) before processing that data. This includes companies, public authorities, partnerships, sole traders, and individuals.

Processing personal data without being registered constitutes an offence under Section 18(1) of the Act.

What Is Personal Data?

Personal data means any information relating to an identified or identifiable living individual. This includes names, email addresses, phone numbers, physical addresses, photographs, IP addresses, financial records, health records, employee records, CCTV footage, and any other information that can be used to identify a person directly or indirectly.

Registration Categories and Fees

Data controllers are categorised into three groups for the purposes of registration and fee payment, as prescribed in the Data Protection (Data Controller Registration) Regulations, 2024.

Category	First-Time Registration	Annual Renewal
Company or Public Authority	\$25,000 JMD	\$25,000 JMD
Partnership	\$15,000 JMD	\$15,000 JMD
Sole Trader or Individual	\$7,500 JMD	\$7,500 JMD

Note: A "Company" is as defined by the Companies Act of Jamaica. A "Partnership" includes bodies corporate established by an Act of Parliament, boards of trustees, trade unions, co-operative societies, friendly societies, associations, clubs, religious organisations, and any other group of individuals not classified as a company, public authority, sole trader, or individual.

How to Pay

Registration fees are payable by direct deposit or funds transfer to the OIC's bank account:

Bank:	National Commercial Bank (NCB)
Branch:	1-7 Knutsford Boulevard

Account Name:	OIC Deposit
Account Number:	291038158
Account Type:	Current (Jamaican Dollar)
Bank Transit #:	00035
Routing #:	0776
SWIFT Code:	JNCBJMKX

Important: Ensure your organisation name is clearly reflected on the transaction receipt. You will need to upload the receipt as proof of payment.

Step-by-Step Registration Process

Step 1: Prepare Your Record of Processing Activities (ROPA)

Before you begin the online registration, compile your ROPA. This document lists every type of personal data your organisation processes, the purpose for processing, the categories of data subjects, any third parties with whom data is shared, your retention periods, and your security measures. The OIC will require this information as part of your application.

Step 2: Create an Account on the OIC Portal

Visit www.oic.gov.jm and select the "My OIC Portal" tab. Create an account using your organisation's email address and a strong password. The OIC will validate your account before you can access the registration form.

Step 3: Complete the Online Registration Form

Once your account is validated, log in to the portal and access the registration form. You will need to provide your organisation's legal name, contact details, a description of your data processing activities, and the details from your ROPA.

Step 4: Pay the Registration Fee

Make the payment via direct deposit or funds transfer to the OIC's NCB account (details on the previous page). Ensure your organisation name appears on the transaction receipt.

Step 5: Upload Proof of Payment

Return to the OIC Portal and upload your transaction receipt as a supporting document for your application.

Step 6: Submit Your Application

Review all information for accuracy and submit your application. The OIC will review your application and verify your payment.

Step 7: Receive Your Certificate of Registration

Once approved, the OIC will issue an electronic Certificate of Registration to the email address associated with your account. Your organisation will then appear in the public Register of Data Controllers on the OIC website.

Registration Timeline

The OIC registration year runs from 1 December to 30 November each year. All data controllers must renew their registration and pay the prescribed fees on or before 1 December of each subsequent registration year.

Important: Registration for the 2025-2026 year may be subject to portal upgrades. Check oic.gov.jm for the latest information on portal availability.

Common Mistakes to Avoid

- Submitting the registration form without a completed ROPA
- Using a personal email address instead of your organisation's email
- Failing to include your organisation name on the payment receipt
- Not keeping a copy of your Certificate of Registration
- Forgetting to renew your registration before the 1 December deadline
- Assuming registration is a one-time activity (it must be renewed annually)
- Providing incomplete or inaccurate information about your data processing activities

What the ROPA Must Include

- Name and contact details of the data controller
- Purpose(s) for which personal data is processed
- Categories of data subjects (e.g., customers, employees, patients)
- Categories of personal data processed (e.g., contact details, financial records, health data)
- Categories of recipients to whom data is disclosed
- Details of any transfers to third countries or international organisations
- Retention periods for each category of data
- A general description of technical and organisational security measures

Need help with your OIC registration? GHS Data Security can prepare your ROPA, complete the forms, and submit on your behalf.

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