



Caribbean Export Development Agency

Personal Data Protection Policy

November 2021

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## 1. About this Policy

In pursuit of the goal of the Caribbean Export Development Agency (“Caribbean Export”) to support inclusive growth and sustainable development in the Caribbean region, Caribbean Export must process the personal information of individuals from time to time.

There are inherent risks in processing personal information. These include accidental loss, damage, or unauthorised disclosure. It is, therefore, necessary that Caribbean Export adopts a policy to safeguard against such occurrences in a way that is consistent with recognised international standards and accepted best practices for the processing of personal information.

This document explains how Caribbean Export collects, uses, discloses, and safeguards your information.

## 2. Applicability and Scope

This Policy applies to you if Caribbean Export processes your Personal Data. It applies regardless of whether you are a: member of staff, director, consultant, intern, beneficiary, supplier, counterpart, or strategic partner, in all CARIFORUM States and worldwide, with whom Caribbean Export collaborates to fulfill its mission.

Caribbean Export enjoys certain legal privileges and immunities. The Processing of your Personal Data in accordance with this Policy is without prejudice to those privileges and immunities.

## 3. Definitions

**Consent** means any freely given, specific, informed, and unambiguous indication of an agreement by the Data Subject to the Processing of his/her Personal Data, which may be given either by a written or oral statement or by a clear affirmative action that has been duly recorded.

**Data Subject** means an individual whose Personal Data is subject to processing by Caribbean Export, including staff members, board of directors, consultants, interns, beneficiaries, suppliers, counterparts, and strategic partners, among others.

**Personal Data** means any information relating to a Data Subject who can be identified from that information and/or combination of that information with other available information that Caribbean Export is in possession of. Personal data includes, but is not limited to, name, identification number, sex, sexual orientation or sexual life, marital status, date and place of

birth, country of origin, country of asylum, individual registration number, occupation, religion, ethnicity, race, political affiliation or political opinions, financial record or position, membership of a trade union; biometric data such as a photograph, fingerprint, facial or iris image; as well as any written expression of opinion about the individual, such as assessments of his or her specific status and/or needs.

**Personal Data Breach** means a breach of data security leading to the accidental or unlawful/illegitimate destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transferred, stored, or otherwise processed.

**Processing** means any operation or series of operations, automated or not, that is performed on Personal Data, including but not limited to the collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, transfer (whether in computerised, oral, or written form), disclosure by transmission or dissemination or otherwise making available, alignment, combination, blocking, erasure, correction, or disposal (archiving or destruction).

**Third Party** means any natural or legal person other than the Data Subject or Caribbean Export. Third Parties may include national governments, international governmental or non-governmental organisations, private sector entities or individuals with whom Caribbean Export collaborates to fulfill its mission.

## 4. Information being Collected

Caribbean Export may collect the following categories of data:

- Biographic information including your name, photograph, date of birth, race, gender and identification numbers;
- Contact information including our telephone numbers, fax numbers, email addresses;
- Education and work history;
- Financial information;
- Internet Protocol (IP) address and cookie ID; and
- Voice and video recordings from meetings you have attended.

Personal data is collected and/or processed for the following purposes:

1. For the participation in, and evaluation of projects/activities implemented by Caribbean Export;
2. To support the award of grants and consultancies;

3. For reporting, promotional and visibility purposes;
4. To ensure that Caribbean Export's website operates as intended;
5. To communicate with you; and
6. To process job applications and to support various employment-related functions.

## 5. Principles of Personal Data Processing

Caribbean Export will process your Personal Data based on the following principles:

a) **Lawful, Fair and Transparent Processing:**

Personal Data will be processed for lawful purposes, in a fair and transparent manner. Caribbean Export will process your Personal Data in accordance with one or more of the following lawful bases, as necessary:

- i. consent is obtained from you;
- ii. it is necessary for the performance of a contract and/or for the taking of steps at the request of the Data Subject with a view to entering into a contract;
- iii. it is necessary for compliance with a binding and/or legal obligation or undertaking by Caribbean Export, other than by contract;
- iv. it is in the vital interest of the Data Subject or of another person;
- v. it is necessary for the performance of a task carried out by Caribbean Export in the public interest; or
- vi. it is consistent with the legitimate interests of Caribbean Export in pursuing its mission, mandate or purpose as an international organisation established by its member countries.

b) **Purpose limitation:**

Your Personal Data may be collected for one or more specific and lawful purpose(s) stated above and will not be processed in an incompatible manner. Further processing for archiving, research or statistical purposes will not be incompatible with the initial purpose(s). If Caribbean Export intends to further process your Personal Data for a purpose other than that for which the Personal Data was collected, then Caribbean Export will inform you of that other purpose. However, this will not be the case where you already have this information.

**c) Data Minimisation:**

The processing of Personal Data will be necessary and proportionate, relative to the purpose(s) for which it is being Processed. Therefore, Personal Data that is Processed should be relevant to the identified purpose and will not exceed that purpose.

**d) Data Accuracy:**

Personal Data will be recorded as accurately as possible and, where necessary, updated to ensure it fulfils the purpose(s) for which it is Processed. If you identify inaccuracies or incompleteness in the Personal Data, you may (i) ask Caribbean Export to promptly rectify such inaccuracies, or (ii) to supplement the Personal Data, as appropriate, for completeness. Caribbean Export will consider such requests and supplements within a timely manner and in good faith, if reasonably practicable.

**e) Storage Limitation:**

Personal Data will be kept in a form that permits your identification for no longer than nine (9) years for the purposes for which the Personal Data was collected.

If your Personal Data is being kept by Caribbean Export, it will be retained in accordance with Caribbean Export's existing policies for record management and retention. In this regard, kindly note that Caribbean Export may retain your Personal Data as follows:

- i. financial information for up to 9 years;
- ii. contact information for as long as is necessary;
- iii. biographic information may be stored for as long as is necessary
- iv. Internet Protocol (IP) address and other meta information derived from information and communication technologies, for up to 9 years.

**f) Security:**

If your Personal Data is processed by Caribbean Export, it will be held in accordance with its internal policies around information governance and accepted best-practice.

Caribbean Export will ensure that appropriate organisational and technical measures are utilised to safeguard your personal information from unauthorised access including, where appropriate, the encryption of data.

At all times, the security of any Personal Data you provide will be determined with reference to the context of the processing, the sensitivity of the data, the costs of securing the data, the purpose for processing the data as well as the severity and likelihood of risk to your rights and freedoms.

g) **Accountability:**

To ensure accountability for the Processing of Personal Data in keeping with this Policy, Caribbean Export will adopt appropriate procedures to ensure compliance with this Policy.

h) **Respect for the data subject's rights:**

We will inform you of the purpose for which your Personal Data will be processed, including: how the Personal Data will be utilised, whether such Personal Data will be transferred, and the importance of you providing accurate and complete information.

i) **Confidentiality:**

The confidentiality of your Personal Data will always be maintained, even after you no longer maintain a formal relationship or affiliation with Caribbean Export.

## 6. Your Rights

If your Personal Data is processed by Caribbean Export, you have the following rights:

a) **Right to information:**

Subject to reasonable limitations and conditions, you can request information regarding your Personal Data.

b) **Right to access, rectify or erase personal data:**

You have the right to:

- i. know if your Personal Data is being processed, and if it is, the conditions of processing;
- ii. ask to restriction the processing of your Personal Data in certain circumstances;
- iii. have incorrect Personal Data corrected and to have incomplete Personal Data completed; and
- iv. be allowed to have your Personal Data erased in certain circumstances.

If you exercise any of the above rights, then Caribbean Export will notify you of the action taken unless this proves impossible or involves disproportionate effort or expense.

c) **Right to data portability:**

In some cases, you will have the right to receive the Personal Data you have provided in a structured, commonly used, and machine-readable format and to send it to another person for processing without hindrance.

d) **Right to withdraw consent:**

You have the right to withdraw consent at any time, subject to certain conditions. Where consent has been withdrawn, this will not affect the lawfulness of Caribbean Export processing your Personal Data before your consent was withdrawn.

## **7. Transfer of Personal Data to a Third Party**

Your Personal Data will only be transferred to third parties for legitimate purposes and with appropriate safeguards to protect it. Where Caribbean Export requires and assigns your Personal Data to be processed on its behalf by a third party, we will take reasonable measures to impose obligations on that third party to:

- a) Ensure the protection of your rights in a manner consistent with this Policy; and
- b) apply the appropriate organisational and technical measures to your Personal Data.

## **8. Notification of Personal Data Breach**

If, in the view of Caribbean Export, a Personal Data Breach is likely to result in a high risk to your rights, Caribbean Export will inform you of the Personal Data Breach without undue delay. Caribbean Export will not have to notify you if:

- a) Caribbean Export has implemented appropriate technical and organisational protection measures that render the Personal Data unintelligible or unreadable to any person who is not authorised to access it (for example, via encryption);
- b) Caribbean Export has taken subsequent measures that ensure that the high risk to the rights of affected Data Subjects is no longer likely to materialise; or
- c) Given the impact of the breach on you, it would involve disproportionate effort or expense to notify you.

## **9. Review and Adjustments**

The contents of this Policy were last updated on November 20, 2021. Caribbean Export will review the policy from time to time, in accordance with the highest international standards. Where any significant changes are made that may affect your rights, reasonable attempts will be made to notify you of the changes.

## **10. Contact Information**

You have questions concerning this Policy, the processing of your Personal Data pursuant to this Policy or you may wish to exercise one of your rights pursuant to this Policy. If so, you may contact the Caribbean Export Development Agency at 1<sup>st</sup> Floor Baobab Tower, Warrens, St. Michael, BB22026, Barbados, W.I.; Mailing: P.O. Box 5050, Warrens Tower II, Barbados, W.I.; Telephone: +1 (246) 436-0578; Fax+1 (246) 436-9999; Email: [info@carib-export.com](mailto:info@carib-export.com).