

INFORMATION MANAGEMENT & DISCLOSURE POLICY

1. Background

As a public body and regulator, the Broadcasting Commission of Jamaica (BCJ) recognizes the importance of securing the information of the BCJ while ensuring that appropriate and required information is disclosed on a timely basis. The Commission has therefore put in place explicit guidelines to protect the confidential information of its licensees and prospective licensees. Licensee or prospective licensee information that is not available to the public is only used for legitimate business purposes. The Broadcasting Commission also recognizes its obligations under the Access to Information Act and accordingly has developed an internal policy and procedure to facilitate requests for information made under the Act.

2. Purpose

The Broadcasting Commission has developed this policy as a guideline for stakeholders to understand and appreciate the process that the Commission practices with regard to information received and the disclosure of its own businesses information.

3. Approach

The Commission will not disclose any confidential information collected from reports, prospective licensees, licensees or other third-parties, personal data or any information that allows a person to be identified as an individual making a report to the Broadcasting Commission, will not be disclosed or used for any purpose other than the legitimate business purposes of the Commission.

This policy has been designed with five (5) Information Management Principles, which forms the framework on how information is received, kept and disclosed at BCJ.

- all records and information received by the Commission are maintained by the BCJ;
- maintaining record keeping is an integral part of all BCJ's activities;
- complete records of all activities are securely stored in a shared location, easily identified and accessible for internal use by the Commission;
- information will be held only as long as required, and disposed of in accordance with the record retention policy and retention schedules;
- on-going guidance and training is made available to enable internal teams to manage their information.

All Commissioners are subject to the terms of the Commission Charter, Section 8 which clearly states how Commissioners will treat all confidential information received during their appointment period.

The BCJ will annually disclose to the public in its annual report all required details of its operations, the Board of Commissioners and its audited financial statements. This disclosure will take place after the report has been tabled in Parliament. The annual report will thereafter be placed on the website of the Commission.