



Data Protection

What is the Data Protection Act 1998?

The Data Protection Act places obligations on organisations that use personal information and gives individuals certain rights.

The act requires every organisation that processes personal data to notify the Information Commissioner's Office, unless they are exempt. Processing covers; collecting, recording, storing, organising, consulting, using, disclosing and destroying it.

It requires anyone who processes personal data to follow the eight data protection principles.

- fairly and lawfully processed
- collected only for specified purposes
- adequate relevant and not excessive
- accurate and up to date
- kept for no longer than necessary
- processed in line with the rights of the individual
- kept secure (against loss, destruction or unauthorised use)
- not transferred to countries outside the European Economic area without adequate protection

Why should you comply?

- It is a legal requirement
- It makes good business sense
- If you are not processing information in line with data protection requirements and an individual suffers damage as a result then that individual may seek compensation for the damage through the courts.

How do you comply?

Although all organisations have to comply with the Act not all have to notify the Information Commissioners Office. You must therefore

- Make sure that all your staff follows the eight data protection principles
- Find out whether you need to notify the Commissioner of certain details about your processing.

You can find more details on the Information Commissioners website www.informationcommissioner.gov.uk or by ringing the Data Protection Helpline on 01625 545745

Useful Leaflets and publications are also available form the Publications Line 08453 091 091