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Data Protection Act - Bite Size

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Introduction: The Data Protection Act (UK) gives an individual the right to know what information is held about them by a company or organisation. This article highlights salient features of this act and resources for further information.

This act provides a framework to ensure that information is handled properly.

Any person or organisation, which processes personal information must comply with following principles:

- 1 Information is fairly and lawfully processed
- 2 Processed for limited purposes
- 3 Adequate and relevant, not excessive
- 4 It is up to date and accurate
- 5 It is not kept for longer than is absolutely necessary
- 6 Processed in line with your rights
- 7 Information is kept secure
- 8 Not transferred to other countries without adequate protection (special rules apply for transmission of data outside EU)

Further Information:

1) The Information Commissioner's Office (UK) -

<http://www.ico.gov.uk/>

2) Department of Health -

http://www.dh.gov.uk/en/Policyandguidance/Organisationpolicy/Recordsmanagement/DH_4000489