

## **6.4 Data Protection Principles**

The Data Protection Act 1988 (UK) requires the registration of data relating to individuals and held on computer. For all such data it is essential to abide by eight principles which govern the care and use made of the data.

### **DATA PROTECTION PRINCIPLES**

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless at least one of the conditions in Schedule 2 is met (for information on Schedule 2 see <http://www.legislation.gov.uk/ukpga/1998/29/schedule/2>), and in the case of sensitive personal data, at least one of the conditions in Schedule 3 (for information on Schedule 3 see <http://www.legislation.gov.uk/ukpga/1998/29/schedule/3>) is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in a manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, whenever necessary, kept up-to-date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. Thereafter it will be disposed of in accordance with the EUROCAT Terms and Conditions available at <http://www.eurocat-network.eu/aboutus/requestingeurocatdata>.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.