

# Data Protection Act – The Basics

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*Adopted from Newport City Council*

## Llanwern High School

Date Agreed by Governors:

Chair of Governors :

Headteacher:

Date to be Reviewed:

## **Data Protection Act – the basics**

The Data Protection Act requires all organisations which handle personal information to comply with a number of important principles regarding privacy and disclosure – it also gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

The Act states that anyone who processes personal information must comply with eight principles which make sure that personal information is:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to other countries without adequate protection

Should an individual or organisation feel they're being denied access to personal information they're entitled to, or feel their information has not been handled according to the eight principles, they can contact the Information Commissioner's Office for help. Complaints are usually dealt with informally, but if this isn't possible, enforcement action can be taken.

Extract from the Information Commissioner's Office website [www.ico.gov.uk](http://www.ico.gov.uk)