

Why Protect Your Data?

Data Protection - A Basic Overview

Does the Data Protection Act Apply to Me?

This might be an obvious question. However, the Act applies to a particular activity - processing personal data - rather than to particular people or organisations.



If you collect or hold information about an identifiable living individual, or if you use, disclose, retain or destroy that information, you are likely to be processing personal data. The scope of the Data Protection Act is very wide as it applies to just about everything you might do with individuals' personal data.

1

FAIR & LAWFUL

You must have legitimate grounds for collecting and using the personal data.

2

SPECIFIC PURPOSE

Be clear from the outset about why you are collecting personal data and what you intend to do with it

3

ADEQUATE

Only collect personal data that is adequate, relevant and not excessive.

John Clark

Personal Information
Current Address: 3324
Moon St., Los Angeles,
CA 90023
Home: (818) 555-8978
Cell: (213) 555-7767
Work: (213) 555-7878
jdclark@email.com

Personal Data

Examples: (a) name;
(b) date of birth; (c)
full address with
postcode;



Sensitive Data

Consisting of
information as to (a)
political opinions;
(b) ethnic origin; (c)
physical health;

Do I Need to Notify the ICO?



No, not if you only
process personal
information for core
business purposes,
such as staff
administration

4. Keeping Personal Data Accurate & Up to Date

To comply you should...

- Take steps to ensure the accuracy of any personal data you obtain;
- Consider whether it is necessary to update the information;

CONSIDER THIS...

According to Experian on average 22% of all contact data is inaccurate.! Furthermore, the number of complaints made to the Information Commissioner about charities marketing communication continues to increase each year. The main causes of irritation (1) poor data management, (2) breaches of data protection, (3) poor and outdated data. All of these putting the good name and future donations of these charities at risk.

5

RETENTION

Review the length of time you keep personal data;

Securely delete information that is no longer needed



6

RIGHTS

An individual has the right to access a copy of the personal data that you hold on them.

7

INFORMATION SECURITY

Why should I worry ?

Information security breaches may cause real harm and distress to the individuals they affect - lives may even be put at risk. Some areas to consider:

- You and your staff understand the importance of protecting personal data, for example employee contracts state what staff can and cannot do with personal data;
- Think about physical security including access to premises, keeping portable equipment secure;
- Think about your computer security, this may include encryption, back up and password protection;



8

SENDING DATA OUTSIDE EEA

The country outside of EEA must ensure adequate level of protection for the rights and freedoms of data subjects.

HELPFUL PASSWORD TIPS

- Use a unique password for each of your important accounts;
- Use a mix of letters, numbers and symbols in your password;
- Do not use personal information or common words as a password