

DATA PROTECTION ACT

A Quick 'How to Comply' Checklist

This short checklist will help you comply with the DPA. Being able to answer 'yes' to every question does not guarantee compliance, and you may need further advice in particular areas, but it should mean that broadly speaking you are heading in the right direction.

Remember that the personal information you hold might belong to clients, customers or suppliers, as well as employees. All types of personal information are covered by the DPA.

You may want to print this checklist and place it somewhere visible!

- Do I really need this information about an individual? Do I know what I'm going to use it for?
- Do the people whose information I hold know that I've got it, and are they likely to understand what it will be used for? Would any of them be surprised at what I'm doing with their personal information?
- If I'm asked to pass personal information on, am I sure it is okay to do so under the DPA? Do my staff know when they can pass personal information on?
- Am I satisfied that personal information is being held securely, whether it is on paper or on computer? And what about my website? Is it secure?
- Am I sure the personal information is accurate and up-to-date?
- Do I delete/destroy personal information as soon as I have no more need for it?
- Is access to personal information limited to those with a strict need to know? Have I thought about who is actually going to be able to see the personal information, especially if I am planning to put it on the website?
- If I use CCTV is it covered by the DPA? If so, have I got notices up telling people why I have CCTV? Are the cameras in the right place, or do they intrude on anyone's privacy?
- If I need to monitor staff, for example use of e-mail, internet and telephone, have I told them about this and given them the reasons why?
- Have I trained my staff in their duties and responsibilities under the DPA, and are they putting them into practise?
- Have I got a policy for dealing with data protection issues?
- Do I need to notify?
- If I have already notified, is my notification up-to-date, or does it need removing or amending?

For further assistance or advice on any of this, you can contact the
Information Commissioner's Office Helpline on 01625 545745
or e-mail at mail@ico.gsi.gov.uk