

The Eight Guiding Principles of the Data Protection Act:

- 1. Fair and lawful:** Personal data shall be processed Fairly and lawfully and, in particular, shall not be processed unless certain conditions are met. Also the processing must adhere to the fair processing code.
- 2. Use for specified purposes:** Personal data shall be obtained only for one or more specified purposes, and shall not be further processed in any manner incompatible with that purpose or purposes.
- 3. Adequate, relevant and not excessive:** Personal data shall be adequate, relevant and not excessive in relation to the purpose.
- 4. Accurate and up to date:** Personal data shall be accurate and, where necessary, kept up to date.
- 5. Don't keep longer than necessary:** Personal data processed for any purpose or purposes shall not be kept longer than is necessary for that purpose or those purposes.
- 6. Rights given under the act:** Personal data shall be processed in accordance with the rights of the data subject under this act.
- 7. Security:** Appropriate 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. Disclosure outside Europe:** Personal data shall not be transferred to a country or territory outside the European Economic area, unless that country or territory ensures an adequate level of protection.