

Principles of the Data Protection Act

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Principles of the Data Protection Act

1. It must be _____ and used _____ and inside the law.
2. It must only be _____ and used for the reasons given to the Information Commissioner.
3. It can only be used for those registered purposes and only be _____ to those people mentioned in the register entry. You cannot give it away or _____ it unless you said you would to begin with.
4. The information held must be adequate, _____ and not excessive when compared with the purpose stated in the register. So you must have enough detail but not too much for the job that you are doing with the data.
5. It must be _____ and be kept up to _____. There is a duty to keep it up to date, for example to _____ an address when people move.
6. It must not be kept longer than is _____ for the registered purpose. It is alright to keep information for certain lengths of time but not _____. This rule means that it would be wrong to keep information about past customers _____ than a few years at most.
7. The information must be kept _____ and secure. This includes keeping the information backed up and away from any _____ access. It would be wrong to leave personal _____ open to be viewed by just anyone.
8. The files may _____ be transferred outside of the European Economic Area (that's the EU plus some small _____ countries) unless the country that the data is being sent to has a suitable data _____ law. This part of the DPA has led to some countries passing similar _____ to allow computer

data centres to be located in their area.