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Princples of the Data Protection Act

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Princples of the Data Protection Act

1. It must be _____Blank_____ and used _____Blank_____ and inside the law.

2. It must only be _____Blank_____ and used for the reasons given to the Information Commissioner.

3. It can only be used for those registered purposes and only be _____Blank_____ to those people mentioned in the register entry. You cannot give it away or _____Blank_____ it unless you said you would to begin with.

4. The information held must be adequate, _____Blank_____ 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 _____Blank_____ and be kept up to _____Blank_____. There is a duty to keep it up to date, for example to _____Blank_____ an address when people move.

6. It must not be kept longer than is _____Blank_____ for the registered purpose. It is alright to keep information for certain lengths of time but not _____Blank_____. This rule means that it would be wrong to keep information about past customers _____Blank_____ than a few years at most.

7. The information must be kept _____Blank_____ and secure. This includes keeping the information backed up and away from any _____Blank_____ access. It would be wrong to leave personal _____Blank_____ open to be viewed by just anyone.

8. The files may _____Blank_____ be transferred outside of the European Economic Area (that's the EU plus some small _____Blank_____ countries) unless the country that the data is being sent to has a suitable data _____Blank_____ law. This part of the DPA has led to some countries passing similar _____Blank_____ to allow computer

data centres to be located in their area.

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