

TOP 10 things you need to know about the #DPA



- ONE** The **personal, financial and sensitive** data of your employees, customers and clients is protected by the Data Protection Act 1998.
- TWO** Personal data held in any **electronic format** and in **paper** held in a relevant filing system is protected by the Data Protection Act 1998.
- THREE** **Processing** of personal data includes collecting, recording, retrieving, holding, accessing, modifying or deleting.
- FOUR** You must take greater care over **sensitive personal data** which includes information about health, criminal allegations/convictions/sexuality/political views/trade union membership.
- FIVE** As the controller of personal data, you can ask someone else to process it on your behalf and they become the **data processor** but you remain responsible for the security and integrity of that data.
- SIX** You must have a **data retention policy** which is based on how long it is necessary for you to hold onto personal data. This should be based on your industry standard.
- SEVEN** Even if you are the victim of a **cyber-attack** if you do not have in place appropriate IT security measures you are likely to have breached the Data Protection Act 1998. Your IT providers, in-house or external, are not security experts.
- EIGHT** If your employees are taking personal data outside of the office or emailing in an electronic format, think about **encryption**.
- NINE** If your breach of the Data Protection Act 1998 causes an individual damage or distress they can claim **compensation**. Claims such as these and for breaches of privacy are increasing.
- TEN** Currently you can be **finned** up to £500,000 if you or someone processing data on your behalf are responsible for a serious breach of the Data Protection Act 1998.