

Handling Information & Confidentiality



Activity covers Outcomes 1.4.1 / 1.4.2 / 1.4.3 / 1.4.4 / 3.4.1 / 3.4.2 / 3.4.3 / 3.4.4



The Data Protection Act controls how personal information is used by organisations or the government. The Act requires everyone who collects data to follow strict rules, and to keep information safe. These rules are quite complex, but at the heart of it are eight common sense rules known as the 'data protection principles'. These principles require any organisation, corporation or governmental body that collects personal information to handle it safely. Anyone collecting personal information must:

- fairly and lawfully process it
- process it only for limited, specifically stated purposes
- use the information in a way that is adequate, relevant and not excessive
- use the information accurately
- keep the information on file no longer than absolutely necessary
- process the information in accordance with your legal rights
- keep the information secure
- never transfer the information outside the UK without adequate protection

Why is it important to keep records secure?

Think about the records kept at your workplace which contain personal information about people, what are the procedures for ensuring they are kept secure?

