

## 2.3 Rules of Data Protection

There are eight principles or rules of Data Protection, which govern the processing of personal data. When processing personal data the following procedures apply:

1. *Obtain and process the data fairly;*
2. *Keep the data only for one or more specified, explicit and lawful purposes;*
3. *Use and disclose only in ways compatible with the purposes for which data were initially given;*
4. *Keep data safe and secure;*
5. *Keep data accurate, complete and, where necessary, up-to-date;*
6. *Ensure that data are adequate, relevant and not excessive in relation to purpose for which they were collected;*
7. *Retain data for no longer than is necessary for the specified purpose or purposes;*
8. *Provide a copy of his/her personal data to a data subject, on request, and correct the data or, in certain cases as defined in the DP Acts, block or erase the data where that individual so requests.*

In addition, there are special conditions that must be met before personal data may be transferred to a country outside the European Economic Area (membership composed of the EU member states, Iceland, Liechtenstein and Norway) if that country does not have an EU-approved Data Protection law. Specific provisions are in place concerning personal data transfers to the United States of America.

The above rules apply to all computer held personal data and to all manual personal data created from 1 July 2003. From 24<sup>th</sup> October 2007, manual personal data created before 1 July 2003 is also subject to the above rules.