

# Principles of the Data Protection Act

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# Principles 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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