

'HOW TO COMPLY' CHECKLIST

This checklist will help you comply with the Data Protection Act. Being able to answer 'yes' to every question does not guarantee compliance, but it should mean that you are heading in the right direction.

- Yes** **NO** Do I really need this information about an individual?
- Yes** **NO** Do I know what I'm going to use it for?
- Yes** **NO** Do the people whose information I hold know that I've got it, and are they likely to understand what it will be used for?
- Yes** **NO** Am I satisfied the information is being held securely, whether it's on paper or on computer? And what about my website? Is it secure?
- Yes** **NO** Am I sure the personal information is accurate and up to date?
- Yes** **NO** Do I delete/destroy personal information as soon as I have no more need for it?
- Yes** **NO** Is access to personal information limited only to those with a strict need to know?
- Yes** **NO** If I want to put staff details on our website have I consulted with them about this?
- Yes** **NO** If I use CCTV, is it covered by the Act? If so, am I displaying notices telling people why I have CCTV? Are the cameras in the right place, or do they intrude on anyone's privacy?
- Yes** **NO** If I want to monitor staff, for example by checking their use of email, have I told them about this and explained why?
- Yes** **NO** Have I trained my staff in their duties and responsibilities under the Act, and are they putting them into practice?
- Yes** **NO** If I'm asked to pass on personal information, am I and my staff clear when the Act allows me to do so?
- Yes** **NO** Would I know what to do if one of my employees or individual customers asks for a copy of information I hold about them?
- Yes** **NO** Do I have a policy for dealing with data protection issues?
- Yes** **NO** is my notification up to date, or does it need removing or amending?