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## **PRINCIPLES OF THE DATA PROTECTION ACT (DPA)**

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# Introduction to Cyber Security

## Principles of the Data Protection Act (DPA)

Principle as written in the Data Protection Act	Paraphrased meaning of the principle
<p><b>1</b> Personal data shall be <b>processed fairly</b> and <b>lawfully</b> and, in particular, shall not be processed unless –</p> <p>(a) <b>at least one</b> of the <b>conditions in Schedule 2</b> is <b>met</b>, and</p> <p>(b) in the case of <b>sensitive personal data</b>, <b>at least one</b> of the <b>conditions in Schedule 3</b> is also met.</p>	<p>You can only process personal data fairly and lawfully, and only if you meet at least one of the conditions of Schedule 2 and, for sensitive personal information, at least one of the conditions of Schedule 3.</p>
<p><b>2</b> Personal data shall be <b>obtained only</b> for one or more <b>specified</b> and <b>lawful purposes</b>, and shall <b>not</b> be <b>further processed</b> in any manner <b>incompatible with that purpose</b> or those purposes.</p>	<p>You can only get hold of personal data for lawful purposes and only process it for those purposes.</p>
<p><b>3</b> Personal data shall be <b>adequate, relevant</b> and <b>not excessive in relation to the purpose</b> or purposes for which they are processed.</p>	<p>You can only obtain and process the personal data that you actually need for your specified purposes.</p>
<p><b>4</b> Personal data shall be <b>accurate</b> and, where necessary, kept <b>up to date</b>.</p>	<p>You should ensure that personal data is accurate and up to date.</p>
<p><b>5</b> Personal data processed for any purpose or purposes shall <b>not be kept for longer than is necessary</b> for that purpose or those purposes.</p>	<p>You cannot hold personal data longer than you need to.</p>
<p><b>6</b> Personal data shall be processed <b>in accordance with the rights of data subjects</b> under this Act.</p>	<p>You should respect the lawful rights of the people whose data you hold.</p>



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**7** **Appropriate technical and organisational measures** shall be taken **against unauthorised or unlawful processing** of personal data and against **accidental loss or destruction** of, or **damage** to, personal data.

You should take measures to ensure that data is kept safe.

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**8** Personal data shall **not be transferred** to a country or territory **outside the European Economic Area unless** that country or territory ensures an **adequate level of protection** for the rights and freedoms of data subjects in relation to the processing of personal data.

You shouldn't transfer personal data to a country outside the European Economic Area unless the data can be protected in that country.

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