

A QUICK 'HOW TO COMPLY' CHECKLIST

This short checklist will help you comply with the DPA. Being able to answer 'yes' to every question does not guarantee compliance, and you may need more advice in particular areas, but it should mean that you are heading in the right direction.

- Do I really need this information about an individual? Do I know what I'm going to use it for?
- 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?
- If I'm asked to pass on personal information, does the DPA allow me to do so? Do my staff know when they can pass on personal information?
- 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?
- Am I sure the personal information is accurate and up to date?
- Do I delete/destroy personal information as soon as I have no more need for it?
- Is access to personal information limited only to those with a strict need to know? Do I know who will be able to see the personal information, especially if I'm planning to put it on the website?
- If I use CCTV, is it covered by the DPA? 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?
- If I want to monitor staff, for example by checking their use of email, have I told them about this and explained why?
- Have I trained my staff in their duties and responsibilities under the DPA, and are they putting them into practice?
- Do I have a policy for dealing with data protection issues?
- Do I need to notify the Information Commissioner?
- If I have already notified, is my notification up to date, or does it need removing or amending?

For more help or advice on any of this, you can contact the Information Commissioner's **Data Protection Helpline on 01625 545745, or email us at mail@ico.gsi.gov.uk**

Other useful publications

Aimed particularly at small businesses

- Monitoring at Work: Guidance for small businesses
- CCTV Systems and the Data Protection Act 1998
- CCTV Small User Checklist (to be read with the above)

General guidance

- CCTV Data Protection Code of Practice
- Employment Practices Data Protection Code: Part 1: Recruitment and selection
- Employment Practices Data Protection Code: Part 2: Records management
- Employment Practices Data Protection Code: Part 3: Monitoring at work
- Legal Guidance
- Notifications Guidance
- Privacy and Electronic Communications Regulations
- Website FAQs

You can find all these publications on our website: www.informationcommissioner.gov.uk