

## Notes for viewers of 'Data Day Hygiene'

This film is designed to help you to manage the personal information that you store and process. You will see examples of where the data protection principles are followed and where they are not.

Use the film to reflect on your own company or organisation and the measures that you have in place to protect personal information.

- How many of the traps that this general practice fell into would you avoid by having effective systems in place?
- What do you think needs to change in your own behaviour to conform with the data protection principles?

Here's a quick reminder of the eight data protection principles:

1. Personal information must be processed fairly and lawfully.  
**Data that is not personally identifiable is not covered by the Act: effective anonymisation can facilitate legitimate data sharing, watch out for this towards the end of the film.**
2. Personal information must be processed for limited purposes.  
Data should only be obtained for specific and lawful purposes, and should not be further processed in any manner incompatible with that purpose or those purposes. **Watch out! there are blaggers about trying to breach this principle: look how Emma gets hold of information she shouldn't.**
3. Personal information must be adequate, relevant and not excessive.  
**Keep an eye out for this about 2 minutes in.**
4. Personal information must be accurate and up to date.  
**How confident are you that the information held by Blackwell Medical Practice is entirely accurate and up to date?**
5. Personal information must not be kept for longer than is necessary. **Watch out for this after about 6 minutes.**
6. Personal information must be processed in line with the rights of data subjects.  
**This comes up around 9 minutes in.**
7. Personal information must be secure.  
Appropriate technical and organisational measures must be taken against the unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.  
**This crops up throughout the film: how many can you spot?.**
8. Personal information must not be transferred to other countries without adequate protection.

For more information go to [www.ico.gov.uk](http://www.ico.gov.uk) 'For organisations' section