



A QUICK 'HOW TO COMPLY' CHECKLIST

This short checklist will help you comply with the Data Protection Act (the 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. At the end is a list of guidance on particular areas where you may need more help as well as telephone helpline numbers.

- 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?
- 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?
- If I want to put staff details on our website have I consulted with them about this?
- 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?
- 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 Act, and are they putting them into practice?
- If I'm asked to pass on personal information, am I and my staff clear when the Act allows me to do so?
- Would I know what to do if one of my employees or individual customers asks for a copy of information I hold about them?
- 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 08456 30 60 60 (Lo-call rate) or 01625 545745 (National rate), or email us using the online enquiry form on our website.

Other useful publications

You can find all these publications on our website at www.ico.gov.uk

Aimed particularly at small businesses:

- CCTV Systems and the Data Protection Act 1998
- CCTV Small User Checklist (to be read with the above)
- Brief Guide to Notification
- Employment Practices Code – A Quick Guide (PDF)
- FAQ's for Organisations (on website)

General guidance:

- CCTV Data Protection Code of Practice
- The Guide to Data Protection
- Privacy and Electronic Communications Regulations
- Website FAQs for Organisations
- Good Practice Note – Buying and selling customer databases
- Good Practice Note – Checklist for handling requests for personal information (subject access requests)
- Good Practice Note – Disclosing information about tenants
- Good Practice Note – Electronic mail marketing
- Good Practice Note – Outsourcing: a guide for small and medium-sized businesses
- Good Practice Note – Providing personal information to a third party
- Good Practice Note – Releasing information to prevent or detect crime
- Good Practice Note – Subject Access and employment references
- Good Practice Note – Tied agents and independent financial advisers
- Good Practice Note – Training checklist for small and medium-sized organisations