

## **New Guidance on Data Protection Law**

The Information Commissioner's Office has published new guidance for small businesses on how to comply with the Data Protection Act 1998 (DPA).

Anyone holding information about living individuals - for example customers, employees, suppliers, clients or other members of the public - in electronic format and in some cases on paper must comply with the DPA. There are eight data protection principles of good information handling which must be followed.

Personal information must be:

- fairly and lawfully processed;
- processed for specified purposes;
- adequate, relevant and not excessive;
- accurate and, where necessary, kept up to date;
- not kept for longer than is necessary;
- processed in line with the rights of the individual;
- kept secure; and
- not transferred to countries outside the European Economic Area unless there is adequate protection for the information.

The guidance is available at:

<http://www.informationcommissioner.gov.uk/eventual.aspx?id=6785&expmovie=1>.