



4D Group

## Data Protection

### Who would benefit?

Anyone requiring knowledge, or seeking to refresh knowledge, in relation to data protection and the Data Protection Act.

### Objective

The purpose of this programme is to provide an overview and basic understanding of the legal obligations and general responsibilities arising from the capture of personal information.

### Content

Introducing the Data Protection Act

- Data Protection Act (1984 and 1988)

- Freedom of Information Act (2000)

Responsibilities of the Act

- Responsibilities of the company and responsibilities of the individual

Key Terms and Definitions

- Personal data

- Sensitive personal data

- Data subject

- Data controller

- Data processor

- Processing

- Subject access

- Recipient

- The third party to whom the data is disclosed.

- Computers and other retrieval systems

- Manual records (relevant filing system)

The Principles of Data Protection

- Lawful acquisition and processing of information

- Purpose of collection of data

- Adequacy and relevance of data

- Up to date information

- 'Shelf-life' how long can data be kept?

- Considering individual's rights

- Security of information – to prevent loss or unauthorised disclosure

Geographical constraints on the use of data

Fair and Lawful Processing

- Personal data

- Personal Sensitive data

- 'Opt out'

- Conditions for Sensitive Personal data

The Rights of the Individual

Eight key principles of data protection

### Duration

Half day