

## **THE 8 RULES OF DATA PROTECTION**

- 1. Obtain and process information fairly**
- 2. Keep it only for one or more specified, explicit and lawful purposes**
- 3. Use and disclose it only in ways compatible with these purposes**
- 4. Keep it safe and secure**
- 5. Keep it accurate, complete and up-to-date**
- 6. Ensure that it is adequate, relevant and not excessive**
- 7. Retain it for no longer than is necessary for the purpose or purposes**
- 8. Give a copy of his/her personal data to that individual on request**