

## DATA PROTECTION ACT - THE AGENCY'S CODE OF PRACTICE

This Code of Practice must be followed by all Agency staff, and applies to personal data you are using for your work, both in the office and at home.

- 1 Only process personal data if there is a legitimate need and it is necessary for the purposes of carrying out one of the Agency corporate or associated functions
- 2 Comply with the Data Protection Act at all times
- 3 Use personal data for the purpose for which it was collected only
- 4 Check that personal data is accurate and kept up to date
- 5 Use team-based, rather than personal filing systems wherever possible (to make it easier to find specific information)
- 6 Take care when disclosing personal information to another person or organisation, and only disclose it in circumstances that are compatible with the purpose for which it was collected. If the answer to any of the following questions is 'no' do not make the disclosure:
  - X Do you have the authority to make the disclosure for the purpose it is required?
  - X Do they have a right to that information?
  - X Are they who they say they are?
  - X Have you considered confidentiality, legal professional privilege and the disclosure of third party personal information?
- 7 Operate a clear desk policy as much as your storage equipment allows - lock papers away, and ensure you comply with the Agency's security policy (for paper and electronic records) set out in the Staff Handbook
- 8 Keep personal data for no longer than necessary (follow departmental retention policies)
- 9 Before setting up a new system, or processing personal data for a new purpose, check with the Head of Records Management that the Agency is registered to do what is intended. Generally, we can only process personal data for the purposes of our business functions, and functions in support of those
- 10 Before entering into a data sharing agreement with another organisation speak to the Head of Records Management for advice on special arrangements

- 11 Refer Subject Access Requests to the Head of Records Management promptly (this is when an individual asks us to give them details of the information we are holding about them)