

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?

If you need any more information about this or any other aspect of data protection, please [Contact us: see our website www.ico.org.uk](http://www.ico.org.uk)

Other useful publications

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

Aimed particularly at small businesses:

- [Employment Practices Code – A Quick Guide \(PDF\)](#)

General guidance:

- [CCTV Code of Practice](#)
- [Guide to the Privacy and Electronic Communications Regulations](#)
- [Subject Access Request Checklist](#)
- [Disclosing information about tenants](#)
- [Electronic mail marketing](#)
- [Outsourcing: a guide for small and medium-sized businesses](#)
- [Using the crime and taxation exemptions](#)
- [Good Practice Note – Tied agents and independent financial advisers](#)