

The **Seven** Data Protection Principles

At the heart of data protection are the rights of the individual whose personal data is being processed. Surrounding that person are these seven principles, outlined in *The Data Protection (Bailiwick of Guernsey) Law, 2017* which all local organisations are legally obliged to adhere to:

LAWFULNESS, FAIRNESS & TRANSPARENCY.

They must have a valid legal reason for processing your information, they must obtain it without deceiving you, and they must make it clear to you exactly how they are going to use it.

PURPOSE LIMITATION.

They must only use your information for the reason (or reasons) they have told you they're using it for.

ACCOUNTABILITY.

This is the big one. Organisations must show that they take responsibility for how they look after your information.



MINIMISATION.

They can only ask for the minimum amount of information necessary from you.

INTEGRITY AND CONFIDENTIALITY.

They must keep your information safe so that it doesn't get accidentally deleted or changed, or seen by someone who is not allowed to see it.

ACCURACY.

They must ensure that any information they hold about you is accurate and up-to-date.

STORAGE LIMITATION.

They must not keep your information for longer than is needed.