

# 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.