















## Data Protection Checklist

-  Do I really need this information about an individual and 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?
-  If I'm asked to pass on personal information, would the people whose information I hold expect me to do this?
-  Am I satisfied the information is being held securely?
-  Is access to personal information limited to those who absolutely need to know?
-  Am I sure the personal information is accurate and up to date?
-  Do I delete or destroy personal information as soon as I have no more need for it?
-  Do I dispose of information securely?
-  Have I trained my staff in their responsibilities under the Data Protection Act and are they fulfilling them in practice?
-  Do I need to notify with the Information Commissioner?
-  Is my notification up to date?
-  My notification reference number is: \_\_\_\_\_