

**Warning: Data Protection
Do You Really Need To Know?
There are 8 principles of the Data Protection Act:
So how do they relate to YOUR Research?**

- **Is the data fairly and lawfully processed?**
 - Do the subjects of the data know that you are processing it and have they explicitly consented to this?

- **Is it processed for limited purposes and not in any manner incompatible with those purposes?**
 - Is the data collected for one purpose and then used for another (research) purpose which has not been explained to the subject?

- **Is the data adequate, relevant and not excessive?**
 - Do you really require a participant name? There is a fine line between “future proofing” data sets and collecting irrelevant data.

- **Is it accurate and where necessary, up to date?**
 - There is no point in collecting data if you are unable to verify its accuracy. How do you do that?

- **Can you ensure the data is not kept for longer than necessary?**
 - Did you know the University has a policy for data retention? Does it match with the storage period following the end of your research project?

- **Is the data processed in line with the rights of the data subject?**
 - How do you inform participants of what you will do with their data?

- **Is the data held securely?**
 - Do you use encryption? Are hard copies stored in locked filing cabinets?

- **Personal information shall not be transferred to countries outside the EEA without adequate protection**
 - A rare instance, but have you discussed this with the Information Compliance Manager?

If these questions have prompted concern in your mind then please contact your Research Facilitator who will be able to direct you to the expert to answer your queries...