

Data Protection Act FAQ's



How do you manage personal data?

Staffordshire County Council will process personal data in line with the Data Protection Act 1998. Personal data is information relating to a living individual. This can be information held in paper files or electronically. The authority recognises the eight data protection principles and the rights individuals have. If you feel your rights under the Act have been breached, please contact the Information Governance Unit.

The eight principles as prescribed by the Data Protection Act 1998 are;

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose shall not be kept for longer than is necessary.
6. Personal data shall be processed in accordance with the rights of data subjects.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection.

What are my rights under the Act?

The authority upholds your rights under principle 6 of the Data Protection Act 1998. You have the following rights;

Access to your personal information

You have the right to access a copy of any personal data held by the authority we need to respond within forty calendar days.

Amending inaccurate information

You have the right to have any inaccurate information held about you amended. Complaints regarding inaccuracy should be addressed to the Head of Information Governance.

Cease processing which causes substantial damage and distress

You can ask the authority to cease processing information if it causes you substantial physical or mental damage and distress. You should address your request to the Head of Information Governance. If the authority agrees that the processing is unnecessary we will cease processing.

Prevent Direct Marketing

If you do not wish to be contacted by the authority for direct marketing purposes you should make your objection clear and the authority will remove your details from any contact lists.