



FlyAway Travel

What you as an employee should know about the Data Protection Act. This is vital information for us and any business that holds records (electronic or paper) on any data subjects(Our clients.) To disregard these principles could result in a fine. The purpose of this act is to protect our client's.

The 8 Principles (Golden Rules) of the Data Protection Act: The First Principle

'The information to be contained in personal data shall be obtained and personal data shall be processed, fairly and lawfully.'

In other words Data Subjects should be made aware of what the information about them will be used for and whether it will be disclosed to anyone.

The 8 Principles (Golden Rules) of the Data Protection Act: The Second Principle

'Personal data shall be held only for one or more specified and lawful purposes.'

Data Users can only hold the information listed in the register.

The 8 Principles (Golden Rules) of the Data Protection Act: The Third Principle

'Personal data held for any purpose or purposes shall be adequate, relevant and not excessive in relation to that purpose or those purposes.'

Data Users can only hold the minimum amount of information needed to satisfy their stated purpose.

The 8 Principles (Golden Rules) of the Data Protection Act: The Fourth Principle

'Personal data shall be accurate and, where necessary, kept up to date.'

The 8 Principles (Golden Rules) of the Data Protection Act: The Fifth Principle

'Personal data held for any purpose or purposes shall not be kept longer than is necessary for that purpose or those purposes.'

The 8 Principles (Golden Rules) of the Data Protection Act: The Sixth Principle

'An individual shall be entitled – at reasonable intervals and without undue delay or expense – to be informed by any data users whether he holds personal data of which that individual is the subject; and to access to any such data held by a data users; and where appropriate, to have such data corrected or erased.'

The 8 Principles (Golden Rules) of the Data Protection Act: The Seventh Principle

'Appropriate security measures shall be taken against unauthorised access to, or alteration, disclosure or destruction of, personal data and against accidental loss or destruction of personal data.'

The 8 Principles (Golden Rules) of the Data Protection Act: The Eighth Principle

'Personal data held for any purpose or purposes shall not be transferred to countries outside the European Economic area'