



THE UNIVERSITY of EDINBURGH

DIVISION OF CLINICAL NEUROSCIENCES

Data Protection Act 1998

The Data Protection Act 1998 came into force on 1st March 2000. The Data Protection Act gives rights to people about whom the University holds information and gives the University responsibilities regarding that information. The main guide to the variants of the Act are encompassed within the *Eight Data Protection Principles*:

- All data users must comply with the eight Data Protection Principles. The Principles define how data can be legally processed. 'Processing' includes obtaining, recording, holding or storing information and carrying out any operations on the data, including adaptation, alteration, use, disclosure, transfer, erasure, and destruction.
- Personal data shall be processed fairly and lawfully.
- Personal data shall be held only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.
- Personal data shall be accurate and where necessary kept up to date.
- Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose.
- Personal data shall be processed in accordance with the rights of data subject under the DPA.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of the data.
- Personal data shall not be transferred to a country or a territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to

For advice or further information please contact the local Data Protection Officer, Helen Cullion (Helen.cullion@ed.ac.uk) or the University of Edinburgh Records Management Section.

By Post: Records Management Section
The University of Edinburgh
Old College
South Bridge
Edinburgh
EH8 9YL

By Telephone: 0131 651 4099

By Email: recordsmanagement@ed.ac.uk

The Division of Clinical Neurosciences local data protection officers is Mrs Helen Cullion (0131 537 3087) Helen.Cullion@ed.ac.uk. Any local enquiries relating to the publication scheme should contact Mrs Cullion in the first instance.