

DATA PROTECTION

BE IN CONTROL OF YOUR DATA

When you give your personal details to an organisation or individual, they have a duty to keep these details **private and safe**. This process is known as data protection.

Organisations or individuals who control the contents and use of your personal details are known as 'data controllers'. Under data protection law, you have rights regarding the use of **personal details** (Data) and data controllers have certain responsibilities in how they handle this information.

Under the **Data Protection Acts 1988 and 2003** employers are "Data Controllers" and breaches of Data Protection Legislation may lead to fines of up to €100,000 by the Data Protection Commissioner.

9 RULES OF DATA PROTECTION

- ✓ OBTAIN AND PROCESS INFORMATION ETHICALLY
- ✓ DATA MUST BE KEPT **SAFE AND SECURE**
- ✓ IT MUST BE KEPT FOR A SPECIFIED, LAWFUL PURPOSE
- ✓ IT SHOULD BE USED AND **DISCLOSED** ONLY FOR THE SPECIFIED PURPOSE
- ✓ IT MUST BE UP TO DATE, ACCURATE AND COMPLETE.
- ✓ IT MUST BE RELEVANT, ADEQUATE BUT NOT EXCESSIVE.
- ✓ DATA MUST BE RETAINED FOR NO LONGER THAN IS NECESSARY
- ✓ A COPY OF THE DATA MUST BE MADE AVAILABLE TO THE DATA SUBJECT, ON REQUEST.
- ✓ OBSOLETE DATA MUST BE **SECURELY** DESTROYED



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SECURITY in
SHREDDING

DATA SUBJECT RIGHTS OVERVIEW

- HE/SHE IS ENTITLED TO KNOW WHAT PERSONAL DATA IS HELD ABOUT HIM/HER
- HAS THE RIGHT TO HAVE IT AMENDED/ CORRECTED/DELETED
- TO BE AWARE OF TO WHOM THE DATA IS DISCLOSED
- THE RIGHT TO BE INFORMED OF DATA BEING KEPT ON THEM

OBLIGATIONS OF EMPLOYERS

- DATA MUST BE PROCESSED ETHICALLY
- KEPT ACCURATE
- UP TO DATE
- KEPT NO LONGER THAN IS NECESSARY
- PROVIDE INFORMATION UPON REQUEST

92%

OF DATA BREACHES
PERPETRATED BY
OUTSIDERS

YOU HAVE THE RIGHT TO DATA PROTECTION WHEN:

- YOUR DETAILS ARE HELD ON A COMPUTER
- HELD ON PAPER OR OTHER MANUAL FORM AS PART OF A FILING SYSTEM
- MADE UP OF PHOTOGRAPHS OR VIDEO RECORDINGS OF YOUR IMAGE OR RECORDINGS OF YOUR VOICE.

THE AIM OF THESE RIGHTS ARE TO ENSURE INFORMATION STORED ABOUT YOU IS:

- FACTUALLY CORRECT
- ONLY AVAILABLE TO THOSE WHO SHOULD HAVE IT
- ONLY UTILISED FOR STATED PURPOSES

“ IN 2013 75% OF DATA BREACHES GLOBALLY WERE DRIVEN BY FINANCIAL MOTIVES. ”

The **Freedom of Information Acts** grant every person a right, subject to certain restrictions, to access information held by Government Departments, agencies and other designated bodies in receipt of State funding. The FOI Acts also allow for persons to seek access to their own data held by such bodies.

44%

OF DATA BREACHES
INVOLVE PERSONAL
CREDENTIALS SUCH
AS ID'S

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