



Data Protection

What you need to know....

Personal data is information relating to a living person, who can be identified directly (or indirectly, in combination with other information) from the information in question.

When processing personal data, you must comply with these principles:

Lawful, Fair & Transparent

Personal data must be processed lawfully, fairly and in a transparent manner in relation to the individual/s it relates to.

Purpose Limitation

Personal data must be collected for specific, explicit and legitimate purposes, and not further processed in a manner that is incompatible with those purposes.

Security

Personal data must be processed in manner that ensures its confidentiality, including protection against unauthorised use and against accidental loss or destruction

Data Minimisation

Personal data must adequate, relevant and limited to only what is necessary for the purpose they are processed.

Storage Limitation

Personal data must only be kept in a form which allows identification of the individual/s for no longer than is necessary for the purpose the personal data are processed.

Accuracy

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



Accountability

The MoJ are responsible for, and must be able to demonstrate, compliance with all of the Data Protection Principles.



For further information and general resources on how to comply with data protection legislation, please visit our [intranet pages](#)



Ensure you have completed your annual mandatory '[Responsible for Information](#)' e-learning course on Civil Service Learning



If you have any questions or need support in relation to any of your personal data processing, please get in touch with us at privacy@justice.gov.uk