

## Guidance on Data Protection

In making use of the UEA Archive researchers are responsible for the way in which they use the information obtained therein.

The following guidance is intended to offer practical support and to promote good practice and is not intended as legal advice, or as a substitute for it.

Researchers are subject to the *Data Protection Act 1998* which stipulates how information relating to living individuals must be treated in accordance with eight principles contained in the Act.

As a general rule researchers may process personal and sensitive personal data in accordance with Section 33 of the Act: covering research, history and statistics - which defines usage for research purposes and sets out how data should be processed.

There are a number of aspects a researcher should bear in mind when handling personal data in accordance with the Act:

1. The Act only applies to the personal data of living individuals.
2. Do not use personal data to support measures or decisions concerning an individual.
3. Personal data must not be used in such a way that substantial damage or substantial distress is, or is likely to be, caused to any individual (data subject).
4. Personal data must not be used in a way that would prejudice the rights, freedoms or legitimate interests of the individual.
5. Whenever possible depersonalise or make anonymous personal data.
6. Keep personal data secure.
7. Do not disclose personal data to anyone else without first consulting with/obtaining approval of Archives staff ensuring you may do so in accordance with the Act.

Further information is available on the Information Commissioner's website at <http://www.informationcommissioner.gov.uk/>

The Act can be read on the website of the Office of Public Sector Information (OPSI) [http://www.opsi.gov.uk/acts/acts1998/ukpga\\_19980029\\_en\\_1](http://www.opsi.gov.uk/acts/acts1998/ukpga_19980029_en_1)

For further support please contact the UEA Information Policy & Compliance Manager: David Palmer [david.palmer@uea.ac.uk](mailto:david.palmer@uea.ac.uk) Tel: 01603 593523.