

# Course IM01: An Overview of the Data Protection Act 1998

**COURSE DURATION:**

45 minutes

**TARGET AUDIENCE:**

Any manager, supervisor or other employee likely to be engaged in processing personal data

**AVAILABLE IN:**

- Audio
- Non-Audio

**DELIVERED VIA:**

- Intranet
- Internet

The Data Protection Act 1998 came into force on the 1st of March 2000 to bring the UK into line with a European Community Human Rights Directive. It is concerned with establishing a balance between the freedom to gather and process information, and the individual's right to privacy. As such it is an extremely important piece of legislation containing important do's and don'ts for anyone working with personal information.

This course will enable learners to understand how the Act requires organisations to be open and honest about their use of personal information, and how it requires both organisations and individuals to follow certain principles when processing it.

## Course Content

- The purpose of the Data Protection Act
- How the Act operates
- The eight data protection principles
- What is 'Personal Data'?
- What is 'Processing'?
- What is 'Sensitive Data'?
- The rights of data subjects

