# THE SIX GENERAL DATA PROTECTION REGULATION (GDPR) PRINCIPLES

## 1 Lawful, Fair and Transparent

Transparency: explain to the data subject that data is being captured and what that data is, why that data is being captured, and by whom, and what will happen to that data.

Fair: what is processed must match up to how it has been described.

Lawful: processing must meet the tests described in GDPR

## 2 Purpose Limitation

Personal data may only be collected for the specified, explicit and legitimate purposes and must not be further processed in a manner that is incompatible with those purposes, i.e. data can only be used for the specific purpose the data subject has been made aware of and no other, without further consent.

## ACCOUNTABILITY

You shall be responsible for, and be able to demonstrate compliance with the GDPR principles

## 3 Data Minimisation

Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed, i.e. no more than the minimum amount of data should be kept for specific processing.

## 4 Data Accuracy

Personal data must be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay. Ideally, data should be stored in a way that allows a data subject to update the data themselves.

## 5 Storage Limitation

Personal data must be kept in a form which permits identification of data subjects for no longer than is necessary , i.e. data no longer required should be removed.

## 6 Integrity and Confidentiality

Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. GDPR recommends encryption of personal data and privacy by design process.