**Scoil na Croise Naofa**

**Geashill N.S.**

# The 8 Rules of Data Protection

1. **Obtain and process information fairly**
2. **Keep it only for one or more specified, explicit and lawful purposes**
3. **Use and disclose it only in ways compatible with these purposes**
4. **Keep it safe and secure**
5. **Keep it accurate, complete and up-to-date**
6. **Ensure that it is adequate, relevant and not excessive**
7. **Retain it for no longer than is necessary for the purpose or purposes**
8. **Give a copy of his/her personal data to that individual on request**