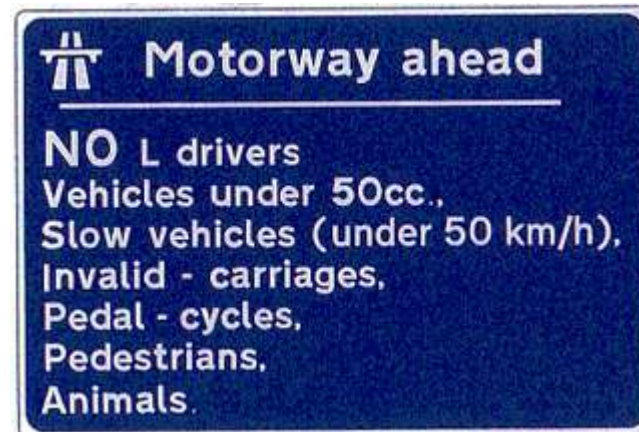


# Data archiving: where are you on the journey?



# Where are you going?

What is the data? What is “archiving”?

- Administrative use
- Business intelligence

Things to consider:

- Legal
- Practical



# The legal bit....

## The Data Protection Act 1998

Covers “personal data” - any information about an identifiable living individual, regardless of format.

- Processed automatically, e.g. electronic information on a computer or CCTV footage
- Manual information in a ‘relevant filing system’
- Recorded information not falling into these categories

Separate category of sensitive personal data:

- Racial or ethnic origins
- Political opinions
- Religious beliefs
- Trade union membership
- Physical or mental health (including disabilities, health screening)
- Sex life
- offences



# The legal bit....

## The Data Protection Act 1998

### Principles:

Personal data shall be...

1. ..processed fairly & lawfully...
2. ..obtained only for...specified & lawful purposes...
3. ..adequate, relevant & not excessive...
4. ..accurate &...kept up to date...
5. ...NOT kept for longer than is necessary...
- 8... NOT transferred... outside the EEA...



# The legal bit....

## The Data Protection Act 1998

### Principles:

6. [maintain] rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Read the Act in full at

<http://www.legislation.gov.uk/ukpga/1998/29>



DATA PROTECTION  
ACT 1998

# Practical issues

- Usability of data  
what? who? when? why? where? how?
- storage space – digital data, hard copy  
what about backups?
- culture (devolved/centralised)



# Discussion

Key issues for your organisations right now eg.

- Is there a University policy? – who do I talk to?
- What about the departments?
- Is scanning the solution?
- How do we get stuff back?
- Where do the extra resources come from? (!)
- How long's it going to take?



# Feedback & burning questions

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