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Information Commissioner's Office

Promoting public access to official information
and protecting your personal information

Dear Sir/Madam

Thank you for notifying with the Information Commissioner's Office.

Who we are

The ICO is the UK's independent public body set up to promote access to official information and protect personal information.

How we can help

Did you know that the Information Commissioner's Office offers several free services to help your organisation handle personal information correctly?

Keep up to date

- You can receive up to date information about data protection and the ICO by subscribing to our free e-alerts and e-newsletter. Just register your details online in the tools and resources section of our website at www.ico.gov.uk.

Finding out about your responsibilities and obligations

- Use our website as a one-stop shop for guidance on specific issues, good practice notes, research, training, media and get involved in our public consultations. It will keep you and your staff up to date on the latest developments on good information handling.
- You can also call our helpline on 08456 306060 or 01625 545745 (if you would prefer to use a national rate number). Our helpline is open from 9am – 5pm, Monday to Friday.

Request our free publications

- You can order free training materials, CDs, DVDs and the full range of our publications about data protection and freedom of information by visiting the tools and resources section of our website at www.ico.gov.uk.

Getting started

- We want to help you to fulfil your responsibilities under the Data Protection Act, so we've enclosed our latest interactive training DVD 'The lights are on'. If you are a public authority, you may be interested in our freedom of information training DVD 'Tick Tock', which you can also order by visiting the tools and resources section of our website at www.ico.gov.uk.

This is just a sample of the information we can offer you. Visit www.ico.gov.uk for more.

Yours faithfully

A handwritten signature in black ink that reads 'Chris. Graham'.

Christopher Graham
Information Commissioner

PS. Please turn over for your 'How to comply data protection checklist'.

Data protection checklist

This checklist will help you comply with the Data Protection Act. Being able to answer 'yes' to every question does not guarantee compliance, and you may need more advice in particular areas. But it should mean you are heading in the right direction.

- ✓ Do I really need this information about an individual?
Do I know what I'm going to use it for?
- ✓ Do the people whose information I hold know that I've got it, and are they likely to understand what it will be used for?
- ✓ If I'm asked to pass on personal information, would the people whose information I hold expect me to do this?
- ✓ Am I satisfied the information is being held securely, whether it's on paper or on computer? And what about my website? Is it secure?
- ✓ Is access to personal information limited to those who absolutely need to know?
- ✓ Am I sure the personal information is accurate and up to date?
- ✓ Do I delete or destroy personal information as soon as I have no more need for it?
- ✓ Have I trained my staff in their responsibilities under the Data Protection Act?
Are they fulfilling them in practice?
- ✓ Do I need to notify the Information Commissioner?
If so, is my notification up to date?

For more information or advice on data protection and good information handling, visit www.ico.gov.uk or phone 08456 306060.