

# DATA PROTECTION ESSENTIAL PRINCIPLES

## Responsible Data management principles

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## 1 Legitimacy, honesty & transparency

The person in charge of a dataset must ensure that the data collection processes **do not violate the law.**

- > Nothing is hidden from the individuals or data subjects.
- > Respect of the person's rights and in accordance with one of 6 legal bases.

## 2 Purpose & Limitation of data processing

The person in charge of a dataset can **only record and use information** on individuals **for a precise, legal and legitimate purpose.**

- > He/She cannot use those data for a different objective.

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## 3 Proportionality, relevance & minimisation

Data collected and recorded must be **relevant and strictly necessary** with regards to the defined purpose of the dataset.

## 4 Data quality & accuracy

Essential because data are used to make decisions and have an impact and consequences on individuals.

## 5 Limitation of the data retention period

It is not necessary, nor desirable to keep personal data on files for an infinite period of time. A **precise retention period** should be defined based on the type of data recorded and the finality of the dataset.

> Important to **plan and organize** the **destruction of data**.

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## 6 Security & confidentiality

The person in charge of the dataset must **guarantee the security and confidentiality** of the data collected.

Only **authorized individuals** should have access to those data.

> Important to manage **access rights**.

## 7 Accountability & Documentation



## What about your programs?

You will most likely be familiar with some of these principles. Indeed, they are not very different from those applied to **good project management**.

There are probably some principles of responsible data management that you already apply.

Can you identify some of them?

For which data?

And in what context?

Last, do you think these good practices can be extended to other programs?

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