

Compliance advice

Data Subjects

Protection of privacy on the Internet.

It is easy to see and understand the benefits the Internet offers individuals, allowing immediate access to global information and markets and facilitating direct global communications. It is however worth remembering a few points:

- The Internet is not secure. There is a risk that information provided over the Internet might be intercepted by people you wouldn't want to read it.
- Information you provide to a website or send via e-mail may be made available anywhere in the world and may not be protected by data protection legislation.
- Never provide information on-line unless you are confident you know what the website intends to use the information for.
- Is more information being collected than is absolutely necessary? Be aware of this when accessing a site or making a transaction, especially if it not clear why this additional information is being requested. Don't be afraid to ask. Just because you are asked a question doesn't mean you have to answer it.
- Show caution with your credit card and account numbers, for example, are your details security protected? Remember your information can be used and abused.
- The best way to protect your privacy when using services over the Internet is to avoid giving your name or other personal details out over the Internet. If **Anonymity** is impractical you may use a pseudonym (if permitted by law) so that only yourself and your ISP (Internet Service Provider) know your personal identity, for example when signing on to use a chatroom
- Information may be collected from you on the Internet without your knowledge. Your ISP will have access to a lot of detailed information relating to you. Always choose a reliable ISP. Enquire what data they collect, process and store, in what way and for what purpose. Do this periodically. If you want to know what information your ISP or any other service or website provider (based in the European Economic Area) holds about you can make a **subject access** request.
- Websites you visit may also implant software known as '**cookies**' on your machine. Some of these cookies serve a useful purpose, for example they can be used to facilitate on line 'shopping baskets but some are used to track your movements on the Internet. **Check your 'Cookie' files and consider deleting those you do not want.**
- E-mail addresses are personal data. If you find yourself on a directory or user list you can request to be omitted from it.

- You can also ask not to be sent 'junk e-mail or SPAM' and where the sender is based in the EEA they should comply with your request.
- Consider using reliable **encryption** techniques for confidential e-mail
- Try and keep up to date with the latest privacy and security risks on the Internet. Try the Internet search engine facilities using the words 'privacy' and 'security'.

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