

The JAPAN Test

When making decisions in respect of the handling of personal information, the following checklist may be useful:

Justified	Is what you're doing justifiable in the circumstances i.e. can you justify the need to collect/store/share/destroy the personal information you are handling?
Authorised	Are you authorised to do this? Or is someone else designated as responsible for managing the recording or disclosure of this personal information?
Proportional	Is what you are doing proportional to the purpose? Could you achieve it by recording or sharing less or no personal information?
Auditable	Have you recorded what you have shared, with whom and why, so that there is evidence of your actions?
Necessary	Is what you are doing necessary or can the end result be achieved in some other way without this disclosure?

Note:

The JAPAN test was developed by Kent Police when the Human Rights Act was introduced in 1998 as a useful tool for their staff. It has since been adopted by many authorities.