



Data Story Telling

DATA VISUALISATION
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Data Handling Procedures and Policies

When working with data, it's crucial to adhere to specific procedures and policies to safeguard its security, privacy, and accuracy. Here are some essential guidelines:

1. Obtain Informed Consent:

- Clearly explain the purpose of data collection.
- Gain explicit permission from individuals to use their data.

2. Prioritize Data Security:

- Store data in secure locations.
- Restrict access to authorized personnel only.
- Employ encryption, access controls, and other security measures.

3. Adhere to Ethical Standards:

- Use data responsibly and ethically.
- Avoid discriminatory practices or actions that could harm individuals.

4. Maintain Comprehensive Documentation:

- Record the data collection process, including methods, dates, and context.

5. Ensure Data Quality:

- Verify data accuracy, completeness, and up-to-date status.
- Implement quality assurance and control measures to identify and rectify errors.

6. Comply with Legal and Regulatory Requirements:

- Follow applicable data protection laws like GDPR, CCPA, etc.

7. Dispose of Data Securely:

- When data is no longer needed, dispose of it responsibly.
- Use secure deletion methods to prevent recovery.

By following these procedures and policies, you can ensure that data is handled in a responsible and ethical manner, protecting the privacy and security of individuals.

Information Sources -

<https://www.nist.gov/>

<https://www.iso.org/home.html>

<https://privacyinternational.org/>

<https://www.gov.uk/data-protection>

Data Protection & GDPR

Data Protection is governed in the UK by the Data Protection Act 2018

The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government. Below is an overview of the regulations -

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

There is stronger legal protection for more sensitive information, such as:

- race
- ethnic background
- political opinions
- religious beliefs
- trade union membership
- genetics
- biometrics (where used for identification)
- health
- sex life or orientation

There are separate safeguards for personal data relating to criminal convictions and offences.

Your rights

Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data update

- have data erased

The General Data Protection Regulation (GDPR) applies to the use of personal data by both public and private organizations in the UK:

- Principles

The GDPR requires that personal data is processed in accordance with six principles:

- Lawfully, fairly, and transparently
- For specified, explicit, and legitimate purposes
- Minimized to only what is necessary
- Accurate and kept up to date
- Retained only for as long as necessary
- Processed in a secure manner
- Data protection by design and default

The GDPR requires that organizations integrate data protection into their business practices and processing activities from the design stage.

- Lawful basis

There are six lawful bases for processing personal data, including consent, contract, legal obligation, vital interests, public task, and legitimate interests.

- Public authorities

Public authorities can rely on the public task lawful basis to share data. This means that the legal power to share the data must be laid down by law, and the sharing must be sufficiently foreseeable and transparent.

- Personal data

Personal data includes information about individuals acting as sole traders, employees, partners, and company directors. Information about public authorities or legal entities is not personal data.

- Right to be informed

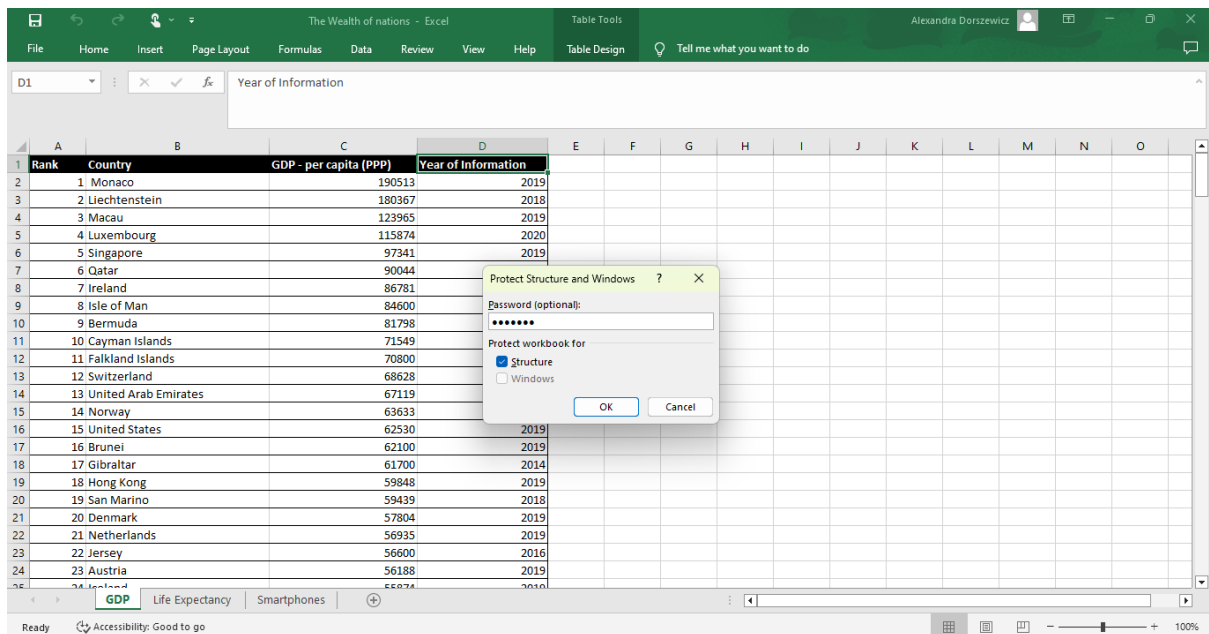
Organizations must provide privacy information to individuals in an easy to access way

- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

You also have rights when an organisation is using your personal data for:

- automated decision-making processes (without human involvement)
- profiling, for example to predict your behaviour or interests

SET A PASSWORD TO PROTECT THE WORKBOOK.

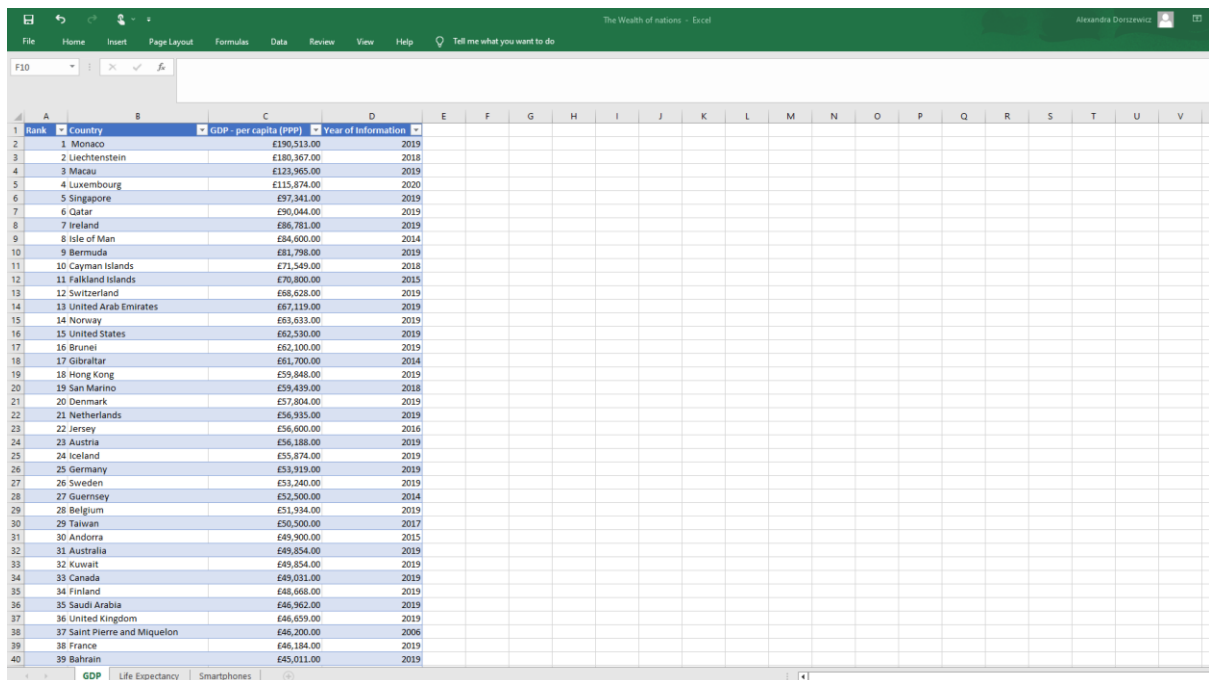


HIGHLIGHT COLUMN C AND CHANGE THE DATA TO DISPLAY IN BRITISH POUND SYMBOL

The screenshot shows the Excel interface with the 'GDP - per capita (PPP)' column highlighted in green. The data is displayed in British Pound symbols (£). The table data is as follows:

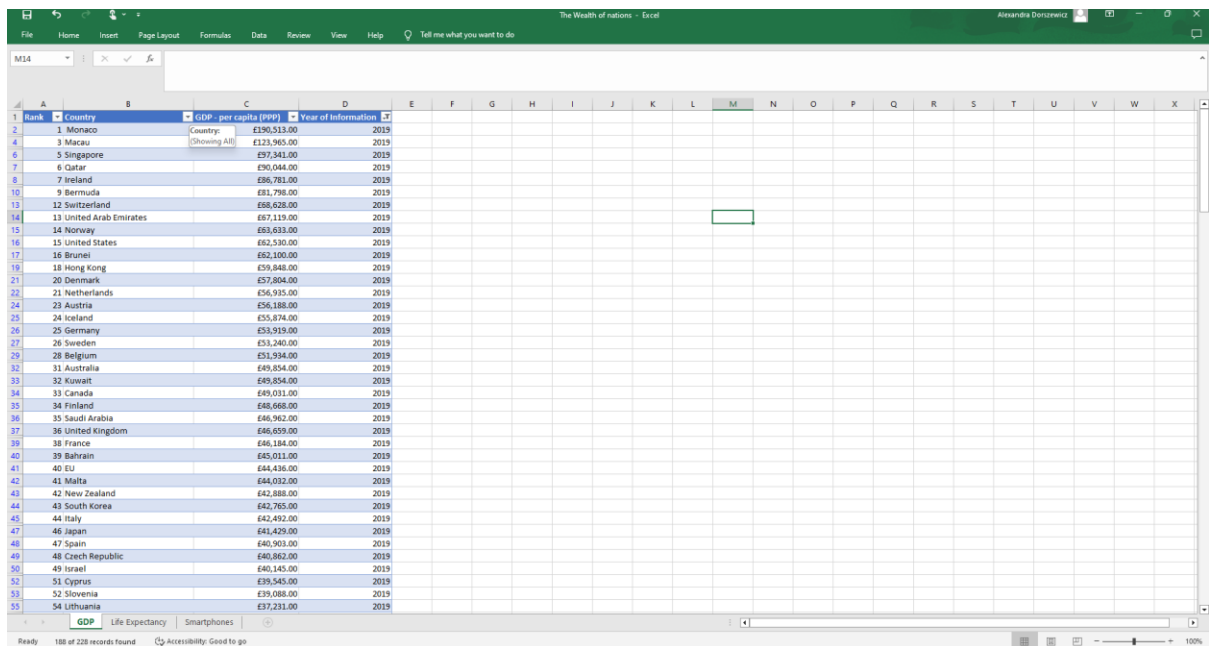
Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	£190,513.00	2019
2	Liechtenstein	£180,367.00	2018
3	Macau	£123,965.00	2019
4	Luxembourg	£115,874.00	2020
5	Singapore	£97,341.00	2019
6	Qatar	£90,044.00	2019
7	Ireland	£86,781.00	2019
8	Isle of Man	£84,600.00	2014
9	Bermuda	£81,798.00	2019
10	Cayman Islands	£71,549.00	2018
11	Falkland Islands	£70,800.00	2015
12	Switzerland	£68,628.00	2019
13	United Arab Emirates	£67,119.00	2019
14	Norway	£63,633.00	2019
15	United States	£62,530.00	2019
16	Brunei	£62,100.00	2019
17	Gibraltar	£61,700.00	2014
18	Hong Kong	£59,848.00	2019
19	San Marino	£59,439.00	2018
20	Denmark	£57,804.00	2019
21	Netherlands	£56,935.00	2019
22	Jersey	£56,600.00	2016
23	Austria	£56,188.00	2019
24	Iceland	£53,874.00	2019
25	Germany	£53,913.00	2019
26	Sweden	£53,240.00	2019
27	Guernsey	£52,500.00	2014
28	Belgium	£51,934.00	2019
29	Taiwan	£50,590.00	2017
30	Andorra	£49,900.00	2015
31	Australia	£49,854.00	2019
32	Kuwait	£49,854.00	2019
33	Canada	£49,031.00	2019
34	Finland	£48,668.00	2019
35	Saudi Arabia	£48,962.00	2019
36	United Kingdom	£46,659.00	2019
37	Saint Pierre and Miquelon	£46,200.00	2006
38	France	£46,184.00	2019
39	Bahrain	£45,011.00	2019

TURN THE GDP SHEET INTO A TABLE.



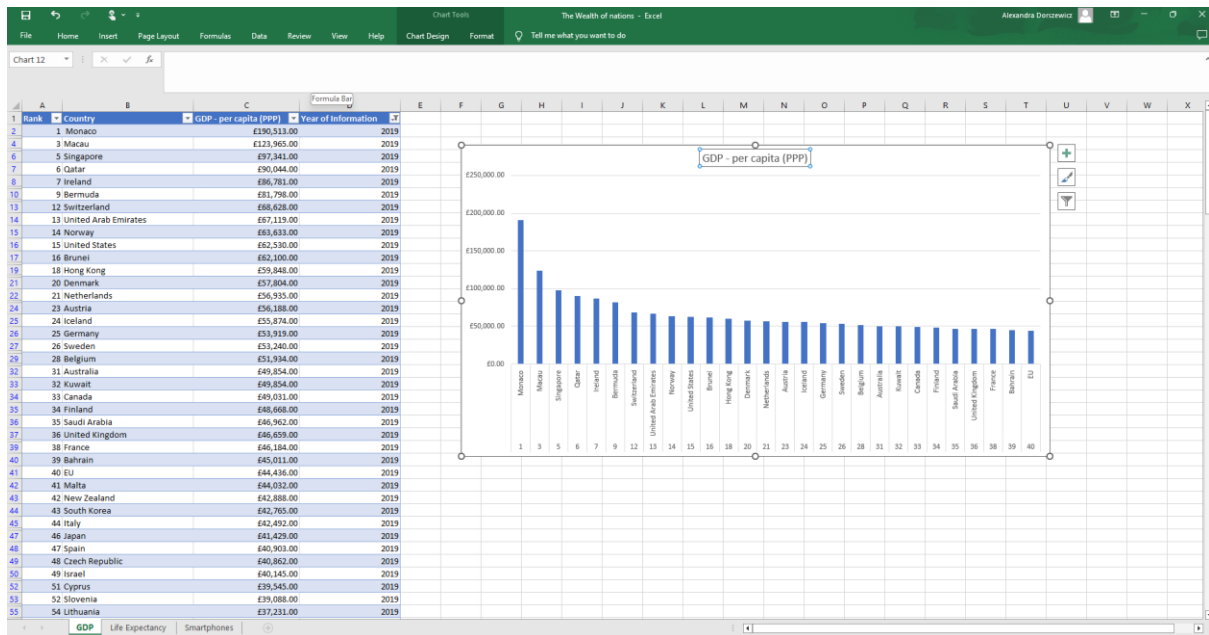
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38	France	£46,184.00	2019
39	Bahrain	£45,011.00	2019

FILTER THE TABLE TO DISPLAY ONLY THE INFORMATION FOR 2019

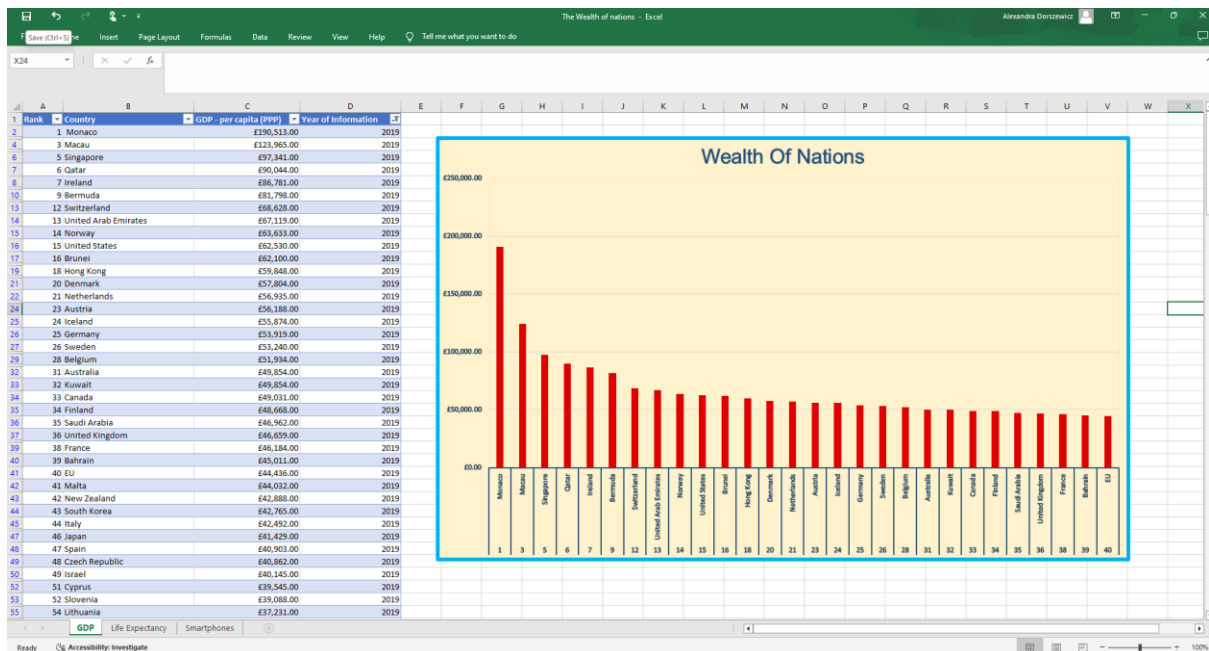


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36	United Kingdom	£46,659.00	2019
38	France	£46,184.00	2019
39	Bahrain	£45,011.00	2019
40	EU	£44,436.00	2019
41	Malta	£44,032.00	2019
42	New Zealand	£42,888.00	2019
44	South Korea	£42,765.00	2019
44	Italy	£42,492.00	2019
46	Japan	£41,429.00	2019
47	Spain	£40,903.00	2019
48	Czech Republic	£40,862.00	2019
49	Israel	£40,145.00	2019
51	Cyprus	£39,545.00	2019
52	Slovenia	£39,088.00	2019
54	Lithuania	£37,231.00	2019

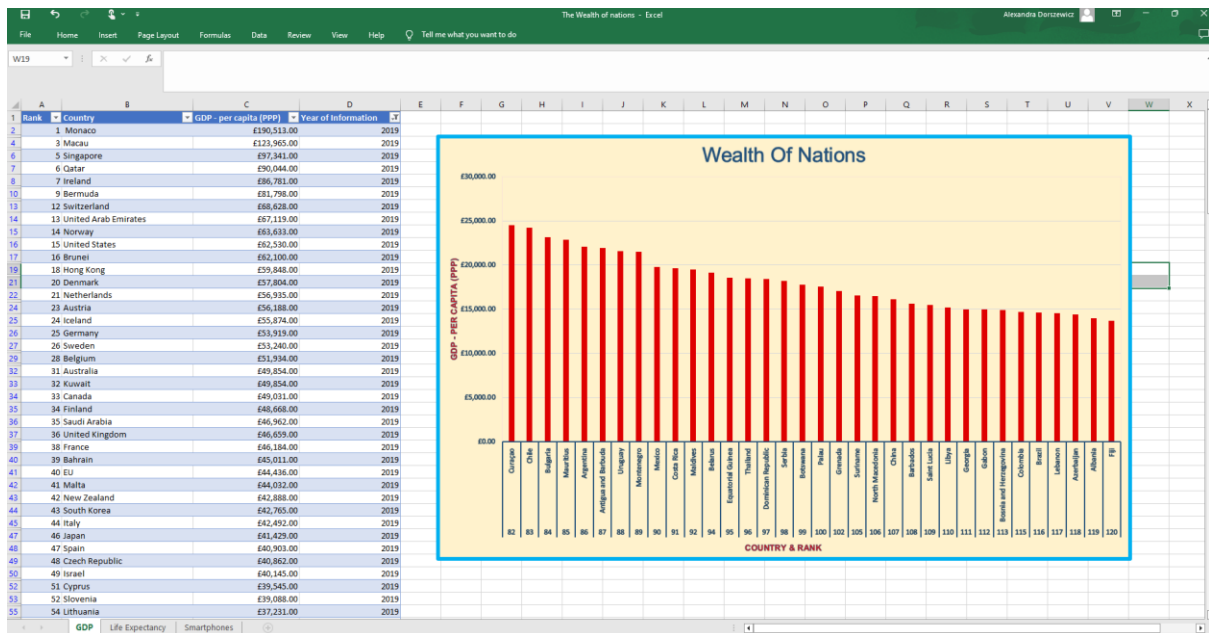
CREATE A CHART THAT WILL ONLY DISPLAY THE FOLLOWING DATA RANK , COUNTRY AND GDP



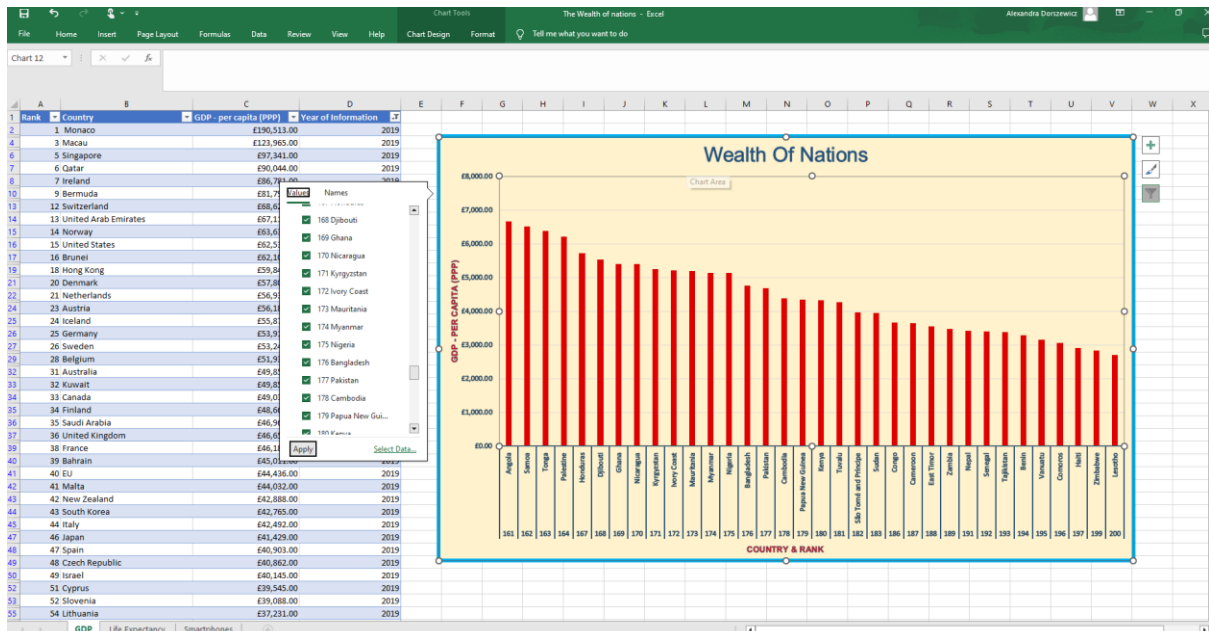
USING CREATIVE SKILLS TO EDIT A CHART



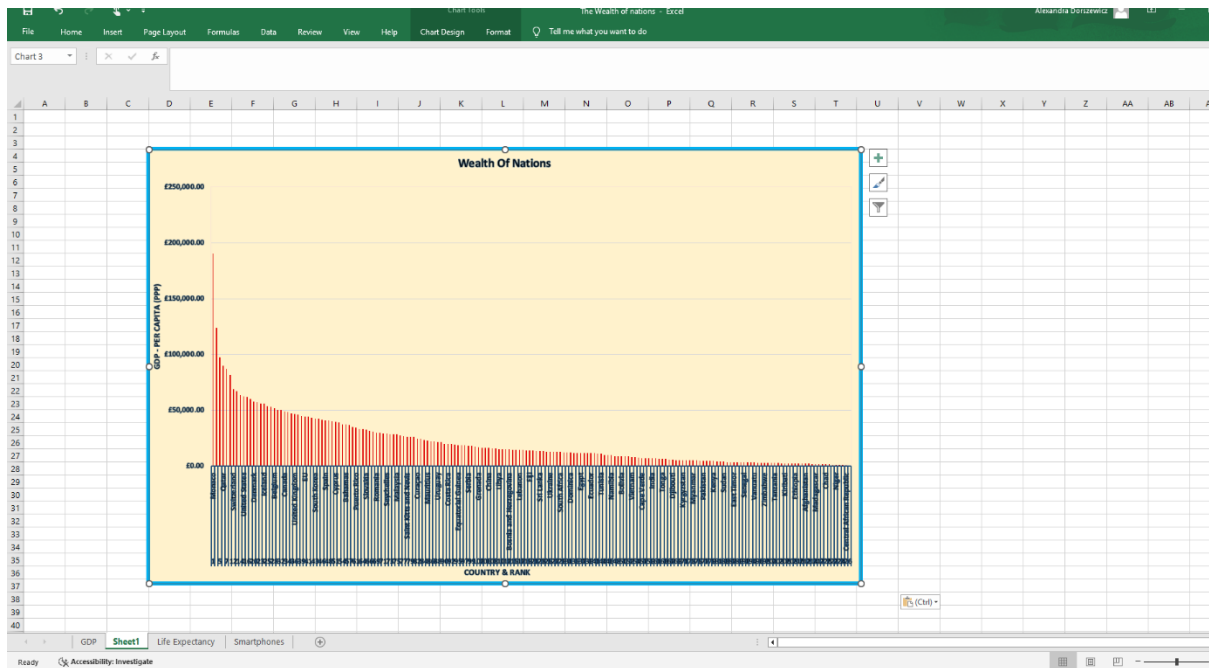
ADD X AND Y AXIS LABELS



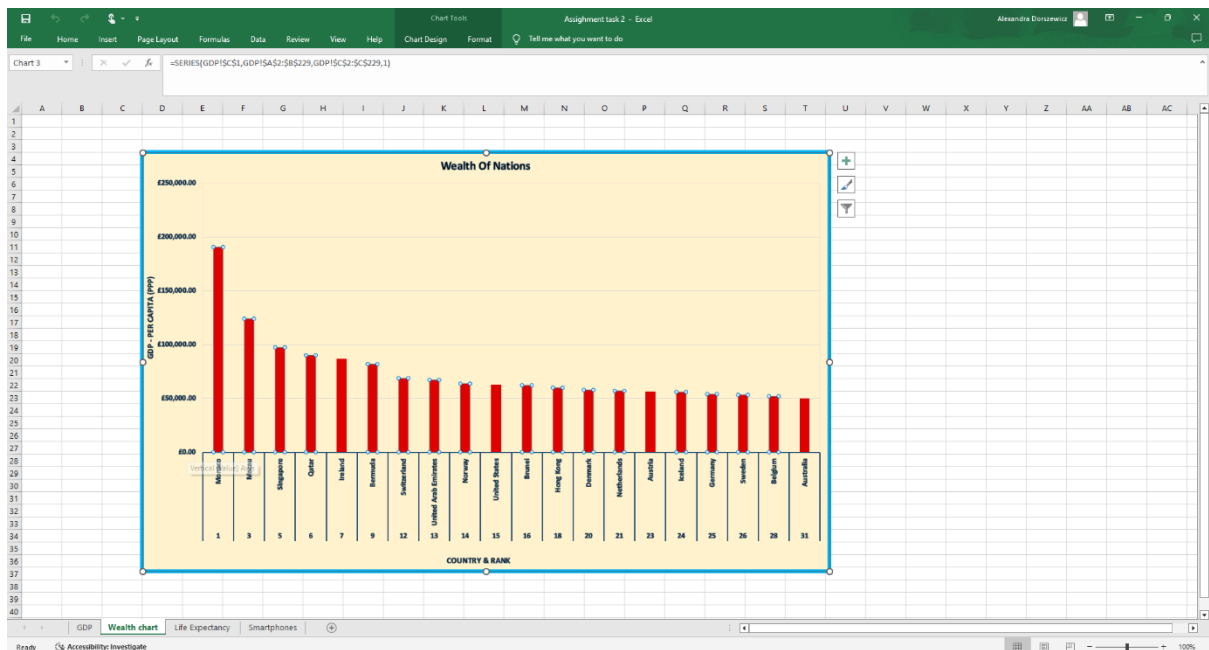
MAKE THE CHART VISUALLY PLEASING



MOVING THE CHART TO A NEW SHEET TAB



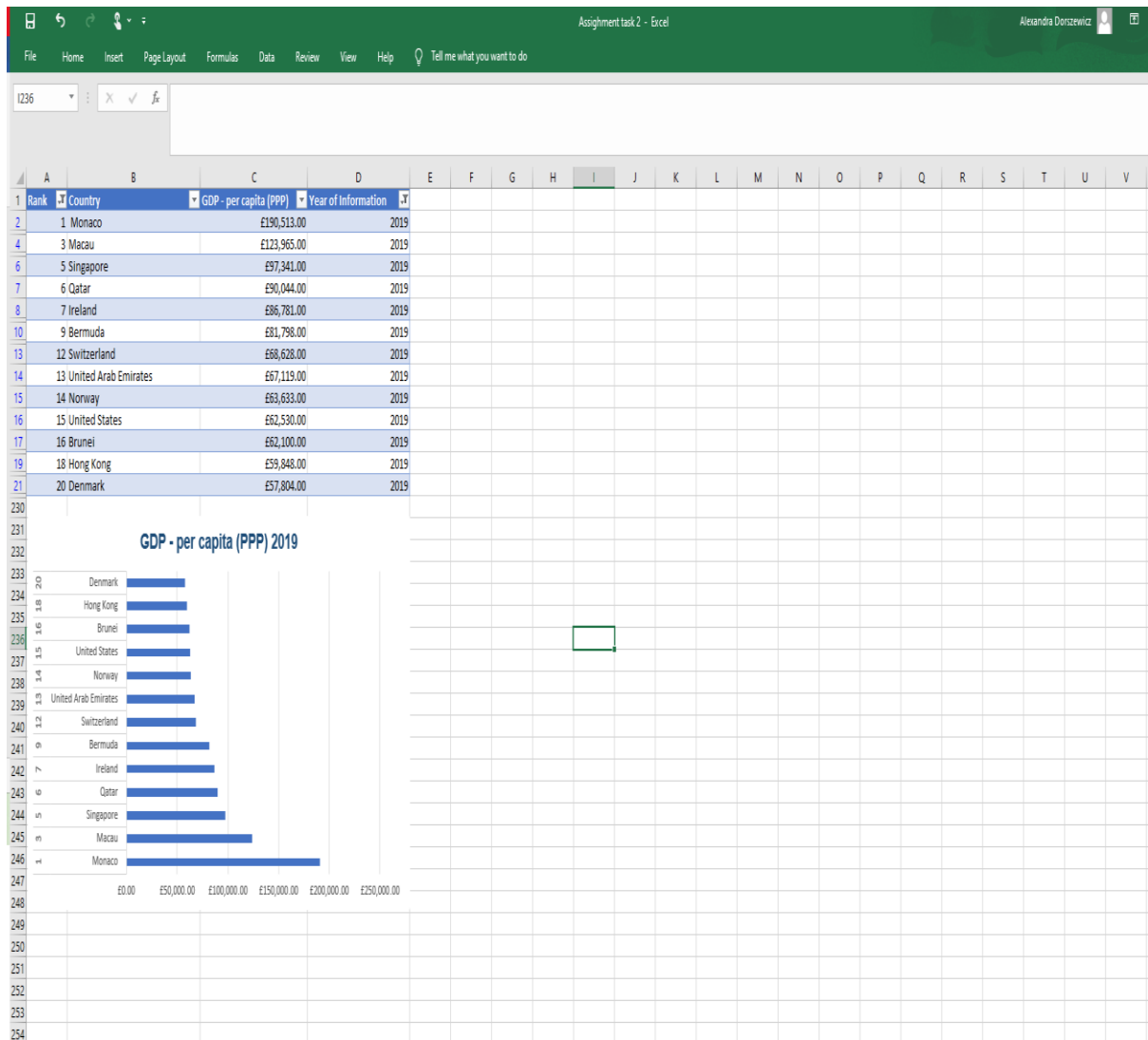
AND LABEL WITH SUITABLE NAME



CREATE A SORT FOR THE TOP 20 HIGHEST RANKING COUNTRIES

</

CREATE A NEW BAR CHART TO DISPLAY THE 20 HIGHEST RANKING COUNTRIES



COLOUR THE BACKGROUND BY HIGHLIGHTING THE AREA UNDERNEATH THE TABLE

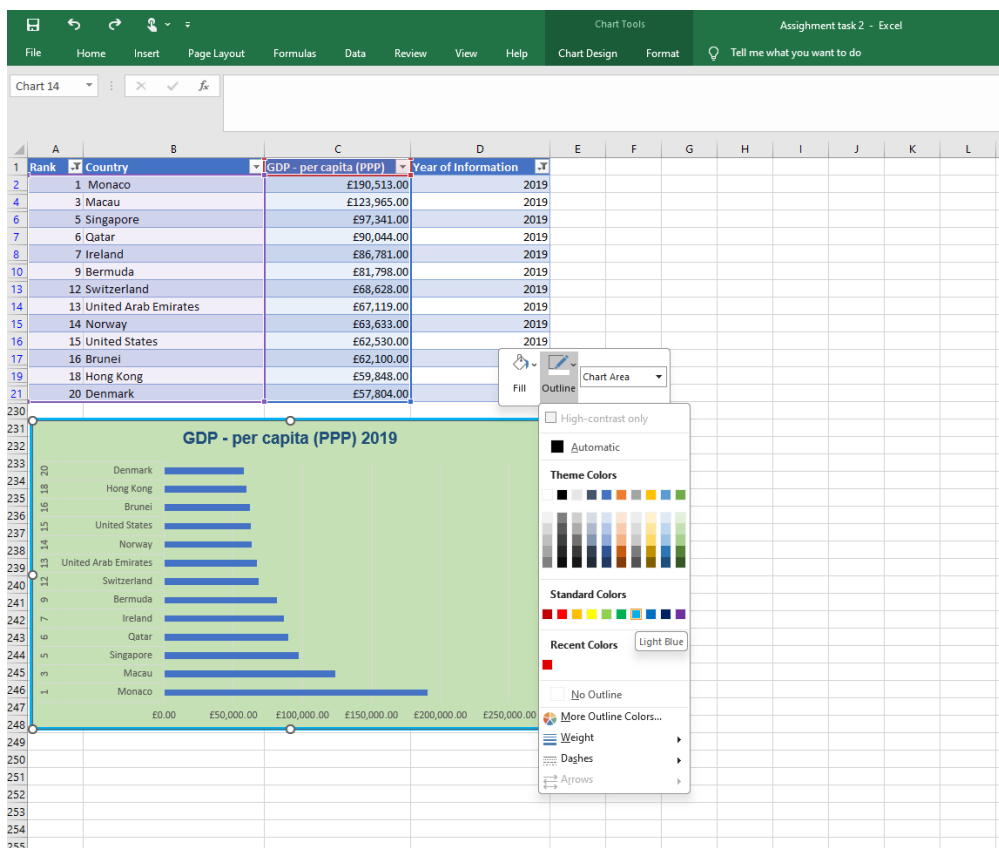
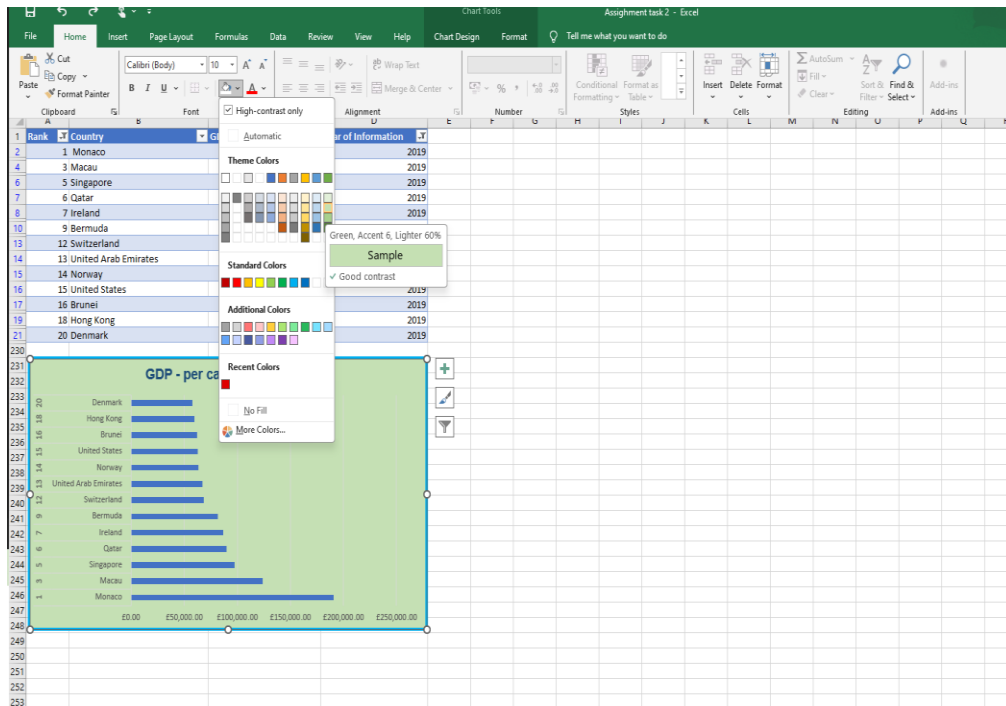
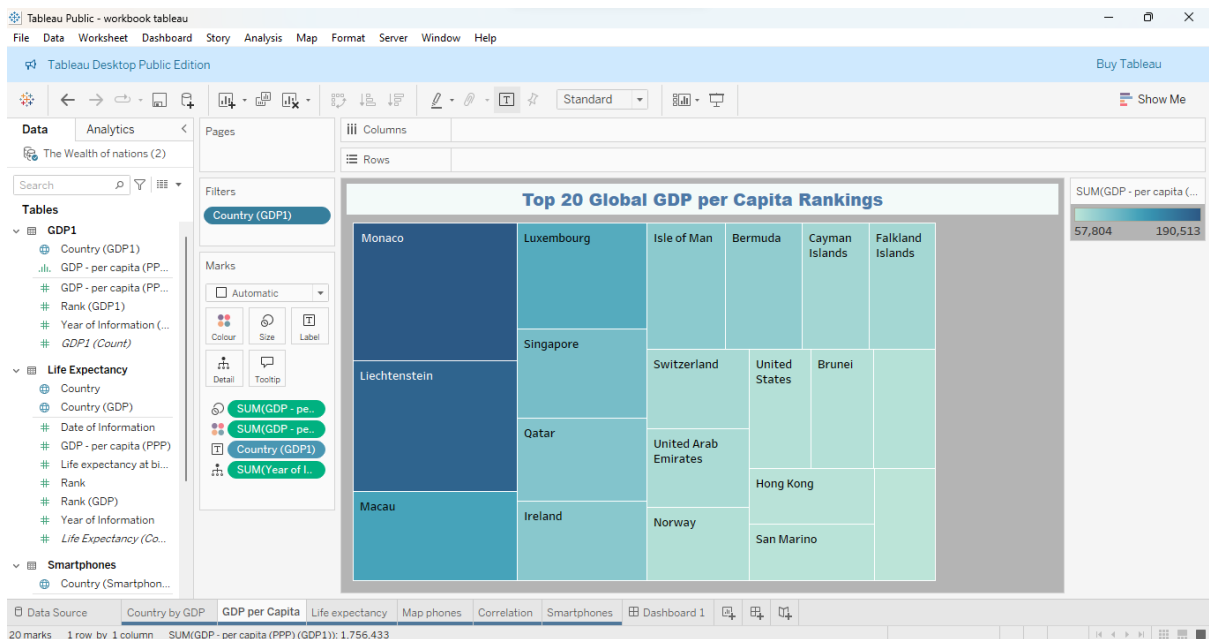
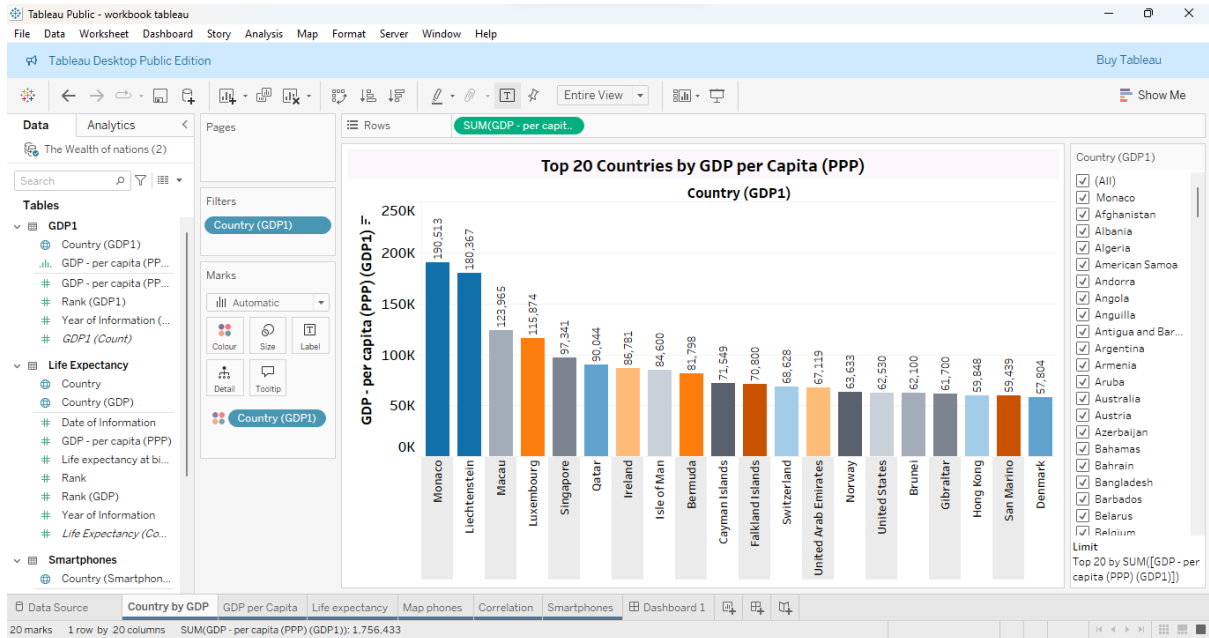
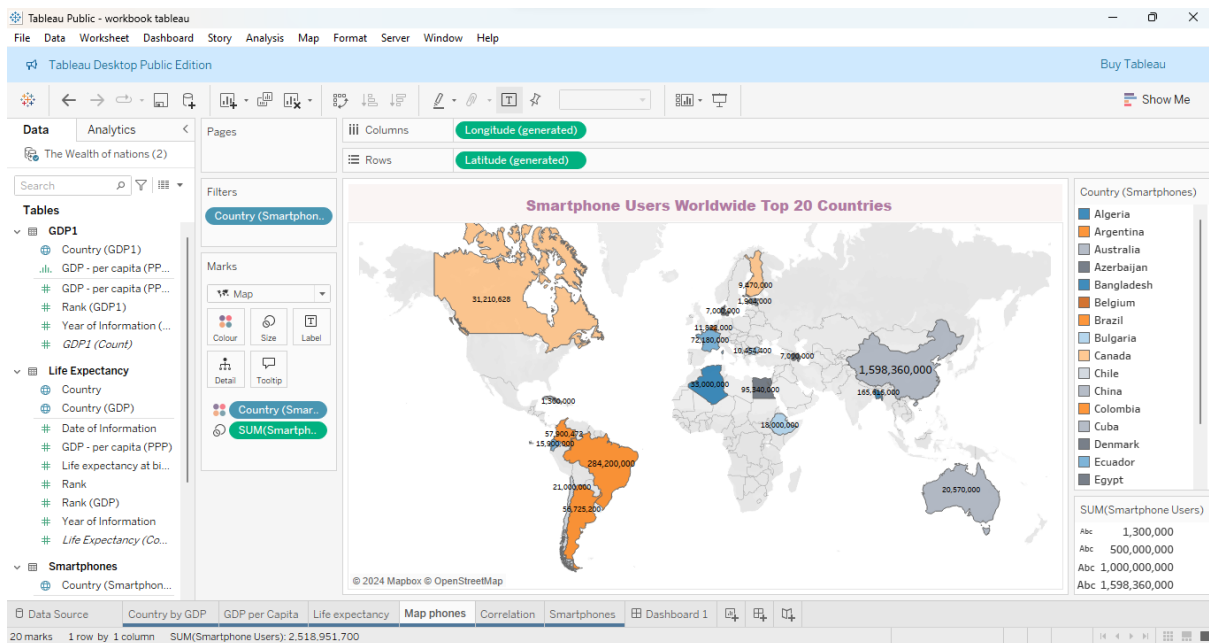


Tableau Visualisation





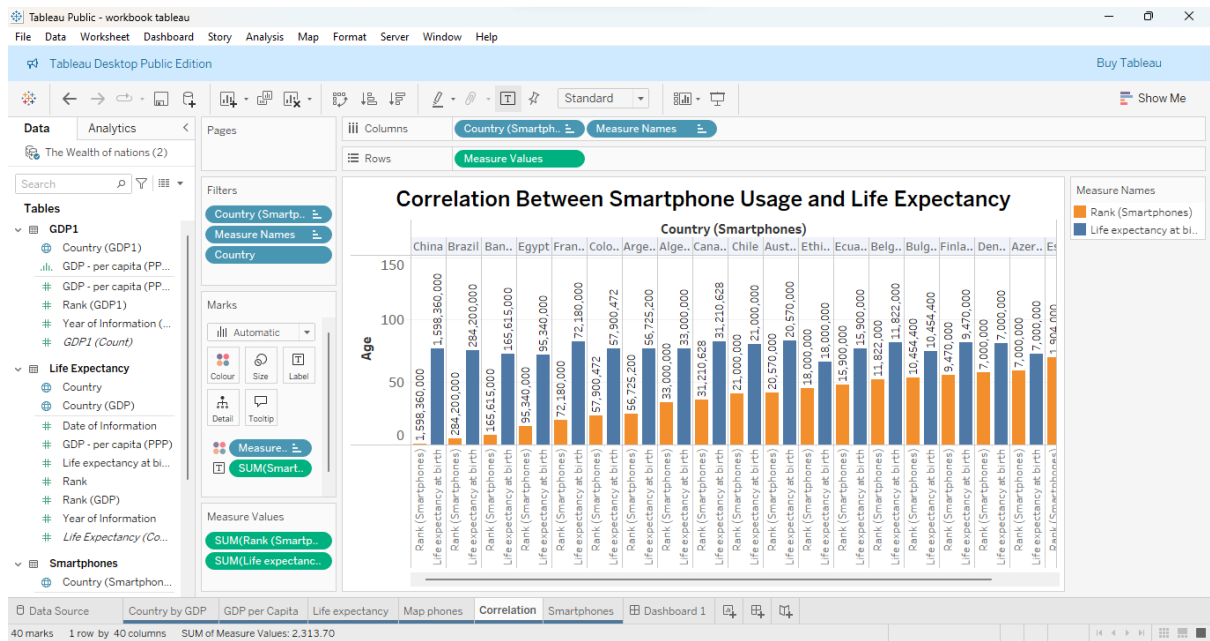
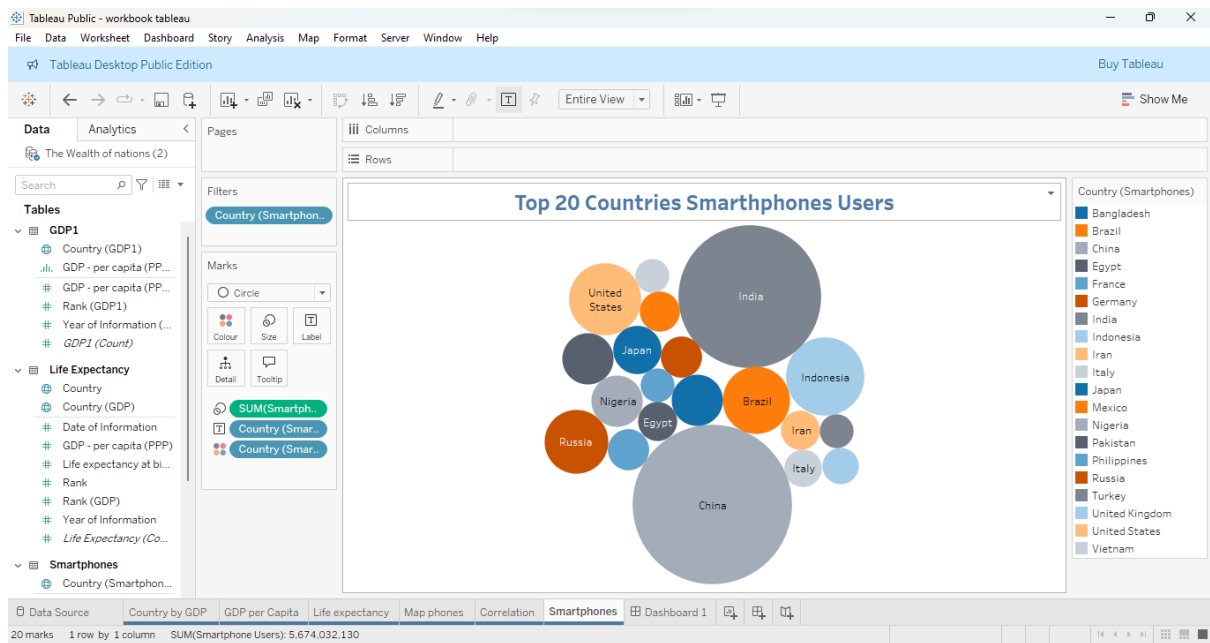
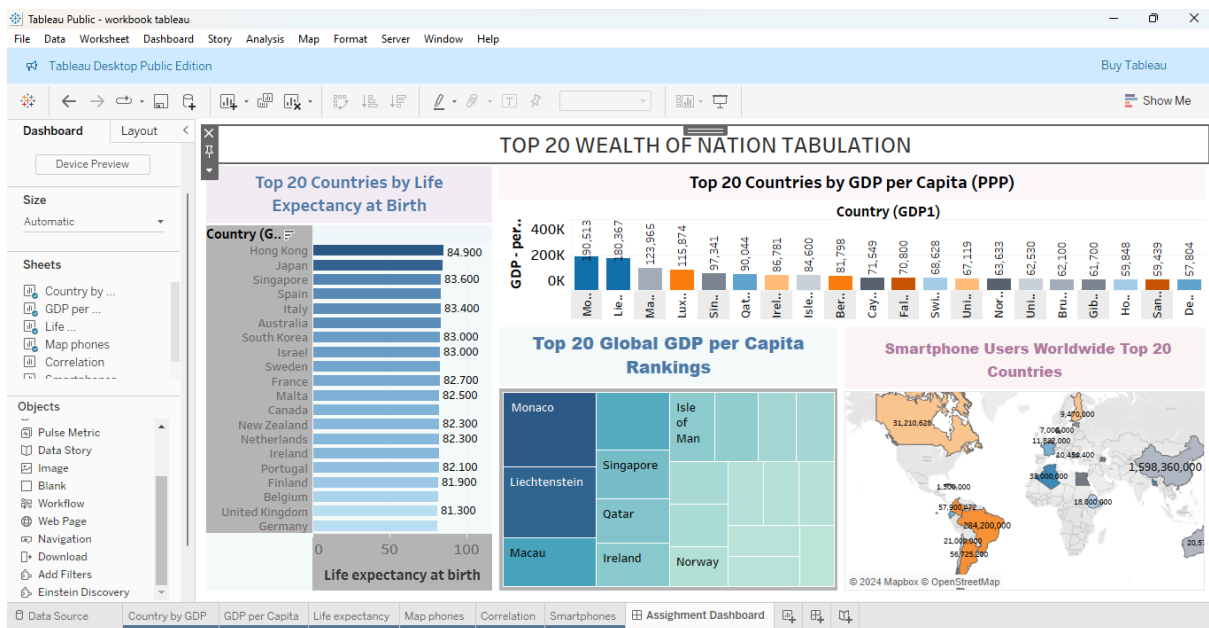
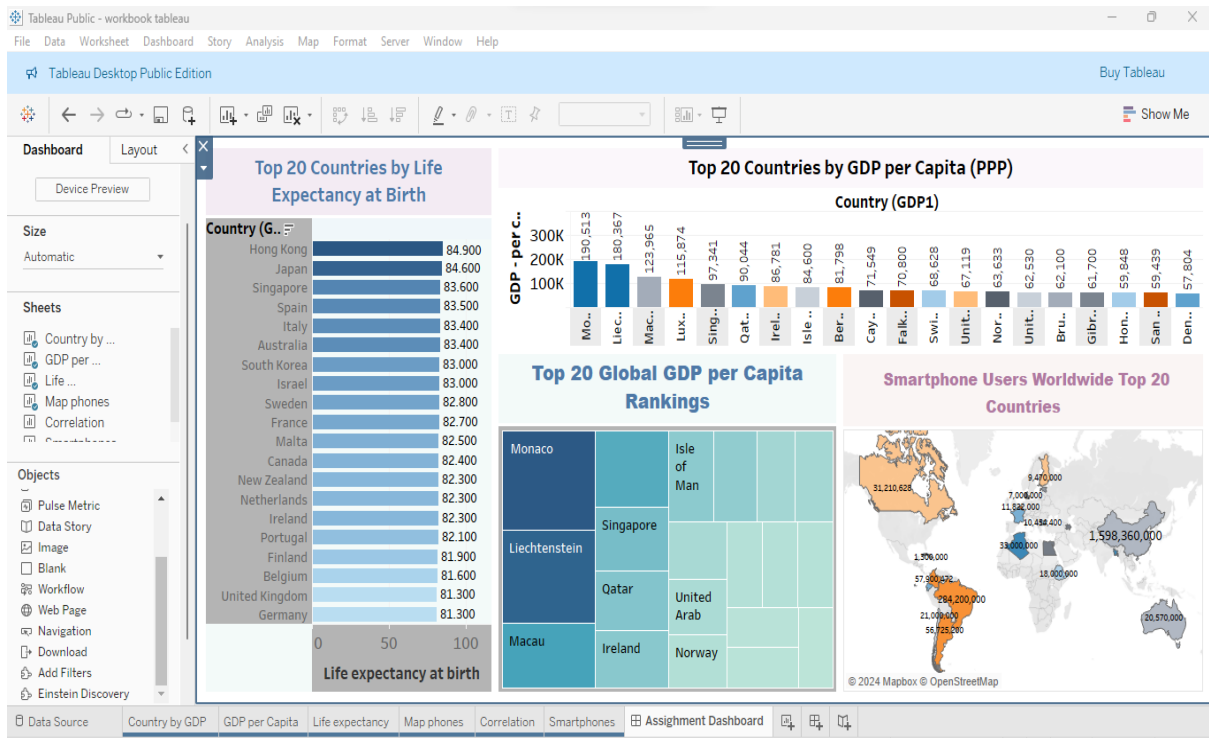


TABLEAU DASHBOARD



LINK TO MY PUBLISHED TABLEAU ASSIGNMENT DASHBOARD

https://public.tableau.com/views/workbooktableau_17297114714370/AssignmentDashboard?:language=en-GB&publish=yes&:sid=&:redirect=auth&:display_count=n&:origin=viz_share_link