

Terminology explained



- **Data Subject:** A living individual that can be identified from the data.
 - **Personal data:** - any information that relates to a living person who can be identified by that data. It may be held in different formats - on paper or electronically
 - Examples: names, addresses, dates of birth, telephone number, a picture, CCTV or audio recordings
 - **Special categories data:** - essentially sensitive personal data - may cause particular harm or distress if they are improperly used or disclosed.
 - Examples: racial or ethnic origin, political opinions, religious beliefs, membership of a trade union, physical or mental health, sexual life, as well as any genetic and biometric data that uniquely identifies an individual.

 - **Data Controller:** The data controller determines the **purposes and means** of the processing of personal data – Under GDPR, controllers cannot outsource their responsibilities to processors - rather they must ensure that contracts with processors comply with GDPR.

 - **Data Processor:** is the person/entity who processes the data - ie obtains, records, retrieves, amends, analyses, consults, uses or transfers it. Data processor processes personal data on behalf of the controller

 - **Data Protection Officer (DPO):** The Data Protection Officer (DPO) will work alongside data controllers and data processors to manage the accountability, and implement the necessary systems and controls for data protection in your organisation. The DPO's main duties are to advise about GDPR obligations, monitor compliance, and act as a first point of contact for supervisory authorities and people whose data is being processed (data subjects). It is a statutory role. A DPO is required if: **a)** you are a public body, **b)** core activities is systematic monitoring of individuals on a large scale, **c)** core activities consist of large scale of special category data or data related to criminal convictions/offences.

 - **Processing:** It is any and all of the following activities - Organising, adapting, altering, retrieving, consulting, using, disclosing, combining, erasing, destroying.

 - **Consent:** of the data subject means any **freely given, specific, informed and unambiguous** indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her
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