

GDPR Terminology Explained

Controllers - the entity that determines the purposes, conditions and means of the processing of personal data

Data Breach - A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data

Example breaches include (not exhaustive):

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration or personal data without permission
- Loss or availability of personal data

Data Protection Officer (DPO) - an expert on data privacy who works independently to ensure that an entity is adhering to the policies and procedures set forth in the GDPR

GDPR – ‘General Data Protection Regulation’. It replaces the Data Protection Act 1998

ICO – ‘Information Commissioner’s Office’ the UK’s independent body set up to uphold information rights <https://ico.org.uk/>

Identifier – personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people

Individual Rights – GDPR provides the following rights for individuals. However, some rights will be determined by the lawful basis for processing

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

Lawful Basis – the grounds on which we can process personal data. All personal data must be processed lawfully, fairly and in a transparent manner. Processing is only lawful if you have a lawful basis. There are six lawful basis you can process personal data under

Personal Data – that identifies and relates to a living person. This can include information that when put together with other information can then identify a person. For example, this could be your name, address and telephone number

Processors – the entity that processes data on behalf of the Data Controller

RoPA – ‘Record of Processing Activity’ is a log of all datasets which contains personal information that an organisation collects or processes. The RoPA also contains details of the ‘legal basis’ for holding the data, how it is processed, with whom it is shared and other details specified by the Information Commissioner’s Office (ICO).

‘Special Category’ personal information – includes genetic data, and biometric data where processed to uniquely identify an individual. This is likely to include anything that can reveal your:

- religious or philosophical beliefs
- ethnicity
- sexuality and sexual Health
- physical or mental health
- political opinion
- trade union membership
- genetic/biometric data (where used for ID purposes, such as fingerprint or face recognition)
- criminal history