

## Data Controller

A person or entity who decides the purpose for which any personal data is to be processed and the method for how that data will be processed. This can be decided by one person alone or jointly with other people.

## Data Processor

A person or entity that processes personal data on behalf of a data controller. This will include sub-contractors.

## What is personal or sensitive data?

Any information relating to a living individual who can be directly or indirectly identified from that information or from other information that is likely to be held by a data controller.

Examples of personal data and sensitive personal data are listed below.

Not Personal Data	Personal Data	Sensitive Personal Data
Address without a name	Name and address	Racial or ethnic origin
A generic email address such as info@xx.com	Personal email address	Political opinions
A receipt with date, time, last 4 digits of credit card number but no name or email address	Name and last 4 digits of credit card number	Religious beliefs
Corporate accounts with summary payroll data	Pay records with gender and age, even if without a name	Sexual preferences
Company name and website	A web cookie	Biometric information (such as fingerprints)

## Data Protection Officer

A formal role required for certain categories of data controllers, with responsibility for advising on, monitoring internal compliance with and assisting in the implementation of data protection regulations within a business.

## Profiling

Any form of automated processing of personal data in order to evaluate certain personal aspects relating to a living individual, such as for analysis or prediction purposes.

## Processing

Any operation or set of operations which is performed on personal data or on sets of personal data, such as collection, recording, organisation, structuring, storage, adaptation, restriction, erasure or destruction.

## **Consent**

Any freely given, specific, informed and unambiguous indication of an individual'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.

## **Pseudonymisation**

The processing of personal data in such a manner that the personal data can no longer be attributed to a specific individual without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the personal data are not attributed to an identified or identifiable living individual.

## **Personal data breach**

A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.