

GLOSSARY

Controller

This is the natural or legal person who determines the purposes and means of the processing of personal data. This can be determined by one person or jointly with others.

Processor

This is the natural or legal person which processes data on behalf of the Controller and includes IT service providers (many of which are among our clients).

What is personal or sensitive data?

The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

The GDPR refers to sensitive personal data as "special categories of personal data".

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@helpIT.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

Data Protection Officer

A Data Protection Officer is the officer in charge of overseeing data protection strategy and implementation to ensure compliance with GDPR requirements.

Profiling

Profiling means automated processing of personal data for evaluation, analysis or prediction.

Processing

Processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

Consent

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.

Pseudonymisation

Pseudonymisation means the processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject 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 natural person

Personal data breach

Personal data breach means 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