

GDPR DEFINITIONS

Controller	A controller determines the purposes and the means of the processing of personal data. It has the power to make high-level decisions about how and why the personal data can be used. It determines matters such as, the content of the data to be collected and used, who it will be collected about and when it will be disclosed and to whom.
Data Subjects	The individuals to whom the Personal Data relates, such as employees or job applicants, customers or suppliers.
European Economic Area (EEA)	The member countries of the European Union plus Norway, Iceland and Lichtenstein.
European Union	The member countries of the European Union are listed on this link: https://europa.eu/european-union/about-eu/countries_en
ICO	Information Commissioner's Office – the data protection regulator in the UK.
Information Asset	A piece or body of information (regardless of the form it takes, i.e. paper, electronic records or correspondence, photographs, CD/DVDs, CCTV etc.) such as an employee record, a customer list, or a financial report that is processed by or on behalf of the Company.
GDPR	The General Data Protection Regulation (EU) 2016/679
Personal Data	Any information relating to an identified or identifiable individual. An identifiable individual is one who can be identified either directly from data, or indirectly, either on its own or together with other data which is in, or may come into, the Controller or Processor's possession. For example by reference to a name, identification number, location data, IP address, online identifier or to other factors such as physical or economic factors. This term will include any data that can be used to learn, record or decide something about an 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.
Process or Processing	Any operation or set of operations carried out in relation to personal data, such as collecting, storing, disclosing, amending and deleting. Processing is widely defined and will in effect cover any activity involving personal data, for example, storing CVs, updating employee, customer or supplier records, monitoring employees' internet use or operating a CCTV system which captures Data Subjects' behaviour, etc.
Processor	A processor merely processes the personal data on behalf of the Controller. It is not able to make high-level decisions about how and why the data will be used.
Records of Processing Activities	The records of processing activities required to be created and maintained by the Company under Article 30 of the GDPR.
Special Categories of Personal Data	Personal data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life/sexual orientation, genetic data or biometric data for the purpose of uniquely identifying a natural person.
Supervisory Authority	The regulatory authority responsible for enforcing data protection laws in a particular Member State.