Definitions

Included below are definitions used in our policy and that are documented in the following sources.

Art. 4 GDPR Definitions: https://gdpr-info.eu/art-4-gdpr/

General Definitions

Data controller

means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law;

Data processor

means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller;

Data subject

Natural person

Processing

Any operation or set of operations which is performed on personal data or on sets of personal data, whether 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.

Authorised Individuals including Third parties

A natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

Responsibility

The Controller's responsibility to implement appropriate technical and organisational measures to ensure compliance with **GDPR**.

GDPR

The General Data Protection Regulation.

Physical Data
Data stored on a physical medium (e.g. Paper)

Digital Data
Data stored electronically (e.g. on Computer, Phone, Online or Cloud)

Categories of Data

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

This definition provides for a wide range of 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.

The GDPR applies to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria. This could include chronologically ordered sets of manual records containing personal data.

Personal data that has been pseudonymised – e.g. key-coded – can fall within the scope of the GDPR depending on how difficult it is to attribute the pseudonym to an individual.

Sensitive and Special categories personal data
The GDPR refers to sensitive personal data as "special categories of personal data" (see Article 9).

The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual.

Personal data relating to criminal convictions and offences are not included, but similar extra safeguards apply to its processing (see Article 10 of the regulation).

Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.