



General Data Protection Regulations: Jargon Buster

Term	Definition
Personal data	<p>The General Data Protection Regulation (GDPR) only applies to organisations' use of personal data. This is any information relating to an identified, or identifiable, person.</p> <p>This may include information such as the person's:</p> <ul style="list-style-type: none">• Name• Contact details• Identification number• Online identifier, such as a username <p>It may also include anything relating to the person's physical and mental health, genetics, finances, or their physiological, cultural, or social identity.</p>
Special categories of personal data	<p>Personal data which is more sensitive and so needs more protection. It includes information about a person's:</p> <ul style="list-style-type: none">• Racial or ethnic origin• Political opinions• Religious or philosophical beliefs• Trade union membership• Genetic information• Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes• Health – physical or mental• Sex life or sexual orientation
Processing	<p>Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying.</p> <p>Processing can be automated or manual.</p>
Data subject	<p>The person whose personal data is held or processed (e.g. all your pupils and staff will be data subjects).</p>
Data controller	<p>A person or organisation that determines how and why personal data is processed (e.g. your school).</p>
Data processor	<p>An external person or organisation, who is not employed by your school, who processes the personal data on your school's behalf (e.g. your payroll provider, an external careers advice service, or your parental communications provider).</p>
Data protection officer	<p>The person in your school, or an external data protection adviser, who takes responsibility for monitoring data protection compliance.</p>
Data breach	<p>A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.</p>
Lawful bases	<p>There are 6 'lawful bases' (or reasons) that you can use to justify why you need to process person data. You only need to meet one of them.</p> <p>So, you can process data as long as:</p>



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	<ul style="list-style-type: none">• It helps you fulfil a contract with the person - e.g. to fulfil your obligations to staff under an employment contract• You need to do it to comply the law - e.g. the law requires schools to pass certain information to the Department for Education• It will protect someone's 'vital interests' - e.g. to save as someone's life• It helps you to carry out your official functions or a task in the public interest - e.g. schools must process most of their data in order to function as a school• You have the express consent of the person - e.g. they have said they want to receive fundraising communications from your school's alumni network• You have legitimate interests in the data - e.g. if you are a private-sector organisation with a genuine and legitimate reason for using someone's data, unless it's outweighed by harm to the person's rights (schools are unlikely to use this one)
Pseudonymisation	<p>This new term refers to the technique of processing personal data in such a way that it can no longer be attributed to a particular data subject without cross referencing it with further information. The further information must be kept separate and subject to security measures to ensure the data subject cannot be identified.</p> <p>Pseudonymisation is still a form of personal data but the GDPR promotes its use in certain circumstances to enhance privacy.</p>
Data Protection Audits	<p>Schools will review and document the personal data they hold, identify the source and who it is shared with.</p> <p>This exercise is commonly called a Data Protection Audit.</p> <p>The Data Protection Audit maps flows of personal data in and out of the school and measures the degree to which the school complies with the law and identifies any areas that need attention.</p>
Data Protection Policy Review	<p>All schools regularly review all their policies.</p> <p>Data Protection policies for pupils and parents are used to explain an individual's legal rights and how those rights can be exercised.</p> <p>Policies are made available in the school website.</p>
Data Protection Training	<p>Schools continue to be required to take steps to keep personal data secure and to use staff data protection training to ensure all staff know how to do this.</p> <p>New staff will receive data protection training before they have access to personal data and all existing staff will receive regular and refresher training.</p>