Glossary of Key Terms

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| Term | **Definitions** |
| UK GDPR | UK General Data Protection Regulation |
| DPA | Data Protection Act 2018 |
| ICO | The Information Commissioner’s Office: the UK authority responsible for the protection of personal data and privacy. The ICO is the UK’s supervisory authority for GDPR purposes. |
| Data controller | The individual/s who determine how and why personal data is processed. An organisation with employees will normally be a data controller. |
| Data processor | The individual/s who act on the data controller’s behalf by processing personal data, e.g. a third-party HR or Payroll provider such as EPM. A data processor will be a data processor in relation to its own employees and customers’ employee data. |
| Data subject | The individual who is the subject of personal data e.g., employees, former employees or job applicants. |
| **Personal data** | Data relating to a living individual who can be identified from that data or from that data and other information which is in the possession of, or is likely to come into the possession of, the data controller.Any data may be personal data. It doesn’t need to be held in a ‘relevant filing system’ to be deemed as this. |
| Special categories of personal data(a broader definition which replaces ‘sensitive personal data’ under the DPA) | Personal data relating to racial or ethnic origin, political opinions, religious or philosophical belief, trade union membership, physical or mental health condition, genetics, biometrics, sexual life, sexual orientation and criminal offences. This data must be treated with greater care as its likely to be of a private nature and information about these matters could be used in a discriminatory way. |
| Processing | Any handling of the data. This includes holding, recording, sending, analysing, using or destroying information or data. |