GDPR jargon buster

Term	Definition
Data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.
Data controller	A person or organisation that determines how and why personal data is processed (**e.g your school**).
Data processor	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).
Data protection officer	The person in your school, or an external data protection adviser, who takes responsibility for monitoring data protection compliance.
Data subject	The person whose personal data is held or processed (e.g. all your pupils and staff will be data subjects).
Lawful bases	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 the conditions. • Public Task/Performance of a public interest task • Legal Obligation • Fulfilling a contract • Vital interests • Legitimate interests • Consent
Personal data	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. This may include information such as the person's: • Name • Contact details • Identification number • Online identifier, such as a username It may also include anything relating to the person's physical and mental health, genetics, finances, or their physiological, cultural, or social identity.

Processing	Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying. Processing can be automated or manual.
Special categories of personal data	Personal data which is more sensitive and so needs more protection. It includes information about a person's: • 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 It also includes information that **reveals** any of the above characteristics of an individual, according to Forbes Solicitors. For example: • The name and gender of a person's spouse would reveal the person's sexual orientation • A photograph could reveal some of the above characteristics of a person