

GDPR compliance

Glossary of Terms

March 2018

Control Sheet: GDPR Glossary of Terms			
Reference:	n/a		
Date produced:	27 March 2018	Status:	Final
Valid until:	Revisions to current GDPR guidance; Annual Review from 1 March 2019		
Short description/ notes:	With implementation of GDPR from May 2018, HLT has developed a framework of 8 Key Tasks for schools to complete to ensure your compliance. This Glossary of Terms sits with other resources available from HLT to support GDPR implementation in Hackney Schools.		
Restrictions on use:	<ol style="list-style-type: none"> 1. For internal use within Hackney Learning Trust and London Borough of Hackney maintained schools, academies & free schools. 2. Do not distribute without permission from the person authorising use. 		
Reporting cycle:	Updated as new guidance becomes available		
Next report due:	TBC		
Report location:	<ul style="list-style-type: none"> ▪ Strategy, Policy & Governance networked folders - 00-1 Intro to GDPR Glossary FINAL 180327 ▪ Services for Schools website 		
Supplied by:	Sean O'Regan	Role:	DPA & FOI Officer
Checked by:	Hilary Smith	Role:	Head of Strategy, Policy & Governance
Authorised for use by:	Frank O'Donoghue	Role:	Head of Business Services
Updates in this briefing are included for the following areas of the data matrix:			
N/a at this point			

Term / Abbreviation	Definition
DPO	Data Protection Officer
IAR	Information Asset Register
ICO	Information Commissioner's Office
Data Breach	If records of personal data gets into the wrong hands for any reason, or is accidentally destroyed.
Data Controller	A person who (either alone or jointly or in common with other persons) determines the purposes for which, and the manner in which, any personal data are, or are to be, processed
Data Processor	In relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.
Data Processing Activity	Anything you do with the personal data you hold – from the things you do as public tasks or to meet legal requirements to simply holding or sharing the data.
Data Protection Impact Assessment (DPIA)	This is a process to consider the implications of any changes you may introduce on the privacy of the Data Subjects and the security of their data. This is sometimes referred to as 'Privacy by Design', i.e. thinking about data protection at the start of, and throughout, any decision making process that affects how you use personal data.
Data Retention	How long you need to keep personal data.
Data Subject	Individual who is the subject of personal data, i.e. who it is about
Lawful Basis for Processing	These are the specific reasons, set out in the GDPR, for which you can process personal data. There is one list for personal data (Article 6) and another list for processing special category data (Article 9).
Personal Data	Data which relates to a living individual who can be identified. See Special Category Data.
Privacy Notice	This is a document that explains to the people about whom you hold data what you are doing with it and why. It should also explain your legal basis for doing so and set out what rights they have with regard to what you are doing with their personal data.
Special Category Data (previously known as Sensitive Personal Data)	Specific information about an individual that includes ethnic background; political opinions; religious beliefs; health; sexual health; criminal records
Subject Access Request	When a Data Subject requests access to the records you hold about them.