

GDPR LANGUAGE & TERMINOLOGY



A quick reference guide to key GDPR terms every education setting should understand.

TERM		DESCRIPTION
	ROPA	Record of Processing Activities. A register of how personal data is collected, used, stored and shared.
	Data Breach	A breach of security leading to accidental or unlawful loss, alteration, unauthorised disclosure, or access to personal data.
	Data Controller	The organisation that decides why and how personal data is processed. E.g. a school in most cases.
	Data Processor	A third party that processes personal data on behalf of the controller. E.g. payroll provider, cloud storage provider.
	Data Subject	The individual to whom the personal data relates. E.g. a pupil, parent or staff member.
	Personal Data	Any information relating to an identified or identifiable natural person. E.g. name, address, photo, email.
	Special Category Data	Sensitive personal data requiring extra protection. E.g. health, ethnicity, religious beliefs.
	Joint Controller	Where two or more organisations jointly decide the purpose and means of processing personal data.
	Lawful Basis	The legal reason for processing personal data. E.g. consent, legal obligation, legitimate interests.
	Data Protection Impact Assessment (DPIA)	An assessment to identify and minimise risks to people's privacy when processing personal data.
	Subject Access Request (SAR)	A request from an individual for a copy of their personal data and information about how it is used.
	Data Retention	How long personal data is kept and when it is securely deleted or destroyed.



GOOD TO KNOW

GDPR is about protecting the rights and freedoms of individuals and keeping their data safe.

USEFUL LINKS



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