



DEFINITIONS USED IN GDPR, DATA PROTECTION POLICY AND PRIVACY NOTICES

Breach – a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed. There are reporting obligations to the supervisory authority (ICO) and where the breach is likely to adversely affect the personal data or privacy of the data subject.

Child – the GDPR 2018 defines a child as anyone under the age of 13 years old. The processing of personal data of a child is only lawful if parental consent has been obtained.

College – City College Plymouth.

Consent – means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data.

Controller – any entity (e.g. company, organisation or person) which, alone or jointly with others, determines the purposes and the means of the processing of personal data. City College Plymouth is a data controller.

Data – any information relating to an identifiable person. The data can be processed either by computerised /automated systems or is recorded with the intention of using the information as such data. Data includes information kept by way of a relevant filing system eg paper/manual records.

Data Protection Laws – The General Data Protection Regulation (Regulation (EU) 2016/679) and all applicable laws relating to the collection and use of Personal Data and privacy and any applicable codes of practice issued by a regulator including in the UK, the Data Protection Act 2018.

Data subject – any living individual who is the subject of personal data held by an organisation.

DPIA- Data Protection Impact Assessment – a risk assessment of the data used by the College where a new product/service or process is introduced.

DPO – Data Protection Officer. The College has appointed a data protection officer who is the initial point of contact for all data protection issues and requests to exercise rights relating to data.

EEA – European Economic Area. This includes Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

Explicit consent – consent obtained for the processing of specified personal data for a particular purpose.

GDPR – General Data Protection Regulation (EU 2016/679) . This is an EU regulation enacted in UK law as the Data Protection Act 2018.

ICO – the Information Commissioner’s Office, the UK’s data protection regulator.

Individual – a living individual who can be identified, *directly or indirectly*, from information that the College has. For example, an individual could be identified directly by name, or indirectly by gender, job role and office location if you can use this information to work out who they are. Individuals include employees, students, parents, visitors and potential students. Individuals also include partnerships and sole traders.

Personal Data – any information about an individual which identifies them or allows them to be identified. Personal data is defined broadly and covers things such as name, address, email address, IP address and also more sensitive types of data such as trade union membership, genetic data and religious beliefs. These more sensitive types of data are called “Special Categories of Personal Data” and are defined below. Special Categories of Personal Data are given extra protection by Data Protection Laws.

Processing – almost anything which is done with or to the data, including collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Processor – any entity (e.g. company, organisation or person) which accesses or uses Personal Data on the instruction of a Controller. A Processor is a third party that processes Personal Data on behalf of a Controller. This is usually as a result of the outsourcing of a service by the Controller or the provision of services by the Processor which involve access to or use of Personal Data. Examples include: where software support for a system, which contains Personal Data, is provided by someone outside the organisation; cloud arrangements; and mail fulfilment services.

Special Category Data – Personal Data which reveals:

- a person’s racial or ethnic origin
- political opinions religious or philosophical beliefs

- trade union membership
- genetic data (i.e. information about their inherited or acquired genetic characteristics), biometric data (i.e. information about their physical, physiological or behavioural characteristics such as facial images and fingerprints)
- physical or mental health
- sex life or sexual orientation
- criminal offence/conviction records.

Special Categories of Personal Data are subject to additional controls in comparison to ordinary Personal Data. Special category data was previously known as “sensitive” data.

Staff – any College employee, worker or contractor who accesses any of the College’s Personal Data and will include employees, consultants, contractors, Governors, volunteers and temporary personnel hired to work on behalf of the College.

Third party – a natural or legal person, public authority, agency or body other than the data subject, controller ,processor and persons who, under the direct authority of the controller or processor, are authorised to process data.

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