

GENERAL DATA PROTECTION REGULATIONS

GLOSSARY OF TERMS

Term	Definition
Automated Decision Making	When a decision is made which is based solely on automated processing (including profiling) which produces legal effects of significantly affects and individual. The GDPR prohibits automated decision making (unless certain conditions are met), but not automated processing.
Consent	Agreements, which must be freely given, specific, informed and be an unambiguous indication of the data subject's wishes by which they, by a statement or by a clear positive action, which signifies agreement to the processing of personal data relating to them.
Data Controllers	The natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data. It is responsible for establishing practices and policies in line with the GDPR. The Academy is the Data Controller of all personal data relating to its students, parents/carers and staff.
Data Subject	A living, identified or identifiable individual about whom we hold personal data. Data Subjects may be nationals or residents of any country and may have legal rights regarding their personal data.
Data Privacy Impact Assessment (DPIA)	Tools and assessments used to identify and reduce risks of a data processing activity. DPIA can be carried out as part of Privacy by Design and should be conducted for all major systems or business change programs involving the processing of personal data.
Data Protection Officer (DPO)	The person required to be appointed in public authorities under the GDPR.
Data Processor	A natural or legal person, public authority, agency or other body which processes personal data on behalf of the data controller.
EEA	The 28 countries in the EU, and Iceland, Liechtenstein and Norway.
Explicit Consent	Consent which requires a very clear and specific statement (not just an action).
General Data Protection Regulation (GDPR)	General Data Protection Regulation ((EU) 2016/679). Personal data is subject to the legal safeguards specified in the GDPR.
Personal Data	Any information relating to an identified or identifiable natural person (a data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location

	<p>data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.</p> <p>Personal data includes sensitive personal data and pseudonymised personal data, but excludes anonymous data or data that has had the identity of an individual permanently removed. Personal data can be factual (for example; a name, email address, location or date of birth) or an opinion about that person's actions or behavior.</p>
Personal Data 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.
Privacy Notices	<p>Notices setting out information that may be provided to Data Subjects when the Academy collects information about them.</p> <p>These notices may take the form of general privacy statements applicable to a specific group of individuals (for example – employees) or they may be stand-alone privacy statements covering processing related to a specific purpose.</p>
Processing	Anything done with personal data, such as; collection, recording, structuring, storage, adaptation or alteration, retrieval, use, disclosure, dissemination or otherwise making available, restriction, erasure or destruction.
Pseudonymisation of Pseudonymised	Replacing information that directly or indirectly identifies an individual with one or more artificial identifiers or pseudonyms, so that the person, to whom the data relates, cannot be identified without the use of additional information which is meant to be kept separately and secure.
Sensitive Personal data	Information revealing racial or ethnic origins, political opinions, religious or similar beliefs, trade union membership, physical or mental health conditions, sexual life, sexual orientation, biometric or genetic data, and personal data relation to criminal offences and convictions.
Workforce	Includes, any individual employed by the Academy such as staff and those who volunteer in any capacity including Governors and parent helpers.