

# Kenwyn Parish Council

## GDPR Jargon and Acronym Buster

GDPR	General Data Protection Regulations. The new law on data protection which comes into effect on 25 <sup>th</sup> May 2018
DPA	Data Protection Act
ICO	Information Commissioner's Office. The body which is overseeing the changes and ensuring that they are complied with
Personal data	Information about a living individual which can be used to identify them, for example name, address, email address, photo, IP address and cookie records
Data processing	Using personal data, for example obtaining, recording, adapting or storing
Data subject	The person whose personal data is being used
Data controller	The person or organisation which decides how and why data is collected. For the purposes of GDPR the town or parish council is the data controller.
Data processor	The people using the data. For town and parish councillors the staff/officers are the data processors
DPO	Data Protection Officer. Councils will need to appoint a DPO who will report to the Council and must be informed of all data protection issues within the council.
Privacy notice	A document produced by the data controller explaining to an individual how their data will be used and what rights they have. Privacy notices must clear, plain language which is easy to understand.
Consent	A form that individuals sign to give their express consent for the Council to hold their personal data.

SAR	Subject Access Request. The right for a person to ask what personal data is being held and how it is being used.
DPIA	Data Privacy Impact Assessment and risk assesment. Carried out to asses the security of personal information held in hardcopy and electronically. This can include CCTV. A DPIA will explain how and why the data is being collected and identify any risks to the safety of the personal data and the rights of the individual.