



| GDPR Definitions

Author: Kate Buitendach

Owner: Lisa Whitear

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INTRODUCTION

Reference document for all suppliers to aid response to GDPR-related questions and conclude level of data processing

1. Processing of Personal Data

In relation to Personal Data, means any operation or set of operations which is performed on personal data or on sets of personal data (whether or not by automated means):

- Collection
- Recording
- Organisation
- Structuring
- Storage
- Alteration
- Retrieval
- Consultation
- Use
- Disclosure
- Dissemination
- Restriction
- Erasure
- Destruction

2. Personal Data

Information that could directly or indirectly reveal a person's identity.

1. **Definition:** Personal data must relate to an individual and allow their identification.
2. **Automated and Non-Automated Processing:** The GDPR covers personal data processed both by automated means (such as electronic information) and in a non-automated manner forming part of a 'filing system' (such as manual records).
3. **Identifiability Factors:**
 - **Direct Identifiability:** Some information directly identifies an individual (e.g., a full name).
 - **Indirect Identifiability:** Other information indirectly identifies a person (e.g., through a combination of factors).

3. Special Category Personal Data

- **Racial or ethnic origin:** personal data revealing **racial or ethnic origin** ethnicity, race, religion, culture, background, political views, sexual orientation;
- **Political opinions:** personal data revealing **political opinions**;
- **Religious or philosophical beliefs:** personal data revealing **religious or philosophical beliefs**;
- **Trade union membership:** personal data revealing **trade union membership**;
- **Genetic data:** DNA and RNA analysis, chromosomal information;
- **Biometric data:** (where used for identification purposes) facial features and recognition, voice recognition, fingerprints, iris scanning, palm recognition, retina and ear shape recognition;
- **Health:** data concerning **health** information relating to medical history, data on disability, medical diagnosis, opinions, and fitness apps;
- **Sexual orientation:** data concerning a person's sexual orientation or **sex life**;
- **Child data and data regarding children;**
- **Financial data includes:** individuals bank information, credit card details, security codes, and pins.

4. EEA Countries

- Austria
- Belgium
- Bulgaria
- Croatia
- Republic of Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Ireland
- Iceland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden