

# APPENDIX I: GLOSSARY

## **GDPR**

General Data Protection Regulation

Refers to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.

## **Data Subject**

Any natural person whose personal data is being processed.

## **Personal data**

Any information that can be used to identify, directly or indirectly, in particular by reference to an identifier or to one or more factors specific to the identity of that natural person.

Thus, to determine whether a person is identifiable, all the means that could be used to identify him or her which the data processor or controller could have access to should be considered.

## **Personal data processing**

Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

## **Purpose of processing**

A specific (sufficiently precise), explicit, and legitimate reason why the data controller has decided to process personal data.

It is prohibited to collect data "just in case" or for purposes of which the data subject has not been informed. For each purpose, the collected data must be adequate, necessary, and not excessive.

The data storage duration shall be defined based on each purpose for which that data will be processed.

## **Data controller**

The data controller is the entity which determines the purposes and means of the processing.

## **DPO**

Refers to the "Data Protection Officer".

## **Transfer**

Refers to any communicating, copying, or moving of data by means of a network, or any communicating, copying, or moving of that data from one medium to another, regardless of the type of medium, if such data is to be processed in the receiving country.

## **Third Country**

Refers to non-Member States of the European Union, and by extension international organisations and international public bodies that fall under them, or any other bodies created by an agreement between two or more countries, or under such an agreement.

## **Profiling**

Refers to any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.

## **Personal data breach**

Means 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.