

Our Lady of Mercy Catholic Education Trust



St Anthony's Girls' Catholic Academy

Policy type:	School
Policy:	Terminology (G.D.P.R.)
Ratified by MAT Directors:	December 2019
Head Teacher signature:	<i>M. Shepherd.</i>
Chair of Directors signature:	<i>Shepherd.</i>
Review Date:	December 2020
Ownership:	M. Shepherd (Head Teacher)

"Data" - information which is (or is intended to be) processed automatically or which does (or is intended to) form part of a Relevant Filing System or which forms part of an accessible record (e.g. health, education, housing, social services etc).

- **"Relevant Filing System"** - any set of information relating to individuals which is not processed automatically but which is structured by reference to individuals or to criteria relating to individuals in such a way that specific information relating to a particular individual is readily accessible.

Note: If there is no structure to a system where personal and/or sensitive data is held which allows ready accessibility to relevant information it may not be considered a Relevant Filing System (although, generally speaking, filing systems by their very nature are structured).

- **"Data Subject"** - an individual who is the subject of Personal Data.

- **"Data Controller"** - the person who (either alone or jointly) determines the purposes for which, and the manner in which, Personal Data are, or are to be, processed. The Data Controller may be a company.

- **"Data Processor"** - any person who processes Personal Data on behalf of the Data Controller.

- **"Processing"** - obtaining, recording or holding the Data or carrying out any operation or set of operations on the Data including organising, amending, retrieving, using, disclosing, erasing or destroying Data.

- **"Personal Data"** - Data relating to a living individual who can be identified from that Data. (This does not include the mere mention of someone's name in a document (unless accompanied by other personal details about them).

This information is the responsibility of the Head Teacher.