

Definition	Brief Description
Automated Data	Information processed by any type of computer or other equipment that operates automatically
Data	Any information being processed using equipment operating automatically in response to instructions given for that purpose and that has been recorded with the intention that it should be processed by means of such equipment, or is recorded as part of a relevant filing system, or with the intention that it should form part of a relevant filing system, or information which does not fall within the previous definitions but forms part of an accessible record
Data Controller	This is the person or organisation which determines the purposes for which and the manner in which any personal data is or is to be processed. In most cases the employer will be the data controller. Falmouth University is a data controller
Data Processor	This is the person or organisation which processes personal data on behalf of the data controller. This would include people such as market researchers who collect personal data on behalf of the data controller. Falmouth Exeter Plus (whilst also a data controller in its own right), is a data processor for Falmouth University
Data Retention	A specified period of time for how long we should keep information
Data Subject	This is the individual who is the subject of the personal data. An identifiable or identified living individual. A data subject could be anywhere in the world but must be living. The Act does not cover personal information relating to deceased people, but care must still be used when handling any requests for information that relate to deceased people to avoid causing any unnecessary stress
DPO	Data Protection Officer. Falmouth is required to nominate at least one officer to oversee Falmouth's compliance with the Data Protection Act. Falmouth's Information Officer also acts as the DPO
E mail	Electronic Mail. A communication system for sending and receiving text messages and attached files. Care must be taken when communicating via email particularly when emails contain personal information
Enforcement Notice	A Notice served by the Information Commissioner requiring us to take (or refrain from taking) specific action regarding our data processing activities, in order to comply with the Act
Human Rights Act	The Human Rights Act 1998. Legislation which, amongst other things, protects the rights of individuals to privacy in respect of their correspondence
Information Commissioner	A UK independent supervisory authority reporting directly to the UK parliament, the Information Commissioner is responsible for maintaining the register, spreading information about the Act, encouraging organisations to introduce codes of practice, considering complaints and prosecuting offenders

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Manual Data	Non automated data such as paper and microfiche
Notification	The Information Commissioner maintains a public register of data controllers which can be viewed by individuals. Each entry includes the name and address of the data controller and a general description of how they process personal data. Notification describes the process of adding a data controller's details to the register. Every data controller must notify unless they are exempt. Notification allows the processing and storage of data for certain purposes
Personal Data	Information relating to a living individual identifiable either by the data alone or together with other information which is in the possession or likely to come into the possession of the data controller. It includes any expression of opinion about that individual and any indication of the data controller or any other person's intentions towards that individual
Principles	There are 8 Principles of the Data Protection Act 1998 that govern how personal data is collected and processed.
Processing	This means organising, adapting and altering data, retrieving, consulting or using the data, disclosure of the data in any way, aligning, combining, blocking or erasing data. The definition is so wide that it would include someone looking at a computer screen
Recipient	Any person to whom the data is disclosed
Register	A public register of data controllers maintained by the Information Commissioner
Relevant Filing System	Any set of information relating to individuals which is structured either by reference to individuals or by reference to criteria relating to individuals in such a way that specific information relating to a particular individual is readily accessible even where processing does not take place automatically. This would include any paper files relating to an individual student or member of staff
Sensitive Personal Data	This is information relating to an individual's: <ul style="list-style-type: none"> • Racial or ethnic origin • Political opinions • Religious beliefs or other beliefs of a similar nature • Membership of a trade union • Physical or mental health or condition • Sex life • Commission or alleged commission of any offence • Criminal convictions or proceedings

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Subject Access Request	A request made in writing by an individual seeking to exercise the right of subject access granted by the Act
Subject Access Right	The right of an individual to be told by a data controller whether they are processing that individual's personal data
Third Party	Any person other than the data subject, data controller, data processor or other person authorised to process data for the data controller or data processor. This does not include employees of the data controller/data processor but can include suppliers, customers or attached workers (e.g. visiting workers or consultants)