



## Appendix A – Glossary of Terms

**Data** is information in a form which can be processed. It includes both automated or electronic data (any information on computer or information recorded with the intention of putting it on computer) and manual data (information that is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system).

**Data Access Request** is a request made in writing to a Data Controller of an organisation by a Data Subject for the disclosure of their personal data pursuant to Section 4 of the Data Protection Acts and Article 15 of the GDPR.

**Data Controller** is a person who, either alone or with others, controls the content and use of personal data.

**Data Processing** is the performing of any operation or set of operations on data, including:

- a. Obtaining, recording, or keeping data.
- b. Collecting, organising, storing, altering, or adapting the data.
- c. Retrieving, consulting, or using the data.
- d. Disclosing the information or data by transmitting, disseminating, or otherwise making it available.
- e. Aligning, combining, blocking, erasing, or destroying the data.

**Data Processor** is a person who processes personal data on behalf of a data controller. However, this does not include an employee of a data controller who processes such data in the course of his/her employment. For example, this might mean an employee of an organisation to which the data controller out-sources work. The Acts place responsibilities on such entities in relation to their processing of the data.

**Data Protection Acts** – the Data Protection Acts 1988 – 2018 confer rights on individuals as well as responsibilities on those persons handling, processing, managing, and controlling personal data. All staff must comply with the provisions of the Data Protection Acts when collecting and storing personal information. This applies to personal information relating both to employees of the Tailte Éireann and individuals who interact with the Office.

**Data Subject** is the person who is the subject of the Personal Data. Only a Data Subject is entitled to make a Data Access Request. One exception is where another person is mandated to act on behalf of the Data Subject.

General Data Protection Regulation provides for the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repeals Directive 95/46/EC. It is contained in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016.

**Manual Data** is information that is retained as part of a relevant filing system, or with the intention that it should form part of a relevant filing system.



**Personal Data is** data relating to a living individual who is or can be identified either from the data or the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller. This can be a very wide definition, depending on the circumstances.

**Relevant Filing System is** any set of information that is structured or organised by name, PPSN (if applicable in an organisation), payroll number, employee number or date of birth or any other unique identifier would all be considered relevant.

**Sensitive Personal Data** relates to specific categories of data which are defined as data relating to a person's racial origin; political opinions or religious or other beliefs, physical or mental health; sexual life; criminal convictions or the alleged commission of an offence; trade union membership.