



## General Data Protection Regulation preparation with French Duncan

The GDPR applies to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria. This could include chronologically ordered sets of manual records containing personal data.

### **GDPR DEFINITIONS**

#### **Data subject**

A Data subject is an identified or identifiable 'natural person' which means a living individual

'Natural persons' have rights associated with:

- The protection of personal data
- The protection of the processing of personal data
- The unrestricted movement of personal data within the EU

#### **Personal data**

'Personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier reflecting changes in technology and the way organisations collect information about people. It can also relate to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

#### **Special categories of personal data**

The GDPR refers to sensitive personal data as "special categories of personal data". The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Sensitive Personal data also relates to racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

#### **Processing**

'Processing' means any operation which is performed on 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.

**Here at French Duncan, we can help simplify and strengthen your knowledge surrounding the changes in legislation. To find out how we can be of assistance please contact French Duncan IT Director Andrew Guy by email to [a.guy@frenchduncan.co.uk](mailto:a.guy@frenchduncan.co.uk) or call 0141 221 2984.**