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| **Document: DSR-07-**Release V1.4 | **UK GDPR - Data Subject Rights – Glossary** | 08.02.2024 |
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| **Item** | **Description** |
| Data Controller | An organisation that takes primary responsibility for the processing of personal information |
| Data Processor | An organisation, department or individual that processes personal information on behalf of the Data Controller or Joint Controller |
| DPA 1998 | The Data Protection Act 1998 |
| DPA 2018 | The Data Protection Act 2018 |
| DPO | Data Protection Officer – an independent role to provide an organisation with advice and guidance in terms of Data Protection. It is also a point of contact for data subjects to reference if they believe they have been unfairly treated by a data controller |
| Framework | A method for combining processes and procedures  |
| GDPR | The General Data Protection Regulation – An EU regulation devised to ensure protection of the rights and freedoms of individual data subjects in relation to information held upon them |
| UK GDPR | The UK version of the GDPR that was adopted post-Brexit. The regulation is almost a verbatim copy of the GDPR with reference to the EU and hierarchy of supervisory authorities removed. |
| Guardian Saints | An organisation providing Data Protection Officer services |
| ICO | The Information Commissioner’s Office – the UK’s Regulator for the General Data Protection Regulation |
| Joint Controller | Organisations who, in concert, take primary responsibility for the collection and processing of personal information |
| Natural Person | A living individual person |
| PDF | Portable Document Format - a file format for capturing and sending electronic documents in exactly the intended format |
| SAR | Subject Access Request – a request, formal or otherwise, from the data subject to acquire copies of general or specific information held upon them. |
| USB | Universal Serial Bus – a communications port used by electronic devices |