



School of Computer Science

Guidance on what constitutes Personal Data

1. Can a **living individual** be identified from the data, or, from the data and other information your possession, or likely to come into your possession?

Yes Go to question 2.

No The data is not personal data for the purposes of FYP.

2. Does the data 'relate to' the identifiable living individual, whether in personal or family life, business or profession?

Yes The data is 'personal data' for the purposes of the FYP.

No The data is not 'personal data' for the purposes of the FYP.

Unsure See questions 3 to 8 below.

3. Is the data 'obviously about' a particular individual?

Yes The data is 'personal data' for the purposes of the FYP.

No Go to question 4.

4. Is the data 'linked to' an individual so that it provides particular information about that individual?

Yes The data is 'personal data' for the purposes of the FYP.

No Go to question 5.

5. Is the data used, or is it to be used, to inform or **influence actions or decisions** affecting an identifiable individual?

Yes The data is 'personal data' for the purposes of the FYP.

No Go to question 6.

6. Does the data have any biographical significance in relation to the individual?

Yes The data is likely to be personal data for the purposes of the FYP.

No Go to question 7.

Unsure Go to question 7.

7. Does the data focus or concentrate on the individual as its central theme rather than on some other person, or some object, transaction or event?

Yes The data is likely to be personal data for the purposes of the FYP.

No Go to question 8.

Unsure Go to question 8.

8. Does the data impact or have the potential to impact on an individual, whether in a personal, family, business or professional capacity?

Yes The data is 'personal data' for the purposes of the FYP.

No The data is unlikely to be 'personal data'.