IT Project Guidance

Glossary of IT Specific Terms:   
Data Privacy

Version:

0.2

## Description

A Glossary of common IT Terms related to privacy, to establish a common understanding, while reducing duplication of effort in downstream documents.

## Synopsis

Included are the meanings of acronyms and industry terms used to describe aspects of privacy.

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## Introduction

## Objective

To develop a common understanding of terms used to deliver services with an IT component.

# Terms & Acronyms

## System Data Privacy Terms & Acronyms

#### Gender

* : how a Person Identifies themselves. It is an attribute of a Person’s Identity not necessarily aligned with their sex.

#### Identity:

a *Person* may have one or more projected sets of *Personal Identifiable* (PI) Attributes that they share with different Groups. An Identity may have multiple Names. For example, Helen may be known as Mom while a mother in a family group, but is known as Ms. Smith in her role as PM in an office *Group*.

#### Identifier

: a unique attribute, sufficient to identify an object within a larger known set. Example include national identifiers (TaxID, National Student Number, etc.)

#### Person:

a logical (company) or physical (human) being, who will have multiple *Identities*, associated to multiple *Group*s they have a *Role* within.

#### Personal Information:

Information that belongs to a Person, including Personally Identifiable Information.

#### Personal Identifiable Information (PII):

a set of information sufficient to identify an Identity, and hence a Person, to a high level of certainty within a larger set. A minimum may include a DOB, Location of Birth, Sex. Or a DOB, Given name and Surname, etc.

#### PIA

: see *Privacy Impact Assessment*.

#### Privacy Statement

: a statement on an digital service that explains to users how data collected from them will be used, by whom, for what purpose, and how it can be corrected. Generally referenced from a *Terms & Conditions Statement*. See *Tracking Statement*.

#### Privacy Impact Assessment (PIA)

: a more complete privacy impact assessment.

#### Privacy Threshold Assessment (PTA)

: completed by the project team and forwarded to the Organisation’s Privacy assessment services.   Depending on the result of the PTA, the Privacy team may require the project to complete a Privacy Impact Assessment (PIA).   The results of the PTA and/or the PIA are forwarded to the Solution Architects and the IT Assurance teams to inform the design and SRA requirements.

#### PTA

: see *Privacy Threshold Assessment*.

#### Sex

* : a biological attribute of a Person assigned at birth. Not equivalent to a Person’s *Gender*.

#### Tracking Statement

: a statement describing how a Session is associated to a User, whether Identified or not, and what system use analytics is collected and for what purpose (Performance, experience Personalisation, Usage, Flow). Sometimes referred to as a “*Cookie Statement*”. See *Privacy Statement* and *Terms & Conditions Statement*.

Appendices

Appendix A - Document Information

### Authors & Collaborators

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### Versions

* 1. Initial Draft
  2. Minor Updates

### Images

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### Tables

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### References

**There are no sources in the current document.**

### Review Distribution

The document was distributed for review as below:

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### Audience

The document is technical in nature, but parts are expected to be read and/or validated by a non-technical audience.

### Diagrams

Diagrams are developed for a wide audience. Unless specifically for a technical audience, where the use of industry standard diagram types (ArchiMate, UML, C4), is appropriate, diagrams are developed as simple “box & line” monochrome diagrams.