

# DATA PROTECTION ESSENTIAL PRINCIPLES



# Data processings



# Personal data processings

Data protection aims to regulate the processing of personal data in order to safeguard the rights of individuals.

- The **processing of personal data** refers to **any operation involving personal data**, regardless of the process used.

*E.g. Recording, organizing, storing, modifying, reconciling with other data, transmitting, etc. personal data.*

- **Personal data** is **any information relating to a natural person** who can be identified, directly or indirectly.



## What about your programs?

Take the example of one or two data that you use in your programs.

Try to **map out all the stages** that this data goes through from the moment it is collected.

**List and name precisely the processes**, i.e., the actions and uses that are made of this data throughout its active 'life' in your organization.

Having access and seeing data is also a data processing.



# Personal & Sensitive Data

# What is a personal data?

This is any **information** relating to a **natural person who can be identified**, directly or indirectly.

More precisely it includes:



- A name, a picture, a fingerprint or iris scan,
- A postal or email address,
- A phone or social security number,
- An employee number, an internal registration number
- An IP address, a computer connection identifier, a login,
- A voice recording, etc.

**No matter** if these information are in the public domain, private or confidential.



# What are sensitive personal data?

They require a **higher level of protection** because the **consequences of misuse would be more serious, potentially harming** fundamental rights of the people.

According to RGPD, they are personal data revealing:

- **Racial** or **ethnic** origin,
- **Political** opinions,
- **Religious** beliefs or **philosophical** inclinations,
- **Trade union** membership,
- **Sexual** life and orientations,
- **Criminal** allegations, proceedings or convictions.



And also **genetic information**:

- **Biometric data** if used for the purpose of identification,
- **Health data** (*data on physical or mental health of any kind, such as HIV or TB status, addictions, diseases, birth control methods, disabilities, medical treatments, allergies*).



## What about your programs?

Take some time to **list personal and/or personal sensitive data** that you collect and use in your activities.

Try to organize them depending on their **degree of sensitivity**.

What would be the **risks** if this data were falling into wrong hands and being misused?



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