

# A glossary of terms related to GDPR

Reference: Vitol

Date: updated 4 May 2018

<b>Term</b>	<b>Meaning</b>
<b>European Economic Area or EEA</b>	the EU countries, Iceland, Liechtenstein and Norway
<b>Personal data or personal information</b>	any information that relates to an identifiable natural person. Your name, address, contact details, salary details and CV are all examples of your personal data, if they identify you
<b>process</b>	any activity relating to personal data, including, by way of example, collection, storage, use, consultation and transmission
<b>processor</b>	A person or an entity that processes the personal data on the controller's instructions
<b>controller</b>	Vitol is a "controller" of your personal data. This is a legal term – it means that we make decisions about how and why we process your personal data and, because of this, we are responsible for making sure it is used in accordance with data protection laws.
<b>special category personal data</b>	personal data revealing 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 and data relating to criminal allegations, offences, proceedings, convictions, sentences and/or sanctions.