Glossary - definition of terms used in the policy documentation

Data Controller - As defined by the Information Commissioner, a Data Controller is an institution which holds and uses personal data - i.e. LSHTM.

Data Custodian - The individual or person identified by the data owner to be responsible for the collection, creation, modification and deletion of specified personal data element(s).

Data Owner - The LSHTM member of staff with lead responsibility for permitting and managing the retention and processing of a data holding for which LSHTM is the Data Controller.

Data User - A person who uses Personal Data.

Encryption - The process of transforming information to make it unreadable to anyone who does not possess special knowledge (usually referred to as the 'encryption key').

Forged email addresses (spoofing) - When an email header is changed in such a way as to attempt to mask its actual source.

IANA - The Internet Assigned Numbers Authority, an organisation that is responsible for assigning new Internet-wide IP addresses.

JISC - The Joint Information Systems Committee, a body that promotes the innovative application and use of information systems and information technology in further and higher education across the UK.

Local Area Network (LAN) - That combination of networks serving a department/building or campus and including all those components up to, but not including the switch/router and associated components that connect the network to the LSHTM backbone.

LSHTM backbone - That combination of networks and components that link all the School LANs at all LSHTM campuses together and provide a gateway to the Internet.

LSHTM network - A network that is identifiable with LSHTM
- by an Internet network domain identifier allocated to LSHTM, such as .lshtm.ac.uk and/or
- by use of address space allocated to LSHTM and/or
- by connection downstream of the Keppel Street and Tavistock Place Network routers.
The definition shall also apply where, by agreement of LSHTM, third-party network service providers provide facilities that are identifiable with the LSHTM Network, for example, 'virtual local area network' (VLAN) and 'virtual wide area network' (VWAN) type connections.

Network - A system of physical computer network apparatus and logical network connections.

Personal Data - Information about a living person which identifies that person, and which may be of a sensitive nature, for instance, their health, ethnicity or marital status. This includes opinions about that person and the intentions of other people towards them.

System - A computer or group of computers which stores and processes information for a discrete purpose to facilitate teaching, research and administrative activities, and which may be accessed by staff, students or third parties authorised to do so.