

No.	Processing Activity	Purpose	Data Subjects	Personal Data	Special Category?	Lawful Basis	Recipients	Storage Location	Retention	Security Measures
1	Student admissions	Assess applications and enrol students	Applicants	Name, DOB, email, phone, address, qualifications Personal and demographic data; contact information; education, training and skills; professional experience and affiliations; background checks: criminal data; financial/payments; legal and compliance	yes (Criminal Data)	Contract, Legal obligation	Validating bodies; University of Plymouth, SLC, regulators, GEDU	Student system, email, CRM; Salesforce	6 years after last contact	Access controls, MFA, encryption, role based access.
2	Student records & academic administration	Deliver education & award qualifications	Prospective Students, Registered Students	ID, grades, attendance, feedback; Personal and demographic data; contact information; education, training and skills; health, safety and wellbeing; professional experience and affiliations; background checks; financial/payments; legal and compliance	Yes (health, disability, safeguarding)	Contract, Legal obligation	Validating bodies, exam boards, Associate Tutors Regulatory bodies including OFS, HESA; SLC; Awarding Bodies; GEDU	Salesforce, Turnitin, Microsoft Teams.	7 years	Role-based access, backups
3	Student support & wellbeing	Support learning, welfare, safeguarding	Prospective Students, Registered Students, staff	Notes; correspondence; learning support plans; contact information; health, safety and wellbeing;	Yes (health, disability, safeguarding)	Legal obligation, Vital interests	Student and Programme services, safeguarding authorities	Secure case management	6 years	Restricted access, audit logs, role based access.
4	Marketing & recruitment	Promote courses, student recruitment.	Prospective students	Name, email, enquiry data Name, DOB, email, phone, address, qualifications Personal and demographic data; contact information; education, training and skills; professional experience and affiliations; background checks: criminal data; financial/payments; legal and compliance	No	Consent / Legitimate interest	Salesforce, Student recruitment.	Website landing pages, salesforce	Until opt-out or 6 years	Consent tracking
5	Alumni relations	Engagement & fundraising	Alumni	Course history Personal and demographic data; contact information; employment information; financial/payments; education, training and skills	No	Legitimate interest	Student and Programme services, Marketing. Validating bodies; Validating Partners	CRM;salesforce	2 years/Until opt-out	Access controls
6	Recruitment & hiring	Staff recruitment/ employment	Applicants	CV, references, Name, DOB, email, phone, address, qualifications Personal and demographic data; contact information; education, training and skills; professional experience and affiliations; background checks: criminal data; financial/payments; legal and compliance	Yes (Criminal Data, health, disability, safeguarding)	Legal obligation	Payroll, Referees, Hiring Manager, GEDU.	HR system	6 months - 2 years (unsuccessful), 6 years after Employment is terminated.	Secure HR system

7	Employment records	Manage employment	Staff	Contract, salary, performance CV, references, Name, DOB, email, phone, address, qualifications Personal and demographic data; contact information; education, training and skills; professional experience and affiliations; financial/payments; legal and compliance	Yes (health, disability, safeguarding)	Legal obligation	HMRC, People Pension, GEDU.	HR/payroll; Unit 4, Xero	7 years after leaving	Encryption, role-based access
8	Payroll & benefits	Pay staff (GEDU Finance)	Staff	Bank details, NI number	No	Legal obligation	Payroll provider GEDU Finance, HMRC, Xero	Xero, Unit 4	7 years	Secure transfer, encryption
9	IT user accounts & logs	Prospective student enrolment/System access	Student	Name, Student number, Personal and demographic data; contact information, account set up information.	No	Legal obligation	University of Plymouth; Accounts are controlled by Plymouth university for students as Validating body; Student Admin.	Salesforce, Turnitin, SharePoint private.	7 years	Secure transfer, restricted access to roles.
10	IT user accounts & logs	System access & security	Staff	Username, IP logs, Microsoft 365 access, teams.	No	Legitimate interest	IT provider Timewade; Office manager; Operations Officer; hiring manager	Network logs; Timewade; encrypted documents;	12 months license, reviewed Annually.	Firewalls, monitoring
11	CCTV	Site security	Visitors, staff, Students that visit premises.	Still Images & recorded Video	No	Legitimate interest	Security contractor, Stratton Creber Building Management.	CCTV system	30 days	Restricted access
12	Complaints & investigations	Legal compliance	Staff, students, visitors, perspective students.	contact information; Statements; Outcomes; Personal and demographic data; education, training and skills; health, safety and wellbeing; legal and compliance	Yes (Health, safety & wellbeing)	Legal obligation	Regulators, legal advisers	Secure case system	6 years	Access restrictions
13	Information Management	Legal compliance	Staff; Registered Students; Collaborators; Suppliers; Prospective Students; Alumni; Former Employees; Prospective Employees; Research Participants; Widening Participation Delegate; Visitors/Delegates/Guests/Customers	Personal and demographic data; contact information; health, safety and wellbeing; employment information; education, training and skills; financial/payments	Yes	Legal obligation	ICO	ICO	6 years after last contact	Restricted access, role specific.