

HR & Finance

Updates	Information Asset	Source	Team	Directorate /Sub-team	Held by (Individual/team /3rd Party)	Format/Location/ solution	Information Asset Owner	Type of information	Column2	Column3	Is the information shared?	Column4	Shared with?	Column5	If shared, is this formalised?	If Consent, is this evidenced?	Column7	Can be pseudonymised /anonmised?	Held for	Disposal Instruction	Are data subjects aware?	Retention Trigger Date	
											Yes (how, and how often?)	No	who	External (who?)	Yes (provide link)	Yes (provide details)	No	Yes		No	Yes (how?)		
25.04.25	Birthdays & Date of Birth	Initial start date	In-House Services / Biznus	Finance/HR/CEO	Mel, Ria, Payroll & Staff Savvy	Digital/Staff Savvy Historical paper in locked file cupboard (destroy 6 six yrs)	HR/Finance/CEO Biznus/Savvy/Payroll	Staff names & contact details			Yes, as required		Head of Departments	Biznus/Payroll/ Staff Savvy	Yes, securely through cloud softwares	Yes, signed new starter forms/contract		Yes	6 years	Archived at end date Digitally shredded through Savvy after 6 yrs	Yes, signed new starter forms/contract	Various	
25.04.25	Staff personal contact details e.g. mobile, emails, address	Initial start date	In-House Services / Biznus	Finance/HR/CEO	Mel, Ria, Payroll & Staff Savvy	Digital/Staff Savvy New starter forms/ paper in HR drawers	HR/Finance/CEO	Staff names & contact details			Yes, as required		Head of Departments	HMRC/ UNISON/ Nest/Royal London/ Biznus	Yes, securely through cloud softwares	Yes, signed new starter forms/contract		Yes	6 years	Archived at end date Digitally shredded through Savvy after 6 yrs	Yes, signed new starter forms/contract	Various	
25.02.25	Staff personnel information absence & leave, etc.	Added to Biznus, Staff Savvy & Payroll	In-House Services	Finance/HR	Mel, Ria, Payroll & Staff Savvy	Digital/Staff Savvy Historical paper in locked file cupboard (destroy 6 six yrs)	HR/Finance/CEO	Staff names/ medical/ holiday	Absence report	Fit notes	Yes, as required		HR, CEO Head of Departments	External HR consultant	Agreed procedure	Yes, signed new starter forms/contract		Yes	6 years	Shred in house/ Digitally shredded through Savvy after 6 yrs	Yes, signed new starter forms/contract	Various	
22.01.25	Audit files	Auditor	External provider	Finance	Auditors	Digital/protected files	Finance/CEO	Finances & Compliance files			Yes		Auditors and Trustees	Charity Commision		Yes		No	6 years	Shred in house	Yes, internal	Various	
22.01.25	Payroll reports	Payroll	In-House Services	Finance/ HR	4pointzero/ Payroll / Staff Savvy	Digital/protected files	Finance/CEO/ HR	Staff names/bank details			Yes, monthly		Payroll team	HMRC / Royal London/ Nest	Agreed procedure	Yes, signed new starter forms/contract		No	6 years unless user has specified specific deletion date	Shred in house/ Digitally shredded through Savvy after 6 yrs	Yes, signed new starter forms/contract	Various	
22.01.25	Health, Safety and Wellbeing referral and attendance	Added to Diamond Health	External provider	Team Services	Robens / Staff Savvy	Digital/Diamond Health	HR/CEO	Staff names & contact details	Staff medical & referral details	None	Yes, as required		HR Advisory, Head of Departments	n/a	Agreed procedure	Yes, initial referral conditions		No	1 year following end of employment	Delete	Yes, initial referral conditions	Various	
25.04.25	Complaints and investigations; grievances, disciplinaries	Staff	In-House Services	HR	Unison	Paper/personnel files Digital/protected folders	HR/CEO	Staff names & contact details			Grievance/ disciplinary info	Yes, as required		Investigating & hearing manager & Unison	Unison / External HR	Agreed procedure	Yes, signed new starter forms/contract		No	2 year following end of employment	Delete / Shred	Yes, initial referral conditions	Various
25.04.25	Appraisals, 1:1s, Performance management plans, Return to work	Staff	In-House Services	Sub-teams	Manager	Digital (Staff Savvy)/protected folders Paper/locked drawers	Manager	Performance details			Yes, as required		CEO/HR	n/a		Yes, signed forms		No	6 months following end of employment	Delete & shred	Yes, at time of meeting		
25.04.25	Staff reporting papers (applications, interview scoring, covering letters, CVs)	Staff	In-House Services	Team Services	Manager	Paper/personnel files Digital (Staff Savvy)/protected folders	HR/Manager	Names, address, contact details			Yes, as required		Recruiting manager and interview panel	n/a	Agreed procedure	Yes, signed new starter forms/contract		No	1 year after application closing date	Delete & shred	Yes, initial statement on application form	At time of onboarding successful candidate	
25.04.25	Equal Ops forms (application stage)	Staff	In-House Services	Team Services	Manager	Paper/personnel files Digital/protected folders	HR/Manager	Names, address, contact details			Yes, as required		Recruiting manager and interview panel	n/a	Agreed procedure	Yes, signed new starter forms/contract		No	2 year after application closing date	Delete & shred	Yes, initial statement on application form	At time of onboarding successful candidate	
22.01.25	History of Officers, group Presidents	Staff	In-House Services	Team Services	MSL	Digital/protected folders	Reception/Coordinators/Data Manager	Personal details	Name, address, date of birth		Yes, as required		Data manager/ Group team coordinators	MSL		Yes, initial sign up - verbal		Yes	6 years	MSL data clear	Yes, info available online	6 years	
30.10.23	Personal Risk Assessments	In-house form - return to work	HR	Manager	HR	Paper/personnel files Digital/protected folders	HR/Manager	Personal details regarding health			No, unless UoG Safety Unit needs a copy.		UoG & Manager		Agreed procedure	Yes as part of the initial assessment		Yes	1 year	shred	Yes		

Membership

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											Yes (how, and how often?)	No	who	External (who?)	Yes (provide link)	Yes (provide details)	No	Yes		No	Yes (how?)	
22.01.25	Memberships	Initial sign up	Engagement and Opportunities		MSL	Digital app download / online	E&O	Contact details	Phone	email	Yes, as required		Staff	Yes	BUCS/Relevant NGBs	Yes, consent given online		Yes	6 years	MSL data clear	Yes, info available online	6 years
20.03.25	Elected Reps (e.g. Officers, Liberation Chairs	Initial sign up	Voice and Rep		MSL	Digital app download / online	Voice and Rep	Contact details	Phone	email	Yes, as required		Staff	Yes	University of Greenwich	Yes, consent given online		Yes	Staff - access deletion upon leaving GSU; users: 6 years	MSL data clear	Yes, info available online	6 years
22.01.25	Committee Members	Initial sign up	Engagement and Opportunities		MSL	Digital app download / online	E&O	Contact details	Phone	email	Yes, as required		Staff	Yes	University of Greenwich	Yes, consent given online		Yes	Staff - access deletion upon leaving GSU; users: 6 years	MSL data clear	Yes, info available online	6 years
22.01.25	Welcome fair sign ups	Initial sign up	Engagement and Opportunities		MSL	Digital/MSL Paper/sign up sheets	E&O	Contact details	Phone	email	Yes, as required		Staff	No		Yes, either through MSL or signed consent form		Yes	6 years	MSL data clear	Yes, info available online	6 years
22.01.25	Automatic membership	Initial sign up	Engagement and Opportunities		MSL	Digital app download / online	E&O and Voice and Rep	Contact details	Phone	email	Yes, as required		Staff	No		Yes, consent given online		Yes	6 years	MSL data clear	Yes, info available online	6 years
22.01.25	Awards	Initial sign up	Engagement and Opportunities		MSL	Digital form	E&O and Voice and Rep	Contact details	Phone	email	Yes, as required		Staff	Yes	University of Greenwich	Yes, on nomination form		Yes	6 years	MSL data clear	Yes, info available online	6 years

Advice

Updates	Information Asset	Source	Team	Directorate /Sub-team	Held by (individual/team /3rd Party)	Format/Location/ solution	Information Asset Owner	Type of information	Column2	Column3	Is the information shared?	Column4	Shared with?	Column5	If shared, is this formalised?	If Consent, is this evidenced?	Column7	Can be pseudonymised /anonymised?	Held for	Disposal Instruction	Are data subjects aware?	Retention Trigger Date
											Yes (how, and how often?)	No	who	External (who?)	Yes (provide link)	Yes (provide details)	No	Yes		No	Yes (how?)	
25/03/2025	Client case work	Client/Advice service	Advice & Wellbeing	Advice Pro	Digital	Head of Advice and Wellbeing	Client details	Case details	Personal details	yes, as required	Relevant University services, with subject's consent	Emergency services & next of kin			Information only shared with a third party once a form of authorisation is completed or in accordance with the confidentiality and safeguarding policy.		Yes	6 years	Deleted or Shredded	Yes, informed at the beginning		
25/03/2025	Student data regarding retention	Wellbeing and Retention Project	Advice & Wellbeing	Jisc & META	Digital	Deputy Chief Exec	Qualitative data/feedback	Personal details		yes, as required	Relevant University services, with subject's consent		No		Yes; consent taken during data collection and stored alongside details		Yes	5 years	Deleted	Yes		

Commercial

Updates	Information Asset	Source	Team	Directorate /Sub-team	Held by (individual/team /3rd Party)	Format/Location / solution	Information Asset Owner	Type of information	Column2	Column5	Is the information shared?	Column4	Shared with?	Column5	If shared, is this formalised?	If Consent, is this evidenced?	Can be pseudonymised /anonymised?	Held for	Disposal Instruction	Are data subjects aware?	Retention Trigger Date
											Yes (how, and how often?)	No	who	External (who?)	Yes (provide link)	Yes (provide details)	Yes		No	Yes (how?)	
22.01.25	Contracts for hires	Externals	Commercial			Digital / online - kept on OneDrive		Personal	Name/address/phone/ email		no		Sales and Events Manager	N/A	N/A	N/A	No	As long as require	One drive file clear	yes - contract	N/A
22.01.25	Student details	Students	Commercial	MSL	Online	MSL users	Personal	Address, phone, email	Date of birth	Yes, as required		Commercial team and/or University staff	Emergency services	n/a	Through copying the ID	no	Staff - access deletion upon leaving GSU; users: 6 years	MSL data clear	Yes, info available online	6 years	
07.04.2025	Native	Students/Externals	Commercial	Native	Digital/online kept on Native website	Native users	Personal	Name/phone/email		Yes, as required		Commercial managers	GSU SLT's	N/A	NA	no	length of partnership	Unsure	Yes T&C	N/A	
07.04.2025	Zettle	Externals	Commercial	Zettle	Digital/online on Zettle website	Zettle Users	Bank details encrypted by Zettle	N/A	N/A	no		Commercial management	N/A	N/A	N/A	no	length of partnership	Unsure	yes T&C	N/A	

Software

Updates	Information Asset	Format/Location/solution	Information Asset Owner	Protected	Type of information	Column2	Is the information shared?	Shared with?	Column5	If shared, is this formalised?	If Consent, is this evidenced?	Can be pseudonymised /anonymised?	Held for	Disposal Instruction	Are data subjects aware?	Retention Trigger Date
							Yes (how, and how often?)	who	External (who?)	Yes (provide link)	Yes (provide details)	Yes		No	Yes (how?)	
22.01.25	Advice Pro	Digital	Head of Advice and Wellbeing	User allocated by managers Access with username and password details	Documents Details	Identifiable data Case work details	Yes, as required				Initial starters or sign ups verbal consent	No	In line with content on other tabs	In line with content on other tabs	In line with content on other tabs	
22.01.25	Canva	Online	Marketing	Username and password access	Name	Email	No			Yes, upon sign up	No	Time of employment with GSU	Account data deleted manually by Marketing team	Yes		
22.01.25	Emails/Outlook	Digital app download / online	HR / University	Attachments sent protected Locked folders	Documents Details	Identifiable data	Yes, as required			Initial starters or sign ups verbal consent	Yes	In line with content on other tabs	In line with content on other tabs	In line with content on other tabs		
22.01.25	Microsoft Teams and OneDrive	Digital app download / online	HR / University	Password protected and authentication process Locked folders	Documents Details	Identifiable data	Yes, as required	Staff		Initial starters or sign ups verbal consent	Yes	In line with content on other tabs	In line with content on other tabs	In line with content on other tabs		
19.03.25	Microsoft Forms	GSU Online		Accessed through individual Microsoft Office accounts; forms can be shared with Staff who have accounts to edit and/or see results of form submissions	Student course data, student demographic data, University experience	Some identifiable data (contact information and course data)	Yes, as required	Staff		No	Yes	Yes, results of form submissions can be pseudonymised /anonymised	6 years		Yes, Initial start/sign up	
22.01.25	MSL	Digital app download / online	Marketing	User allocated by managers Access with username and password details	Documents Details	Identifiable data	Yes, as required	Groups, Managers	University		Initial starters or sign ups verbal consent	Yes	Staff - access deletion upon leaving GSU; users: 6 years	MSL data clear	Yes, info available online	6 years
22.01.25	Staff Savvy	Online	HR	Password access only	Personal information	Identifiable data	Yes, as required	Finance & managers		Initial starters or sign ups verbal consent	No	7 years total	Archived	Yes, Initial start/sign up		

Personal Data	Sensitive personal data
<ul style="list-style-type: none"> · Data Protection Act 1998 Definition (Section 1 (1)): <p>Personal data means data which relate to a living individual who can be identified –</p> <ul style="list-style-type: none"> (a) from those data, or (b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller [the HoC], and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual. <ul style="list-style-type: none"> · In simple terms – any information which identifies or relates to a living individual <p>Examples</p> <ul style="list-style-type: none"> · Name · Address · Contact details (personal telephone number, email adds, etc.) · Bank Details and financial information · Individual reference numbers (salary number, NINO, pass number, passport, etc.) · Family information · Job information (performance, attendance, qualifications, etc.) · Photo/video/CCTV 	<p>Data Protection Act 1998 Definition (Section 2): Sensitive personal data means personal data consisting of information as to—</p> <ul style="list-style-type: none"> (a) the racial or ethnic origin of the data subject, (b) his political opinions, (c) his religious beliefs or other beliefs of a similar nature, (d) whether he is a member of a trade union (within the meaning of the M1Trade Union and Labour Relations (Consolidation) Act 1992), (e) his physical or mental health or condition, (f) his sexual life, (g) the commission or alleged commission by him of any offence, or (h) any proceedings for any offence committed or alleged to have been committed by him, the disposal of such proceedings or the sentence of any court in such proceedings. <ul style="list-style-type: none"> · In simple terms – special categories of personal data that require appropriate handling and additional protections. Organisations need stronger grounds to collect and process Sensitive Personal Data. <p>Examples</p> <ul style="list-style-type: none"> · Health, safety and wellbeing records (sick returns, reasonable adjustments, some HR records, OH, accident reports where an individual has been affected) · Some diversity and inclusion data (sexual orientation, culture and race, beliefs and faith, etc.) · Personal political opinion or preference · References to trade union · Criminal references or checks · Includes photo/video/CCTV where these characteristics are revealed