

Futureworks Appropriate Policy Document

The Data Protection Act 2018 (DPA 2018) outlines the requirement for an Appropriate Policy Document (APD) to be in place when processing special category (SC) and criminal offence (CO) data under certain specified conditions.

Almost all of the substantial public interest conditions in Schedule 1 Part 2 of the DPA 2018, plus the condition for processing employment, social security and social protection data, require you to have an APD in place. (See Schedule 1 paragraphs 1(1)(b) and 5).

This document should demonstrate that the processing of SC and CO data based on these specific Schedule 1 conditions is compliant with the requirements of the General Data Protection Regulation (GDPR) Article 5 principles. In particular, it should outline your retention policies with respect to this data. (See Schedule 1 Part 4).

If you process SC or CO data for a number of different purposes you do not need a separate policy document for each condition or processing activity – one document can cover them all. You may reference policies and procedures which are relevant to all the identified processing. Whilst you may explain your compliance with the principles in general terms, without specific reference to each individual Schedule 1 condition you have listed, you should provide the data subject with sufficient information to understand how you are processing their SC or CO data and how long you will retain it for.

However if you rely on one of these conditions, your general record of processing activities under GDPR Article 30 must include:

- (a) the condition which is relied upon;
- (b) how the processing satisfies Article 6 of the GDPR (lawfulness of processing); and
- (c) whether the personal data is retained and erased in accordance with the retention policies outlined in this APD, and if not, the reasons why these policies have not been followed.

The APD therefore complements your general record of processing under Article 30 of the GDPR and provides SC and CO data with further protection and accountability. See Schedule 1 Part 4 paragraph 41.

You must keep the APD under review and will need to retain it until six months after the date you stop the relevant processing. If the Commissioner asks to see it, you must provide it free of charge. See Schedule 1 Part 4 paragraph 40.

You should read this document alongside our [Guide to the GDPR](#).

Note your APD does not have to be structured in accordance with this document. This template is intended as a guideline only.

Description of data processed

Give a brief description of each category of SC/CO data processed. You may wish to refer to your Article 30 record of processing for that particular data:

A: Student Admissions and Enrolment
B: Teaching, Learning & Assessment
C: Student Support & Welfare Services
D: Human Resources & Payroll
E: IT & Network Services

[Futureworks Record of Processing Activity](#)

Schedule 1 condition for processing

Give the name and paragraph number of your relevant Schedule 1 condition(s) for processing. Alternatively, you may wish to provide a link to your privacy policy, your record of processing or any other relevant documentation:

[Data Security Policy](#)
[Privacy Notice for Students](#)
[Privacy Notice for Alumni](#)
[Privacy Notice for Job Applicants](#)
[Futureworks Data Retention Schedule](#)

Procedures for ensuring compliance with the principles

You need to explain, in brief and with reference to the conditions relied upon, how your procedures ensure your compliance with the principles below.

This helps you meet your accountability obligations. You have a responsibility to demonstrate that your policies and procedures ensure your compliance with the wider requirements of the GDPR and in particular the principles. The sensitivity of SC and CO data means the technical and organisational measures you have in place to protect such data are crucially important.

The questions listed in each box are intended to help you describe how you satisfy each principle generally, and are based on the checklist for each principle provided in the [Guide to the GDPR](#). They are not exhaustive and are only intended to act as a guideline.

In explaining your compliance with the principles you should consider the specifics of your processing with respect to the SC and CO data you have identified above. You may also wish to answer other questions which are included in our Guide to the GDPR checklists (see links in each section below).

There is also no requirement to reproduce information which is recorded elsewhere – **questions may be answered with a link or reference to other documentation, to your policies and procedures, Data Protection Impact Assessments (DPIAs) or to your privacy notices.**

Accountability principle	
i.	Appropriate documentation of processing activities is maintained – see Futureworks Record of Processing Activity
ii.	We have appropriate Data Protection policy – see Data Security Policy
iii.	We carry out Data Protection Impact Assessments (DPIAs) for uses of personal data that are likely to result in high risk to individuals’ interests.
Principle (a): lawfulness, fairness and transparency	
i.	We have identified an appropriate lawful basis for processing – see Futureworks Record of Processing Activity
ii.	We make appropriate privacy information available with respect to the SC/CO data – see Privacy Notice for Students and Privacy Notice for Alumni
iii.	We are open and honest when we collect the SC/CO data and we ensure we do not deceive or mislead people about its use – see Privacy Notice for Students and Privacy Notice for Alumni
Principle (b): purpose limitation	
i.	We have clearly identified our purposes for processing the SC/CO data – see Privacy Notice for Alumni and Privacy Notice for Alumni
ii.	We have included appropriate details of these purposes in our privacy information for individuals – see Privacy Notice for Alumni and
iii.	Privacy Notice for Alumni
iv.	If we plan to use personal data for a new purpose (other than a legal obligation or function set out in law), we check that this is compatible with

our original purpose or get specific consent for the new purpose? – see [Privacy Notice for Alumni](#) and [Privacy Notice for Alumni](#)

Principle (c): data minimisation

- i. We only collect SC/CO personal data we actually need for our specified purposes – see [Privacy Notice for Alumni](#) and [Privacy Notice for Alumni](#)
- ii. We are satisfied that we have sufficient SC/CO data to properly fulfil those purposes – see [Futureworks Data Retention Schedule](#)
- iii. We periodically review this particular SC/CO data, and delete anything we don't need - see [Futureworks Data Retention Schedule](#)

Principle (d): accuracy

- i. Futureworks conducts regular audits and requires supporting documentation to be verified by trained staff.
- ii. We have a process in place to identify when we need to keep the SC/CO data updated to properly fulfil our purpose and we update it as necessary – see [Futureworks Data Retention Schedule](#)
- iii. Our Student Record System keeps an audit trail of mistakes and corrections to records. Data subjects have the right to access a copy of their personal data and to challenge inaccurate data via Subject Access Requests and Rectification Requests.

Principle (e): storage limitation

- i. We carefully consider how long we keep the SC/CO data – see [Futureworks Data Retention Schedule](#)
- ii. We regularly review our information and erase or anonymise this SC/CO data when we no longer need it – see [Futureworks Data Retention Schedule](#)
- iii. We have clearly identified any SC/CO data that we need to keep for statistical purposes – see [Futureworks Data Retention Schedule](#)

Principle (f): integrity and confidentiality (security)

- i. We have analysed the risks presented by our processing and used this to assess the appropriate level of security we need for this data - see [Data Security Policy](#)
- ii. We have an information security policy (or equivalent) regarding this SC/CO data and we take steps to make sure the policy is implemented and regularly reviewed through our governance structure - see [Data Security Policy](#)
- iii. We have put other technical measures or controls in place because of the circumstances and the type of SC/CO data we are processing – see [Data Security Policy](#)

Retention and erasure policies

You need to explain your retention and erasure policies with respect to each category of SC/CO data (this could include a link to your retention policy if you have one). You need to explicitly indicate how long you are likely to retain each specific category of SC/CO data.

[Futureworks Data Retention Schedule](#)

APD review date

March 2026