

## Record of Processing Activity (RoPA) – Futureworks

Date last updated: 24/02/2026

Data Protection Officer: Liz McMullan – [dataprotection@futureworks.ac.uk](mailto:dataprotection@futureworks.ac.uk)

### 1. Controller Details

Data Controller: Futureworks

Address: Riverside, New Bailey St, Salford M3 5FS

Email: [enquires@futureworks.ac.uk](mailto:enquires@futureworks.ac.uk)

Phone: 0161 214 4600

#### A. Student Admissions and Enrolment

Purpose: Assess applications, enrol students, manage funding and visas.

Data subjects: Prospective students, applicants, enrolled students.

Personal data: ID data, contact details, academic history, financial data, equality data, visa data.

Special category: Health, ethnicity, disability, religion, socio-economic data, criminal convictions.

Recipients: UCAS, Student Loans Company, Home Office/UKVI, internal departments, University of Lancashire.

Lawful basis: Contract; Legal obligation; Public task.

Special category condition: Substantial public interest; Employment/social protection law; Explicit consent where applicable.

#### B. Teaching, Learning & Assessment

Purpose: Teaching delivery, assessments, monitoring.

Data subjects: Students, academic staff.

Personal data: ID data, enrolment data, coursework, exam results, attendance, recordings.

Special category: Disability needs.

Recipients: External examiners, University of Lancashire.

Lawful basis: Public task; Contract.

Special category condition: Substantial public interest.

#### C. Student Support & Welfare Services

Purpose: Counselling, wellbeing, disability services, safeguarding.

Data subjects: Students.

Personal data: Contact data, support notes, accommodation info.

Special category: Health, mental health, disability.

Recipients: NHS, emergency services, external agencies.

Lawful basis: Public task; Vital interests (emergencies).

Special category condition: Health or social care; Safeguarding (substantial public interest).

#### D. Human Resources & Payroll

Purpose: Recruitment, employment management, payroll.

Data subjects: Staff, applicants, guest lecturers.

Personal data: Contact data, employment history, financial data.

Special category: Health, disability.

Recipients: HMRC, pension providers, payroll services, DBS.

Lawful basis: Contract; Legal obligation; Legitimate interests.

Special category condition: Employment law; Substantial public interest (equal opportunities).

#### E. IT & Network Services

Purpose: IT infrastructure, monitoring, cybersecurity.

Data subjects: Students, staff.

Personal data: Login credentials, device data, logs, IP addresses.

Recipients: IT service providers.

Lawful basis: Legitimate interests; Public task.

General Safeguards

Role-based access control

Encryption

Multifactor authentication

Staff training

DPIAs for high-risk processing

Supplier due diligence

Incident response procedures