

Easton&OtleyCollege

Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	Data Protection Policy (Code of Practice)
Policy holder Job title Contact details	Liz Howard HR Director Extn 303
Directorate Owner	Liz Howard
Date of completion	February 2013
Step A What are the aims, perceived benefits and suggested outcomes?	
<p>Easton and Otley College needs to keep certain information about its employees, students and other users to allow it to monitor performance, achievements, and health and safety, for example. It is also necessary to process information so that the College can comply with its legal obligations and staff can be recruited and paid and courses organised. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.</p>	
Step B Do you have any data showing how the policy has been received and whether it is successful?	
<p>This policy has been used by one ex member of staff to access their records. The policy proved to be effective and efficient. No issues have arisen due to its existence. No feedback has been received in regards to changes required.</p>	
Step C Which equality strands could the policy, procedure or event impact upon?	
Strand	Notes
Ethnicity	This policy is based upon current legislation and will be operated in accordance with best practice. As such it is deemed to be neutral in regards to its impact upon ethnicity.
Language	Any employee who has English as a Second Language will be individually supported to ensure they are able to access / use this policy.
Disability	Large print can be used to assist as requested; audio copies could be made if required.

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Gender	This policy is based upon current legislation and will be operated in accordance with best practice. As such it is deemed to be neutral in regards to its impact upon age.
Religion	This policy is based upon current legislation and will be operated in accordance with best practice. As such it is deemed to be neutral in regards to its impact upon religious belief / lack of belief / religious affiliation.
Age	This policy is based upon current legislation and will be operated in accordance with best practice. As such it is deemed to be neutral in regards to its impact upon age.
Sexuality	This policy is based upon current legislation and will be operated in accordance with best practice. As such it is deemed to be neutral in regards to its impact upon sexual orientation. The College appreciates the data gathered on employees is very sensitive and will therefore guard such very carefully.
Full impact assessment required?	YES (please circle) <div style="text-align: center;"> <input checked="" type="radio"/> NO </div>
This will be conducted by: _____ (date)	
A copy of this form should be sent to the holder of the policy, procedure or event organiser	

This EIA was completed post review by the Policy Review Group 18th February 2013.