



Swindon
College

**EQUALITY &
DIVERSITY
POLICIES**

EQUALITY IMPACT ASSESSMENT FORM

EqIA Reference No: _____

Equality Impact Assessment Form

Part I: Initial Screening

1. Persons responsible for this assessment:

Name: Robert Rowe	Telephone: 01793498236
Service: HR	E-Mail: robertrowe@swindon-college.ac.uk
Directorate: HR	Date of Assessment: 5 th January 2011

2. Name of the policy, service, strategy, procedure or function:

Data Protection Policy

3. Is this a new or existing policy: EXISTING (please delete)

Briefly describe its aims and objectives

To protect personal data

4. Who is intended to benefit from it and in what way?

All staff and students and members of the public
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5. What outcomes are expected?

Compliance with data protection legislation

6. Have you consulted on this policy, service, strategy, procedure or function?

Yes, SMT in August 2010 and staff through training events during 2010.
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7. What evidence has been used for this assessment?

Data Protection Audit of all data sets in the College, Health check review by DP Assist and Staff discussion and training throughout 2010

8. Could a particular group be affected differently in either a negative or positive way?

	Negative	Positive	Evidence
Age		√	Ensures appropriate protection of data arrangements are in place and access to data is available to individuals on request
Disability		√	
Gender including Transgender		√	
Race including Gypsy & Traveler		√	
Religion or Belief		√	
Sexual Orientation		√	
Other groups (see Guidance notes)		√	

9 If you have identified a negative impact in Question 8 complete Question 9.

Are there any other policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If Yes, please identify which groups are affected	Freedom of information Yes	No
Should the policy, service, strategy, procedure or function proceed to a full Equality Impact Assessment?	Yes	No
If the answer is no please give reasons for this decision	The policy is there to ensure protection of personal and sensitive information	
Date by which full Equality Impact Assessment is to be completed	Date:	

Declaration

We are satisfied that an initial screening has been carried out on this policy, service, strategy, procedure or function (delete those which do not apply) and a full Equality Impact Assessment is / is not required.

We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment.

Completed by: Robert Rowe

Date: 5th January 2011

Role: HR Director

Countersigned by Head of Service:

Date:

Date for Review:

Please forward an electronic copy to TO BE COMPLETED BY THE COLLEGE

The original signed hard copy and electronic copy should be kept with your team for audit purposes.