**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT**

**POLICIES SCREENED IN QUARTER 4 (January 2019 to March 2019)**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
| --- | --- | --- | --- | --- |
| Staff Development Policy | This policy outlines the framework within which the College’s commitment to Continuing Professional Development (CPD) activities for all employees will be managed and supported.  The basis of all staff development is the identification and prioritisation of individual, team and organisational training and development needs, in the context of the College’s vision, mission and strategic objectives as set out in the College Development Plan, Quality Improvement Plan and Staff Development plan | Revised | 10 January 2019 | The Policy has no impact on any of the Section 75 equality categories |
| Data Subject Rights Procedure | North West Regional College must process many categories of personal data to provide education, training and employment. It regards the lawful and correct treatment of personal information as imperative to successful operations and to maintaining confidence between all data subjects and ourselves. We ensure that our organisation treats information it processes lawfully and correctly. Therefore this Procedure provides guidance on the process to be followed when a Data Subject makes a request in relation to his/her Rights as per GDPR. | Revised | 10 January 2019 | The Policy has no impact on any of the Section 75 equality categories |
| Data Protection Policy | The College functions require us to process personal data, primarily to perform our statutory functions to deliver education and training in the Further Education sector to our students and administer contracts with our employees, workers, contractors, agency workers, consultants and suppliers and to comply with our legal obligations (for example health and safety and reporting to the Department for the Economy). Therefore this policy sets out what the College expects of all its employees, workers, contractors, agency workers, consultants, directors, students, in order to comply with Data Protection legislation. | Revised | 11 January 2019 | The Policy has no impact on any of the Section 75 equality categories |
| Data in Transit Policy | This document is intended to prevent unauthorised disclosure of information by laying down clear standards of practice to maintain good security when using, taking or sending personal, special category or confidential data outside of their normally secure location. The need for this is driven by our duty to protect the information of individuals. It is important for NWRC to issue guidance in relation to the transit of personal data to include both hardcopy and electronic format across the Colleges sites.  This Policy outlines the process that all staff must refer to when arranging for the transport of personal data from one location to another. There is substantial risk of causing harm and inconvenience to the data subject if personal data is lost and also the reputational damage that it would cause the College. | Revised | 11 January 2019 | The Policy has no impact on any of the Section 75 equality categories |
| Mental Health Policy | The aim of the policy is to promote positive mental health and to strive to identify and reduce / prevent potential risk to mental health of college employees | Revised | 15 January 2019 | None – no impact as policy promotes equality on the grounds of mental health disability |
| Clear Desk Policy | The aim of the policy is to establish the minimum requirements for maintaining clear desks and to ensure any confidential, restricted or sensitive information is locked away and out of sight. In addition, to ensure that all sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly locked away or disposed of when a workstation is not in use. This policy will reduce the risk of unauthorised access, loss of, and damage to information during and outside of normal business hours or when desks are left unattended | New | 5 February 2019 | The Policy has no impact on any of the Section 75 equality categories |
| Fire Safety Policy | Ensure that the College complies with all current legislation. To manager the safe evacuation of all staff/students in the event of an emergency/fire. | Revised | 4 February 2019 | No impact on any of the Section 75 equality categories |
| Acceptable Use of Emails Policy | The aim of the policy is to ensure the college complies with its legislative requirements. Staff receive and send numerous emails for business purposes, this policy aims to outline the requirements for acceptable use of emails and to ensure staff are aware of their obligations. Emails can contain confidential information, as such the college must ensure that it is sent securely, whilst protecting personal data and the College’s reputation. | New | 13 March 2019 | None as this policy has no adverse impact on any of the S75 categories |
| Student Audio Recording Policy | North West Regional College is committed to making reasonable adjustments for students where practicable. Reasonable adjustments ensure that as far as is reasonable, a student with additional learning support needs has the same access to the College’s curriculum and services as other students. | New | 28 January 2019 | Policy has no adverse impact on any of the S75 equality categories |
| Public Information Guidelines | The aim of the guidelines is to ensure the college publishes information which is accurate, fit for purpose, accessible, timely and legally compliant, to enable the public to engage with the College. In an increasing number of cases, the publicising of this information is mandatory to meet statutory, regular or professional requirements. | Revised | 14 January 2019 | The Policy has no impact on any of the Section 75 equality categories |
| Fees and Charges Policy | Operate fees and charges for the provision of appropriate educational facilities and services so as to recoup a reasonable proportion of expenditure while acting in a fair and equitable manner towards existing and prospective students and other customers. | Revised | 12 March 2019 | No impact on any of the Section 75 equality categories in relation to concessionary fees |