**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT**

**POLICIES SCREENED IN QUARTER 3 (October 2020 to December 2020)**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
| --- | --- | --- | --- | --- |
| Clear Desk Policy | The aim of this 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. | Revised | 7 October 2020 | The Policy has no impact on any of the Section 75 equality categories |
| Externally Funded Projects | Projects are an important source of funds that allow the College to involve staff and student in activities that may otherwise not occur. Such activities include student/staff international trips, sharing of good practice with other colleges, both locally and internationally, and developing innovative programmes and products. The College may act as Lead Partner or as a Partner with an external Lead - the procedures set out the process to be followed for both scenarios | Revised | 9 November 2020 | No impact on any of the Section 75 equality categories |