**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT**

**POLICIES SCREENED IN QUARTER 3 (October 2022 to December 2022)**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
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| Terms and Conditions | The terms and conditions sets out the rights and responsibilities of the colleges as a service provider and the student (a user) of the service. Terms and conditions apply to college higher education (HE) students only. | Revised | 21 October 2022 | The Policy is a legislative requirement and has no impact on any of the Section 75 equality categories |
| Accessible Information Policy | The aim of the policy is to ensure that thought is given to providing information in a format that is appropriate to meeting a range of information needs. | Revised | 10 November 2022 | The Policy has a positive impact on disability, age and racial group as alternative formats will be made available on request where practicable. There is no adverse impact on the remaining categories |
| Clear Desk and Clear Screen 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 | 22 November 2022 | The Policy has no impact on any of the Section 75 equality categories |
| Code of Practice for System Administrators and Library Personnel | The purpose of this code is to ensure that the rights of staff (teaching and support) and students are protected. The document defines the processes that may be undertaken in terms of monitoring the usage of all computer systems owned or operated by the College | Revised | 22 November 2022 | No negative impact on all nine equality categories |