**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT**

**POLICIES SCREENED IN QUARTER 4 (January 2021 to March 2021)**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
| --- | --- | --- | --- | --- |
| Guidance on Data Protection Impact Assessments | The guide aims to assist management in the completion of privacy impact assessments (DPIAs) in the development or amendment of current processing. The guidance outlines the how to complete the DPIA template effectively | Existing | 10 February 2021 | This guide has no adverse impact on any of the Section 75 categories |
| Data Breach Management Policy | This purpose of this procedure is to provide staff guidance should they identify or have suspicion that personal data has been compromised. This procedure outlines the steps the College will take in identifying a breach has occurred, containment and recovery, as well as assessing the risk/impact to individuals. | Existing | 10 February 2021 | This policy has no adverse impact on any of the Section 75 categories |
| 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 | 10 February 2021 | This policy has no adverse impact on any of the Section 75 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 | 10 February 2021 | This policy has no adverse impact on any of the Section 75 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 UK General Data Protection Regulations (‘UK GDPR’). | Revised | 10 February 2021 | This policy has no adverse impact on any of the Section 75 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 | 10 February 2021 | This policy has no adverse impact on any of the Section 75 categories |
| Use of Email 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. | Existing | 11 February 2021 | This policy has no adverse impact on any of the Section 75 categories |
| Special Category Policy Document | Under DPA 18 Schedule 1, Pt 4 the College are required to have an ‘Appropriate Policy Document’ in place which covers the College’s safeguards for processing special category data.  This would sit on the College website to outline the lawful basis in which we would process special category data and how the College will ensure compliance with the data protection principles under UK GDPR (Art. 5). | Existing | 11 February 2021 | This policy has no adverse impact on any of the Section 75 categories |
| Guidance on Legitimate Interest | This guidance aims to assist College employees’ who may decide to process personal data under the Legitimate Interest lawful basis. The College are obligated under data protection regulations to complete a Legitimate Interest Assessment (LIA) prior to processing personal data under this lawful basis. This guidance assists College staff in completing the LIA. | Existing | 11 February 2021 | This guide has no adverse impact on any of the Section 75 categories |
| Admissions and Enrolments Policy | The aim of this Policy is to provide an admissions framework which ensures applicants access the course most suitable to them, and to ensure that applicants are treated solely on the basis of their merits, ability and potential, thereby providing a fair and equitable process for all. The College aims to provide comprehensive, accurate, user-friendly information and advice to applicants in the admissions process. This is to enable an informed choice of course to be made appropriate to their interests, academic qualifications and potential. | Revised | 12 February 2021 | Policy has no adverse impact on any of the equality categories. The policy aims to provide guidance on the enrolment of all students, regardless of religious belief, political opinion, racial group, age, marital status, sexual orientation, gender, disability or whether they have dependants. |
| Recruitment and Selection Policy | The aim of this policy is to promote good practice among all persons involved in making selection decisions and carrying the responsibility for implementing equality of opportunity. | Revised | 19 February 2021 | This Policy will ensure equality of opportunity regardless of the Section 75 equality category in which job applicants may fall. |
| Carers Leave for Support Staff | To provide a framework for management to grant time off work to staff who are experiencing short-term domestic difficulties such as those associated with the care of sick or elderly relatives and/or children of school age. | Existing | 19 February 2021 | Policy does not have any adverse impact on support staff as those with caring responsibilities are able to request carers’ leave |
| Flexitime Scheme | To enable staff to plan working hours to balance their personal needs with those of the College, thus increasing the efficiency of the organisation and staff work/life balance. | Revised | 19 February 2021 | No impact on any of the Section 75 categories for relevant support staff. |
| Safeguarding, Care and Welfare Policy (plus addendum) | This addendum sets out additional information to the current Safeguarding, Care and Welfare policy in light of Covid-19 and should be read in conjunction with that policy. Unless stated, the college’s normal Safeguarding, Care and Welfare policy and procedures will continue to apply. This addendum will continue to be updated in line with government guidance as and when appropriate. In this addendum, when measures are outlined to protect children, young people, adults at risk of harm and adults in need of protection this means not only those who are studying on campus but also those who are studying from home, for reasons due to Covid-19 for example, a regional or local lockdown, self-isolation or advised by a medical professional | Revised / New  (combined) | 17 February 2021 | The policy/addendum is for all staff regardless of any of the section 75 equality categories. No-one will have an adverse impact by it being implemented. It is to ensure students whether they are young children, young people, adults at risk and adults in need of protection can be educated in a safe environment with additional precautions as a result of Covid-19 |
| Complaints and Compliments Policy (Internal use) | This policy aims to protect integrity of the College and NIPSO, provide guidance to staff and students on Complaints and Compliments, respond to any complaint, appeal and record compliments accordingly and to standardise and record any investigation of complaints/appeals to ensure openness and fairness. | Existing | 25 February 2021 | The policy provides guidance to staff on compliments and complaints. The policy has no impact on equality. |
| Assessment Malpractice, Maladministration and Plagiarism Policy | This policy aims to protect integrity of the College and awarding bodies/organisations, provide guidance to staff and students on Malpractice, respond to any incident of alleged malpractice promptly and objectively and to standardise and record any investigation of malpractice to ensure openness and fairness. | Existing | 26 February 2021 | The policy provides guidance to staff and students on malpractice and plagiarism, and provides the detail on how to deal with these issues. The policy has no impact on equality |
| Academic Assessment Appeals Policy | This policy aims to provide guidance to staff and students on the academic assessment appeals process | Existing | 26 February 2021 | The policy provides guidance to staff and students on the academic assessment appeals process. The policy has no impact on equality. |
| Fire Safety Policy | Ensure that the College complies with all current legislation. To manage the safe evacuation of all staff/students in the event of an emergency/fire. | Existing | 1 March 2021 | No impact on any of the Section 75 equality categories |
| FE Sector Freedom of Information Procedures | The purpose of this procedure is to guide the College in its management of Information requests, outline roles and responsibilities and to establish procedures for the management of requests under:   * Freedom of Information Act 2000 | New | 1 March 2021 | No negative impact on all nine equality categories |
| FE Sector Access to Information Policy | The purpose of this policy is to guide the College in its management of Information requests, outline roles and responsibilities and to establish procedures for the management of requests under:   * Freedom of Information Act 2000 * Environmental Information Regulations 2004 | New | 1 March 2021 | No negative impact on all nine equality categories |
| FE Sector Environmental Information Regulations Procedures | The purpose of this procedure is to guide the College in its management of Information requests, outline roles and responsibilities and to establish procedures for the management of requests under:   * Environmental Information Regulations 2004 | New | 1 March 2021 | No negative impact on all nine equality categories |
| Internal Quality Assurance (Moderation) Guidelines (includes the external examination process) | This policy aims to;   * Protect the integrity of the College and awarding bodies/organisations * Protect the quality of qualifications achieved maintaining public confidence in every qualification * To enhance best practice in Staff Development in the support of quality and standards * To reduce risk of error resulting in interventions from the Awarding Organisations   The policy was rewritten to comply with all main awarding bodies/organisations | Revised | 9 March 2021 | The policy provides guidance to staff on how to carry out moderation on assessment and ensure standardisation of marking. The policy has no impact on equality. |
| NWRC IT Services facilities, Datacentre & Comms Room Access Control | This document has been prepared to ensure that college environments are kept safe and everyone who accesses the restricted facilities must be aware of how they can contribute towards ensuring a safe environment.  The principle objective is to ensure the avoidance of thief and damage through restricted entrance to IT Services areas | New | 9 March 2021 | No impact on any of the Section 75 equality categories |
| Social Media Policy | The aims of the policy are to assist staff to encourage good practice, to assist staff to work safely, legally and responsibly with social networking technology and to monitor their own standards and practices; set clear expectations of behaviour relevant to social networking for educational, personal or recreational use and details the aspects of safer online behaviour; support safer working practices and to clarify the consequences of unlawful or inappropriate behaviour. | Revised | 16 March 2021 | This policy has no adverse impact on any of the S75 categories |