|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Policy/Procedure/Strategy: | Data Protection Policy  |  Author/Owner: | Head of HR & OD | Signature: | Susan McMillan |
| Review Due: | August 2026 | Department/Section: | HR |  |
| Date of Assessment: | November 2024 |  |  | Date: | 27/11/2024 |

|  |  |
| --- | --- |
| [ ]  | New |
| [x]  | Revised |
| [ ]  | Existing |

Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

|  |
| --- |
| This policy sets out the College’s commitment to protecting persona data and complying with relevant legislation and describes how that commitment is implemented. It summarises the roles and responsibilities within the College and outlines the support provided by the shared Data Protection Officer. The policy sets out clear roles and responsibilities for all employees, students and other third parties who collect, handle, transport, store or otherwise process personal data for, or under the auspices or instruction of, the College.   |

|  |  |  |
| --- | --- | --- |
| Who will be affected? | Who will be consulted? | Evidence available: |
| All employees of UHI Argyll | UHI Argyll Human ResourcesUHI Argyll Senior Management TeamUHI EmployeesTU representative | The revision of the policy ensures all information is up to date and in line with any legislative changes and requires an equality impact assessment to be complete for there is a legal requirement part of the Equality Act 2010 to ensure due regard is given to all those impacted by the introduction of the policy. Other evidence that will become available as the policy is implemented. * ICO statutory reporting via register
* ICO’s Accountability Framework – including tracker changes, data breaches, reportable breaches, and any explanations explaining any patterns and improvements and issues.
* Feedback from employees, line managers and HR staff.
 |
|  |  |  |

Step 2

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Potential Positive/Negative/NeutralImpact Identified. **P, N, N/I** | Age | Disability | Gender Reassignment | Marriage/Civil Partnership | Pregnancy and Maternity | Race | Religion or Belief | Sex | Sexual Orientation |
| Eliminating Discrimination | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I |
| Advancing Equality of Opportunity | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I |
| Promoting Good Relations. | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I |

|  |
| --- |
| Summary of EIA Outcome – please tick |
|[ ]  No further action to be carried out |
|[ ]  Amendments or changes to be made |
|[x]  Proceed with awareness of adverse impact |
|[ ]  Abandon process – Stop and Rethink |
| Please forward completed EIA forms to the Equality & Diversity Committee |

Step 3

 Action to be taken

|  |
| --- |
| **-**Review of equality impact assessment whenever this or associated college policies are updated or revised. -   |