

Policy/Procedure/Strategy: Data Protection Policy
 Review Due: 01/04/2018
 Date of Assessment: 15/03/2017

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 Department/Section: Executive Management Team

Signature: John McLuckie
 Date: 15/03/2017

Step 1

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

Argyll College UHI is committed to ensuring that personal data is collected, stored and disposed of in a secure and appropriate manner. The college respects the data subject's right to privacy and accuracy and their right to access their own personal data where appropriate.

- New
 Revised
 Existing

Who will be affected?	Who will be consulted?	Evidence available:
College staff and students	College staff	Qualitative – Argyll College UHI Data Protection Policy, Freedom of Information (Scotland) Act (2002). Anecdotal – Staff views on the policy.

Step 2

Potential Positive/Negative/Neutral Impact 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

Step 3

Action to be taken

- Monitoring of policy and compliance with statutory requirements.
 - Review of equality impact assessment whenever this policy, sectoral best practice guidelines, or legislation is updated or revised.

Summary of EIA Outcome – please tick

- No further action to be carried out
 Amendments or changes to be made
 Proceed with awareness of adverse impact
 Abandon process – Stop and Rethink

Please forward completed EIA forms to the Equality & Diversity Committee