EQUALITY IMPACT ASSESSMENT
PRELIMINARY SCREENING

School/ Department	Information Services
Date	March 2013

Name of Policy[1]
Data Protection Policy

What are the aims, objectives & projected outcomes?	
Aims: *To raise understanding and define concept of the Data Protection Act in the Conservatoire* *Objective:* *To ensure all staff are aware of their role & responsibilities regarding Conservatoire Data* *Outcomes:* *An informed and confident staff who understand the law in the context of their job.*	
This is a **new** policy	N
This is a **change** to an existing policy	N
This is an **existing** policy	Y
Will the policy have an impact on students, staff or members of the public?	Y
Are particular communities or groups likely to have different needs, experiences and/or attitudes in relation to the policy?	N
Are there any aspects of the policy that could contribute to equality or inequality?	N

Senior Manager sign-off	N/A
Date	

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[1] The term 'policy' incorporates all Conservatoire procedures, processes and guidance documents & practices

FULL EQUALITY IMPACT ASSESSMENT

Department	Information Services
Date	March 2013

Name of Policy
Data protection policy

What are the aims, objectives & projected outcomes?
Aims: *To raise understanding and define concept of the Data Protection Act in the Conservatoire* *Objective:* *To ensure all staff are aware of their role & responsibilities regarding Conservatoire Data* *Outcomes:* *An informed and confident staff who understand the law in the context of their job.*

1 SCOPING THE EIA

1.1 Scope of the EIA work
The current Data Protection Policy was drawn up by the current Head of Information Services. This is the first EIA to be carried out relating to this policy and associated practices. Due consideration has been given to the policy document and related procedures/practices.

2 COLLECTING DATA

2.1 What relevant quantitative and qualitative data do you have?

Race	*None*
Religion or belief & non-belief	*None.*
Disability	Alternative Formats of the document may be required
Gender	*None*
Gender Identity	*None*
Sexual Orientation	*None*
Age	*None*

2.2 What are the overall trends/patterns in this data?

not applicable

2.3 Please list the specific equality issues and data gaps that may need to be addressed through consultation and/or further research?

The data protection policy is currently only available online in pdf format and in English, which may present a barrier to some user groups. Consideration should be given on an institution-wide basis regarding possible procedure for provision of alternative formats for all RCS documents.

3 INVOLVING AND CONSULTING STAKEHOLDERS

3.1 Internal consultation and Involvement:
With Data Protection being an area of practice defined and guided by legal factors, internal consultation on this issue is not appropriate.

3.2 External consultation and involvement:
With Data Protection being an area of practice defined and guided by legal factors, external consultation on this issue is not appropriate.

4.ASSESSING IMPACT

4.1 Assessment of the impact
Some of the restrictions on access are of necessity and are not of themselves discriminatory in relation to E & D issues. Based on this EIA, the following actions have been identified as positive ways to promote equality and diversity in connection with the RCS Data Protection Policy and thus mitigate potential negative impacts: Consideration should be given on an institution-wide basis regarding possible procedure for provision of alternative formats for all RCS documents.

5 ACTION PLANNING AND SIGN OFF

5.1 Sign-off

Date of completion of EIA	5/3/2013
Compiled by	Caroline Cochrane, Head of Information Services
Senior Manager sign-off	Maggie Kinloch, Vice Principal
Date to Equality + Diversity Officer	2/4/2013
Date of publication of EIA Report	April 2013
Review date	March 2014

ANNEX B - Consolidation of Royal Conservatoire Equality Impact Assessment Report – April 2013

ACTION / ACTIVITY	OWNER AND INTERESTED STAKEHOLDERS	DEPENDENCIES / RISKS / CONSTRAINTS	COMPLETION DATE	PROGRESS UPDATE
Establish procedure how to make policy document available in alternative formats on request	Institution-wide concern re general lack of procedure for provision of alternative formats for all RCS documents.	Staffing implications which may be met by a Conservatoire-wide approach to similar barriers		