Equality Impact Assessment

Guidance on completing Equality Impact Assessments can be found on the intranet in the equality and inclusion section

Document:	Appropriate Usage of Electronic Systems Policy
Executive Summary:	Date change and name change from "Electronic Systems Policy and Procedure"

Update of document to reflect range of electronic communication systems (not just email).

Removal of sections relating to requirements to keep multiple copies of key data (now covered by ISLT backup).

Document formatting.

No new identified areas of impact to protected characteristic individuals. |

By law we must meet the requirements of the Equality Act 2010 including the Public Sector Equality Duty. Please give due regard to the following when completing an EIA;

1: Does the policy/practice eliminate discrimination, harassment and victimisation?
2: Does the policy/practice promote equality of opportunity?
3: Does the policy/practice promote good relations?

| Protected Characteristic | Commentary
For each protected characteristic provide a commentary of impact. If a negative impact occurs, consider the following;
    1. *Change the policy so impact is no longer negative*
    2. *Justify why it has to be done e.g. health and safety legislation*
    3. *Consider how you are going to mitigate the impact* |
|---|---|
| **Age**
Someone belonging to a particular age, or range of ages | **Positive impact**
Systems are accessible through PCs and laptops, therefore all IT users will be able to access.

The policy protects all staff and students from instances of bullying and harassment via electronic communication channels.

The policy ensures anyone is able to request information relating to a particular subject, or for information on data the college holds on them. |

	The policy requires staff to protect the identity of individuals on matters that are sensitive or confidential.
	The policy prohibits data that contains any protected characteristic from being shared by unsecured email to external email addresses.
Care Experienced *Someone who has been or is currently in care or from a looked-after background at any stage in their life. This includes adopted children who were previous looked-after.*	**Positive impact** Systems are accessible through PCs and laptops, therefore all IT users will be able to access. The policy protects all staff and students from instances of bullying and harassment via electronic communication channels. The policy ensures anyone is able to request information relating to a particular subject, or for information on data the college holds on them. The policy requires staff to protect the identity of individuals on matters that are sensitive or confidential. The policy prohibits data that contains any protected characteristic from being shared by unsecured email to external email addresses.
Marriage/Civil Partnership *Married couples and civil partnership should be treated the same on a wide range of matters*	**Positive impact** Systems are accessible through PCs and laptops, therefore all IT users will be able to access. The policy protects all staff and students from instances of bullying and harassment via electronic communication channels. The policy ensures anyone is able to request information relating to a particular subject, or for information on data the college holds on them. The policy requires staff to protect the identity of individuals on matters that are sensitive or confidential. The policy prohibits data that contains any protected characteristic from being shared by unsecured email to external email addresses.
Race *Refers to a group of people defined by their race, colour and nationality (including citizenship) ethnic or national origins*	**Positive impact** Systems are accessible through PCs and laptops, therefore all IT users will be able to access. The policy protects all staff and students from instances of bullying and harassment via electronic communication channels.

	The policy ensures anyone is able to request information relating to a particular subject, or for information on data the college holds on them.

The policy requires staff to protect the identity of individuals on matters that are sensitive or confidential.

The policy prohibits data that contains any protected characteristic from being shared by unsecured email to external email addresses. |
| **Sexual Orientation**
A persons sexual and/or romantic attraction to other people, or lack thereof | **Positive impact**
Systems are accessible through PCs and laptops, therefore all IT users will be able to access.

The policy protects all staff and students from instances of bullying and harassment via electronic communication channels.

The policy ensures anyone is able to request information relating to a particular subject, or for information on data the college holds on them.

The policy requires staff to protect the identity of individuals on matters that are sensitive or confidential.

The policy prohibits data that contains any protected characteristic from being shared by unsecured email to external email addresses. |
| **Disability**
A physical or mental impairment which has a substantial and long-term adverse effective on a person's ability to carry out normal day-to-day activities | **Positive impact**
Systems are accessible through PCs and laptops, therefore all IT users will be able to access.

The policy protects all staff and students from instances of bullying and harassment via electronic communication channels.

The policy ensures anyone is able to request information relating to a particular subject, or for information on data the college holds on them.

The policy requires staff to protect the identity of individuals on matters that are sensitive or confidential.

The policy prohibits data that contains any protected characteristic from being shared by unsecured email to external email addresses.

Negative Impact
Employees who are visually impaired or have additional learning needs may require additional software to use electronic systems. This could also have an impact on provision and training. |

	Action: Specific needs discussed with line manager/HR and reasonable adjustments put in place. Communications that are not accessible may be challenging to understand, particularly for those who have a disability or additional learning need. **Action**: Ensure staff are aware of Borders College's accessibility guidance.
Gender identity/ reassignment *The process of transitioning from one gender to another (can include changing names, pronouns, dressing differently, medical intervention and living in their self-identified gender)*	**Positive impact** Systems are accessible through PCs and laptops, therefore all IT users will be able to access. The policy protects all staff and students from instances of bullying and harassment via electronic communication channels. The policy requires staff to protect the identity of individuals on matters that are sensitive or confidential. The policy ensures anyone is able to request information relating to a particular subject, or for information on data the college holds on them. Data defined as containing 'protected characteristics' by data protection legislation should not be conveyed by unsecured email to external email addresses. The policy prohibits data that contains any protected characteristic from being shared by unsecured email to external email addresses.
Pregnancy/maternity *Refers to being pregnant and the period after birth (linked to maternity leave in the employment context)*	**Positive impact** Systems are accessible through PCs and laptops, therefore all IT users will be able to access. The policy protects all staff and students from instances of bullying and harassment via electronic communication channels. The policy ensures anyone is able to request information relating to a particular subject, or for information on data the college holds on them. The policy requires staff to protect the identity of individuals on matters that are sensitive or confidential. Data defined as containing 'protected characteristics' by data protection legislation should not be conveyed by unsecured email to external email addresses.

	The policy prohibits data that contains any protected characteristic from being shared by unsecured email to external email addresses.
Religion or Belief *Religious and philosophical beliefs, including lack of belief (atheism)*	**Positive impact** Systems are accessible through PCs and laptops, therefore all IT users will be able to access. The policy protects all staff and students from instances of bullying and harassment via electronic communication channels. The policy ensures anyone is able to request information relating to a particular subject, or for information on data the college holds on them. The policy requires staff to protect the identity of individuals on matters that are sensitive or confidential. Data defined as containing 'protected characteristics' by data protection legislation should not be conveyed by unsecured email to external email addresses. The policy prohibits data that contains any protected characteristic from being shared by unsecured email to external email addresses.
Sex *Gender assigned at birth*	**Positive impact** Systems are accessible through PCs and laptops, therefore all IT users will be able to access. The policy protects all staff and students from instances of bullying and harassment via electronic communication channels. The policy ensures anyone is able to request information relating to a particular subject, or for information on data the college holds on them. The policy requires staff to protect the identity of individuals on matters that are sensitive or confidential. Data defined as containing 'protected characteristics' by data protection legislation should not be conveyed by unsecured email to external email addresses. The policy prohibits data that contains any protected characteristic from being shared by unsecured email to external email addresses.
Employment or Trade Union Membership	**Positive impact** Systems are accessible through PCs and laptops, therefore all IT users will be able to access.

	The policy protects all staff and students from instances of bullying and harassment via electronic communication channels. The policy ensures anyone is able to request information relating to a particular subject, or for information on data the college holds on them. The policy requires staff to protect the identity of individuals on matters that are sensitive or confidential.
Past Criminal Convictions	**Positive impact** Systems are accessible through PCs and laptops, therefore all IT users will be able to access. The policy protects all staff and students from instances of bullying and harassment via electronic communication channels. The policy ensures anyone is able to request information relating to a particular subject, or for information on data the college holds on them. The policy requires staff to protect the identity of individuals on matters that are sensitive or confidential.
Poverty or Deprivation	**Positive impact** Systems are accessible through PCs and laptops, therefore all IT users will be able to access. The policy protects all staff and students from instances of bullying and harassment via electronic communication channels. The policy ensures anyone is able to request information relating to a particular subject, or for information on data the college holds on them. The policy requires staff to protect the identity of individuals on matters that are sensitive or confidential.

Owner:	Conor Bradley	
Date initiated:	09/03/21	
Consultation:	*Which groups were consulted with in the development of this EIA? Equalities officer*	
Signature (Owner)	*Conor Bradley*	**Date** 10 March 2021
Signature (Equalities Officer)	Amy Brydon	**Date** 10 March 2021

Please return the completed Equality Impact Assessment to the Equalities Officer (abrydon@borderscollege.ac.uk)