

# Tollcross Housing Association Equality Impact Assessment

Name of the policy to be assessed	Data Protection Policy	Is this a new policy or a revision?	Revised
<p>Person(s) responsible for the assessment</p>	<p>Anne Fitzsimons, Corporate Services Director</p>		
<p><b>1. Briefly describe the aims, objectives and purpose of the policy / proposal</b></p>	<p>This Policy sets out how we comply with data protection law and seek to protect personal data that we process as part of our activities and functions as a registered social landlord in Scotland, regardless of the medium on which that personal data is stored. The purpose of the Policy is also to ensure that staff understand and comply with the rules governing the collection, use and deletion of personal data to which they may have access during their work with us.</p>		
<p><b>2. Who is intended to benefit from the policy / proposal? (e.g. applicants, tenants, staff, contractors)</b></p>	<p>Staff, Committee, tenants and other customers and contractors.</p>		
<p><b>3. What outcomes are wanted from this policy / proposal? (e.g. the benefits to customers)</b></p>	<p>The Association requires staff to manage our data appropriately and within legal and regulatory requirements. This policy is designed to ensure all staff know what is to be retained and why. This provides assurances to those noted at 2. above that the Association is managing their data responsibly.</p>		
<p><b>4. Which protected characteristics could be affected by the proposal? (tick all that apply)</b></p>	<p> <input type="checkbox"/> Age    <input type="checkbox"/> Marriage &amp; Civil Partnership    <input type="checkbox"/> Disability    <input type="checkbox"/> Race    <input type="checkbox"/> Pregnancy/Maternity  <input type="checkbox"/> Gender    <input type="checkbox"/> Religion or Belief    <input type="checkbox"/> Gender Reassignment    <input type="checkbox"/> Sexual Orientation                 </p>		
<p><b>5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here.</b></p>			

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We do not see this policy as having any direct impact upon the protected characteristics contained within the Equality Act 2010.

<p>6. Describe the <b>likely impact(s)</b> the policy / proposal could have on the groups identified in part 4</p>	<p>NA</p>
<p>7. What <b>actions</b> are <b>required</b> to address the impacts arising from this assessment? (<i>This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts.</i>)</p>	<p>NA</p>

Signed: \_\_\_\_\_  
(Responsible for Policy Review)

(Job title): Corporate Services Director

Signed: \_\_\_\_\_  
(Peer Review Confirmation)

(Job title): Chief Executive Officer

Date the Equality Impact Assessment was completed:

29<sup>th</sup> October 2020

**Please attach the completed document as an appendix to your proposal report**