

Tollcross Housing Association Equality Impact Assessment


Name of the policy to be assessed	Data Retention 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>1. Briefly describe the aims, objectives and purpose of the policy / proposal</p> <p>Through our data retention practices, we aim to comply with legal and regulatory requirements concerning data retention and with our data protection obligations, in particular, the GDPR principle which states that we should keep personal data for no longer than is necessary for the purposes for which it is processed.</p>			
<p>2. Who is intended to benefit from the policy / proposal? (e.g. applicants, tenants, staff, contractors)</p> <p>Staff, Committee, tenants and other customers and contractors.</p>			
<p>3. What outcomes are wanted from this policy / proposal? (e.g. the benefits to customers)</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, why and for how long. This provides assurances to those noted at 2. above that the Association is managing their data responsibly.</p>			
<p>4. Which protected characteristics could be affected by the proposal? (tick all that apply)</p> <p><input type="checkbox"/> Age <input type="checkbox"/> Marriage & Civil Partnership <input type="checkbox"/> Disability <input type="checkbox"/> Race <input type="checkbox"/> Pregnancy/Maternity</p> <p><input type="checkbox"/> Gender <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> Sexual Orientation</p>			
<p>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.</p>			

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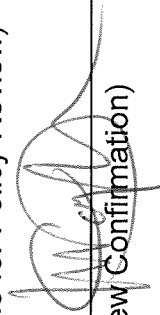


We do not see this policy as having any direct impact upon the protected characteristics contained within the Equality Act 2010.

<p>6. Describe the likely impact(s) the policy / proposal could have on the groups identified in part 4</p>	<p>NA</p>
<p>7. What actions are required 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:

29th October 2020

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