

## GSA SUMMARY REPORT OF EQUALITY CONSIDERATION AND ASSESSMENT OF EQUALITY IMPACT

Date of Assessment:	23rd January 2017	
School or Executive Group Area:	Deputy Director (Academic)	
Department:	Research and Doctoral Studies	
Lead member of staff: e-mail:	Nicola Siminson, Institutional Repository and Records Manager (IRRM) <a href="mailto:n.siminson@gsa.ac.uk">n.siminson@gsa.ac.uk</a>	
Area of decision making/title of policy, procedure, programme or relevant practice:	GSA Data Classification Policy	
Please indicate if this is:	New:	<input checked="" type="checkbox"/>
	Existing/Reviewed:	<input type="checkbox"/>
<p><b>1. Summary of how equality, diversity and participation have been considered and due regard given to the Public Sector Equality Duty (PSED):</b></p> <p>Equality, diversity and participation have been considered as part of the drafting of the GSA Data Classification Policy. The policy is designed to explain the need for, and the benefits of, data classification, and sets out four classification categories to be applied to all information held by the GSA (public; internal; restricted; and highly sensitive). Links to further information and support are provided, as well as a number of appendices.</p> <p>The IRRM has reviewed the draft GSA Data Classification Policy in detail, giving due regard to the three needs of the PSED and considering equality in relation to all protected characteristic groups.</p>		
<p><b>2. Evidence used to make your assessment:</b></p> <p>It is anticipated that the impact of this policy will be positive, regardless of protected characteristic. Data classification aims to ensure that sensitive and confidential data, such as that relating to a protected characteristic or associated need, remains secure; this in turn reduces the likelihood of harm or distress to individuals or groups, which could otherwise occur if sensitive data was lost, stolen, accidentally disclosed, altered or destroyed without authorisation.</p> <p>Any potential for negative impact will be monitored during the implementation of this policy.</p>		
<p><b>3. Outline any positive or negative impacts you have identified:</b></p> <ul style="list-style-type: none"> <li>• There is potential for positive equality impact, where data classification provides protection for individuals and groups, regardless of protected characteristic, and where their sensitive data is handled, classified and protected appropriately.</li> <li>• There is also potential for positive equality impact where an awareness of the need and reasons for data classification, as it relates to protected characteristics in particular, can promote understanding – and thereby potentially foster good relations between people who share a protected characteristic and those who do not.</li> </ul>		
<p><b>4. Actions you have taken or planned as a result of your findings:</b> (Please complete the action plan in this section)</p>		

Action	Equality Impact	Person responsible	Time frame
Provide training on data classification, raising awareness of its benefits and the implications for GSA and responsibilities of staff.	By providing training on data classification, any potential negative impact can be identified and addressed, and positive impact identified and articulated.	Nicola Siminson	October 2017

**5. Where/when will progress and the outcomes of your actions be reported and reviewed:**

Progress, the outcomes of monitoring and the above actions will be reported to and reviewed by the GSA Executive Group on an annual basis.

**6. How will your actions and intended outcomes contribute to the delivery of GSA's equality outcomes:**

The implementation of this policy has the potential to contribute to the delivery of Equality Outcomes by promoting an organisational culture where the sensitive personal data of students and staff, including that related to a protected characteristic, is handled, classified and protected appropriately.

**The outcome of your assessment:**

No action (no potential for negative or positive impact)

Action to remove barriers/mitigate negative impact

Action to promote positive impact

**Sign-off, authorisation and publishing**

**Review Lead**

Name	Nicola Siminson
Position	Institutional Repository and Records Manager (IRRM)
Signature	<b>Nicola Siminson</b>
Date	<b>09/02/2017</b>

**Executive Lead**

Name	Ken Neil
Position	Deputy Director (Academic)
Signature	<b>Ken Neil</b>
Date	<b>10/02/2017</b>

**Equality Lead (Head of Student Support and Development)**

Signature	<b>Jill Hammond</b>
Date	<b>09/02/2017</b>