

North View Housing Association Equality Impact Assessment Tool



Name of the policy / proposal to be assessed	Data Retention Policy	Is this a new policy / proposal or a revision?	Revision
Person(s) responsible for the assessment	Julie Roy		
1. Briefly describe the aims, objectives and purpose of the policy / proposal	The aim of the policy is to detail: - what data the Association holds; - why the data is held and; - how long the data is retained		
2. Who is intended to benefit from the policy / proposal? (e.g. applicants, tenants, staff, contractors)	All individuals whose personal data the Association holds.		
3. What outcomes are wanted from this policy / proposal ? (e.g. the benefits to customers)	For individuals to be informed of and understand the variety of personal data the Association holds and what it does with it.		
4. Which protected characteristics could be affected by the proposal? (tick all that apply) ☐ Age ☐ Disability ☐ Marriage & Civil Partnership ☐ Pregnancy/Maternity ☐ Race ☐ Religion or Belief ☐ Gender ☐ Reassignment ☐ Sexual Orientation			

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.

The policy has no adverse impact on any of the protected characteristics. The policy applies to all individuals irrespective of their protected characteristics.

	Positive impact(s)	Negative impact(s)
6. Describe the likely positive or negative impact(s) the policy / proposal could have on the groups identified in part 4		
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>		

Signed:  _____ (Job title): Data Protection Officer

Date the Equality Impact Assessment was completed: 18/06/2026