



EDW Equality Impact Assessment

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement and Guidance and Checklist Notes, and undertake our online training on Equality and Diversity and EqIA. These, along with further information and resources, are available at www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment

EqIA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

A. Policy/Practice (name or brief description):

Enterprise Data Warehouse (EDW)—data storage system

EDW is an online database that will ultimately store corporate data from many operational systems (for example, Finance, Human Resources, Student Services) at the University of Edinburgh. As a centralized database, it will facilitate corporate strategic reporting. All the data stored in EDW exists elsewhere in the University databases already; EDW will serve as a data centraliser, not a new data collector. The data stored in EDW will then be leveraged by BI (Business Intelligence) tools such as SAP BI Suite for analysis and reporting.

B. Reason for Equality Impact Assessment (Mark **yes against the applicable reason):**

- **Proposed new policy/practice YES**
- ~~Proposed change to an existing policy/practice~~
- ~~Undertaking a review of an existing policy/practice~~
- ~~Other (please state):~~

C. Person responsible for the policy area or practice:

Name: **Alex Carter**

Job title: **Head of Service Management**

School/service/unit: **Applications Directorate, Information Services Group**

D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:

- **affects primary or high level functions of the University YES**
- **is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? YES**
- **It is one which interested parties could reasonably expect the University to have carried out an EqIA? YES**

E. Equality Groups

To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s)

- Age
- Disability
- race (including ethnicity and nationality)
- religion or belief
- sex
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership¹

All groups are potentially impacted by the use of EDW as it will be used to collect data from across the University. However, we feel that the protected characteristics of disability and race are most likely to be impacted. EDW tooling must be accessible to disabled users in line with the Web Content Accessibility Guidelines version 2 AA standards (<https://www.w3.org/TR/WCAG20/>) and compatible with assistive technology. In terms of race, the interfaces are only available in English. However, as English is the main teaching language of the University, and only staff will access EDW, we believe this will not lead to any disadvantage. General access to interact with data from the EDW will be via a range of Tools, which will be assessed individually for accessibility.

There may be a concern regarding the potentially heightened risk of problems related to data protection that inevitably arises from centralising all University data in one place. From an equality and diversity perspective, there is a pre-eminent need to protect potentially sensitive information related to protected characteristics. Such concerns are mitigated by the fact that the central data repository in EDW is only available to people with authorized access (likely no more than 2-3 people, maximum 10), and specialized “access layers” will be built for all other audiences. Access will be approved by the data stewards who are responsible for safeguarding the privacy of the data. Overall, data access in EDW will be guided by the University policies set out by the University’s Data Quality Group. Further, EDW is encrypted and one of the most secure data storage spaces in the University.

Any new data acquisition or new reporting outputs based on EDW data will be required to conduct an Equalities Assessment and if needed an Equalities Impact Assessment will be produced.

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:
EDW is introducing a new software ETL (extract-transform-load) tool called Talend to the university, which will be operated by a limited number of University staff (max 10 people). The Information Services Disability Information Officer provided a set of accessibility questions, which formed the part of the procurement process that asked those tendering about their systems’ adherence with the Web Content Accessibility Guidelines version 2, including compatibility with assistive technology. The answers to these were analysed and further clarification sought from the suppliers. The Information Services Disability Officer will continue to monitor the accessibility of the system and any areas for improvement noted will be dealt with accordingly. Eventually, satisfaction surveys will be conducted at the management information/business intelligence level. It is worth noting that as EDW is made up of a set of background components that are not directly exposed to the end-user, we do not expect any significant changes from an end-user perspective, except increased satisfaction from the improved organization of data.

¹ Note: only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:

We feel we have enough evidence to proceed. We will monitor feedback we collect for positive and negative effects.

- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:

We do not believe that the use of EDW will lead to any form of prohibited conduct.

There could be an expectation that the application should be translated into different languages. However, the University's business is carried out in English as this is the main teaching language of the University. Also, given that only a small proportion of University staff will use this system, we do not believe this will lead to any disadvantage.

There may be a concern regarding the potentially heightened risk of problems related to data protection that inevitably arises from centralising all University data in one place. From an equality and diversity perspective, there is a pre-eminent need to protect potentially sensitive information related to protected characteristics. Such concerns are mitigated by the fact that the central data repository in EDW is only available to people with authorized access (likely no more than 2-3 people, maximum 10), and specialized "access layers" will be built for additional audiences. This will be approved by the data stewards who are responsible for safeguarding the privacy of the data. Overall, data access in EDW will be guided by the University policies set out by the University's Data Quality Group.

Overall, we have and will continue to strive to ensure that the system is as accessible as possible. Where we are unable to resolve an issue, we will make reasonable adjustments to ensure no disadvantage. For example, the University could provide one-to-one in-person assistance, or additional assistive technology.

- If the policy/practice contributes to advancing equality of opportunity²

EDW will allow easier and more accurate data analysis of the University's equality and diversity monitoring. This information can be used to inform and direct various equality and diversity initiatives such as alerting staff to underrepresented areas where we need to focus recruitment. Improved access to this information will help with the development of the University's Equality Outcomes, and the monitoring of these Outcomes as required by the Scottish Specific Regulations 2012. In addition, the introduction of an accessible centralised data system should benefit disabled staff who need to access the data.

- If there is an opportunity in applying this policy/practice to foster good relations:

We anticipate that the use of EDW, which facilitates data centralisation and analysis, will enable more informed decision-making across the University, particularly in regard to equality and diversity issues, and we hope that this may foster good relations. As a result, this should allow departments to deliver better customer service, and positively impact all parties involved in the University, including current students and staff as well as future applicants/candidates. Finally, we hope that this Equality Impact Assessment demonstrates the University's commitment to equality and diversity issues as well.

- If the policy/practice creates any barriers for any other groups?

² This question does not apply to the protected characteristic of marriage or civil partnership

This policy should not create any barriers for any other groups, as it is simply a new capability for centralising data. Staff who wish to make use of EDW will usually interact with it through other tools such as BI Suite. Staff have access to computing facilities free of charge 24/7.

- How the communication of the policy/practice is made accessible to all groups, if relevant?

EDW is comprised of a set of background technical tools, some already in use at the University (e.g. Oracle, Linux) and some new (e.g. Talend). The user community will access EDW using existing tools (SAP BI Suite). At this point, it is helpful to note that Information Services runs two classroom training courses on BI Suite - "Getting Started with BI Suite" and "BI Suite Advanced.". The training is provided on different days and times to mitigate any potential disadvantage of those with caring parental responsibilities or any clashes with days of religious observance. Additional training sessions in locations apart from Argyle House (where Information Services is located) could be accommodated based on demand. Finally, staff can pursue self-training by accessing Course Handbooks or the Online Video Tutorials on the University of Edinburgh website (<https://www.ed.ac.uk/information-services/computing/comms-and-collab/reporting-and-analytics/training>).

The user community may also access EDW using new tools in the future. Should that happen, Information Services will continue to work closely with the Disability Information Officer to ensure that any training necessary is accessible to all.

The only new training plan directly developed in association with EDW is for Talend. We will train a limited number of people (max 10) using the vendor-supplied training courses, with an eye towards making sure that the training is in a format accessible to all in this small group. In the future, we expect to train new technical staff using the same approach, on an ad hoc basis. We will ensure that any in situ training is offered at a range of different times and days to avoid clashes with days of religious observance and at accessible locations. All requests for reasonable adjustments will be made and all communication will be made available in alternative formats free of charge upon request.

- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?

The Information Services Disability Information Officer has been involved in conversations with the suppliers about the accessibility of their system, and where we would like to see improvement such as increased capability for keyboard navigation. The Disability Information Officer will continue to work with the supplier to ensure the system is made as accessible as possible. We will continue to monitor feedback and complaints for any positive or negative feedback.

- Any potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations:

Nothing further to what has been stated above.

F. Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision

Option 1: No change required – the assessment is that the policy/practice is/will be robust.

For the reasons stated above.

~~**Option 2:** Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.~~

~~**Option 3:** Continue the policy or practice despite the potential for adverse impact, and which can be mitigated/or justified~~

~~**Option 4:** Stop the policy or practice as there are adverse effects cannot be prevented/mitigated/or justified.~~

G. Action and Monitoring

1. Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).

We will continue to review positive or negative feedback/comments related to any of the 9 protected characteristics. Satisfaction surveys will be conducted at the management information/business intelligence level.

We will also advise staff of the need to make reasonable adjustments where appropriate and the need to provide alternative formats upon request. The Disability Information Officer will continue to liaise with the supplier and review the accessibility of the system.

2. When will the policy/practice next be reviewed?

If there is a significant change (i.e. a software upgrade) or we receive any positive or negative feedback related to any 9 of the protected characteristics.

H. Publication of EqIA

Can this EqIA be published in full, now? **Yes**

If No – please specify when it may be published or indicate restrictions that apply:

I. Sign-off

EqIA undertaken by (name(s) and job title(s)): **Chris Lawford (Consultant Programme/Project Manager)**

Accepted by (name): **Alex Carter (Head of Service Management)**

[This will normally be the person responsible for the policy/practice named above. If not, specify job-title/role.]

Date: to be completed **15th May 2018**

Retain a copy of this form for your own records and send a copy to equalitydiversity@ed.ac.uk