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| --- | --- | --- | --- | --- | --- |
| Policy/Procedure/Strategy: | Introduction of ClickView service | Author/Owner: | John Smith | Signature: |  |
| Review Due: |  | Department/Section: | Integrated Technologies, LIS |  |
| Date of Assessment: | 24 January 2017 |  |  | Date: |  |

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Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

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| ClickView is an online TV recording system which continuously records 24 UK TV free-to-air channels and makes the programmes available for 14 days. Students can access the service to view recordings and staff can make recordings available to students, mostly through the university’s online learning spaces such as the virtual lerning environment. |

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| Who will be affected? | Who will be consulted? | Evidence available: |
| Staff and students | Staff | This system replaces the existing Omnilan TV recorder which is widely used by staff. Users of the existing TV recorders have been notified of the introducton of the new service. |

Step 2

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| Potential Positive/Negative/Neutral  Impact Identified.  **P, N, N/I** | Age | Disability | Gender Reassignment | Marriage/Civil Partnership | Pregnancy and Maternity | Race | Religion or Belief | Sex | Sexual Orientation |
| Eliminating Discrimination | N | P | N | N | N | N | N | N | N |
| Advancing Equality of Opportunity | P | P | P | P | P | P | P | P | P |
| Promoting Good Relations. | N | N | N | N | N | N | N | N | N |

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Step 3

Action to be taken

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| Summary of EIA Outcome – please tick | |
|  | No further action to be carried out |
|  | Amendments or changes to be made |
|  | Proceed with awareness of adverse impact |
|  | Abandon process – Stop and Rethink |
| Please forward completed EIA forms to the Quality Unit | |