



Glasgow Kelvin College

Equality Impact Assessment
Copyright Policy
Next Review – March 2025

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Title of Policy, Procedure or Practice:

Copyright Policy

Type of Policy, Procedure or Practice:

New

Existing, Reviewed or Revised

X

Team Leading Impact Assessment:

Corporate Governance

Lead Person:

Annette McKenna

Date of Assessment: November 2024

Aims and Outcomes

What are the intended aims / outcomes of the policy, procedure or practice? Who is the target audience and who is it intended to benefit?

The College aims to take control of its own Copyright management.

The Board of Management of Glasgow Kelvin College (the College) respects the copyright of those who create and distribute material (subject to copyright) for teaching, learning, marketing and advertising purposes. Such materials include literary, artistic, music, dramatic, film and choreographic works, sound recordings, broadcasts, computer software and databases.

The College is fully committed to the principle of copyright protection for creators and rights' holders and as such will take all appropriate measures to ensure that staff, learners and contractors comply with all appropriate and relevant copyright legislation and copyright licences held by the College.

Evidence and Information

What information has been used as the basis for this EIA?

Copyright Legislation

Copyright Licencing Agency

RNIB Website to check on exceptions for visually impaired students

Copyright (Visually Impaired Persons) Act 2022.

Which individuals, groups or organisations representing protected characteristics have been involved in the undertaking of this assessment?

Consultation with Alan Rae, Copyright Advisor, College Development Network and Colleges Scotland.

What does the information indicate about potential positive, neutral or negative impacts for each protected characteristic?

Protected Characteristics	Potential Impact
Age	<ul style="list-style-type: none"> • Scenario: Younger students or older staff may need additional guidance on copyright laws, especially with digital resources. • Impact: Neutral to Positive • Rationale: Both younger and older individuals may be less familiar with copyright guidelines, especially for digital content. • Support Actions: <ul style="list-style-type: none"> • Provide age-appropriate training or guidance materials on copyright compliance. • Ensure digital resources include clear copyright guidelines accessible for all age groups.
Disability	<p>Neutral – Positive – visually impaired students, and students with other learning needs requiring accessible copies of materials are covered by the Copyright (Visually Impaired Persons) Act 2022.</p> <ul style="list-style-type: none"> • Scenario: Students or staff with visual impairments may require adaptations, such as accessible formats of copyrighted materials. • Impact: Positive • Rationale: The policy must align with accessibility laws, including the Copyright (Visually Impaired Persons) Act 2022, to provide lawful access to copyrighted materials in accessible formats.

	<ul style="list-style-type: none"> • Support Actions: <ul style="list-style-type: none"> • Use exceptions under copyright law to provide materials in accessible formats. • Consult resources such as the RNIB for guidance on accessible formats for visually impaired users. • Ensure that accessible versions of materials are available promptly and with minimal additional steps for disabled users
Gender Reassignment	<ul style="list-style-type: none"> • Impact: Neutral • Rationale: The policy is neutral regarding gender reassignment. However, copyright materials used in teaching and learning should be inclusive and representative. • Support Actions: <ul style="list-style-type: none"> • Review educational resources to ensure they are inclusive of all gender identities. • Provide training to staff on selecting and using inclusive copyright-compliant resources.
Marriage and Civil Partnership	<ul style="list-style-type: none"> • Impact: Neutral • Rationale: The policy has no specific effect on marriage and civil partnership status. • Support Actions: <ul style="list-style-type: none"> • No additional support actions are necessary for this characteristic.
Pregnancy and Maternity	<ul style="list-style-type: none"> • Scenario: Staff or students on maternity leave may require remote access to copyrighted materials for continued learning or work. • Impact: Positive • Rationale: Ensuring remote access to educational materials aligns with copyright law and supports inclusivity for those on maternity leave. • Support Actions: <ul style="list-style-type: none"> • Provide flexible and lawful access to digital resources for staff or students on maternity leave.

	<ul style="list-style-type: none"> • Ensure copyright resources are accessible off-campus, where legally permissible, to accommodate those unable to visit campus.
<p>Race</p>	<ul style="list-style-type: none"> • Impact: Positive • Rationale: An inclusive copyright policy supports diversity in resource selection, preventing biased or culturally insensitive material. • Support Actions: <ul style="list-style-type: none"> • Select educational materials that reflect diversity and avoid racial bias. • Ensure that staff are trained in copyright compliance while considering inclusivity in resource selection.
<p>Religion or Belief</p>	<ul style="list-style-type: none"> • Impact: Neutral to Positive • Rationale: The policy ensures that users can lawfully access a variety of materials, while respecting religious beliefs in content selection. • Support Actions: <ul style="list-style-type: none"> • Encourage diverse and respectful resource selection. • Provide guidance to staff on selecting inclusive materials that respect a variety of religious beliefs.
<p>Sex</p>	<ul style="list-style-type: none"> • Impact: Neutral • Rationale: The policy applies equally to all users, regardless of sex. • Support Actions: <ul style="list-style-type: none"> • Ensure that copyright resources and training are equally accessible to all staff and students.
<p>Sexual Orientation</p>	<ul style="list-style-type: none"> • Impact: Positive • Rationale: A copyright policy that encourages inclusivity in material selection supports a welcoming environment for LGBTQ+ individuals. • Support Actions: <ul style="list-style-type: none"> • Train staff on the selection of inclusive copyrighted resources.

	<ul style="list-style-type: none"> Encourage use of materials that positively represent a range of sexual orientations.
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Are you able to reduce any potential negative impacts identified? If so, how?

No

Compliance with General Equality Duty

Does the policy, procedure or practice comply with the three parts of the general duty?

- Eliminate discrimination, harassment and victimisation and other conduct prohibited by the [Equality Act \(2010\)](#)
- Foster good relations between people from different groups - this involves tackling prejudice and promoting understanding between people from different groups
- Advance equality of opportunity between people from different groups

Yes No

If no, what arrangements could be implemented to better comply with the duty?

N/A

What is the EIA outcome?

A positive impact is likely A negative impact is not foreseen

A negative impact is likely A negative impact is probable or certain

Are you able to introduce the policy, procedure or practice without changes? Yes No

If no, what changes will you make before implementation?

N/A

Action and Monitoring

What action will be taken, by whom and when?

Policy issued to all staff to raise awareness
Policy available on the intranet and internet

Once implemented how the policy will, procedure or practice be monitored?

Throughput of material will be monitored by Reprographics departments, number of copies at public machines is limited which should prevent abuse of copyright law. Any concerns would be fed back to the Director of Estates and Corporate Services or by use of the Complaints procedure.

Signed: Annette McKenna / Amrit Kaur Bedi

Date: November
2024

NB: Finalisation of central monitoring & identification of compound impact will be undertaken within Equalities Management.

Appendix

Equality Act General Duty requires colleges to have **due regard** to the need to:

1. Eliminate

- a) discrimination,
- b) harassment,
- c) victimization; or
- d) any other prohibited conduct

2. Advance equality of opportunity by

- a) removing or minimising disadvantage
- b) meeting the needs of particular groups that are different from the needs of others
- c) encouraging participation in public life

3. Foster good relations – tackle prejudice, promote understanding

Protected Characteristics:

- 1. Age
- 2. Disability
- 3. Gender Reassignment
- 4. Marriage And Civil Partnership (applies only in relation to (1a) discrimination in *employment*, not to students)
- 5. Pregnancy And Maternity
- 6. Race
- 7. Religion Or Belief
- 8. Sex/ Gender
- 9. Sexual Orientation.