Appendix 2

Part 1   Policy scoping

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

Public authorities should remember that the Section 75 statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

1. Policy Details

Name of the policy
Information Assurance Policy
_____

Is this an existing, revised or a new policy?
Revised policy
_____

What is it trying to achieve? (intended aims/outcomes)
The aim of the policy is to set out the procedures in respect of all matters concerning the use, storage and transfer of information. It establishes a protective marking system to ensure the appropriate application of protective measures is applied to information requiring safeguard. The objective of protective marking is to manage the preservation of confidentiality, integrity and availability of information.

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_____

Are there any Section 75 categories which might be expected to benefit from the intended policy?

Yes ☐   No ☒

If so, explain how.
Click here to enter text.

_____

Who initiated or wrote the policy?
Information Standards Officer

_____

Who owns and who implements the policy?
This is an Assembly Commission Policy. The Information Standards Officer will assist the NIA Senior Information Risk Owner (SIRO) and Directorate Information Asset Owners (IAOs) however, the policy relates to all staff who are expected to comply with the policy.

2. Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

Yes ☐ No ☒

If yes, are they

☐ Financial

☐ Legislative

☐ Other, please specify: Click here to enter text.

3. Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

☒ Staff

☐ Service users

☒ other public sector organisations

☒ voluntary/community/trade unions

☐ Other, please specify : Click here to enter text.

4. Other policies with a bearing on this policy

What are these policies? Please list:
NIA Data Protection Policy, IS Security Policy, Policy on use of IT Resources, IS Password Policy.

5. Available evidence

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data.

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Details of evidence/information
Religious belief	n/a
Political opinion	n/a
Racial group	n/a
Age	n/a
Marital status	n/a
Sexual orientation	n/a
Men and women generally	n/a
Disability	Consult with HR regarding training to ensure all staff needs are catered for and if necessary, alternative forms of training provided according to staff need.

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Dependants	n/a

6. Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Section 75 category	Details of needs/experiences/priorities
Religious belief	None
Political opinion	None
Racial group	None
Age	None
Marital status	None
Sexual orientation	None
Men and women generally	None
Disability	Potential issues relating to use of internet and publication of electronic documents, and the need to ensure suitable alternative formats are developed and made available.
Dependants	None

Part 2

Screening Questions

Introduction

In making a decision as to whether or not there is a need to carry out an equality impact assessment, you should consider your answers to the questions above.

In addition, the five screening questions below further assist you in assessing your policy and must be completed. Two of these questions require you to assess the level of impact of the proposed policy on "equality of opportunity" and "good relations". The scale used when assessing this impact is either "None", "Minor" or "Major". The following paragraphs set out what each of these terms mean.

If your conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then you may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, you should give details of the reasons for the decision taken.

If your conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

If your conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations categories, then consideration should still be given to proceeding with an equality impact assessment, or to:

- measures to mitigate the adverse impact; or

- the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

In favour of a 'major' impact

a) The policy is significant in terms of its strategic importance;

b) Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;

c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;

d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;

e) The policy is likely to be challenged by way of judicial review;

f) The policy is significant in terms of expenditure.

In favour of 'minor' impact

a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;

b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;

c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;

d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

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In favour of none

a) The policy has no relevance to equality of opportunity or good relations.

b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Taking into account the evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions given overleaf and indicate the level of impact on the group i.e. minor, major or none.

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Screening questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? minor/major/none		
Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	Details of impact.	None
Political opinion	Details of impact.	None
Racial group	Details of impact.	None
Age	Details of impact.	None
Marital status	Details of impact.	None
Sexual orientation	Details of impact.	None
Men and women generally	Details of impact.	None
Disability	Details of impact.	None
Dependants	Details of impact.	None

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2	Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?	
Section 75 category	If **Yes**, provide details	If **No**, provide reasons
Religious belief	enter details	No, this is a compliance policy to manage preservation of confidentiality, integrity and availability of information.
Political opinion	enter details	No, this is a compliance policy to manage preservation of confidentiality, integrity and availability of information.
Racial group	enter details	No, this is a compliance policy to manage preservation of confidentiality, integrity and availability of information.
Age	enter details	No, this is a compliance policy to manage preservation of confidentiality, integrity and availability of information.
Marital status	enter details	No, this is a compliance policy to manage preservation of confidentiality, integrity and availability of information.
Sexual orientation	enter details	No, this is a compliance policy to manage preservation of confidentiality, integrity and availability of information.
Men and women generally	enter details	No, this is a compliance policy to manage preservation of confidentiality, integrity and

		availability of information.
Disability	enter details	No, this is a compliance policy to manage preservation of confidentiality, integrity and availability of information.
Dependants	enter details	No, this is a compliance policy to manage preservation of confidentiality, integrity and availability of information.

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none		
Good relations category	Details of policy impact	Level of impact minor/major/none
Religious belief	Details of impact.	None
Political opinion	Details of impact.	None
Racial group	Details of impact.	None

4	Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?	
Good relations category	If **Yes**, provide details	If **No**, provide reasons
Religious belief	enter details	No, this is a compliance policy to manage preservation of confidentiality, integrity and availability of information.
Political opinion	enter details	No, this is a compliance policy to manage preservation of confidentiality, integrity and availability of information.
Racial group	enter details	No, this is a compliance policy to manage preservation of confidentiality, integrity and availability of information.

5 Disability Duties?
Consider whether the policy: a) Discourages disabled people from participating in public life and fails to promote positive attitudes towards disabled people. No   b) Provides an opportunity to better positive attitudes towards disabled people or encourages their participation in public life. N/A

Additional considerations

Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?
(*For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people*).

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

No

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Part 3 Screening decision

1. If the decision is not to conduct an equality impact assessment (*none*), please provide details of the reasons.

The aim of the policy is to set out procedures in respect of all matters concerning the use, storage and transfer of information. An equality impact assessment is not relevant.

2. If the decision is not to conduct an equality impact assessment, but the policy has minor equality impacts which can be mitigated/provided by an alternative policy, and therefore does not require and EQIA (*minor*), provide details of the reason for the decision with proposed changes/amendments for an alternative policy to be introduced.

N/A

3. If the decision is to subject the policy to an equality impact assessment (*major*), please provide details of the reasons.

N/A

4. Timetabling and prioritising

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

If the policy has been **'screened in'** for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to a public authority's functions	

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the CCSU in timetabling. Details of the Equality Impact Assessment Timetable will be included in the quarterly Screening Report.

Is the policy affected by timetables established by other relevant public authorities?
Yes ☐   No   ☐
If yes, please provide details
Click here to enter text.

Part 4 Monitoring

Effective monitoring will help identify any future adverse impact arising from the policy which may lead the Commission to conduct an equality impact assessment, as well as help with future planning and policy development.

The Equality Commission for NI (ECNI) recommends that where a policy has been amended or an alternative policy introduced, the public authority should monitor more broadly for adverse impact.

See ECNI Monitoring Guidance for use by Public Authorities (July 2007) pages 9-10, paragraphs 2.13 – 2.20

What data are required in the future to ensure effective monitoring?

> What are these policies? Please list:
> Click here to enter text.

Part 5 - Data Protection

1. If applicable, has legal advice been given due consideration?

Yes ☐   No ☐   N/A ☒

2. Has due consideration been given to information security in relation to this policy?
Yes ☒   No ☐

Part 6 - Approval and authorisation

Screened by:	Position/Job Title	Date
Martina Dalton	Information Standards Officer	28.2.13
Approved by:		

Note: A copy of the Screening Template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy.

A copy of the completed screening template and any other relevant associated documentation should be forwarded to the Equality team.

The Equality team will make the completed screening template available on our website as soon as possible following completion, and approval, and it will also be made available on request.