

Equality and Human Rights Screening Template

The BSO is required to address the 4 questions below in relation to all its policies.

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)

Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

To what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group? (minor/major/none)

Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

As part of the audit trail documentation needs to be made available for all policies and decisions examined for equality and human rights implications. The screening template is a pro forma to document consideration of each screening question.

For information (evidence, data, research etc.) on the Section 75 equality groups see the Equality and Human Rights Information Bank on the BSO website:

<http://www.hscbusiness.hscni.net/services/1798.htm>

SCREENING TEMPLATE

See [Guidance Notes](#) for further information on the 'why' 'what' 'when', and 'who' in relation to screening, for background information on the relevant legislation and for help in answering the questions on this template.

(1) INFORMATION ABOUT THE POLICY OR DECISION

1.1 Title of policy or decision

This screening is intended to cover the Information Governance 'suite' of policies, which currently includes:

- Information Governance Policy
- Information Security Policy
- Information Risk Policy
- Data Protection Policy
- Data Protection Impact Assessment Policy
- Incident Reporting Policy
- Freedom of Information Policy
- Records Management Policy
- Policy for the safeguarding, movement and transportation of records, files and other media

Further policies may be added in due course.

1.2 Description of policy or decision

This suite of policies is intended to:

- ensure compliance with legal and regulatory framework is maintained;
- establish a robust framework for preserving the confidentiality, integrity, security and accessibility of data, systems and information;
- give assurance that information is processed legally, securely, efficiently and effectively

This suite of policies is in place for the following Organisations:

- BSO
- RQIA
- NIMDTA
- NIGALA
- NISCC
- PCC

1.3 Main stakeholders affected (internal and external)

The main stakeholders are staff, services users and members of the public of these Organisations.

1.4 Other policies or decisions with a bearing on this policy or decision

This suite of policies will have a direct bearing on all information governance policies, including those not named above.

(2) CONSIDERATION OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED

2.1 Data gathering

What information did you use to inform this equality screening? For example previous consultations, statistics, research, Equality Impact Assessments (EQIAs), complaints. Provide details of how you involved stakeholders, views of colleagues, service users, staff side or other stakeholders.

Staff equality data from HR system

Census 2011 data and learning taken from recent engagement with transgender groups in the context of a gender identity employment policy

2.2 Quantitative Data

Who is affected by the policy or decision? Please provide a statistical profile. Note if policy affects both staff and service users, please provide profile for both. Also give consideration to multiple identities.

The following is a statistical profile of each organisation, based on information as of March 31st 2018. NB: Information is still being sought from NIMDTA.

Section 75 Area	Category	BSO	NISCC	NIGALA	PCC	RQIA
Gender	Male	42.45%	30.19%	12.50%	18.52%	22.41%
	Female	57.55%	69.81%	87.50%	81.48%	77.59%
Age Group	16-24	1.26%	3.77%			
	25-29	7.63%	7.55%	1.56%	11.11%	3.45%
	30-34	12.89%	24.53%	4.69%	18.52%	10.34%
	35-39	14.39%	7.55%	10.94%	11.11%	12.07%
	40-44	13.52%	5.66%	9.38%	18.52%	12.07%
	45-49	16.98%	13.21%	15.63%	14.81%	23.28%
	50-54	14.86%	13.21%	26.56%	11.11%	17.24%
	55-59	11.64%	13.21%	25.00%	14.81%	11.21%
	60-64	5.66%	9.43%	6.25%		7.76%
>=65	1.18%	1.89%			2.59%	
Community Background	Perceived Protestant	2.59%	11.32%	4.69%	7.41%	0.86%
	Protestant	30.50%	39.62%	26.56%	40.74%	42.24%
	Perceived Roman Catholic	3.38%	1.89%	6.25%	11.11%	1.72%
	Roman Catholic	40.80%	35.85%	60.94%	33.33%	38.79%
	Neither	1.65%	3.77%	1.56%		2.59%
	Perceived Neither	0.08%				
Marital Status	Not assigned	20.99%	7.55%		7.41%	13.79%
	Divorced	2.75%	3.77%			3.45%
	Mar/CP	52.28%	50.94%	57.81%	48.15%	56.03%
	Other	1.02%	1.89%	3.13%		0.86%
	Separat	1.18%			3.70%	1.72%
	Single	23.11%	24.53%	28.13%	29.63%	20.69%
	Unknwn	18.71%	18.87%	10.94%	18.52%	15.52%
Widw/R	0.94%				0.86%	
Ethnicity	Not assigned					0.86%
	Not assigned	75.00%	75.47%	89.06%	74.07%	87.93%
	White	24.92%	24.53%	10.94%	25.93%	12.07%
	Other					
	Black African					
	Indian	0.08%				
Disability	Chinese					
	No	61.79%	67.92%	87.50%	66.67%	72.41%
	Not assigned	37.26%	28.30%	10.94%	29.63%	27.59%
Dependents	Yes	0.94%	3.77%	1.56%	3.70%	
	Yes	7.86%	9.43%	4.69%	14.81%	8.62%
	Not assigned	87.58%	81.13%	92.19%	85.19%	88.79%
Sexual Orientation	No	4.56%	9.43%	3.13%		2.59%
	Do not wish to answer	0.71%		1.56%		
	Not assigned	88.84%	81.13%	90.63%	85.19%	89.66%
	Opposite sex	9.67%	18.87%	7.81%	14.81%	9.48%
	same sex	0.71%				0.86%
Political Opinion	Both sexes	0.08%				
	Broadly Nationalist	2.04%	3.77%	1.56%		0.86%
	Other	2.36%	1.89%			1.72%
	Broadly Unionist	2.44%	7.55%	1.56%	7.41%	

	Not assigned	90.02%	81.13%	90.63%	92.59%	89.66%
	Do not wish to answer	3.14%	5.66%	6.25%		7.76%

2.3 Qualitative Data

What are the different needs, experiences and priorities of each of the categories in relation to this policy or decision and what equality issues emerge from this? Note if policy affects both staff and service users, please discuss issues for both. Also give consideration to multiple identities (such as single parents for example).

Category	Needs and Experiences
Gender	Individuals who are transgender may have additional needs with regards to confidentiality issues associated with how their data is stored, handled and reviewed.
Age	There is no data to suggest that there are specific needs or experiences arising within this category.
Religion	There is no data to suggest that there are specific needs or experiences arising within this category.
Political Opinion	There is no data to suggest that there are specific needs or experiences arising within this category.
Marital Status	There is no data to suggest that there are specific needs or experiences arising within this category.
Dependent Status	There is no data to suggest that there are specific needs or experiences arising within this category.
Disability	It is recognised that individuals with specify disabilities (i.e. sensory, physical or neurological conditions) may have additional needs with regards to training, presentation of information or information governance policies.
Ethnicity	
Sexual Orientation	Some lesbian, gay and bisexual people who are not 'out' will have particular concerns as to risk relating to data that could reveal their sexual orientation.

2.4 Making Changes

Based on the equality issues you identified in 2.2 and 2.3, what changes did you make or do you intend to make in relation to the policy or decision in order to promote equality of opportunity?

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
<p>Issues relating to accessible information for people with disabilities will be considered on a case-by-case basis. It is recognised that there those with specific disabilities will have different information requirements with regards to training and provision of the policy. The organisation will take reasonable steps to assist those where possible, such as enabling the visual aid settings on the PC.</p> <p>Issues relating to accessible information for people whose first language is not English will be considered on a case-by-case basis. In keeping with the BSO Accessible Formats policy, information can be translated upon request.</p> <p><u>Roles, responsibilities, security arrangements and scope are set out very clearly within the policies.</u> <u>Reporting mechanisms are in place to report on any breaches of personal information.</u></p> <p><u>All staff have confidentiality clauses within their contract.</u></p>	N/A

2.5 Good Relations

What changes to the policy or decision – if any – or what additional measures would you suggest to ensure that it promotes good relations? (refer to guidance notes for guidance on impact)

<i>Group</i>	<i>Impact</i>	<i>Suggestions</i>
Religion	N/A	
Political Opinion	N/A	
Ethnicity	N/A	

(3) SHOULD THE POLICY OR DECISION BE SUBJECT TO A FULL EQUALITY IMPACT ASSESSMENT?

A full equality impact assessment (EQIA) is usually confined to those policies or decisions considered to have major implications for equality of opportunity

**How would you categorise the impacts of this decision or policy?
(refer to guidance notes for guidance on impact)**

Please tick:

Major impact	<input type="checkbox"/>
Minor impact	<input type="checkbox"/>
No further impact	<input checked="" type="checkbox"/>

Do you consider that this policy or decision needs to be subjected to a full equality impact assessment?

Please tick:

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

These policies are technical in nature and have no impact on equality of opportunity and/or good relations for people within the equality and good relations categories.

(4) CONSIDERATION OF DISABILITY DUTIES

4.1 In what ways does the policy or decision encourage disabled people to participate in public life and what else could you do to do so?

<i>How does the policy or decision currently encourage disabled people to participate in public life?</i>	<i>What else could you do to encourage disabled people to participate in public life?</i>
N/A	N/A

4.2 In what ways does the policy or decision promote positive attitudes towards disabled people and what else could you do to do so?

<i>How does the policy or decision currently promote positive attitudes towards disabled people?</i>	<i>What else could you do to promote positive attitudes towards disabled people?</i>
N/A	N/A

(5) CONSIDERATION OF HUMAN RIGHTS

5.1 Does the policy or decision affect anyone's Human Rights? Complete for each of the articles

ARTICLE	Yes/No
Article 2 – Right to life	No
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment	No
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour	No
Article 5 – Right to liberty & security of person	No
Article 6 – Right to a fair & public trial within a reasonable time	No
Article 7 – Right to freedom from retrospective criminal law & no punishment without law	No
Article 8 – Right to respect for private & family life, home and correspondence.	No
Article 9 – Right to freedom of thought, conscience & religion	No
Article 10 – Right to freedom of expression	No
Article 11 – Right to freedom of assembly & association	No
Article 12 – Right to marry & found a family	No
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights	No
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property	No
1 st protocol Article 2 – Right of access to education	No

*If you have answered no to all of the above please move on to **Question 6** on monitoring*

5.2 If you have answered yes to any of the Articles in 5.1, does the policy or decision interfere with any of these rights? If so, what is the interference and who does it impact upon?

List the Article Number	Interfered with? Yes/No	What is the interference and who does it impact upon?	Does this raise legal issues?*
			Yes/No
N/A	N/A	N/A	N/A

** It is important to speak to your line manager on this and if necessary seek legal opinion to clarify this*

5.3 Outline any actions which could be taken to promote or raise awareness of human rights or to ensure compliance with the legislation in relation to the policy or decision.

N/A

(6) MONITORING

6.1 What data will you collect in the future in order to monitor the effect of the policy or decision on any of the categories (for equality of opportunity and good relations, disability duties and human rights)?

Equality & Good Relations	Disability Duties	Human Rights
Complaints / information security received relating to these policies	Complaints / information security received relating to these policies	Complaints / information security received relating to these policies

Approved Lead Officer: Karen Hargan

Position: Director of Human Resources and Corporate Services

Date: 09/04/2018

Policy/Decision Screened by: Alan McCracken

Please note that having completed the screening you are required by statute to publish the completed screening template, as per your organisation's equality scheme. If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, you will need to review the screening decision.

**Please forward completed template to:
Equality.Unit@hscni.net**

Any request for the document in another format or language will be considered. Please contact the Equality Unit:

2 Franklin Street; Belfast; BT2 8DQ; Email: equality.unit@hscni.net;
Phone: 028 9536 3814/ 9536 3023

