Business Services Organisation
Providing Support to Health and Social Care

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 Portal - Screening Resources & Evidence.

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 HSCNI Information Security Policy

1.2   Description of policy or decision • **what is it trying to achieve? (aims and objectives)** This Information Security Policy details the regional approach to Information Security Management across HSC and NIFRS, including the overall management structure and key principles which apply to each HSC and NIFRS organisation. This policy, and the associated Information Security standards, lay down high-level principles and expectations, from which each HSC and NIFRS organisation must develop their own local policies, standards, guidelines, and working practices to ensure compliance. This is to ensure a consistent and high standard of Information Security management across the entire HSC and NIFRS community from all significant threats whether internal, external, deliberate or accidental. • **how will this be achieved? (key elements)** This Policy and associated standards will outline the minimum requirement that users and organisations must follow to be compliant. • **what are the key constraints? (for example financial, legislative or other)** This Policy will cover all organisations, replacing the individual versions that each organisation has in place. The main constraint will be having the implementation complete across all organisations in a timely manner.

1.3   Main stakeholders affected (internal and external) **For example staff, actual or potential service users, other public sector organisations, voluntary and community groups, trade unions or professional organisations or private sector organisations or others** HSC Service Users Business Service Organisation Staff All parties who have access to, or the use of, Information Assets and Systems belonging to, or under

the control of, HSC or NIFRS
including: HSC and NIFRS employees
Temporary Staff including agency and students
Voluntary Health Sector organisations / Volunteers
Third Party Contractors
Any other party making use of HSC ICT resources

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

- **This will be a regional information Security Policy and replace local organisations current information security policy.**

(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.

Workforce Data (HRPTS)

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.

Category	*What is the makeup of the affected group? (%) Are there any issues or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group?*
Gender	**Staff Profile** <table><tr><td>Male</td><td>42.23%</td></tr><tr><td>Female</td><td>57.77%</td></tr></table>

Age	Staff Profile	
	0-15	0.06%
	16-24	3.55%
	25-29	9.26%
	30-34	12.94%
	35-39	13.45%
	40-44	14.91%
	45-49	12.75%
	50-54	14.28%
	55-59	12.31%
	60-64	4.95%

Religion	**Staff Profile**	
	Perceived Protestant	2.47%
	Protestant	32.66%
	Perceived Roman Catholic	1.80%
	Roman Catholic	43.07%
	Neither	2.02%
	Perceived Neither	0.07%
	Not assigned	17.90%

Political Opinion	**Staff Profile**	
	Perceived Protestant	2.16%
	Protestant	29.00%
	Perceived Roman Catholic	2.47%
	Roman Catholic	40.04%
	Neither	5.33%

Marital Status	**Staff Profile**	
	Divorced	2.47%
	Mar/CP	41.88%
	Other	0.95%
	Separated	0.57%
	Single	15.80%

	Unknown	37.31%
	Widow/R	0.82%
	Not assigned	0.19%

Dependent Status	**Staff Profile**	
	Yes	12.18%
	Not assigned	79.57%
	No	8.25%

Disability	**Staff Profile**	
	No	48.41%
	Not assigned	49.67%
	Yes	1.90%

Ethnicity	**Staff Profile**	
	Not assigned	71.51%
	White	28.11%
	Other	0.13%
	Black African	0.00%
	Indian	0.06%
	Chinese	0.06%

Sexual Orientation	Staff Profile	
	Do not wish to answer	1.71%
	Not assigned	80.58%
	Opposite sex	16.56%
	same sex	1.08%
	Both sexes	0.06%

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	Female staff may be more likely to work part-time or term time and have absences due to maternity as well as unscheduled absences such as carers leave, therefore there may be more need for a line manager to access the email account.
Age	Younger people are generally more IT literate and potentially more likely to bypass security configurations.
Religion	
Political Opinion	
Marital Status	Single parents are in the same position as defined in the Gender section above.
Dependent Status	Staff with dependents are in the same position as defined in the Gender section above.
Disability	Disability related absences may be unscheduled and lead to more need for a line manager to access email accounts. Screen reading software for employees with sight loss must be carefully managed to prevent unauthorised disclosure of patient information.
Ethnicity	
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?

In developing the policy or decision what did you do or change to address the equality issues you identified?	*What do you intend to do in future to address the equality issues you identified?*
Gender / Marital Status / Dependants / Disability The policy and standards explicitly sets out measures that are in place to minimise the impact on staff including: • Only assigned staff, usually line managers will have access to an individual's email during absence • All those with access to BSO email will be informed that such access may occur, and that they can take steps to move any emails of a personal/private nature to a folder marked 'Personal'.	A change has been made to section 5.1.1 in the Clear Screen and Desk standard in relation to the issue identified around screen reading software.

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)

Group	*Impact*	*Suggestions*
Religion		
Political Opinion		
Ethnicity		

(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	
Minor impact	x
No further impact	

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

Please tick:

Yes	
No	x

Please give reasons for your decisions.

Mitigation put in place as outlined in 2.4 will reduce or remove any impacts for the groups identified through this screening. It is not thought that undertaking an EQIA will identify further opportunities to promote equality of opportunity.

(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?

How does the policy or decision currently encourage disabled people to participate in public life?	What else could you do to encourage disabled people to participate in public life?

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?

How does the policy or decision currently promote positive attitudes towards disabled people?	What else could you do to promote positive attitudes towards disabled people?

(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.	Yes
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
1st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property	No
1st 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
8	Yes	Routine monitoring of internet and email usage may breach an individual's right to privacy; this is balanced against the need for ITS to identify inappropriate use.	No
		Access to another individual's mailbox may breach an individual's right to privacy; this is balanced against the need for business continuity in the absence of the individual.	

* 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.

BSO recognises that email content or internet use may reveal information about the user, eg. Content relating to occupational health, emotional support with

Inspire Wellbeing, trade union matters etc. Measures are in place to minimise the impact on the right to privacy including:

• All those with access to BSO email and internet will be informed that use may be monitored.

• The policy stipulates to managers that access to another individual's mailbox is for business emails only

(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

Approved Lead Officer: <u>David Mackie</u>

Position: <u>Technical PM</u>

Date: <u>27/05/21</u>

Policy/Decision Screened by: _____

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:

Equality Unit/ BSO /James House/ 2-4 Cromac Avenue/ Belfast/ BT7 2JA
Tel: 028 9536 3961