

# Equality and Human Rights Screening Template

The Patient and Client Council 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

## (1) INFORMATION ABOUT THE POLICY OR DECISION

<b>1.1 Title of policy or decision</b>  PCC Staff Privacy Notice
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<b>1.2 Description of policy or decision</b>  This privacy notice tells PCC staff what to expect us to do with your personal information when you work for us. <ul style="list-style-type: none"><li>• Contact details</li><li>• What information we collect, use, and why</li><li>• Lawful bases and data protection rights</li><li>• Where we get personal information from</li><li>• How long we keep information</li><li>• Who we share information with</li><li>• How to complain</li></ul>
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<b>1.3 Main stakeholders affected (internal and external)</b>  This policy applies to the following groups: <ul style="list-style-type: none"><li>• staff of PCC and Council members including permanent and temporary staff;</li><li>• agency staff;</li></ul>
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<b>1.3 Other policies or decisions with a bearing on this policy or decision</b> <ul style="list-style-type: none"><li>• The UK General Data Protection Regulation (UK GDPR)</li><li>• The Data Protection Act 2018</li></ul>
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- The Access to Health Records (Northern Ireland) Order 1993 (AHR)
- The Freedom of Information Act 2000 (FOI)
- The Environmental Information Regulations 2004 (EIR)
- The Human Rights Act 1998 (HRA)
- Other relevant Health Service Regulation and
- The Common Law Duty of Confidentiality

**(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.**

PCC Workforce Data (Sep 2024)  
Northern Ireland Census 2021

**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. Date of data - Sept 2023.**

<b>Category</b>	<i>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?</i>						
<b>NI CENSUS 2021: IN PROFILE - POPULATION</b>							
Population Profile (% population unless stated), 2021 Census							
	<b>0-15</b>	<b>16-24</b>	<b>25-34</b>	<b>35-44</b>	<b>45-54</b>	<b>55-64</b>	<b>65+</b>
<b>Age</b>	19%	12%	13%	13%	13%	13%	17%
	<b>F</b>		<b>M</b>				
<b>Sex</b>	51%		49%				
			<b>Protestant or Other</b>				
	<b>Catholic (Note 1)</b>	<b>Christian</b>	<b>None</b>	<b>Other</b>			

<b>Religion/ Religion brought up in</b>	46%	43%	2%	9%	
<hr/>					
	<b>White</b>	<b>Other</b>			
<b>Ethnic Group</b>	97%	3%			
<hr/>					
	<b>British Only</b>	<b>Irish Only</b>	<b>Northern Irish Only</b>	<b>Other</b>	
<b>National Identity</b>	32%	29%	20%	19%	
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	<b>United Kingdom</b>	<b>Ireland</b>	<b>Other European countries</b>	<b>Other countries in the world</b>	
<b>Passports held</b>	52.6%	32.3%	3.9%	1.6%	
<hr/>					
	<b>English</b>	<b>Main language not English</b>			
<b>Main language</b>	95.4%	4.6%			
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	<b>Northern Ireland</b>	<b>Great Britain</b>	<b>Other EU Countries</b>	<b>Republic of Ireland</b>	<b>Other countries in the world</b>
<b>Country of birth</b>	86.5%	4.8%	4%	2%	3%

PCC Staff	
Gender	Male 33.33%
	Female 66.67%
Age Group	16-24 0.00%
	25-29 0.00%
	30-34 11.90%
	35-39 9.52%
	40-44 9.52%

	45-49	19.05%	
	50-54	9.52%	
	55-59	21.43%	
	60-64	11.90%	
	>=65	7.14%	
Community Background	Perceived Protestant	2.38%	
	Protestant	9.52%	
	Perceived Roman Catholic	2.38%	
	Roman Catholic	38.10%	
	Neither	9.52%	
	Perceived Neither	0.00%	
	Not assigned	38.10%	
Marital Status	Divorced	4.76%	
	Mar/CP	21.43%	
	Other	2.38%	
	Separated	0.00%	
	Single	14.29%	
	Unknown	57.14%	
	Widow/R	0.00%	
	Not assigned	0.00%	
Ethnicity	Not assigned	69.05%	
	White	30.95%	
	Other	0.00%	
	Black African	0.00%	
	Indian	0.00%	
	Chinese	0.00%	
Disability	No	26.19%	
	Not assigned	66.67%	
	Yes	7.14%	
Dependents	Yes	14.29%	
	Not assigned	76.19%	
	No	9.52%	
Sexual Orientation	Do not wish to answer	7.14%	
	Not assigned	69.05%	
	Opposite sex	23.81%	
	Both Sexes	0.00%	
	same sex	0.00%	
Political Opinion	Broadly Nationalist	14.29%	
	Other	7.14%	
	Broadly Unionist	0.00%	
	Not assigned	71.43%	
	Do not wish to answer	7.14%	

## 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).**

<b>Category</b>	<b>Needs and Experiences</b>
Gender	We must only use certain types of sensitive personal information, also referred to as special category personal information, (such as information relating to your gender, health, disability racial or ethnic origin or religion), we can also satisfy one of the conditions for processing this type of information set out in data protection law. These conditions include that: a. you have given us your explicit consent to use the information b. the processing is necessary for reasons of substantial public interest
Age	We must only use certain types of sensitive personal information, also referred to as special category personal information, (such as information relating to your gender, health, racial or ethnic origin or religion), we can also satisfy one of the conditions for processing this type of information set out in data protection law. These conditions include that: a. you have given us your explicit consent to use the information b. the processing is necessary for reasons of substantial public interest
Religion	We must only use certain types of sensitive personal information, also referred to as special category personal information, (such as information relating to your gender, health, disability racial or ethnic origin or religion), we can also satisfy one of the conditions for processing this type of information set out in data protection law. These conditions include that: a. you have given us your explicit consent to use the information b. the processing is necessary for reasons of substantial public interest
Political Opinion	We must only use certain types of sensitive personal information, also referred to as special category personal information, (such as information relating to your gender, health, disability racial or ethnic origin or religion), we can also satisfy one of the conditions for processing this type of information set out in data protection law. These conditions

	include that: a. you have given us your explicit consent to use the information b. the processing is necessary for reasons of substantial public interest
Marital Status	We must only use certain types of sensitive personal information, also referred to as special category personal information, (such as information relating to your gender, health, disability racial or ethnic origin or religion), we can also satisfy one of the conditions for processing this type of information set out in data protection law. These conditions include that: a. you have given us your explicit consent to use the information b. the processing is necessary for reasons of substantial public interest
Dependent Status	We must only use certain types of sensitive personal information, also referred to as special category personal information, (such as information relating to your gender, health, disability racial or ethnic origin or religion), we can also satisfy one of the conditions for processing this type of information set out in data protection law. These conditions include that: a. you have given us your explicit consent to use the information b. the processing is necessary for reasons of substantial public interest
Disability	We must only use certain types of sensitive personal information, also referred to as special category personal information, (such as information relating to your gender, health, disability racial or ethnic origin or religion), we can also satisfy one of the conditions for processing this type of information set out in data protection law. These conditions include that: a. you have given us your explicit consent to use the information b. the processing is necessary for reasons of substantial public interest
Ethnicity	We must only use certain types of sensitive personal information, also referred to as special category personal information, (such as information relating to your gender, health, disability racial or ethnic origin or religion), we can also satisfy one of the conditions for processing this type of information set out in data protection law. These conditions include that: a. you have given us your explicit consent to use the information b. the processing is necessary for reasons of substantial public interest
Sexual Orientation	There is no data to suggest that there are specific needs or experiences arising within this category as the aim of this policy

	is not to inhibit the use of social media but to promote the safe and secure use.
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**2.4 Multiple Identities**

**Are there any potential impacts of the policy or decision on people with multiple identities? For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people.**

<p>There are no further identified different needs or experiences on the basis of the 9 Equality groups.</p> <p>While acknowledging that most people will fall under more than one identity, it is not anticipated the policy will impact directly on people with multiple identities. The Raising a Concern in the Public Interest (Whistleblowing) Policy and Procedure is being developed to set out the accountability and governance within PCC to encourage people to engage with the process for raising a concern and ensure they feel safe while doing so. It will apply to all individuals and PCC staff equally regardless of category.</p>
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**2.5 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><b>In developing the policy or decision what did you do or change to address the equality issues you identified?</b></i>	<i><b>What do you intend to do in future to address the equality issues you identified?</b></i>
<p>We are only permitted to share your personal information with others in certain circumstances and, if we do, we will take steps to ensure that your personal information will be secure. 5. We must only use your personal information for the specific purposes we have told you about. If we want to</p>	

<p>use your personal information for other purposes, we need to contact you again to tell you about this. 6. We must not hold more personal information than we need for the purposes we have told you about and must not retain your personal information for longer than is necessary for those purposes (this is known as the “retention period”). We must also dispose of any information that we no longer need securely.</p> <p>We must ensure that we have appropriate security measures in place to protect your personal information. 8. We must act in accordance with your rights under data protection law. 9. We do not transfer your personal data outside the UK</p>	
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## 2.6 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><b>Group</b></i>	<i><b>Impact</b></i>	<i><b>Suggestions</b></i>
Religion	None identified.	
Political Opinion	None identified.	
Ethnicity	None identified.	

**(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 checked="" type="checkbox"/>
No further impact	<input 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"/>

Please give reasons for your decisions.

It is not felt that a full EQIA will highlight any further issues with regards to equality of opportunity for the Section 75 groups.

**(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	

**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	

## (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 <sup>st</sup> protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property	No
1 <sup>st</sup> 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

*\* 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.**

<p>Circulate to staff          Staff inductions          Publish in PCC Post</p>
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**(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
N/A		

Approved Lead Officer: Fionnuala Murphy  
Business and Governance Manager

Position: \_\_\_\_\_

Date: 30 October 2025

Policy/Decision Screened by: Fionnuala Murphy

**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](mailto:Equality.Unit@hscni.net)**

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

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