

**PRO-FORMA FOR ASSESSING THE RELEVANCE OF  
FUNCTIONS/POLICIES TO THE GENERAL DUTIES UNDER THE  
EQUALITY ACT 2010**

This form is to be completed by all service to assess whether a function, policy and operation has the potential for a negative or positive impact in relation to the general duties as per the Equality Act 2010.

<b>Function/Policy Name:</b>	Information Security Policy
<b>Brief Description/Aims:</b>	To protect the organisation, staff and residents of Glasgow from information threats by ensuring confidentiality, security and accurate processing of information.
<b>Date of Assessment:</b>	June 2015
<b>Service:</b>	Policy, Standards and Compliance
<b>Assessment Officer:</b>	Iain Paterson

**SECTION (1) EQUALITY COMPLIANCE**

**1.1 Which of the parts of the general duty is relevant to the function or policy:**  
*(delivering equality between people who share a protected characteristic and those that do not)*

	Duty	Relevance (high, medium, low)	Details
1	Eliminate discrimination, harassment and victimisation	High	The Policy ensures that information is accessible only to those authorised to have access.  It coheres with the Data Protection Act 1998, thus acts against information being accessed and used to potentially discriminate against, harass or victimise individuals or communities.  Good information security is crucial to building trust with individuals and communities with whom we keep information about, therefore this policy can also foster good relations.
2	Advance equality of opportunity	High	
3	Foster good relations	High	

**1.2 Is there any evidence or reason to believe that individuals/groups with protected characteristics could be affected?** *(e.g. higher or lower uptake of services, barriers to equality in access ?)*

Protected Characteristic	Positive impact	Negative Impact
Age	Yes	
Religion & Belief	Yes	
Sexual Orientation	Yes	
Gender	Yes	
Disability	Yes	
Gender Reassignment	Yes	
Pregnancy & Maternity	Yes	

# EQUALITY IMPACT ASSESSMENT SCREENING FORM

Any other information or group that may be affected?	
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## SECTION (2) EVIDENCE OF IMPACT

**2.1 In coming to the above decision, with whom have you consulted and/or what information was gathered?** (Sources include the Household Survey, consultation, research reports, equality monitoring, customer feedback forms, complaints)

No.	Consulted with / Research	Details of when / how	Outcome from consultation/research

**2.2 How much evidence have you collected?**

	None	A little	Some	(A lot)
X				

**2.3 Is there any public concern that functions/policies are being operated in a discriminatory manner?** (e.g. expressed in the media, research reports, the Household Survey, customer feedback forms or complaints)

	None	A little	Some	(A lot)
X				

Please specify:	
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## SECTION (3) ANY OTHER INFORMATION

Community Safety Glasgow services deliver preventative, intervention, engagement, investigative, enforcement and advocacy approaches in relation to community safety issues. The nature of this work requires the management of sensitive information (as defined by the Data Protection Act 1998). This policy ensures an organisational wide and consistent approach to information management and security.

All of the above is in line with city wide strategic objectives and in partnership with Glasgow City Council.

## SECTION (4) ASSESSEMENT

Given the information above is a full EIA required?	No
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## SECTION (5) AUTHORISATION OF EIA

EIA Screening are to be completed by the service and forwarded to the Equality Team in Policy for assessment.

Responsibility	Name	Signature	Date
Officer Carrying Out Assessment	Iain Paterson		01.06.15
Equality Officer Assisting	Iain Paterson		
Head of Service (Approved for publication)	Nicola McPhee		