

HDC Initial Equality Impact Assessment Form EIA1 (Updated January 2008)

Service Area/Section	Change Services		Persons undertaking the assessment (please also state name of contact officer)		Head of Change
Name of policy or function to be assessed	ICT Security Policy	Date of assessment	10th January 2008	New or existing policy	Existing
1. Briefly describe the aims, objective or purpose of the policy, or service function.	To ensure the security, confidentiality and accuracy of HDC's ICT systems and the data in them.				
2. Are there any associated objectives of the policy/function? How do these objectives meet or hinder other policies, values, or objectives of HDC?	To use for ICT business transformation, increase effectiveness and efficiency, improving service – and achieve savings. Supports HDC's change agenda.				
3. Who is intended to benefit from this policy and in what way?	People and businesses on which HDC holds data: confidentiality of personal and commercial information. HDC staff: compliance with legislation and HDC-internal guidance (avoidance of disciplinary action).				
4. What outcomes are wanted from this policy/function and for whom?	No breaches of confidentiality or violation of legislation (for example under the Data protection Act). Increased reputation for HDC as a "trusted" partner on personal and business levels. No action necessary against staff for violations, e.g. minimise disciplinary action. Avoidance of financial loss (damage to ICT systems, loss of ICT equipment).				
5. What factors/forces could contribute/detract from the intended outcomes?	Changes to the Freedom of Information Act or Data Protection Act could either strengthen or reduce the impact of this policy.				

6. Who are the main stakeholders in relation to this policy?	Staff, elected members, citizens and businesses.		7. Who implements the policy/function and is responsible for the policy?	Head of Change is responsible for updating the policy. Heads of Service are responsible for ensuring their staff are familiar with the contents. Nominated Officers for each application are also responsible for implementing regarding their systems.
8. Is there an identified potential for the policy/function to have a differential impact on racial groups?	Y	N	NO	
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			Policy is based on best practice. Consultation has taken place with all service areas, UNISON, Welland Internal Audit.	
9. Is there an identified potential for the policy/function to have a differential impact due to gender?	Y	N	No	
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			This policy is gender neutral and applies to all HDC staff and elected members using HDC ICT systems and equipment.	
10. Is there an identified potential for the policy/function to have a differential impact due to disability?	Y	N	YES	
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			The policy allows for specialist software which is required to assist anyone with a disability being installed on HDC ICT equipment provided it is installed by HDC ICT Services staff.	
11. Is there an identified potential for the policy/function to have a differential impact due to sexual orientation?	Y	N	YES	
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			This policy will provide greater security for protecting data gathered for equality monitoring purposes.	

12. Is there an identified potential for the policy/function to have a differential impact due to age?	Y	N	NO
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 	<p>This policy is age neutral and applies to all HDC staff and elected members using HDC ICT systems and equipment.</p>		

13. Is there an identified potential for the policy/function to have a differential impact due to religious belief?	Y	N	NO
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			This policy is “religious belief” orientation neutral and applies to all HDC staff and elected members using HDC ICT systems and equipment.
14. Is there an identified potential for the policy/function to have a differential impact on any other groups of people?	Y	N	NO
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			
15. Could any differential impact identified in points 9-14 amount to there being the potential for adverse impact in this policy?	Y	N	NO
16. Can any adverse impact be justified on the grounds of promoting equality of opportunity for one or more groups or any other reason?	Y	N	N/A
17. Should the policy proceed to a full impact assessment?	Y	N	NO
18. If no, are there any recommended changes required to the policy to improve it around the equality agenda?	NO		

Additional notes/guidance (Policy Officer)	
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Signed (Completing officer) Date __/__/__

Signed (Equality officer) Date __/__/__

Signed (Head of Service) Date __/__/__