

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 92
2.	Policy Name	Review of Data Protection Act
3.	Existing / Revised / New Policy	New Policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	<p>The Data Protection Act (DPA) 1998 regulates the way in which all personal data is held, processed and destroyed by the Council.</p> <p>In January 2016 a Data Protection Audit recommended a number of actions be implemented to ensure on-going statutory compliance with the Data Protection Act 1998. In response to those recommendations the Ards and North Down Borough Council Data Protection Policy has been reviewed and updated.</p>
	Aims and Expected Outcomes – what is the Policy expected to achieve?	<p>The updated document includes the procedure for reporting data security breaches, the sharing of information with partners, as well as updated Fair Processing and Privacy Notices.</p> <p>It also includes a Data Protection Action Plan which is intended to drive continuous improvement and maintain high standards of compliance across the Council.</p> <p>The policy highlights how the Council will deal with requests from Elected Members, MPs and MLAs for third party personal information that the Council holds. These safeguarding measures not only protect the Council from allegations of maladministration but protect Elected Members who may be seeking information about and on behalf of their constituents.</p>
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All section 75 categories should benefit from this policy as it provides clarity to all who implement and use the policy. The policy is implemented equitably across all requests.
7.	Factors which could contribute to/ detract from the intended aims / outcomes of the Policy	If the legislation and policy are not implemented consistently across the council or as intended.

	when being implemented	
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8.	The main stakeholders on whom the policy will impact. For example, Employees, Potential Service Users and Community Groups Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate	The Council, elected members, council officers, residents of the Borough, service users, potential service users, MLA's, MP's, PRONI, Information Commissioner and all statutory agencies.
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9.	Please provide details of other policies which have a bearing on this one.	
	Policies: E 28 Corporate Complaints policy and procedure	Owned by : Ards and North Down Borough Council

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	
	Religious Belief	No Section 75 data is collated on any individual requesting information. Data is available from NINIS and NISRA based on the census 2011 and this provides a profile of the Borough and the province to enable comparative data to be available on the Borough profile. Enquiries are classified, but does not directly relate to Section 75 dimensions.
	Political Opinion	
	Racial Group	
	Age	
	Marital Status	
	Sexual orientation	
	Men & Women generally	
	Disability	
	Dependents	

11.	Based on data previously provided what are the needs, experiences and priorities for each of the following categories, in relation to this policy/decision?	
	Religious Belief	It is important that individuals are made aware of how to access information and that information is made available in a format or language where a need exists.
	Political Opinion	
	Racial Group	
	Age	
	Marital Status	
	Sexual orientation	
	Men & Women generally	
	Disability	
	Dependents	

Does this Policy require an Equality Impact Assessment?

1.	What is the likely impact on equality of opportunity for each of the Section 75 categories?		
		Detail of Impact	Level of Impact Minor/Major/None
	Religious Belief	None as the policy is accessible and relevant to all who require information or have information held on them.	None
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
	Dependents		

2.	Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
		If “Yes”, provide details	If “No”, provide details
	Religious Belief	No, as the policy has considered the range of needs throughout the development of this policy.	
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
	Dependents		

3.	To what extent is the Policy likely to impact on Good Relations between people of different religious belief, political opinion or racial group?		
		Details of Impact	Level of Impact Minor/Major/None
	Religious Belief	This policy ensures that good relations is considered in its implementation.	
	Political Opinion		
	Racial Group		

4.	Are there opportunities to better promote Good Relations between people of different religious belief, political opinion or racial group?		
		If “Yes” provide details	If “No” provide details
	Religious Belief	No, as the good relations duty has been considered in all aspects of policy development.	
	Political Opinion		
	Racial Group		

Additional Considerations

	Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
	<p>Are there any potential impacts of the policy decision on people with multiple identities? (e.g. disabled minority ethnic persons)</p> <p>Where appropriate provide details of data on the impact of the policy on people with multiple identities.</p> <p>Specify relevant Section 75 categories concerned.</p>	<p>This policy is equitable accessible to all users and potential users irrespective of their multiple identities.</p>

Disability Discrimination Order (NI) 2006

	Does this proposed policy provide an opportunity to:	Yes / No	Explain your reasoning:
	<ul style="list-style-type: none"> - <u>better promote positive attitudes</u> towards disabled people - <u>increase participation</u> by disabled people in public life 	Yes	<p>This policy and accessing of the policy will be made available in a range of formats where a need exists and this service will be advertised.</p>

Monitoring Arrangements

Section 75 places a requirement on the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services, help identify barriers to fair participation and to better promote equality of opportunity.

	Outline what data you could collect in the future in order to monitor the impact of this policy / decision on <u>equality, good relations and disability duties</u>	Relevant Section 75 data will be recorded where available from all requests for information.
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Consideration of Human Rights

The Human Rights Act 1998 brings the European Convention on Human Rights (ECHR) into UK and, therefore, Northern Ireland. Indicate below any potential adverse impacts that the policy / decision may have in relation to human rights issues

Right to Life	Article 2	<input type="checkbox"/>
Prohibition to torture, inhuman or degrading treatment	Article 3	<input type="checkbox"/>
Prohibition of slavery and forced labour	Article 4	<input type="checkbox"/>
Right to Liberty and Security	Article 5	<input type="checkbox"/>
Right to a Fair and Public Trial	Article 6	<input type="checkbox"/>
Right to no punishment without due legal process	Article 7	<input type="checkbox"/>
Right to respect for private and family life, home and correspondence	Article 8	<input type="checkbox"/>
Right to freedom of thought, conscience and religion	Article 9	<input type="checkbox"/>
Right to freedom of Expression	Article 10	<input type="checkbox"/>
Right to freedom of peaceful assembly and association	Article 11	<input type="checkbox"/>
Right to marry and found a family	Article 12	<input type="checkbox"/>
The prohibition on discrimination	Article 14	<input type="checkbox"/>
Protection of property and enjoyment of possessions	Protocol 1 Article 1	<input type="checkbox"/>
Right to education	Protocol 1 Article 2	<input type="checkbox"/>
Right to free and secret election	Protocol 1 Article 3	<input type="checkbox"/>

	Please explain any adverse impacts on human rights that you have identified?	
	Please indicate any ways in which you consider the policy positively promotes Human Rights	

I can confirm that the proposed policy / decision have been screened for:-

x	Equality of opportunity and good relations
x	Disabilities duties; and
<input type="checkbox"/>	Human rights issues

On the basis of the answers to the screening questions, I recommend that this policy / decision is:-

<input checked="" type="checkbox"/>	Screened Out – No EQIA necessary (no impacts)
<input type="checkbox"/>	Screened Out – Mitigating Actions (minor impacts)
<input type="checkbox"/>	Screened In – Necessary to conduct a full EQIA
	Please detail actions to be taken:

Screening assessment completed by:-

Name: Aaron Jamison
 Title: Compliance Officer(Information)
 Date: 7 November 2016
 Signature:

Director/Head of Service decision approved by:

Name:Amanda Martin
 Title: Head of Administration
 Date: 7 November 2016
 Signature:

If an Equality Impact Assessment is required

Priority Rating for Timetabling an Equality Impact Assessment. (1-3)	Priority Criterion	Rating
	Effect on equality of opportunity and good relations	
	Social need	
	Effect on people's daily lives	
	Relevance to a public authority's functions	

Is this Policy Affected by Timetables established by other relevant Public Authorities?	
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Monitoring Recommendation	
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Approval and Authorisation			
Screened by :	Position/Job Title:	Date:	
	Compliance Officer(Information)	7 November 2016	
Approved by:	Head of Administration	7 November 2016	

