

ICT security policy

Evidence based equality analysis

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

To provide Council members, managers and officers guidance on the acceptable use of information and communication technology to ensure compliance and standards of use. The outcome is to ensure all users understand what they can/cannot do in line with the organisation's policy and procedures and their roles and responsibilities in connection with management of information. Intrinsic information within this document ensures compliance with central government and legislation requirements and ISO27001 standards.

Lead officer: Colin Rowland

Stakeholders: Dermot Lacey, Colin Rowland, Corporate Governance Group

Equality analysis is a valuable tool to help embed equality into everything we do

While process is important, equality analysis is essentially about outcomes

Lack of evidence of discrimination is not evidence of a lack of discrimination

It is not acceptable to say that a policy is applied uniformly to all groups and is therefore fair and equal. Applying a policy or procedure consistently may result in differential outcomes for different groups.

For each of the areas below, an assessment needs to be made on whether the policy has a positive, negative or neutral impact and brief details of why this decision was made and notes of any mitigation should be included. Where the impact is negative, this needs to be given a high, medium or low assessment. It is important to rate the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

High impact – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

Medium impact –some potential impact exists, some mitigating measures are in place, poor evidence

Low impact – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little discretion

	Neutral	Positive	Negative
Target group / area			
Race and ethnicity (Including Gypsies and Travellers; migrant workers, asylum seekers etc.)		Provides clarity of responsibilities when using information technology. Work to publish information written in plain English. A corporate arrangement for provision of translation is in place. Facility for staff to record queries/ requests via the ICT West Security Mailbox, logged calls are responded to on a regular basis.	
Disability (as defined by the Equality Act - a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)		Accessibility tools in upgraded Windows 7 have built in touch screen reader technology and zoom features for ease of reading large documents. Facility for staff to record queries/ requests via the ICT West Security Mailbox, logged calls are responded to on a regular basis	
Gender			

Gender reassignment			
Religion and belief			
Sexual orientation (including heterosexual, lesbian, gay, bisexual)			
Age (children and young people aged 0 – 24, adults aged 25 – 50, younger older people aged 51 – 75/80; older people 81+. The age categories are for illustration only as overriding consideration should be given to needs)		<p>Provides clarity of responsibilities when using information technology.</p> <p>The key policy requirements are addressed at staff induction to ensure users understand what controls are in place and provide staff with support, so that they feel confident and competent in information technology use and compliance.</p> <p>Facility for staff to record queries/ requests via the ICT West Security Mailbox, logged calls are responded to on a regular basis.</p>	
Rural communities			
Areas of deprivation			

<p>Human rights</p>		<p>Provides clarity of responsibilities when using IT.</p> <p>The key policy requirements are addressed at staff induction to ensure users understand what controls are in place and provide staff with support, so that they feel confident and competent in information technology use and compliance.</p> <p>Facility for staff to record queries/ requests via the ICT West Security Mailbox, logged calls are responded to on a regular basis.</p>	
<p>Health and wellbeing (consider both the wider determinants of health such as education, housing, employment, environment, crime and transport, as well as the possible impacts on lifestyles and the effect there may be on health and care services)</p>		<p>As above</p> <p>Changes to single sign-on, more open access to internet and improvements to flexible and mobile working opportunities</p>	<p>Staff perceived frustrations at some controls and audit monitoring in place i.e.: multiple passwords. This is mitigated by induction processes, new technology, regular WorkSmart updates and the facility to email questions and receive timely responses. Low impact</p>
<p>Procurement/partnership (if project due to be carried out by contractors/partners etc, identify steps taken to ensure equality compliance)</p>		<p>ICT works closely with procurement and legal teams to ensure that all information technology, procurements, contracts and processes incorporate relevant equality and diversity requirements.</p> <p>A subset of the policy for partners</p>	

		is addressed via data sharing agreements (see example below).	
--	--	---	--

Evidence:

In many areas we have an increase rather than a reduction in non-compliance reported; as the message is getting across that it is important that potential breaches are reported. We have had 60+ reported over the past 18 months and this gives us the information to respond and ensure the right messages/guidance is given to staff i.e. what are they not quite understanding/doing?

An example of information management and security in contracts/procurement is in the information sharing agreement with Cheshire Provider Services, available on request from the equality and diversity managers (telephone 01244 976008 or email equalities@cheshirewestandchester.gov.uk)

All the staff induction material can be found on the intranet (copies available via the equality team as above)

Information governance group

Action plan:

Actions required	Key activity	Priority	Outcomes required	Officer responsible	Review date
Review and monitor policy	Awareness of and update of changes impacting upon policy document	Medium	Up to date policy document	Colin Rowland	December 2014
Ensure disaster recovery and business continuity policies are also subject to equality analysis	Undertake equality analysis	Medium	Equality analysis with action plan	Equality and diversity managers to liaise with relevant officers	December 2014

Sign off	
Lead officer:	Colin Rowland
Approved by Head of Service:	Dermot Lacey
Moderation and/or Scrutiny	
Date:	Moderated at directorate equality group 10 December 2013
Date analysis to be reviewed based on rating (high impact – review in one year, medium impact - review in two years, low impact in three years)	

Please forward the completed Equality Analysis to the Equality and Diversity Managers for publishing on the Council's website