

## IT Policies and Procedures Equality Impact Assessment

TITLE: Policy on use of IT Equipment and Data Access Abroad

Section responsible: ICT & Digital

Officers responsible for Screening: Alexander Cowen

Date of Screening: 5<sup>th</sup> July 2024

Subject matter: Acceptable use of ICT equipment

### **Background**

This document outlines the policy for using IT equipment and accessing council applications and data while travelling abroad.

It aims to ensure that the council complies with the relevant laws and regulations on data protection and security, and that the council's data and systems are not compromised or misused.

### **Communication with staff**

This will be communicated by staff through all user communications and will be featured as part of the Astro communications mailshots linking back to the recent Acceptable use policy that was launched earlier this year. It will also be available to staff through the council's intranet site and through the knowledgebase on the Astro Portal (ITSM).

### **Equalities Impact Assessment – Initial Screening**

#### Stage 1: Initial Screening of proposals

#### Section 1: About this EIA initial screening

Name of the activity being screened:

Use of IT Equipment and Data Access Abroad

Type of activity being screened:	Policy
Business Area	All business areas across the council.
Name of screening officer:	Alexander Cowen
Date of screening:	5 <sup>th</sup> July 2024
<b>Sign off by Project Sponsor</b>	<b>Bal Toor</b>
<b>Sign off by council equality lead:</b>	<b>Christine Ford</b>

### Section 2: Information about the policy change

1. Briefly describe the aims, objectives and purpose of this activity.	To ensure use of devices abroad comply with GDPR and the council's information security policies and procedures.
2. Who a) implements and b) is responsible for this activity?	ICT
3. What are the desired outcomes?	To minimise the risk of a data or cyber breaches.
4. Who is expected to benefit from this activity and in what way?	The protection of the council's data and compliance with the law.
5. Who are the main stakeholders in relation to this activity?	ICT, Information governance team and HR.

### Section 3: Identifying and assessing equality impacts

#### An equalities analysis of the staff in the scope of change

6a. Have the results of the equalities analysis shown that any particular equality group(s) will be disproportionately affected by this change? Please explain and provide evidence to support your response.	No, this does not disadvantage any particular groups as it is applied to all staff. There is a mechanism to allow use where there is an exceptional business need, and the risks are managed appropriately.
7a Who will be consulted on this change?	Unions & Employment Committee.
8a During consultation, were any equality concerns raised by stakeholders? If so, please briefly explain the issue(s).	None
9a. If one or more groups is likely to be disproportionately affected, are there any mitigating actions that can be taken to address this? Please explain	N/A

6b What are the potential equalities impacts of the proposed activity? Please complete the table below.

Equality group	Is there a negative/	
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	adverse impact?		
Age:		No	
Disabled staff or those with mobility requirements		No	
Ethnic groups		No	
Gender		No	
Pregnancy and Maternity		No	
Gender Reassignment		No	
Marriage and civil partnerships		No	
Religious/ Faith groups		No	
Sexual Orientation		No	
7b. Can the negative/adverse impact(s) highlighted be justified on the grounds of promoting equality of opportunity for one group? Or any other reason? Please explain	N/A		
8b. <b>There are no negative / adverse impact(s)</b> If you have not identified any negative/ adverse impacts please briefly explain your answer, providing evidence.			
	As this policy will be applied to all staff, no negative / adverse impacts have been identified.		

<p>9b. <b>Have any positive impact(s) been identified?</b> If you have identified any positive impact(s) please briefly explain your answer, providing evidence.</p>	<p>None</p>	
<b>Section 4: Next Steps</b>		
<p>10. What data will be used to monitor the future impact of this policy?</p> <p>What are the future monitoring arrangements?</p>	<p>This will be reviewed annually and where there is a change in law.</p>	
<p>11. What is the date of the next review?</p>	<p>July 2025</p>	