

ULSTER SUPPORTED EMPLOYMENT LIMITED

SECTION 75 EQUALITY OF OPPORTUNITY SCREENING

Policy Title (in full)	Clear Desk
Policy Aim	Usel has adopted a Clear Desk Policy for all office areas and desk areas across all Usel offices. This ensures that all sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly locked/stored away or disposed of when a workstation is not in use. This policy will reduce the risk of unauthorised access, loss of, and damage to information during and outside of normal business hours, when workstations are unattended
Decision (delete as appropriate)	Policy screened out without mitigation
Business Area	Corporate Services
Contact	Sarah-Jane Mowbray
Date of form completion	21/08/17

For HR Department completion:

Date received	24/08/17
Amendments requested?	No
Date returned to Business Area	24/08/17
Date final version received	24/08/17
Date place on S75 Screening webpage	01/09/17

Information about the policy

Name of the policy

Clear Desk Policy

Is this an existing, revised or a new policy?

New

What is it trying to achieve? (intended aims/outcomes)

Usel has adopted a Clear Desk Policy for all office areas and desk areas across all Usel offices. This ensures that all sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly locked/stored away or disposed of when a workstation is not in use. This policy will reduce the risk of unauthorised access, loss of, and damage to information during and outside of normal business hours, when workstations are unattended

Are there any Section 75 categories which might be expected to benefit from the intended policy?

If so, explain how.

No

Who initiated or wrote the policy?

Business Improvement Officer

Who owns and who implements the policy?

Head of Corporate Services

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they

- financial
- legislative
- other, please specify _____

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

- staff
- service users
- other public sector organisations
- voluntary/community/trade unions
- other, please specify _____

Other policies with a bearing on this policy

- what are they?

Data Protection, Disciplinary, Use of IT

- who owns them?

Head of Corporate Services

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Details of evidence/information
Religious belief	This guidance was produced in accordance with the principals of the Date Protection Act 1998. It provides staff with guidance on how to protect sensitive data when away from their desk or at the end of the business day. Regular spot check audits will take place to ensure our full compliance of the Data Protection Act
Political opinion	As above
Racial group	As above
Age	As above
Marital status	As above
Sexual orientation	As above
Men and women generally	As above
Disability	As above
Dependants	As above

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Section 75 category	Details of needs/experiences/priorities
Religious belief	The policy will not adversely affect any of the groups covered by S75
Political opinion	As above
Racial group	As above
Age	As above
Marital status	As above
Sexual orientation	As above
Men and women generally	As above
Disability	As above
Dependants	As above

Screening questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? minor/major/none		
Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	The policy has no impact of religious belief	None
Political opinion	The policy has no impact on political opinion	None
Racial group	The policy has no impact on racial group	None
Age	The policy has no impact on age	None
Marital status	The policy has no impact on marital status	None
Sexual orientation	The policy has no impact on sexual orientation	None
Men and women generally	The policy has no impact on men and women generally	None
Disability	The policy has no impact on disability	None

Dependants	The policy has no impact on those with dependants	None
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2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Section 75 category	If Yes , provide details	If No , provide reasons
Religious belief		This policy was produced on the legal requirements of the Data Protection Act 1998 principals regardless of the person's Section 75 category
Political opinion		As above
Racial group		As above
Age		As above
Marital status		As above
Sexual orientation		As above
Men and women generally		As above

Disability		As above
Dependants		As above

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none

Good relations category	Details of policy impact	Level of impact minor/major/none
Religious belief	No impact on religious belief	None
Political opinion	No impact on political opinion	None
Racial group	No impact on racial group	None

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good relations category	If Yes , provide details	If No , provide reasons
Religious belief		This policy was produced on the legal requirements of the Data Protection Act 1998 principals

		regardless of the person's Section 75 category
Political opinion		As above
Racial group		As above

Additional considerations

Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?

(For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

Not affected by multiple identity-processes will be applied to all groups

Part 3. Screening decision

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

Based on the answers above we recommend the policy is screened out. The policy supports, rather than adversely impacts upon any of the groups covered by S75

Approval and authorisation

Screened by:	Position/Job Title	Date
Patrice Devine	Business Improvement officer	24/08/17
Approved by:		
Sarah-Jane Mowbray	Head of Corporate Services	24/08/17