

## Equality Impact Screening (CORPORATE)

1. SUMMARY INFORMATION	
Name of policy / project:	Government Protective Marking Scheme (GPMS) - Guidelines
What is the aim or purpose of the policy / project?	To ensure company information is handled according to its level of importance and security.
Who is affected by this policy / project?	All employees and member of the general public engaged with the company services or provisions
Who is responsible developing this policy or delivery of this project?	Corporate Support
Date of Assessment	15.07.16

2. INITIAL SCREENING QUESTIONS – DOES THIS POLICY / PROJECT:	YES	NO
Introduce a new policy or amends an existing policy affecting employees?		No
Involve a change of departmental or Company structure?		No
Involve a reduction or increase in workforce?		No
Change employee's terms and conditions		No
Change employee's working hours?		No
Change employee's work location?		No
Change aspect of employee's physical work environment?		No
Introduces new or amends existing working practices for employees?		No

3. EQUALITY ACT 2010 SCREENING QUESTIONS		
Question	Protected Characteristic	Potential Impact
1. Will this policy or decision impact on each of the groups shown opposite in different or particular ways?  If yes please provide detail in the end column.	Age N	The policy ensures that the Company complies with its legal obligations in relation to the Data Protection Act 1998 by ensuring that the sharing of personal sensitive information is done securely and appropriately.
	Disability N	
	Gender Reassignment N	
	Pregnancy & Maternity	
	Race N	
	Religion or Belief N	
	Sex (Gender) N	
Sexual Orientation N		

Question	Protected Characteristic	Potential Impact
<p>2. Is there a risk that any part of this policy or decision could cause discrimination to any of the groups opposite?</p> <p>If yes please provide detail in the end column.</p>	Age N	<p>None. The policy ensures that there is transparency, accountability and equality in the procedures followed in line with the Company's duty to safeguard personal information held on paper and electronic formats, including the case files of vulnerable people.</p> <p>The guidelines relate to all information that requires to be protectively marked and is blind to the actual information the document or file may hold, therefore it would not present a risk of discrimination against one or more groups with protected characteristics.</p>
	Disability N	
	Gender Reassignment N	
	Pregnancy & Maternity N	
	Race N	
	Religion or Belief N	
	Sex (Gender) N	
Sexual Orientation N		
Question	Equality Act 2010 duties	Potential Impact
<p>3. How can this policy or decision help us to:</p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010?</p>	<p>The GPMS is designed to safeguard personal sensitive information that could be used against an individual or group based on a protected characteristic. Therefore it is an important control mechanism against unlawful discrimination, harassment and victimisation.</p>
	<p>Advance equality of opportunity between people who share a relevant protected characteristic and those who do not?</p>	
	<p>Foster good relations between people who share a protected characteristic and those who do not?</p>	

4. EVIDENCE OF IMPACT		
<p>In coming to the above decision, with whom have you consulted and/ or what information was gathered?</p>	<p>Consulted with / Research</p>	<p>Application of the GPMS guidelines meets that Company's legal duties in relation to the Data Protection Act</p>
	<p>Details of when / how</p>	

<i>(Sources such as: Household Surveys, consultations, research reports, equality monitoring, customer feedback forms, complaints etc.).</i>	Outcome and findings	1998 and is the standard protective marking scheme used by public authorities in the UK.
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**5. PUBLIC INTEREST**

<p>Is there any public concern that the functions / policies / project are being operated in or likely to operate in a discriminatory manner. Or that they are likely to be discriminatory ?</p> <p><i>(E.g. media report, research, etc.)</i></p>	A little	No public concern raised. No FOIs about the operation of the policy received.
	Some	The guidelines provide a clear commitment to safeguarding personal information.
	A lot	The guidelines do not raise public concerns on discriminatory practice when operational.  The policy ensures accountability and transparency as required by the Data Protection Act 1998.

**6. ANY OTHER INFORMATION**

Not applicable.
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**7. ASSESSMENT**

Given the information above is a full Equality Impact Assessment required?	No
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**5. SCREENING SIGN OFF**

Responsibility	Print Name	Signature	Date
Officer responsible for the screening.	I Paterson		15.07.16
Equality Officer			



<b>Head of Service Approval</b>			
<b>Document / information for publication to either:</b> (a) CSG Web Site <b>(b) CSG Intranet</b> (c) Neither			