

Equality Impact Assessment Form

When completing this form you will need to provide evidence that you have considered how the ‘protected characteristics’ may be impacted upon by this decision. In line with the General Equality Duty the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This form should be completed in conjunction with the guidance document available on the Intranet or by contacting the Corporate Support Team ext. 2607.

1. Persons responsible for this assessment:

Names: Claire Hughes	
Date of assessment: 7 th January 2014	Telephone: 01594 812515 Email: claire.hughes@fdean.gov.uk

2. Name of the policy, service, strategy, procedure or function:

Data Protection Policy
Is this a new or existing one? New /Existing (please delete as appropriate)

3. Briefly describe it aims and objectives

The policy sets out the Council’s approach to Data Protection

4. Are there any external considerations? (e.g. Legislation/government directives)

<ul style="list-style-type: none"> • Data Protection Act 1998 • Information Commissioners Office guidance

5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	<input type="checkbox"/>	
Recent research findings including studies of deprivation	<input type="checkbox"/>	
Results of recent consultations and surveys	<input type="checkbox"/>	
Results of ethnic monitoring data and any equalities data	<input type="checkbox"/>	
Anecdotal information from groups and agencies within Gloucestershire	<input type="checkbox"/>	
Comparisons between similar functions / policies elsewhere	<input checked="" type="checkbox"/>	Comparisons made with other local authority policies
Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:	<input checked="" type="checkbox"/>	ICO guidance

6. Please specify how intend to gather evidence to fill any gaps identified above:

N/A

7. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	<input type="checkbox"/>
LOW – Few members of the general public/staff will be affected by this proposal	<input type="checkbox"/>
MEDIUM – A large group of the general public/staff will be affected by this proposal	<input checked="" type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>
Comments: e.g. Who will this specifically impact? There may be an impact on individuals who do not have access to the internet	

8. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People			X		
Age – Old People			X		
Disability			X		
Sex – Male			X		
Sex – Female			X		
Race including Gypsy and Travellers			X		
Religion or Belief			X		
Sexual Orientation			X		
Gender Reassignment			X		
Pregnancy and maternity			X		
Geographical impacts on one area			X		
Other Groups	X			There may be an impact on individuals with limited or no access to the internet	Produce ensure that documents can be provided in hard copy where required

9. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale

Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where an negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment.

Completed By:	Claire Hughes	Role:	Legal Team Manager	Date:	07/01/2014
Line Managers signature:	Sue Pangbourne			Date:	07/01/2014
Reviewed by Corporate Equality Officer Group:				Date:	

Please forward an electronic copy to the Corporate Support Team – corporatesupport@fdean.gov.uk.