

# EQUALITY ANALYSIS FOR POLICY/PROCEDURE

This document should be used to conduct Equality Analysis (EA) in relation to **new** and **existing** Policy and Procedure Documents.

<b>Policy/Procedure Reference and Title:</b>	P7 Information Management
<b>Summary of contents - This Policy/Procedure directs staff by:</b>	
Setting out the policy statements for all areas of SYP that deal with obtaining, recording, processing and evaluating information for a police purpose.	

Whilst all EA is reviewed at least biennially, this document is a live record and should be continually updated and reviewed. (Please include details of stakeholder consultation **below**). For further detailed advice on EA please contact the Diversity Unit, HR Strategy & Change.

## SECTION 1

<b>Does this document relate to the treatment of people?</b>	<b>Yes (complete all sections)</b>
<b>Please describe why:</b>	
There is a decision making process for officers and staff in the exercise of their duty based on interactions with the public when using the PNC. This is governed by National guidelines and therefore cannot be deviated from, which is set out clearly in the policy.	
All other areas covered in the policy do not relate to the treatment of people.	
<b>*Move to Section 1B.</b>	

## SECTION 1B

<b>Does the process referred to in this document relate to the treatment of people?</b>	<b>Yes (complete all sections)</b>
As above. Also, both the DBS Update Service and Common Law Police Disclosures scheme provide Common Law powers to disclose police information regarding an individual to a third party, e.g. their employer/potential employer. The information being disclosed could be of a sensitive nature that affects many of those involved in a variety of ways.	
<b>*Move Straight to Signature</b>	

**SECTION 2**

<b>Is there any adverse impact on any group based on a protected characteristic?</b>	<b>N</b>
<b>If yes, please describe how this impact is explained or justified?</b>	
<b>What action have you taken to mitigate or remove any adverse impact?</b>	
<p>Whilst disclosure of certain information may be deemed necessary so that the recipient of the disclosure may take appropriate action to mitigate any risks, consideration must be given to the impact of disclosure on those concerned, e.g. the private life of the subject of the information. It is important that any decision to disclose is proportionate in balancing the needs of the public in general, against the rights and interests of the individual.</p>	

**SECTION 3**

<b>Is there any positive impact on any group based on a protected characteristic?</b>	<b>N</b>
<b>If yes, please record reasoning:</b>	

**SECTION 4**

This section details the start date of the EA and consultations that have been carried out in the development or review of this policy or procedure.

<b>Name of Person completing the Equality Analysis:</b>	<b>Katie Newbould</b>	<b>Version 1 Start Date</b>	<b>15/12/2017</b>
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**CONSULTATION**

List below who you have consulted with on this policy or procedure (incl. committees, groups, etc):

<b>Role &amp; Title</b>	<b>Date Consulted</b>	<b>Version</b>
Dawn Pearson, Disclosure Unit Manager, Communications	14/12/2017	1.0
Elizabeth Ellison, PNC Bureau Manager, Communications	15/12/2017	1.0
Gill Bower-Lissaman, Information Compliance Officer, PSD	18/01/2018	1.0
Kelly Williams, Information Security Officer, PSD	18/01/2018	1.0

<b>Signature of person checking Equality Analysis*:</b> <small>*This should be the Policy Owner</small>	Ch Supt Nat Shaw, Head of Performance and Governance	<b>Date:</b>	27/02/18
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