

Equality Impact Assessments – Screening Questionnaire (is an EIA required?)

Title:	Data Protection Policy	
Version:	1.0	
Owner:	Rachel Fernandez	
Date submitted to the Equalities Group:		17 March 2016
Follow up action:		
Date approved by the Equalities Group:		31 March 2016

1.What service or function are you reviewing?	In what way does this policy affect residents or visitors to the borough?
Data Protection Policy	The purpose of the data protection legislation is to regulate the way in which personal information about individuals, whether held on computer or in a manual filing system, is obtained, stored, used and disclosed. The legislation grants rights to individuals, to see the data stored about them and to require modification of the data if it is wrong and in certain cases, to compensation.
2.Lead Officer	
Rachel Fernandez – Performance and Communities Manager	
3a. Is this a new policy? If yes please state its intended outcomes.	No – this is a current policy that is being reviewed.
3.b If this is an existing policy please show how its outcomes to date have been achieved	The policy reflects legislative guidance in the collection, use and availability of data held about individuals.
4.Does your policy promote community cohesion?	Which of the protected characteristic groups does this affect?
No – the policy is an internal document that provides guidance about data and the individual.	

5.What consultation have you undertaken in drafting this policy?	<i>Please provide consultation results summary, where appropriate.</i>
None – as it reflects the statutory duty of the council as overseen by the Information Commissioner.	
6.What are the main issues relating to diversity within your policy or service area?	<i>Some things you may wish to consider.</i> <ul style="list-style-type: none"> • <i>How do you think that your policy or service currently meets the needs of different communities in Erewash?</i> • <i>Do you think that your policy/service specifically contributes to promoting Equality and Diversity in Erewash, please provide data and consultation results.</i> • <i>Do you think that your policy or service presents any barriers to any community or group? If so please provide evidence?</i> • <i>Please list our proposed equality objectives, at this stage, if any?</i>
None – as the policy relates to data and the processes for its collection, storage, use and subject access.	

1. Is the policy, procedure or practice linked directly to providing services to customer's or users?	NO
2. Is there any element of personal judgement by an officer involved in the delivery or implementation of the policy or procedure?	NO
3. If so could one group of people benefit favourably over another?	NO
4. If so could certain groups of people find access to the service difficult or have reduced	NO

If the answer to **any** of the last **four** questions is **yes** then you have a statutory duty to complete a full Equality Impact Assessment.