

APPENDIX G

Merseyside Fire and Rescue Service

Equality Impact Assessment Form

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| Title of policy/report/project: | Information Governance & Security Policy and associated SI's |
| Department: | Strategiey and Performance |
| Date: | June 2013 |
| 1: What is the aim or purpose of the policy/report/project | |
| <i>This should identify "the legitimate aim" of the policy/report/project (there may be more than one)</i> | |
| <p>The aim of this Information Governance, & Security Policy and the associated S.I's is to ensure MFRA meets its statutory duty under information rights legislation , to protect MFRA's information & data assets from all threats, whether internal or external, deliberate or accidental, to ensure business continuity and to minimise damage and maximise our ability to deliver services. By bringing together all of the requirements, standards and best practice that apply to Information Governance and Security. It has five fundamental aims:</p> <ul style="list-style-type: none">• To ensure that MFRA meet the statutory requirements under Information Rights Legislation.• To support and promote the effective and appropriate use of information to deliver services;• To encourage responsible staff to work closely together, preventing duplication of effort and enabling more efficient use of resources;• To develop support arrangements and provide staff with appropriate tools and support to enable them to discharge their responsibilities to consistently high standards;• To enable the organisation's staff, volunteers and Members understand their own performance against the Authority's objectives. | |

This EIA also supports the the associated S.I's to this policy, they are:

STRPOL09 Information Governance & Security Policy.

SI 0437 Freedom of Information requests and Publication Scheme

SI 0049 CCTV on Service Vehicles (please note this SI is to be merged with SI 0725)

SI 0725 CCTV Dealing with requests to view images or request copies of images, for CCTV (please note that this SI is to be merged with SI 0049)

SI 0759 Destruction of Information Assets (including Protectively Marked information)

SI 0687 Preparing & Transferring Records to Storage in RM Archive Store Vesty Building.

ICTPOL03 Acceptable use policy

SI0703 Internet Access and Usage

SI0699 Using Social Media

SI0730 Email

Policy

It is the policy of MFRA to ensure that:

- Information and data are protected from the loss of confidentiality, integrity and availability.
- Legislative and regulatory requirements are met.
- Business continuity plans are produced, maintained and tested.
- Information security awareness training is made available to all employees and Members.
- All breaches of information and data security, actual or suspected, are reported to, and investigated by, the Information Security Forum and designated officers, and escalated to the Senior Information Risk Owner (SIRO); the Director of Strategy and Performance.
- All Strategic Management Group members and heads of department are responsible for implementing the Information Governance & Security Policy within their respective business areas.
- It is the responsibility of each member, employee, contract and temporary worker and volunteers to adhere to this policy.

2: Who will be affected by the policy/report/project?

This should identify the persons/organisations who may need to be consulted about the policy /report/project and its outcomes (There may be more than one)

Staff and Members of MFRA and Strategic Management Group, as the reasons for implementing this policy are to protect the organisation's information, employees and reputation.

3. Monitoring

Summarise the findings of any monitoring data you have considered regarding this policy/report/project. This could include data which shows whether the it is having the

desired outcomes and also its impact on members of different equality groups.

What monitoring data have you considered?
Introducing a monitoring form.

What did it show?
We will try and implement a monitoring form for Equal Opportunities to be completed with requests in the future.

4: Research

Summarise the findings of any research you have considered regarding this policy/report/project. This could include quantitative data and qualitative information; anything you have obtained from other sources e.g. CFOA/CLG guidance, other FRSs, etc

What research have you considered?

What did it show?

Examples of other EIA

How MFRA provides assistance for equality of opportunity between the listed protected groups for access to information.

The policy and SI's that encompass Information Governance & Security are for internal use to ensure that statutory legal requirements are met and as such are not directed towards any specific community groups. They have benefits in that they improve transparency and ensure people are better informed and able to challenge decisions which affect them.

The Data Protection Act 1998 defines two types of data –

Personal Data - which is defined as “data which relates to a living individual who can be identified from that data, or from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller. This includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.”

Sensitive Personal Data – which is defined as “includes information about racial or ethnic origin of the data subject, their religious beliefs or other beliefs of a similar nature, their physical or mental health or condition and their his sexual life.”

This means that that the Data Protection Act includes safeguards for handling personal information that would include equality monitoring data, so adopting appropriate security and compliance to confidentiality will be a positive impact.

Under Data Protection we have Information Sharing Protocols in

place with other organisations that enable MFRA to receive personal information for vulnerable groups. Three of these groups are defined by age, health and disability these fall into the protected groups under the Equality Act and so there is a benefit to these groups in that measures are put in place by MFRA to prevent serious injury or death.

The Freedom of Information legislation is applicant blind and hence there should be no differentiation or discrimination towards the requester, irrespective of age, disability, race, religion or belief, sex, sexual orientation or social economic disadvantage. This promotes the Authority's own aim of being transparent and accountable and that all service users get the same level of service. Service users are any person, or corporate body from any location in the world.

Article 8 of The Human Rights Act 1998 states everyone has the right to respect for their private and family life, their home and their correspondence, again this could indirectly benefit for the groups above.

If information is requested by individuals who have sight impairments we will provide information by means of large print, in DAISY, on audio cassette or on computer disc or for people in a minority ethnic language group we will aim to get provide the information in a translated format. Assistance will be provided to help any individual to place information requests regardless of reason why they need that help.

Our published information is primarily available from the web site. If individuals cannot access the internet we will provide a hard copy of either the publication scheme or any information published within it free of charge.

In doing this research the following was considered:

- The Information Commissioners Office website
- The Equality and Human Rights Commission Public Sector Guidance.
- Business Disability Forum
<http://businessdisabilityforum.org.uk/our-offer/advice/publications/briefing-papers>
- Daisy uk <http://www.daisyuk.com/>
- MFRA Profile of Mersyside Demography, equality and Diversity Report.
http://www.merseyfire.gov.uk/aspx/pages/equality/pdf/Profile_of_Merseyside_Demography_Equality_and_Diversity.pdf
- The Forum for Information Management on the CFA website
- Data Protection Act 1998
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Information Sharing

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| | <ul style="list-style-type: none"> • The Confidentiality Code of Practice • Human Rights Act 1998 Article 8 • Records Managementformation Quality Assurance • Information Security • Information Governance Management • Risk Management |
| <p>5. Consultation</p> <p><i>Summarise the opinions of any consultation. Who was consulted and how? (This should include reference to people and organisations identified in section 2 above)</i></p> <p><i>Outline any plans to inform consultees of the results of the consultation</i></p> | |
| <p>What Consultation have you undertaken?</p> <p>Consultation on the policy will be taken to the DAG (The Diversity Action Group)</p> | <p>What did it say?</p> <p>Questions raised about employing bilingual advocates to translate for non English speaking requesters, this was resolved as this resource is already in place for prevention and protection purposes and could if needed be utilised for information Governance purposes at no extra cost to the authority.</p> <p>A question was asked about taking requests by phone it was explained that we will except requests by a third party as long as proof of the data subject is provided. We will advise and give out limited information over the phone and accept requests verbally in exceptional circumstances.</p> <p>We will also try and implement a monitoring form for Equal Opportunities to be completed with requests in the future.</p> |

6. Conclusions

Taking into account the results of the monitoring, research and consultation, set out how the policy/report/project impacts or could impact on people from the following protected groups? (Include positive and/or negative impacts)

(a) Age Although all requests are to be made in writing and most requests are made electronically now by email we still accept requests by letter meaning elderly people who are more likely not to be IT literate can still make a request. Also if someone is acting on the requesters behalf (in relation to data protection) we will accept a request as long as proof of identity is received. We will advise, give out limited information over the phone and accept requests verbally in exceptional circumstances.

(b) There is the potential that older people & people who we consider to be in high risk groups of fire to benefit from this policy as a result of information sharing done through Data Protection legislation. As this group is one of the vulnerable groups highlighted in the vulnerability profile that are more likely to have an instance of fire causing serious injury or death MFRA have a number of Information Sharing Protocols set up with outside organisations (e.g local authorities), that enable MFRA to share personal details to provide a free Home Fire Safety Check.

(b) Disability including mental, physical and sensory conditions There could be some issues around physical disability as requests under both legislation have to be in writing. If a person couldn't write, for example because of their disability, we will accept requests made on their behalf as long as proof of identity is received. We will also advise and give out limited information over the phone. As this group is one of the vulnerable groups highlighted in the vulnerability profile that are more likely to have an instance of fire causing serious injury or death MFRA have a number of Information Sharing Protocols set up with outside organisations (local authorities etc), that enable MFRA to share personal details to provide a free Home Fire Safety Check.

(c) Race (include: nationality, national or ethnic origin and/or colour) We have measures in place to translate any requests from the following groups Somali, Chinese, and Arabic and Bengali by way of bilingual advocates that work with the Information Governance team.

(d) Religion or Belief Neutral

(e) Sex (include gender reassignment, marriage or civil partnership and pregnancy or maternity) Neutral

(f) Sexual Orientation Neutral

(g) Socio-economic disadvantage. There could be an issue with this group as they are more likely to be on benefits or they may be asset rich and cash poor. This would mean they are less likely to be computer literate or have access to a computer, making it harder for them to gain access to MFRA's website and the advice contained there to make a request. They can still make a request by writing a letter and we would send advice and information out to them or they could call and we

would advise them to go to their local library to gain access to the website and again we will give out limited information over the phone. As one of the vulnerable groups highlighted in the vulnerability profile that are more likely to have an instance of fire causing serious injury or death MFRA have a number of Information Sharing Protocols set up with outside organisations (local authorities etc), that enable MFRA to share personal details to provide a free Home Fire Safety Check.

7. Decisions

If the policy/report/project will have a negative impact on members of one or more of the protected groups, explain how it will change or why it is to continue in the same way.

If no changes are proposed, the policy/report/project needs to be objectively justified as being an appropriate and necessary means of achieving the legitimate aim set out in 1 above.

Propose that the FOI Policy could make reference to “where people need extra help”

8. Equality Improvement Plan

List any changes to our policies or procedures that need to be included in the Equality Action Plan/Service Plan.

Increase monitoring of requests from minority groups at present there is no monitoring done for minority groups but as previously mentioned Freedom of Information is applicant blind and Data Protection is for the requestors own personal information. Measures have been put in place to ensure all service users are offered the same level of service with regards to access to information. We keep a record of requests that are made and from looking at these especially for Freedom of Information requests the majority of these are from the press or commercial companies and so it would be hard to apply equal opportunities monitoring. But we could do this with Subject Access Requests.

9. Equality & Diversity Sign Off

The completed EIA form must be signed off by the Diversity Manager before it is submitted to Strategic Management Group or Authority.

Signed off by:

Wendy Kenyon

Date:

21.10.13

| Action Planned | Responsibility of | Completed by |
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| <p>For any advice, support or guidance about completing this form please contact the DiversityTeam@merseyfire.gov.uk or on 0151 296 4237</p> | | |

The completed form along with the related policy/report/project document should be emailed to the Diversity Team at: DiversityTeam@merseyfire.gov.uk