



Screening Template for

Information Technology Security Policy

Date: 15 January 2024

LNI Policy Screening Template

Part 1. Policy Scoping

Information about the policy

Name of the policy Information Technology Security Policy
Is this an existing, revised or a new policy? Revised Policy
What is it trying to achieve? (intended aims/outcomes) The aim of this policy is to enable Libraries NI to use and share its information with confidence and to reduce the potential harm and risk of an information security incident through having suitable safeguards against threats whether internal or external, deliberate or accidental, to ensure the confidentiality integrity and availability of Libraries NI information systems.
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how. All users will benefit from greater security
Who initiated or wrote the policy? Libraries NI IT Security Manager with support from Fujitsu IT information security experts
Who owns and who implements the policy? Head of IT/ICU

Implementation Factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

No factors identified

- ☒ Financial
- ☒ Legislative
- ☒ Other, please specify_____

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

- ☒ **staff**
- ☒ **Service users**
- ☒ **Other public sector organisations**
- ☐ **Voluntary/community/trade unions**
- ☐ **Other, please specify_Board Members, Departments etc**

Other policies with a bearing on this policy

- **What are they?**

A range of IT technical policies including Internet security, Network security, MS Windows Client Security, Applications Security and Server Security policies. Also impacted by Libraries NI Byelaws and Data

Protection Policy, HR policies

- **Who owns them?**

All policies above are owned by the Head of IT/ICU except HR policies which are owned by Head of HR and Byelaws owned by SMT

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the section 75 categories

Section 75 category	Details of evidence/information
Religious belief	30% of Catholics, 26% of Protestants and 36% of others (Equality data from CHS 2013/14) YPB&AS 2013 – 58% Catholic and 57% Protestant Equality data from HR In relation to staff - 43% Catholic and 51% Protestant
Political opinion	No data available
Racial group	No data available
Age	Usage of the public library service decreased with age, with those aged 12 years and under almost twice as likely to have used the public library service than those aged 16 years and over (78% and 40% respectively). Source EQIA OHR 2015. Lowest use in ages 55-64 years.
Marital status	More single people (32%) than those married (28%) or widowed (20% or separated/divorced (31%) (CHS 2013/14)
Sexual orientation	No data available
Men women generally	More females (35%) than males (23%) are services users (CHS 2013/14) YPB&AS 2013 52% boys and 62% girls The workforce is predominantly female – approximately 80%
Disability	Fewer people with a disability are service users (CHS 2013/14) except amongst younger users where 56% have disability and 57% do not have a disability (YPB&AS 2013)
Dependants	Fewer people who do not have dependents are service users (CHS 2013/14)

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify for each of the section 75 categories.

Section 75 category	Details of needs/experiences/priorities
Religious belief	None
Political opinion	None
Racial group	None
Age	None
Marital status	None
Sexual orientation	None
Men women generally	None
Disability	The need to attach different hardware and software has been considered but is addressed within IT contract provision
Dependants	None

Part 2. Screening questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?		
Section 75 category	Details of policy impact	Level of impact? Minor/major/none
Religious belief	Greater security of data and accessibility of systems	None
Political opinion	Greater security of data and accessibility of systems	None
Racial group	Greater security of data and accessibility of systems	None
Age	Greater security of data and accessibility of systems	None
Marital status	Greater security of data and accessibility of systems	None
Sexual orientation	Greater security of data and accessibility of systems	None
Men women generally	Greater security of data and accessibility of systems	None
Disability	Greater security of data and accessibility of systems	None
Dependants	Greater security of data and accessibility of systems	None

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

Section 75 category	If yes, provide details	If no, provide reasons
Religious belief		None-technical policy
Political opinion		None-technical policy
Racial group		None-technical policy
Age		None-technical policy
Marital status		None-technical policy
Sexual orientation		None-technical policy
Men women generally		None-technical policy
Disability		None-technical policy
Dependants		None-technical policy

**3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?
Minor/major/none**

Section 75 category	Details of policy impact	Level of impact Minor/major/none
Religious belief		None-technical policy
Political opinion		None-technical policy
Racial group		None-technical policy

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Section 75 category	If yes, provide details	If no, provide reasons
Religious belief		Technical policy
Political opinion		Technical policy
Racial group		Technical policy

Additional considerations

Multiple identity

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant section 75 categories concerned.

None – technical policy.

Part 3. Screening decision

If the decision is not to conduct an equality impact assessment, please provide details of the reason.

Technical policy which has a legislative basis and impacts equally on all equality groups

If the decision is not to conduct an equality impact assessment consider if the policy should be mitigated or an alternative policy be introduced.

No mitigation necessary

If the decision is to subject the policy to an equality impact assessment. Please provide details of the reason.

Mitigation

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

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Timetabling and prioritising

If the policy has been 'screened in' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to a public authority's functions	

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screening in for equality impact assessment. This list of priorities will assist in timetabling. Details of the Equality Impact Assessment Timetable should be included in the quarterly Screening Report.


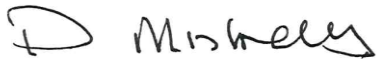
Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details:

Part 4. Monitoring

The policy will be monitored for impact and effectiveness through the analysis of feedback from stakeholders and will be reviewed periodically to ensure compliance with legislative changes.

Part 5. Approval and authorisation

Screened by:	Position/Job Title:	Date:
	Head of ICU/ICT	15/01/2024
Approved by:		
	Director of Business Support	15/01/2024

Note: A copy of the Screening template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the website as soon as possible following completion and made available on request.