



**Screening Template for**

***Staff Acceptable Use Policy 2021 (Revised)***

**Date:** *14 January 2021*

## LNI Policy Screening Template

### Part 1. Policy Scoping

Information about the policy

<b>Name of the policy</b> Staff Acceptable Use Policy
<b>Is this an existing, revised or a new policy?</b> Revised policy. Original policy was Internet and Email Usage Policy.
<b>What is it trying to achieve? (intended aims/outcomes)</b>  The objective of this Acceptable Use Policy is to detail how Libraries NI will manage and monitor the use of its information assets and systems and the standards it requires from its users.
<b>Are there any Section 75 categories which might be expected to benefit from the intended policy?</b> <b>If so, explain how.</b> All users will benefit from greater security
<b>Who initiated or wrote the policy?</b> Information Security manager with support from Fujitsu IT information security experts
<b>Who owns and who implements the policy?</b> Head of IT/ICU

## Implementation Factors

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

If yes, are they

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\_any users of Libraries NI IT systems apart from service users

**Other policies with a bearing on this policy**

- **What are they?**

A range of It technical policies including IT security policy, Network security, MS Windows Client Security, Application Security and server Security policies.

Code of Conduct, Social Media Policy Data Protection Policy and a range of HR Policies

- **Who owns them?**

All IT policies about are owned by the Head of IT/ICU. Head of HR owns HR policies, other policies are 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

<b>Section 75 category</b>	<b>Details of evidence/information</b>
<b>Religious belief</b>	Equality data – 43% catholic and 51% protestant
<b>Political opinion</b>	No data available
<b>Racial group</b>	No data available
<b>Age</b>	No data available
<b>Marital status</b>	No data available
<b>Sexual orientation</b>	No data available
<b>Men women generally</b>	The workforce is predominantly female – approximately 80%
<b>Disability</b>	No data available
<b>Dependants</b>	No data available

## 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.

<b>Section 75 category</b>	<b>Details of needs/experiences/priorities</b>
<b>Religious belief</b>	In personal time Access to websites with reference to specific religious information/activities/programmes
<b>Political opinion</b>	In personal time Access to websites with reference to specific political information/activities/programmes
<b>Racial group</b>	In personal time Access to website in different languages#
<b>Age</b>	In personal time Access to social media – some sites predominantly used by some age groups
<b>Marital status</b>	None
<b>Sexual orientation</b>	None
<b>Men women generally</b>	None
<b>Disability</b>	Access to websites and software programmes which support for example people with visual impairment
<b>Dependants</b>	None

## Part 2. Screening questions

<b>1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?</b>		
<b>Section 75 category</b>	<b>Details of policy impact</b>	<b>Level of impact? Minor/major/none</b>
<b>Religious belief</b>	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
<b>Political opinion</b>	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
<b>Racial group</b>	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
<b>Age</b>	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
<b>Marital status</b>	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
<b>Sexual orientation</b>	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
<b>Men women generally</b>	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
<b>Disability</b>	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
<b>Dependants</b>	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None

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

<b>Section 75 category</b>	<b>If yes, provide details</b>	<b>If no, provide reasons</b>
<b>Religious belief</b>		No – this policy is to ensure security of information and network provision
<b>Political opinion</b>		No – this policy is to ensure security of information and network provision
<b>Racial group</b>		No – this policy is to ensure security of information and network provision
<b>Age</b>		No – this policy is to ensure security of information and network provision
<b>Marital status</b>		No – this policy is to ensure security of information and network provision
<b>Sexual orientation</b>		No – this policy is to ensure security of information and network provision
<b>Men women generally</b>		No – this policy is to ensure security of information and network provision
<b>Disability</b>		No – this policy is to ensure security of information and network provision
<b>Dependants</b>		No – this policy is to ensure security of information and network provision



**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**

<b>Section 75 category</b>	<b>Details of policy impact</b>	<b>Level of impact Minor/major/none</b>
<b>Religious belief</b>		None
<b>Political opinion</b>		None
<b>Racial group</b>		None

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

<b>Section 75 category</b>	<b>If yes, provide details</b>	<b>If no, provide reasons</b>
<b>Religious belief</b>		No – technical policy
<b>Political opinion</b>		No – technical policy
<b>Racial group</b>		No – 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.

No data on multiple identity or any evidence to suggest impact of policy

### Part 3. Screening decision

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

Screened out as this is a technical policy

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

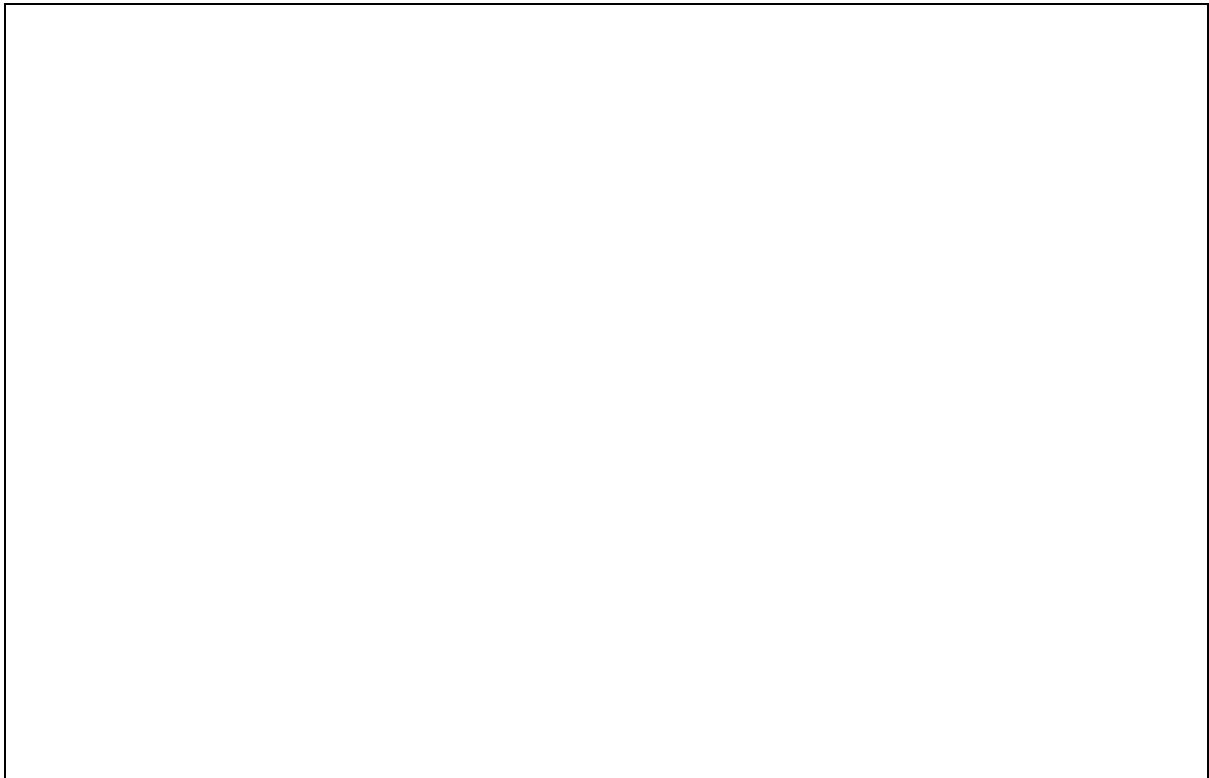
No mitigation necessary

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.

A large, empty rectangular box with a thin black border, intended for the user to provide reasons and proposed changes or alternative policies. The box is currently blank.

## 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.

<b>Priority criterion</b>	<b>Rating (1-3)</b>
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.


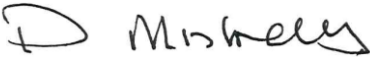
Is the policy affected by timetables established by other relevant public authorities?

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	14/01/21
Approved by:		
	Director of Business Support	2/02/2021

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.