



Screening Template for

Staff Acceptable Use Policy

Date: *15 January 2024*

LNI Policy Screening Template

Part 1. Policy Scoping

Information about the policy

Name of the policy Staff Acceptable Use Policy
Is this an existing, revised or a new policy? Revised.
What is it trying to achieve? (intended aims/outcomes) 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.
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? Information 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?

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

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

Section 75 category	Details of needs/experiences/priorities
Religious belief	In personal time Access to websites with reference to specific religious information/activities/programmes
Political opinion	In personal time Access to websites with reference to specific political information/activities/programmes
Racial group	In personal time Access to website in different languages#
Age	In personal time Access to social media – some sites predominantly used by some age groups
Marital status	None
Sexual orientation	None
Men women generally	None
Disability	Access to websites and software programmes which support for example people with visual impairment
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	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
Political opinion	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
Racial group	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
Age	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
Marital status	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
Sexual orientation	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
Men women generally	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
Disability	Restrictions on gambling, chatrooms, or illegal sites etc do not impact on this group more than others	None
Dependants	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?

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

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

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		No – technical policy
Political opinion		No – technical policy
Racial group		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.

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.


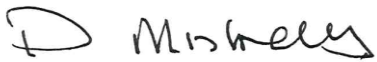
Is the policy affected by timetables established by other relevant public authorities?

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.