

Equality analysis form

If the activity you are planning to analyse is covered by an existing Equality Analysis or a relevant former Equality Impact Assessment, please use Section 2 of the form to highlight any updated information. The updated form should be sent through to the Equality and Diversity Unit for feedback, the start of the online consultation process and publication.

Section 1

Equality Analysis Screening

The following questions will identify whether a full Equality Analysis will be required. Please read the Equality Analysis guidance prior to completing the screening.

1. Name of the activity (strategy, policy, practice etc)

Information Security Policies
- Acceptable Use policy
- Remote Access Policy
- Information Handling Policy
- Information Security Policy

2. Will this activity have the potential to deliver positive outcomes for students, staff and/or visitors from equality groups? Please provide evidence for your answer.

Yes – the policies will enable all students, staff and authorised third parties to have a clear understanding of the expectations that the University places on them and the standards to which they are expected to work in relation to their use of the University’s IT systems. The policies will also clarify data security and acceptable use, particularly with regards to protection of all staff from discrimination, harassment and bullying.

3. Will this activity have the potential to create negative impacts on students, staff and/or visitors from equality groups? Please provide evidence for your answer.

Yes – the clarification on use of equipment and services could potentially preclude some accessibility tools from being used (until requests for their use are approved by ITS)

4. Does the activity have the potential to impact equality groups in the following ways:

- Access to or participation in UWE Faculties or Professional Services?
- Levels of representation across the UWE workforce?
- Student experience, attainment or withdrawal?
- Staff experience?

Please indicate YES or NO. If the answer is YES then a full analysis must be carried out. If the answer is NO, please provide a justification.

YES

Equality analysis screening sign off:

Faculty Dean or Head of Service	
Faculty / service	ITS
Date	20/07/16

Please return the completed form back to the Equality & Diversity Unit for feedback and publication

Section 2

Full Equality Analysis

1. Name of the activity (strategy, policy or practice etc)

Information Security Policies

- Acceptable Use policy
- Remote Access Policy
- Information Handling Policy
- Information Security Policy

2. What is the aim of the activity (objective or purpose)?

To enable all students, staff and authorised third parties to have a clear understanding of the expectations that the University places on them and the standards to which they are expected to work in relation to their use of the University's IT systems.

3. If amending a current activity, what changes are proposed?

An Equality Impact Assessment exists for "Standards of Behaviour at Work – the Use of ITS Systems". That policy covers large parts of the Acceptable Use and Information Security policies. The changes between that policy and the new policy set mainly involve removing extraneous or inapplicable information, and clarification of acceptable working practices for which staff have reported a level of uncertainty at present.

4. Who is responsible for developing and delivering the activity?

ITS is responsible for developing Information Security policies and supplementary material. The exception to this is the Acceptable Use Policy, which is distinct from the others due to the focus on staff behaviour, and as such this policy is jointly owned between ITS and HR.

The Information Security Forum is responsible for the review and approval of all policies relating to Information Security at UWE Bristol. The Information Security Forum is responsible for regularly assessing Information Security policies to ensure their usability and accuracy.

5. What measures will be used to assess whether the activity is successful?

The success of the Information Security policies will be assessed by a variety of technical and procedural means, including the analysis of Security Incidents resulting from non-compliance, the measurement of staff awareness through online eLearning test results, and the engagement and understanding levels displayed by staff and students during in-person awareness sessions.

6. Does the activity have a potentially adverse impact on equality groups, in terms of employment issues and/or service delivery for students and/or staff? In the table below, please give evidence to support your yes or no answers. If the answer is not known, indicate how you will source evidence.

Meeting the public sector equality duty

Please also use the table below to demonstrate whether the activity has the potential to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. Please use the 'no' column to highlight your responses.

	Yes	No	Not known
Women and men		X	
Trans people	If people spend a greater amount of time working from home or remotely they would be required to adhere to the provisions specified in the remote working policy.		
Black and minority ethnic groups	Potential language barriers for staff or students that do not have English as a first language because all policies and publications are written in English and handle subjects that are technical in nature. There could be issues for staff in this category regarding the availability of IT policies in a format available for them to access. To mitigate, the policies have been presented in a manner that is as easy to access and are designed to be as clear and comprehensive as possible.		
Disabled people	There could be issues for staff with impaired visibility or blindness regarding the availability of IT policies in a format available for them to access. Additionally, the clarification on use of equipment and services contained within the policies could potentially preclude some accessibility tools from being used. To mitigate this, requests for the installation or connection of assistive technologies can be approved by ITS on a case by case basis, as per current procedures. If people spend a greater amount of time working remotely / from home they will be required to adhere to the remote working policy.		-
Younger or older people	Staff and students from older age groups may be less familiar with the technologies and applications used at UWE and as a result		

	there may be differences in the tolerance of what is perceived to be acceptable behaviour by staff and students from different age groups		
People of different religion and beliefs	If people spend a greater amount of time working from home or remotely they would be required to adhere to the provisions specified in the remote working policy.		
Lesbian, gay, bisexual people		X	
Marriage and civil partnership		X	
Pregnancy and maternity	If people spend a greater amount of time working from home or remotely they would be required to adhere to the provisions specified in the remote working policy.		

7. Please give evidence of how you have engaged equality groups in the equality analysis process. Is further engagement required?

ITS internal staff HR representatives Trade Unions
--

8. What action can be taken to mitigate any potential negative impacts or address different needs? Please comment and then complete an action plan (see appendix 1).

Feedback received from Equality groups and unions will be incorporated into any changes required prior to the policies being published. The policies themselves, along with the Equality Analysis, will be reviewed and updated every 12 months to ensure applicability and relevance. Online training is under development and due for introduction later this year. This training will provide an overview of expectations with regards to policies and ways of working, and so will provide another method of learning for individuals to use to help understand the requirements placed upon them.
--

9. Please indicate the level of equality relevance:

- High
Medium
Low

10. **Equality analysis sign off:**

Faculty Dean or Head of Service	Tracy Willis (IT Director)
Faculty / service	ITS
Date	20/07/2016

Please return this form to the Equality and Diversity Unit for feedback, the start of the consultation process and publication.

Equality analysis - action plan

Appendix 1

Name of activity: Information Security Policies

Plan completed by: Alan Gray

Service / faculty: ITS

Issues	Actions Required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required						
Consultation	Progressing Equality Analysis	Alan Gray	Engagement with unions and equality groups around feedback and changes	27/05/2016	Feedback received from consulted parties	Documents circulated, deadline for consultation agreed
Monitoring and review arrangements	Review Equality Analysis periodically	Alan Gray	Information Security Forum participation	Continuous 12 month cycle	All policies are updated no less frequently than once per year	Monitoring and review arrangements agreed at Information Security Forum, next reviews are due April 2017
Publication	Respond to consultation Publish policies online	Alan Gray	Engagement with unions and equality groups around feedback and changes	03/06/2016	Policies finalised and published online	Full responses to feedback provided to Union representatives, Policies and additional supplementary materials

						published on the UWE website.
Other actions	Engage with staff regarding feedback and comments on policies	Alan Gray	Engagement with staff members and other affected parties around feedback and changes	Continuous	Response given to all comments and feedback received, detailing any changes or future plans.	ITS engagement and discussion with all individuals that have provided feedback.

Please return form to the Equality and Diversity Unit