Southern Health and Social Care Trust
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Equality, Good Relations and Human Rights Screening Template

*****Completed Screening Templates are public documents and will be posted on the Trust's website*****

See 'Equality, Good Relations and Human Rights Guidance Notes' (on Intranet) for further background information on the relevant legislation and for help in answering the questions on this template.

(1) Information about the Policy/Proposal

(1.1) Name of the policy/proposal

Policy for the Use of Closed Circuit Television (CCTV) Surveillance Systems

(1.2) Is this a new, existing or revised policy/proposal?

Revised

(1.3) What is it trying to achieve (intended aims/outcomes)?

The purpose of this policy is to ensure that where CCTV is used on Trust premises, that it is correctly installed, operated and maintained and not misused, and that CCTV footage is correctly stored and recorded and the use of it adheres to the principles of the Data Protection Act 2018, Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Information Commissioner's Office CCTV Code of Practice (2017).

This policy applies to all the CCTV systems operated by the Trust on Trust premises and all images and audio captured by CCTV.

NB: This policy does not apply to audio and/or audio-visual recordings made by staff or visitors on non-authorised devices (eg personally owned equipment).

(1.4) Are there any Section 75 categories which might be expected to benefit from the intended policy/proposal?

All Section 75 categories can expect to benefit from this policy as the policy aims to promote the safety of service users, visitors and staff on Trust premises.

(1.5) Who owns and who implements the policy/proposal - where does it originate, for example DoH, HSCB, the Trust?

Trust.

NB: The Trust's Chief Executive has oversight accountability for ensuring compliance with the requirements of all legislation and guidance relating to CCTV.

See point 6 of the Policy for further information and details of other Trust Officers and staff who have a key role in the implementation of the policy.

(1.6) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal/decision? (Financial, legislative or other constraints?)

Staff Training to ensure the effective implementation of this policy in line with ICO CCTV Code of Practice, Data Protection Principles and other legal requirements including acting compatibly with the Human Rights Act 1998.

(1.7) Who are the internal and external stakeholders (actual or potential) that the policy/proposal/decision could impact upon? (staff, service users, other public sector organisations, trade unions, professional bodies, independent sector, voluntary and community groups etc)

Internal: Trust Management, Staff and Trade Unions

External: Service Users, Visitor, Information Commissioner, PSNI, contractors

List is not intended to be exhaustive

(1.8) Other policies with a bearing on this policy/proposal **(**for example regional policies) - what are they and who owns them?

The Trust must ensure that its use of CCTV systems complies with the ICO CCTV Code and Practice and the following legislation:

- Data Protection Act 2018
- Human Rights Act 1998
- Regulation of Investigatory Powers Act 2000 (RIPA)

(2) Available evidence

Evidence to help inform the screening process may take many forms. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? *NB: Specify the details for each of the Section 75 categories for any staff affected, the Trust Workforce, any patients/clients affected and the Trust general population in the following tables* ***if appropriate****.*

2.1 Staff Affected by this Policy/Proposal

Section 75 Group	*Make up of Staff Affected*	*Percentage*
Gender	Female Male	Policy applies to all staff – see point 6 of the Policy
Religion	Protestant Roman Catholic Not Known/Other	Policy applies to all staff – see point 6 of the Policy
Political Opinion	Broadly Unionist Broadly Nationalist Other Do Not Wish To Answer/Not Known	Policy applies to all staff – see point 6 of the Policy
Age	16-24 25-34 35-44 45-54 55-64 65+	Policy applies to all staff – see point 6 of the Policy
Marital Status	Single Married/Civil Partnership Other/Not Known	Policy applies to all staff – see point 6 of the Policy
Caring Responsibility	Caring for a Child/Children/Dependant Older Person/Person(s) With a Disability None Not Known	Policy applies to all staff – see point 6 of the Policy
Disability	Yes No Not Known	Policy applies to all staff – see point 6 of the Policy
Ethnicity	Bangladeshi Black African Black Caribbean Black Other Chinese Filipino Indian Irish Traveller Mixed Ethnic Pakistani White Not Known	Policy applies to all staff – see point 6 of the Policy
Sexual Orientation *towards:*	Opposite Sex Same Sex Same and Opposite Sex Do Not Wish To Answer/Not Known	Policy applies to all staff – see point 6 of the Policy

2.2 Composition of Southern Trust Workforce

Section 75 Group	*Southern Trust Workforce Profile as at 1 January 2019*	*Percentage*
Gender	Female Male	**85.6** **14.4**
Religion	Protestant Roman Catholic Neither	**37.0** **57.1** **5.9**
Political Opinion	Broadly Unionist Broadly Nationalist Other Do Not Wish To Answer/Not Known	**9.5** **9.6** **7.6** **73.4**
Age	16-24 25-34 35-44 45-54 55-64 65+	**5.1** **25.8** **24.6** **23.3** **18.3** **2.9**
Marital Status	Single Married Not Known	**29.3** **62.3** **8.4**
Dependent Status	Caring for a Child/Children / Dependant Older Person / Person With a Disability None Not Known	**22.2** **27.8** **50.0**
Disability	Yes No Not Known	**2.3** **78.3** **19.4**
Ethnicity	Bangladeshi Black African Black Caribbean Black Other Chinese Filipino Indian Irish Traveller Mixed Ethnic Pakistani White Not Known	**0** **0.09** **0.02** **0.03** **0.12** **0.24** **0.64** **0.03** **0.1** **0.1** **80.4** **18.2**
Sexual Orientation ***towards:***	Opposite Sex Same Sex Same and Opposite Sex Do Not Wish To Answer/Not Known	**52.9** **0.9** **0.1** **46.1**

2.3 Patients / Clients Affected

Section 75 Group	*Make up of Patients/Clients Affected*	*Percentage*
Gender	Female Male	The Policy aims to promote the safety of service users, visitors and staff who use Trust premises.
Religion	Protestant Roman Catholic Other	The Policy aims to promote the safety of service users, visitors and staff who use Trust premises.
Political Opinion	Broadly Unionist Broadly Nationalist Other Do Not Wish To Answer/Not Known	The Policy aims to promote the safety of service users, visitors and staff who use Trust premises.
Age	0-15 16-24 25-44 45-64 65-84 85+	The Policy aims to promote the safety of service users, visitors and staff who use Trust premises.
Marital Status	Single Married/Civil Partnership Other/Not Known	The Policy aims to promote the safety of service users, visitors and staff who use Trust premises.
Caring Responsibility	Caring for a Child/Children/Dependant Older Person/Person(s) With a Disability None Not Known	The Policy aims to promote the safety of service users, visitors and staff who use Trust premises.
Disability	Yes No Not Known	The Policy aims to promote the safety of service users, visitors and staff who use Trust premises.
Ethnicity	Bangladeshi Black African Black Caribbean Black Other Chinese Filipino Indian Irish Traveller Mixed Ethnic Pakistani White Not Known	The Policy aims to promote the safety of service users, visitors and staff who use Trust premises.
Sexual Orientation ***towards:***	Opposite Sex Same Sex Same and Opposite Sex Do Not Wish To Answer/Not Known	The Policy aims to promote the safety of service users, visitors and staff who use Trust premises.

2.4 Southern Trust's Area Population Profile – Census 2011

(NB: in some instances you may need to be more specific and use local District Council areas – please contact the Equality Unit on 028 375 64152).

Section 75 Group	*Trust's Area Population Profile (Population of 358,034)*	*Percentage*
Gender	Female Male	**50.36** **49.64**
Religion	Protestant Roman Catholic Other	**39.15** **56.69** **4.16**
Political Opinion	Not collected	
Age	0-15 16-24 25-44 45-64 65-84 85+	**22.73** **12.25** **28.45** **23.40** **11.69** **1.48**
Marital Status (aged 16+ years)	Single Married/Civil Partnership Other	**34.99** **50.24** **14.77**
Dependent Status	Caring for a Child/Children/Dependant Older Person/Person(s) With a Disability	**11.34% of usually resident population provide unpaid care**
Disability	Yes No	**19.64** **80.36**
Ethnicity	Asian Other Bangladeshi Black African Black Caribbean Black Other Chinese Indian Irish Traveller Mixed Ethnic Group Other Pakistani White	**0.20** **0.01** **0.11** **0.01** **0.10** **0.22** **0.17** **0.15** **0.29** **0.16** **0.07** **98.51**
Sexual Orientation	Estimated 6-10% of persons identify as lesbian, gay, bisexual – *Source: 2012 report by Disability Action & Rainbow Project*	

(3) Needs, experiences and priorities

(3.1) Taking into account the information above what are the different needs, experiences and priorities of each of the Section 75 categories and for both service users and staff. ***(NB: Use relevant statistical and qualitative data to complete the table below)***

Section 75 Category	***Details of Needs, Experiences and Priorities***	
	Staff	***Service Users***
Gender		
Age		
Religion		
Political Opinion		
Marital Status		
Dependent Status		
Disability	The communication needs of staff with disabilities will be taken into account in ensuring the effective implementation of the policy and staff compliance.	The communication needs of service users and visitors with disabilities will be taken into account in ensuring the effective implementation of the policy and compliance.
Ethnicity	The language needs of staff who do not speak English as a first language will be taken into account in ensuring the effective implementation of the policy and staff compliance.	The language needs of services users and visitors who do not speak English as a first language will be taken into account in ensuring the effective implementation of the policy and compliance
Sexual Orientation		

(3.2) Provide details of how you have involved stakeholders, views of colleagues, service users and staff etc when screening this policy/proposal.

The draft Policy was discussed at Security Management Committee and circulated to its members, which includes Trade Union representation.

(4) Screening Questions

You now have to assess whether the impact of the policy/proposal is major, minor or none. You will need to make an informed judgement based on the information you have gathered.

(4.1) What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?			
Section 75 category	***Details of policy/proposal impact***		***Level of impact? Minor/major/none***
	Staff	***Service Users***	
Gender			None when implemented in line with the scope of the policy and relevant codes of practice including data protection principles and human rights articles. The overall aim of the policy is to protect and safeguard service users, visitors and staff
Age			As above
Religion			As above
Political Opinion			As above
Marital Status			As above

Dependent Status			As above
Disability			As above
Ethnicity			As above
Sexual Orientation			As above

(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?	
Section 75 category	***Please provide details***
Gender	
Age	
Religion	
Political Opinion	
Marital Status	
Dependent Status	
Disability	See considerations at 3.1
Ethnicity	See considerations at 3.1
Sexual Orientation	

(4.3) To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none		
Good relations category	***Details of policy/proposal impact***	***Level of impact Minor/major/none***
Religious belief		

Political opinion		
Racial group		

(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?	
Good relations category	***Please provide details***
Religious belief	
Political opinion	
Racial group	

(5) Consideration of Disability Duties

(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?

The needs of staff, services users and visitor et al will be taken into account to ensure the effective implementation of the policy and compliance.

(6) Consideration of Human Rights

The Trust has a duty to act compatibly and must take Human Rights considerations into account in its day-to-day functions/activities.

(6.1) How does the policy/proposal impact on Human Rights?
Complete for each of the articles

Article	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact
Article 2 – Right to life			√
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			√
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			√
Article 5 – Right to liberty & security of person			√
Article 6 – Right to a fair & public trial within a reasonable time			√
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			√
Article 8 – Right to respect for private & family life, home and correspondence.			√* see 6.2
Article 9 – Right to freedom of thought, conscience & religion			√
Article 10 – Right to freedom of expression			√
Article 11 – Right to freedom of assembly & association			√
Article 12 – Right to marry & found a family			√
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			√
1st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			√
1st protocol Article 2 – Right of access to education			√

Please note: If you have identified potential negative impact in relation to any of the Articles in the table above, speak to your line manager and/or Equality Unit on tel: 028 375 64151. It may also be necessary to seek legal advice.

(6.2) Please outline any actions you will take to promote awareness of human rights and evidence that human rights have been taken into consideration in decision making processes.

This policy has been considered under the terms of the Human Rights Act, 1998, and was deemed to be compatible with the European Convention of Human Rights contain in that Act. This policy will be included in the Trust's register of screening documentation and maintained for inspection whilst it remains in force.

This policy supports the right to have personal information protected and only used in specified circumstance, which are supported in law. Information captured by these systems will only be shared where that sharing is both lawful and reasonable. This policy also affords a right of access to those individuals whose image is captured in line with the individual's rights under the subject access provisions of the Data Protection Act 1998. This policy also complements Article 8 of the Human Right Act through its restrictions on the use of images captured. The policy also applies equally to all individuals whose images are captured irrespective of what their relationship.

(7) Screening Decision

(7.1) Given the answers in Section 4 of this template, how would you categorise the impacts of this decision or policy/proposal? *(Please tick one option below and list your reasons for the decision in 7.2 below)*

Major impact		**EQIA Required?** ***(Delete as appropriate)***	
			No

Minor impact		Mitigation Required	Alternative Policy Required
		See considerations at 3.1	**/No**

No impact	√	**Screened Out**

(7.2) Please give reasons for your decision and detail any mitigation or alternative policies considered.

Using the ECNI's Equality Screening Criteria no significant adverse impact has been identified for the S75 Equality Categories - when implemented in line with the ICO CCTV Code of Practice, Data Protection Principles and other legal requirements including the Human Rights Act 1998. See considerations at 3.1.

All Section 75 categories can expect to benefit from this policy as the policy aims to promote the safety of service users, visitors and staff on Trust premises.

(7.3) Do you consider the policy/proposal needs to be subjected to ongoing screening? NB: for strategies/policies that are to be put in place through a series of stages – screen at various stages during implementation.

Yes	
No	√

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(8) Monitoring

(8.1) Please detail how you will monitor the effect of the policy/proposal for equality of opportunity and good relations, disability duties and human rights? It is the responsibility of the person on each site who has been delegated by their Director with responsibility for the CCTV system to monitor compliance with this policy.

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Date:	**5/7/2019**
Policy/proposal screened by:	**Lynda Gordon and Anita Carroll**

Please forward completed screening template to christine.white@southerntrust.hscni.net for inclusion in the Trust's Policy Screening Reports which are uploaded to the Trust's website.