



**GLOUCESTERSHIRE CONSTABULARY**

**EQUALITIES IMPACT ASSESSMENT – REVIEW TEMPLATE**

**Policy Title**

**BACKUP & RESTORE POLICY**

**Policy Reference Number**

**Version Number**

**Version 1.0 dated June 2021**

**Policy Owner**

**Information Governance Board**

**Person Completing**  
(if different to the owner)

**Force Information Security Officer**

**Department**

**Governance & Compliance**

**Ext No:**

**Previous EIA Dated**

**EIA Review Completed**

**June 2021**

**EIA REVIEW**

**Initial review for new Policy.**

**Review Sign Off**

**Signed:                      Date: 22 June 2021**

**Name: Matt Roff**

## Section One – Aims & Relevance Test

### Aims

Identify the main aim(s) or purpose of the policy. It is vital to begin the assessment process with a clear understanding of the policy you want to develop or are reviewing. Please summarise the main aim(s) and purpose of the policy.

**This policy outlines the requirements for the backup of force critical systems and highlights the procedures for restoring systems. This is an overarching policy and additional specific procedure documentation exists in support to enable enforcement.**

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### Relevance Test

This should be carried out at the development stage or review of the policy. It should be based on existing knowledge, data, statistics, complaints, satisfaction levels, publicity & media and best estimates of the impact it 'could' have on people.

Do you believe there might be an adverse impact for people or members of the following groups (internally and externally)? you may wish to refer to the [EIA Guidance](#).

	YES	NO
<b>Age</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Disability</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Gender Reassignment</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Race/ Ethnicity</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Religion or Belief</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Sex</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Sexual Orientation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Marriage or Civil Partnership</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Pregnancy &amp; Maternity</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Any other aspect of identity</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you have indicated 'No' to all categories, please explain why you believe there to be no impact.

**The policy sets out the procedures, schedules and timeframes when ICT will create system backups, and will not impact on the EIA.**

If you have indicated yes to all/ any, please briefly summarise and identify the way(s) in which this policy or parts of the policy may have an adverse impact.

**N/A**

Based on the information above and the amount, or significance of the impact identified, please indicate the overall level of impact you consider to be associated with this policy.

<b>High</b>	Requires full impact assessment & internal/ external consultation in year one & annual review. <b>Continue to section 2.</b>	<input type="checkbox"/>
<b>Medium</b>	Requires full impact assessment and relevant consultation in year one and bi-annual review. <b>Continue to section 2.</b>	<input type="checkbox"/>
<b>Low*</b>	No further assessment required and review every three years	<input checked="" type="checkbox"/>

**\* [If Low, Equality Impact Assessment completed. Go to section 5](#)**

**Section Two – Impact Assessment**

Based on the information and/ or evidence you have, detail the ways in which this policy ‘could’ have an adverse impact on the people/ groups you have identified in section one (internal and external).

**Consider Alternatives**

Where you have identified adverse impact you should consider whether there are alternative ways to implement the policy. Please provide details of your considerations and decisions below.

**Section Three – Consultation**

You should consult and engage with people who could be affected by the policy at an early stage to inform your decision-making throughout. List the people you have

consulted here, and summarise the views and feedback obtained on the separate [EIA Consultation Form](#).

## Section Four – Monitoring Arrangements

Throughout the earlier section of this impact assessment process you will have assessed and revised areas of your policy. However, you will only know the actual impact of the policy once it has been put into operation. Please state the ways and methods through which you will monitor this policy. You should be specific around the sort of information and data you will use and collect. It will be used at the next review to inform your assessment.

**Policy monitoring will take place at regular intervals, though the policy itself will not have any impact on staff or public equality rights and entitlements**

## Section Five – Authorisation & Quality Assurance

**Policy Owner:** (to sign the two declarations below)

I am satisfied that this policy has been fully impact assessed. I understand that the Impact Assessment of this policy is a statutory obligation.

**Signed**                      **Date 22 June 2021**

**Name: Matt Roff**

## Publication

This policy will be published on the Force Internet Publications Site in accordance with our commitments under the Freedom of Information Act 2000.

*The contents of this policy and impact assessment are suitable for publication.*

**Yes**                     

**No**                     

**Signed:**                      **Number Matt Roff - 243683**                      **Date: 22 June 2021**

The completed impact assessment should now be submitted for 'sign off' by forwarding by e-mail to:

**Chair of Strategic Board under which the Policy/Procedure sits (e.g. PSSB, FOB)**

*Impact Assessment Sign Off.*

*Date: 22 June 2021*

*By Whom: Sara Armstrong - Deputy SIRO and Head of Governance & Compliance*

*Comment(s) Approved by IGB*