

Impact Assessment

SECTION A: GENERAL INFORMATION

Question	SSSC approach
A1. Name of piece of work	Review of Data Protection Policy
A2. Brief description of work, including purpose and summary of aims.	<p>Three yearly review of Data Protection Policy. This policy underpins our data protection compliance framework. It also serves as our "appropriate policy document" which is required to record our compliance measures and retention policies for special category and criminal offence data (Data Protection Act 2018, Schedule 1). No significant changes to policy. Changes are:-</p> <ul style="list-style-type: none"> • simplified the introduction and removed duplication throughout policy • added in role of Info Gov Oversight Group • clarified that policy applies to workers, Council and Panel Members and anyone else processing personal data on behalf of SSSC • included section heading of "Data Protection by design and default" which is the DP principle behind requirement for DPIAs • included list of DP procs and related docs • included glossary of DP terms
A3. How does the work link to our Strategic Plan 2023-	The policy supports all the strategic themes but in particular "Trusted" as it is important we demonstrate

2026? Choose one strategic theme. If helpful provide more information in A2.	good governance structures, strategies, policies and procedures and legal compliance.
A4. Responsible department for this work	Legal and Corporate Governance
A5. Date of last Assessment or policy review (if relevant)	N/A
A6. Have you completed a Data Protection Impact Assessment? If yes please list the title and sign-off date.	No

SECTION B: EQUALITY IMPACT ASSESSMENT (EQIA)

Please see guidance notes before completing the second column in this section, particularly Part 2 and Section B of the Appendix.

Question	SSSC approach
B1. Understanding impact: How is this piece of work relevant to equality groups? Use this section to briefly set out the context. Have you considered where there might be an impact?	This is an internal governance policy that applies to staff, Council and Panel Members, contractors etc. We do not think there is an impact on specific equality groups or those with protected characteristics. Good compliance with data protection principles supports all individuals who wish to exercise their rights and all data subjects whose personal data the SSSC processes.

<p>B2. Reviewing evidence and finding gaps</p> <p>What internal or external evidence on equality groups did you use to support your understanding (step 1) and assessment (step 3). Did you find gaps in the data?</p> <p>Examples could include data on SSSC employees: Mainstreaming Report, Data Annex, 2023 or the social work, social care and children and young people workforce: workforce data website.</p> <p>Population data is available from the Scottish Government's Equality Evidence Finder and National Records of Scotland website.</p>	N/A
<p>B3: Assessing impact and taking action</p> <p>Will your piece of work have a negative, neutral or positive equality impact? Explain why. List any actions and summarise in Section H.</p>	N/A

SECTION C: CHILDREN'S RIGHTS AND CARE EXPERIENCE ASSESSMENT

Please see guidance notes before completing the second column in this section, particularly Part 2 and Section C of the Appendix.

Question	SSSC approach
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<p>C1. Understanding impact: How is this piece of work relevant to children's rights and care experienced children and young people?</p> <p>Use this section to briefly set out the context. Have you considered where there might be an impact?</p>	<p>No impact - internal governance policy</p>
<p>C2. Reviewing evidence and finding gaps</p> <p>What internal or external evidence on children's rights or care experience did you use to support your understanding (step 1) and assessment (step 3). Did you find gaps in the data?</p> <p>Examples: Children's social work statistics available from Scottish Government website. The Promise Scotland and the Children and Young People's Commissioner Scotland have several resources on care experience and children's rights.</p>	
<p>C3: Assessing impact and taking action</p> <p>Will your piece of work have a negative, neutral or positive impact on children's rights or care experience? Explain why. List any actions and summarise in Section H.</p>	

SECTION D: TRAUMA INFORMED ASESMENT

Please see guidance notes before completing the second column in this section, particularly Part 2 and Section D of the Appendix.

Question	SSSC approach
<p>D1. Understanding impact: How is this piece of work relevant to trauma informed practice?</p> <p>Use this section to briefly set out the context. Have you considered where there might be an impact?</p>	No impact - internal governance policy
<p>D2. Reviewing evidence and finding gaps</p> <p>What internal or external evidence on trauma informed practice did you use to support your understanding (step 1) and assessment (step 3). Did you find gaps in the data?</p>	
<p>D3: Assessing impact and taking action</p> <p>Will your piece of work have a negative, neutral or positive impact on our work to promote trauma informed practice? Explain why. List any actions and summarise in Section H.</p>	

SECTION E: ISLANDS, FAIRER SCOTLAND AND VULNERABLE PEOPLE ASSESSMENT

Please see guidance notes before completing the second column in this section, particularly Part 2 and Section E of the Appendix.

Question	SSSC approach

<p>E1. Understanding impact: How is this piece of work relevant to the Scottish Islands, promoting a Fairer Scotland or supporting vulnerable people?</p> <p>Use this section to briefly set out the context. Have you considered where there might be an impact?</p>	<p>No impact - internal governance policy</p>
<p>E2. Reviewing evidence and finding gaps</p> <p>What internal or external evidence on the Islands, Fairer Scotland or vulnerable people did you use to support your understanding (step 1) and assessment (step 3). Did you find gaps in the data?</p> <p>Examples: Scottish Government publishes data on composition of island population. We publish workforce data on proportion of staff in island local authority areas. The Government also publishes data on poverty and carers: Poverty and Income inequality statistics and Carers Census.</p>	
<p>E3: Assessing impact and taking action</p> <p>Identify any actions here, including timescales, lead responsibility and how you'll monitor success.</p>	

SECTION F: EMPLOYER ASSESSMENT

Please see guidance notes before completing the second column in this section, particularly Part 2 and Section F of the Appendix.

Question	SSSC approach
F1. Understanding impact: How is this piece of work relevant to employers? Use this section to briefly set out the context. Have you considered where there might be an impact?	No impact - internal governance policy
F2. Reviewing evidence and finding gaps What internal or external evidence on employers did you use to support your understanding (step 1) and assessment (step 3). Did you find gaps in the data? Examples: Our data website has information on employers and active services registered with the Care Inspectorate. For example, have you consulted employers on your proposals? Have you identified any challenges or options?	
F3: Assessing impact and taking action Identify any actions here, including timescales, lead responsibility and how you'll monitor success.	

SECTION G: SUSTAINABILITY ASSESSMENT

Please see guidance notes before completing the second column in this section, particularly Part 2 and Section G of the Appendix.

Question	SSSC approach
G1. Understanding impact: How is this piece of work relevant to sustainability? Use this section to briefly set out the context. Have you considered where there might be an impact?	No impact - internal governance policy
G2. Reviewing evidence and finding gaps What internal or external evidence on sustainability did you use to support your understanding (step 1) and assessment (step 3). Did you find gaps in the data?	
G3: Assessing impact and taking action Identify any actions here, including timescales, lead responsibility and how you'll monitor success.	

H. FINAL REVIEW AND SIGN-OFF

SSSC approach	SSSC approach
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H1. Summary of Assessment a. Summary of any actions or changes found during assessment b. How will we monitor this piece of work and any further impacts?	No impact - internal governance policy We will review the Impact Assessment if and when policy reviewed,
H2. Owner (Head of Department): Date approved by Head of Department:	Head of Legal and Corporate Governance and Data Protection Officer 15 October 2024

NEXT STEPS

Send completed IA to [Policy and Equality Team](#). Please let know the Team know when the IA should be published on our website or if there is any reason why we should not publish the IA.

Reports to Council, Committee, Executive Management Team and Programme Boards must include your IA. Please contact [Legal and Corporate Governance team](#) for further information.