

**Equality and Human Rights Impact Assessment (EqHRIA)**

# Summary of Results

## Policy/Practice Name:

Data Protection Standard Operating Procedure (SOP)

## Owning Department:

Information Assurance

## Date EqHRIA Completed:

11/02/2025

## Purpose of Policy/Practice:

This SOP was developed to ensure that officers and staff within Police Scotland are made aware of their responsibilities under the Data Protection legislation (The Data Protection Act 2018 and UK GDPR) in relation to the accessing and disclosure of personal data held by Police Scotland. This will assist in ensuring compliance with the legislation, thereby protecting the personal data against misuse.

## Summary of Analysis / Decisions:

### What the assessment found, and actions already taken.

Ensures officers and staff understand their responsibilities in handling personal data, enhancing public confidence in data security and privacy.

## Summary of Mitigation Actions:

### What the assessment found, and actions already taken.

* Ensures officers and staff know how they should handle personal data meaning the public can have greater confidence in knowing their personal data is retained securely by PSoS. Any training provided in relation to an individual role will take account of any protected characteristics identified.
* Privacy notices published by Police Scotland have Flesch Kincaid Reading Scale below 15years old. This ensures that the information that informs why Police Scotland is likely

to process information about someone, for how long and what their rights are in an easy to understand format in line with accountability and transparency obligations.

* Protecting “special Sensitive” personal data.