

## Equality and Human Rights Impact Assessment (EqHRIA) Summary of Results

<b>Policy / Practice</b>	<b>Records Retention SOP and EqHRIA</b>
<b>Owning Department</b>	<b>Information Management</b>
<b>Date EqHRIA Completed</b>	20/11/2020
<b>Purpose of Policy / Practice</b>	Guidance on retention of Police Scotland records

### **A. Summary of Analysis / Decisions - What the assessment found and actions already taken.**

The provisions of this Standard Operating Procedure are based on either legislative provisions or existing best practice both within and out with the Scottish Police Service. Provisions are only included in the document following extensive consultation with the relevant business areas, therefore ensuring that the relevant experts are fully informed and involved in the process. Where provisions are based on legislation, this is clearly specified within the document, as are any other relevant regulations or standards.

As part of the development of this document, all of the references to legislation were checked and verified as still applicable.

Correct application of the Retention SOP should ensure that a consistent and fair approach is taken throughout the organisation in relation to retention and that decisions are based on the record type as opposed to being influenced on a case by case basis by any of the protected characteristics.

There is nothing within the SOP which has the potential to discriminate on the basis of any of the protected characteristics.

### **B. Summary of Mitigation Actions - What else we plan to do and how we are going to check that it has been done.**

Records Management will monitor changes in legislation/circumstances which may affect the SOP and assess how these changes may impact on the protected groups.

Information Management have SOP tracker established to ensure those SOP's falling under their remit are reviewed and updated if required every 12 months. This is in addition to the Force cyclical review. Similarly, we will review each EqHRIA as part of this process.

### **Management Log – Policy Support Dept. Use Only**

<b>Review Date</b>		<b>Review Date</b>	
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