



Scottish Biometrics  
Commissioner  
Coimiseanair  
Biometrics na h-Alba

# SCOTTISH BIOMETRICS COMMISSIONER

## PUBLICATION SCHEME EQUALITY IMPACT ASSESSMENT

July 2022



*Safeguarding our biometric future*



## Name of Policy

Publication Scheme

## Individual responsible for completing EQIA

Cheryl Glen – Corporate Services Manager

## Purpose and intended outcomes

### Aims / objectives

The purpose of the Publication Scheme is to:

- allow the public to see what information is and is not available in relation to each class
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published.

Further to this, the aim of the scheme is to provide as much detailed information around the information the SBC makes available and how the public can access same. This includes information on the following classes:

1. About the SBC
2. How we deliver our functions and services
3. How we take decisions and what we have decided
4. What we spend and how we spend it
5. How we manage our human, physical and information resources
6. How we procure goods and services from external providers
7. How we are performing
8. Our commercial publications
9. Our open data

The intended outcome of the procedure is to provide the public with enough detail around their rights to request information from the SBC in a way that is accessible, easy to follow and inclusive to all.

- To raise awareness of the rights of the public around information available to them
- To proactively publish information in a manner that is open, transparent and increases public participation
- To ensure the SBC remains responsive and inclusive to all, learning from requests received

## Sources of information to help identify like impact on different groups of people



Consideration was given to **disability; gender; race; age; religion and belief and sexual orientation** during the development of the procedure.

For all of the above there is no negative impact, the procedure is inclusive and accessible on our website with the ability to request a hard copy. The procedure shows no preference / bias or impediment related to any protected characteristic.

Within the procedure we have included 'Section 12: Classes of Information' which provides additional guidance on how information falling within each class may be accessed. We also offer alternative arrangements for people who do not wish to or cannot access the information online including by telephone, by email or by post.

No formal consultation on the procedure has taken place.

## Declaration and publication

I have read the Equality Impact Assessment and I am satisfied that the measures outlined in the Publication Scheme actively promote equality rights of the public.

**Signed:** Dr Brian Plastow, Scottish Biometrics Commissioner

**Date:** July 2022

Scottish Biometrics Commissioner

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