

## Equality Impact Assessment - Preliminary Assessment Form

<i>Title of the strategy, policy, service or project:</i>		Credit-Debit Card Security Policy and Procedure
<i>Service Area:</i>	Customer Services, Finance and Business Change, Digital and ICT & Data Protection	
<i>Lead Officer:</i>	Catherine Grimley, Charlotte Jackson & Anthony Baxter	
<i>Date of assessment:</i>	03/23	
<i>Is the strategy, policy, service (procedure) or project:</i>		
<i>Changed</i>	<input checked="" type="checkbox"/>	
<i>New</i>	<input type="checkbox"/>	

### Section 1 – Clear aims and objectives

#### 1. What is the aim of the strategy, policy, procedure or project?

The Credit/Debit Card Security Policy and Procedure sets out the processes and guidelines for;

- Handling credit, debit and pre-paid card payments received by the Council
- Dealing with payments to and from suppliers for services to the Council
- Security and related matters to comply with the Payment Card Industry Data Security Standard (PCI DSS).

#### 2. Who is intended to benefit from the strategy, policy, procedure or project and how?

The Policy applies to all staff who are involved with the payments process and includes all Third-Party Service Providers (TPSP) who process, store and or transmit payment card data on the Council's behalf or could impact on the security of that payment card data.

#### 3. What outcomes do you want to achieve?



- Ensure that all officers are aware of and adhere to the Policy and Procedure as all members of staff are responsible for protecting the Council from any breaches of data loss.
- This policy will set out the requirements which are necessary for officers to adhere to in order to protect the security of all card payments and cardholder data that is stored, processed and/or transmitted by South Derbyshire District Council, the security of which is governed by the PCI DSS. The PCI DSS are the minimum technical and operational security requirements set out by the PCI Security Standards Council on behalf of the payment card schemes, to protect cardholder account data.



## Section 2 – What is the impact?

**4. Summary of anticipated impacts.** *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories e.g. older people, younger people, people with hearing impairment etc. [Hyperlinks to supporting information about the protected characteristics listed below can be found here.](#)*

	Potentially positive impact	Potentially negative impact	No disproportionate impact
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability and long-term conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage or civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex (Gender)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



## Section 3 – Recommendations and monitoring

If you have answered that the strategy, policy, procedure or project could potentially have a negative impact on any of the above characteristics then a full Equality Impact Assessment will be required.

### 5. Should a full EIA be completed for this strategy, policy, procedure or project?


☐ Yes ☒ No

*Please explain the reasons for this decision:*

*No disproportionate impact identified.*

## Section 4 – Approval

Please note the assessment should be reviewed and approved by the appropriate Head of Service **before** the Committee report (if required) is produced.

Reviewed by Head of Service	Name:	 Catherine Grimley
	Date:	22/03/2023

If further information regarding this assessment is required, please contact the Lead Officer for this assessment (outlined in Section 1.)

