



Scottish Biometrics
Commissioner
Coimiseanair
Biometrics na h-Alba

SCOTTISH BIOMETRICS COMMISSIONER

PUBLICATION SCHEME EQUALITY IMPACT ASSESSMENT

November 2024
Version 2



Safeguarding our biometric future



Document Control:

Title	Publication Scheme – Equality Impact Assessment
Prepared by	Cheryl Glen
Reviewed by	Ross Macdonald
Version	Version 2
Amendments	Reformatted the document in-line with corporate style and branding
Date	November 2024



Purpose and intended outcomes

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:

Class 1	About the Scottish Biometrics Commissioner
Class 2	How we deliver our functions and services
Class 3	How we take decisions and what we have decided
Class 4	What we spend and how we spend it
Class 5	How we manage our human, physical and information resources
Class 6	Procurement
Class 7	How we are performing
Class 8	Our commercial publications
Class 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, and to:

- raise awareness of the rights of the public around information available to them
- proactively publish information in a manner that is open, transparent and increases public participation
- 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 reassignment; pregnancy & maternity; marriage or civil partnership; race; age; religion or belief; sex (gender) 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



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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

Ross Macdonald
Director

Date: November 2024

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