

<b>Name of new / revised Policy:</b>	Removable media Policy
<b>Purpose of Policy:</b>	To safeguard information when it is accessed from outside COPFS premises by COPFS staff.
<b>Lead EIA Officer:</b>	Head of ISD
<b>Team / Federation:</b>	ISD
<b>Email Address:</b>	DiversityTeam@copfs.gsi.gov.uk
<b>Others involved:</b>	
<b>Date Assessment Completed:</b>	17.11.2014
<b>Assessment Record Authorised by:</b>	

This new / revised policy was fully assessed for any equality impact based on the General Equality Duty of the Equality Act (2010).

<b>Summary of research and consultation carried out:</b>
Equalities Team COPFS CLAS Consultant
<b>Key issues identified: - (Note here if you conclude there are no equality issues relating to the new / revised policy)</b>
There are no equality issues
<b>Changes made to new / revised Policy</b>
New policy
<b>Review Process for Policy</b>
Every 12 months

**SEND THIS COMPLETED FORM TO [DiversityTeam@copfs.gsi.gov.uk](mailto:DiversityTeam@copfs.gsi.gov.uk)**

For further information about this impact assessment, please contact: Equality Team, Policy Division, Crown Office, 25 Chambers Street, Edinburgh, EH1 1LA

Alternatively send an email to [DiversityTeam@copfs.gsi.gov.uk](mailto:DiversityTeam@copfs.gsi.gov.uk).

Assessment records can be made available in alternative formats or languages on request.