

Equality Impact Assessment (EIA) Stage 1

<p>Policy or service being assessed: Information Security and Data Protection Policy</p>
<p>Lead Person: Dave Hewitt</p>
<p>Person(s) responsible for carrying out the assessment (if not the Lead Person). Barbara Haslehurst</p>

<p>1. Is this a new or existing policy or service?</p>	<p>Existing policy</p>
<p>2. What is the expected outcome of the service / policy? (e.g. aims, objectives and purposes of the service / policy, standards for practice).</p>	<ul style="list-style-type: none"> • All staff are aware of their responsibilities relating to information security and data protection.
<p>3. Does this policy / service link to others? If yes please state link below:</p>	<ul style="list-style-type: none"> • Policy No 3.01 - Disciplinary Procedure • Policy No 4.18a – Risk Management Policy and Strategy (4.18b) • Policy No 7.01 - Confidentiality of Employee and Patient Records • Policy No 7.02 - Access to Health and Employee Records • Policy 7.07 – Records Management Policy • Policy 7.14 – Safe Haven Policy • Policy 7.19 – Mobile Information Handling Policy • Policy 7.22 – Registration Authority Policy (for Smartcards)
<p>4. Who is intended to benefit from the policy / service? In what way?</p>	<ul style="list-style-type: none"> • Staff need to follow legislative and good practice guidelines to protect themselves and patient /staff records. • Patients/staff need assurance that any personal data will be handled in the correct manner.
<p>5. How is the policy / service to be put into practice? Who is responsible?</p>	<p>The policy clearly identifies roles and responsibilities to support the application of the policy.</p>

<p>6. How and where is information about the policy / service publicised? Example on the Trust Staff Information desk.</p>	<p>The policy will be accessible via the Trust intranet (SID)</p>	
<p>7. What regular consultation do you carry out with different communities and groups re the policy / service?</p>	<p>A copy of the policy is available on SID. It is reviewed by the Information Governance Steering Group which has representatives from all Directorates.</p>	
<p>8. Are there concerns that the policy / service could have an adverse impact because of:</p>	<p><u>Yes</u></p>	<p><u>No</u></p>
<p>Age</p>		<p>√</p>
<p>If YES to the above please state evidence (either presumed or otherwise)</p>		
<p>Disability</p>		<p>√</p>
<p>If YES to the above please state evidence (either presumed or otherwise)</p>		
<p>Gender</p>		<p>√</p>
<p>If YES to the above please state evidence (either presumed or otherwise)</p>		
<p>Ethnicity</p>		<p>√</p>
<p>If YES to the above please state evidence (either presumed or otherwise)</p>		
<p>Sexual Orientation</p>		<p>√</p>
<p>If YES to the above please state evidence (either presumed or otherwise)</p>		
<p>Religion / Belief</p>		<p>√</p>
<p>If YES to one or more of the above please state evidence (either presumed or otherwise) do you have for this?</p>		
<p>9. Do the differences amount to discrimination and the potential for adverse impact in this policy?</p>		<p>√</p>

<p>10. If YES could it still be justifiable e.g. on grounds of promoting equality of opportunity for one group? Or any other reason</p> <p>i.e. Indirect discrimination can be justifiable sometimes when a service is being provided for a particular target group e.g. Asian women's breast screening, Gay men's sexual health clinic, gender specific services /environments</p>	<p>n/a</p>	<p>n/a</p>
<p>If YES, please give reasons:</p>	<p>n/a</p>	<p>n/a</p>
<p>11. Do you think this policy / service specifically contributes to promoting equality and diversity in North Staffordshire? If so, in what way? Please note any examples of good practice</p>	<p>This policy is a factual and procedural document, providing detailed standards and framework for staff to work within in line with statutory legislation and standards.</p> <p>However, the policy does support equality and diversity in so much as it makes numerous references to the need to avoid any offensive material (as defined by the Trust's Equal Opportunity in Employment and Harassment at Work Policies) including includes hostile text or images or inappropriate website access relating to gender, ethnicity, race, sex, sexual orientation, religious, cultural or political convictions and disability. This list is not exhaustive. Other than instances which demand criminal prosecution, the Trust is the final arbiter on what is or is not offensive material.</p>	
<p>12. What approaches will you take to get feedback on your assessment?</p>	<p>Policy discussed at Information Governance Steering Group which has representatives from all Directorates.</p>	
<p>13. Will the assessment link to other mainstream service planning or review processes?</p>	<p>No</p>	
<p>14. Should there now be a Full Impact Assessment and if so, what are the reasons for</p>	<p>Not required</p>	

this?	
15. Date on which full assessment to be completed by.	Not required
16. What further data or information do you need to carry out a full assessment?	Not required
17. Do you need any additional assistance to help you carry out the full assessment?	Not required
18. Date of assessment:	09.02.16
Other points to consider at review	

GETTING FEEDBACK AND ADVICE

Feedback should now be sought from the Patient and Public Involvement / Equality and Diversity Team.

What feedback / guidance was provided?
No additional comments

Signed (Lead Assessor):



**Lesley Faux
 Diversity & Inclusion Lead**

Date:

10/02/2016

COMPLETED FORMS – Please forward to the Diversity & Inclusion Lead via email: Diversity@northstaffs.nhs.uk