

EQUALITY IMPACT ASSESSMENT

Business Division/Directorate:

Health Informatics

Name of Service/Title of Policy or Strategy, Name of Event:

Confidentiality Audit Procedures

Service:

Policy:

Event:

Strategy:

Equality Impact Assessment Undertaken by:

Susan Meakin, IG Manager

Date undertaken:

22/09/2016

Questions

1. What are the main aims and purposes of the Service?

The main aim of the policy is that Confidentiality Audits regarding inappropriate access to systems are carried out in controlled manner.

2. Who is involved in delivering the service? (i.e., partnerships, stakeholders or agencies)

The Information Governance Manager, Information Asset Owners and the Information Governance and Records Management Group all play a part in ensuring this process is implemented.

3. What information / data or experience can you draw on to provide an indication of the potential inclusive / exclusive results of delivering this service or event / implementing the policy or strategy to different groups of people and the different needs of people with protected characteristics in relation to this service?

The results of these audits will assist in investigation in to inappropriate access to Patient/Staff Information. Findings from these investigations will be fed through the Information Governance and Records Management Group and also fed through the Organisational Learning Forum as Lessons Learnt.

Please use the following table to indicate the impact for the policy for the protected characteristics

Protected Characteristics	Positive Impact	Negative Impact	Reasons for Impact
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The audits will highlight and reduce inappropriate access to information held by the organisation on electronic systems.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The audits will highlight and reduce inappropriate access to information held by the organisation on electronic systems.

Protected Characteristics	Positive Impact	Negative Impact	Reasons for Impact
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The audits will highlight and reduce inappropriate access to information held by the organisation on electronic systems.
Marriage and civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The audits will highlight and reduce inappropriate access to information held by the organisation on electronic systems.
Pregnancy and maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The audits will highlight and reduce inappropriate access to information held by the organisation on electronic systems.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The audits will highlight and reduce inappropriate access to information held by the organisation on electronic systems.
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The audits will highlight and reduce inappropriate access to information held by the organisation on electronic systems.
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The audits will highlight and reduce inappropriate access to information held by the organisation on electronic systems.
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The audits will highlight and reduce inappropriate access to information held by the organisation on electronic systems.
Disadvantaged groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The audits will highlight and reduce inappropriate access to information held by the organisation on electronic systems.

4. What positive impacts are there for this service to better meet the needs of people with protected characteristics?

The awareness raised by lessons learnt through the ability to undertake audits will reduce the temptation of staff to inappropriately access information.

5. What action would be needed to ensure the service overcomes:

- Discriminatory negative impacts
- Exclusion
- Failure to meet the needs of people from across the protected characteristics and opportunities for promoting equality and inclusion are maximised.

The procedure and the finding from the audits will be monitored by the Information Governance and records Management Group.

6. Recommended steps to avoid discrimination and ensure opportunities for promoting equality and inclusion are maximised. Include:

Options for action	Explanation if no further action is required	Lead responsible for overseeing	Timescales	Costs (where applicable)
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actions				
All staff undertake their annual information Governance training.		Information Governance Manager	Ongoing as mandatory training	N/A

7. Monitoring and reporting arrangements of EIA, for policies and strategies refer to section 7 of the Policy for the Development and Management of Procedural Documents.

For services / events please include the following:

- How the equality impact of the service will be monitored
Annually on procedure review
- Frequency of monitoring
Annually
- How the monitoring results will be used and where they will be published;
With the policy on the internet
- Who will be responsible for reviewing monitoring results and initiating further action where required
Susan Meakin, IG Manager
- Any changes that have been made to remove or reduce any negative impacts as a result of conducting the equality impact assessment?
Any action points should be included in Business Division / Corporate action plans, with monitoring and review processes.

Is further work / consultation required? If yes, please explain how this is to be carried out and the time frame for completion.

Yes No

The Equality Impact Assessment will be reviewed in line with changes to services, client or staff groups, legislation or policy review.

Name:

Susan Meakin

Designation:

IG Manager

Signature:

Date:

22/09/2016