

Dudley Group of Hospitals: Equality Impact Assessment

Screening Tool

Please complete the following when screening your policy or service for potential impact on equality groups.

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| 1. Name of lead | Sharon Williams |
| Contact number & email | Sharon.williams@dgoh.nhs.uk Ext 1208 |
| Directorate or Department and Team | Finance and Information |
| 2. Name of service or policy | Policy Use of Confidential Information V1.5 |
| Is this a new or existing piece of work? | Existing |
| 3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff | Internal Staff, to include PFI partners |
| 4. What are the aims of the service/policy? | To ensure that staff understand their duty to keep person identifiable information secure |
| 5. Does any part of this service/policy have a positive impact on our duty to promote good race relations, eliminate discrimination and promote equality based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons. | No. Confidential/Personal information to be protected is any data, such as physical, physiological, mental, economic, political, religious or social factors, which relate to all living identifiable individuals. |
| 6. Could any part of this service/policy have an adverse impact on our duty to promote good race relations eliminate discrimination and promote equality based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons. | No. Confidential/Personal information to be protected is any data, such as physical, physiological, mental, economic, political, religious or social factors, which relate to all living identifiable individuals. |

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| 7. Are there any factors that could lead to differential take-up, outcomes or satisfaction levels based on people's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons. | No. All staff have a duty to protect person identifiable information |
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If you have answered yes to any of questions 5-7, you must now complete a full Equality Impact Assessment using the proforma provided by the Trust.

If you have answered No to all of the above questions, a full assessment is not required. Please complete the following sign-off section and send a copy of this screening to your Head of Service, Matron or Head of Department as appropriate **and** to Liz Abbiss, Head of Communications at Trust HQ.

Name of person completing this screening:

Job Title: Information Governance Manager

Date sent to Head of Service, Matron or Head of department:
2nd June 2011

Date sent to Head of Communications, Trust HQ:
2nd June 2011