

Equality Impact Assessment Summary

Policy/Service: Faxing Policy

Name Tracy Street

<p>Background</p> <ul style="list-style-type: none"> • Description of the aims of the policy • Context in which the policy operates • Who was involved in the Equality Impact Assessment
<p>The guidance provided in this policy is to assist all staff members in ensuring that correct procedures are followed in relation to transmitting information via a fax. This Policy details guidance around ensuring that personal identifiable information or that of a confidential manner is kept secure and confidentiality is maintained</p>
<p>Methodology</p> <ul style="list-style-type: none"> • A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age) • The data sources and any other information used • The consultation that was carried out (who, why and how?)
<p>Confidentiality affects all staff members regarding use of patient information, staff information or corporate information. This Policy was drafted as guidance in line with confidentiality and data protection guidelines. Data sources include confidentiality – NHS Code of Practice; Data Protection Act 1998 and guidance as issued by the Information Commissioner. This was originally drafted by the Head of Information Services and has recently been updated by the Information Governance Manager and the Information Governance Steering Group.</p>
<p>Key Findings</p> <ul style="list-style-type: none"> • Describe the results of the assessment • Identify if there is adverse or a potentially adverse impacts for any equalities groups
<p>No adverse or potentially adverse impacts have been assessed for any equalities groups. The policy equally effects all from any equalities group.</p>
<p>Conclusion</p> <ul style="list-style-type: none"> • Provide a summary of the overall conclusions
<p>The policy reflects statutory legislation and national guidance on the transmission of information and the maintaining of confidentiality when making use of fax services.</p>
<p>Recommendations</p> <ul style="list-style-type: none"> • State recommended changes to the proposed policy as a result of the impact assessment • Where it has not been possible to amend the policy, provide the detail of any actions that have been identified • Describe the plans for reviewing the assessment
<p>No changes recommended</p>

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Guidance on Equalities Groups

<p>Race and Ethnic origin (includes gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment)</p>	<p>Religion or belief (include dress, individual care needs, family relationships, dietary requirements and spiritual needs for consideration)</p>
<p>Disability (consider communication issues, access to employment and services, whether individual care needs are being met and whether the policy promotes the involvement of disabled people)</p>	<p>Sexual orientation including lesbian, gay and bisexual people (consider whether the policy/service promotes a culture of openness and takes account of individual needs)</p>
<p>Gender (consider care needs and employment issues, identify and remove or justify terms which are gender specific)</p>	<p>Age (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist, for example, using titles of senior or junior)</p>
<p>Culture (consider dietary requirements, family relationships and individual care needs)</p>	<p>Social class (consider ability to access services and information, for example, is information provided in plain English?)</p>

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