

EQUALITY IMPACT ASSESSMENT SUMMARY**Policy/Service:** Information Governance Policy**Name:** Tracy Street**Background**

- Description of the aims of the policy
- Context in which the policy operates
- Who was involved in the Equality Impact Assessment

Information is a vital asset both in terms of the clinical management of individual patients and the efficient management of services and resources. It plays a key part in clinical governance, service planning and performance management. There is a need for an appropriate balance between openness and confidentiality in the management and use of information. The Trust fully supports the principles of corporate governance and recognizes its public accountability but equally places importance on the confidentiality of, and the security arrangements to safeguard both personal information about patients and staff and commercially sensitive information.

Methodology

- 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?)

Confidentiality affects all staff members regarding use of patient information, staff information or corporate information.

Accurate, timely and relevant information is essential to deliver the highest quality healthcare. As such, it is the responsibility of all clinicians and managers to ensure and promote the quality of information and to actively use information in decision making processes.

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, The Freedom of Information Act 2000 and the Environmental Information Regulations. 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.

Key Findings

- Describe the results of the assessment
- Identify if there is adverse or a potentially adverse impacts for any equalities groups

No adverse or potentially adverse impacts have been assessed for any equalities groups. The policy equally affects all from any equalities group.

Conclusion

- Provide a summary of the overall conclusions

Vol 11 Information & Technology		First ratified July 2004	Reviewed September 2010	Issue 5	Page 5 of 6
---------------------------------------	--	-----------------------------	----------------------------	---------	-------------

<p>The policy reflects the 4 key interlinked strands to the Information Governance Policy :</p> <ul style="list-style-type: none"> • Openness • Legal compliance • Information Security • Quality assurance
<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>

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>