

Equality Impact Assessment Form Section One – Screening

Name of Function, Policy or Strategy:

Code of Conduct for Employees in Respect of Confidentiality v4

Officer completing assessment: Barbara Sansom Information Governance Manager

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1. <i>What is the main purpose of the strategy, function or policy?</i>
To provide guidelines to staff on the use of confidential information.
2. <i>List the main activities of the function or policy? (for strategies list the main policy areas)</i>
Provides clear guidelines on how to handle scenarios where staff may be asked for confidential information. It is to be used as a reference tool.
3. <i>Who will be the main beneficiaries of the strategy/function/policy?</i>
3.1 Patients and service users from safeguarded information 3.2 The Trust in terms of more robust information arrangements 3.3 Trust staff and managers who will have greater clarity in terms of their responsibilities 3.4 Other stakeholders will be informed of the Trust's procedures
1. Use the table overleaf to indicate the following:- a. Where do you think that the strategy/function/policy could have an adverse impact on any equality group, i.e. it could disadvantage them? b. Where do you think that there could be a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relations within equality target groups?

		Positive Impact – it could benefit	Negative Impact – it could disadvantage	Reasons
GENDER	Women			No impact either positive or negative identified
	Men			No impact either positive or negative identified
RACE	Asian or Asian British People			No impact either positive or negative identified
	Black or Black British People			No impact either positive or negative identified
	Chinese people and other people			No impact either positive or negative identified
	People of Mixed Race			No impact either positive or negative identified
	White people (including Irish people)			No impact either positive or negative identified
	Disabled People			No impact either positive or negative identified
Lesbians, gay men and bisexuals			No impact either positive or negative identified	
Trans people			No impact either positive or negative identified	
AGE	Older People (60+)			No impact either positive or negative identified
	Younger People (17 to 25) and children			No impact either positive or negative identified
Faith Groups			No impact either positive or negative identified	
Equal Opportunities and/or improved			No impact either positive or negative identified	

relations			
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Notes:

Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs and Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

The categories used in the race section refer to those used in the 2001 Census. Consideration should be given to the specific communities within the broad categories such as Bangladeshi people and to the needs of other communities that do not appear as separate categories in the Census, for example, Polish.

5. If you have indicated that there is a negative impact, is that impact:		
	Yes	No
Legal (it is not discriminatory under anti-discriminatory law)	<input type="checkbox"/>	<input type="checkbox"/>
Intended	<input type="checkbox"/>	<input type="checkbox"/>
Level of Impact	High	Low
	<input type="checkbox"/>	<input type="checkbox"/>
If the negative impact is possibly discriminatory and not intended and/or of high impact then please complete a thorough assessment after completing the rest of this form.		
6(a). Could you minimise or remove any negative impact that is of low significance? Explain how below:		
6(b). Could you improve the strategy, function or policy positive impact? Explain how below:		
7. If there is no evidence that the strategy, function or policy promotes equality, equal opportunities or improves relations – could it be adopted so it does? How		
Please sign and date this form, keep one copy and send one copy to the Trust's Equality Lead.		
Signed:		
Name:	Barbara Sansom Information Governance Manager	
Date:	30 June 2010	