Equality Impact Assessment

Area of Equality	Protect characteristics of E&D	Identify any positive impact	Identify any negative impact	Potential action to address impact	Lead and Timeframe
Race	You need to think carefully about the local demographics of the population who will be accessing the policy / function / service. Talk to public health. Think about: -Cultural issues -Languages -Support to access - Staff training on cultural awareness, interpreting				
Age	Think about different age groups and think about the policy / function / service and the way the user would access, is it user friendly for that age?				
Gender Reassignment	Think about creating an environment within the service / policy or function that is user friendly and non-judgemental. If the policy / function / service are specifically targeting this protected characteristic, think carefully about training, confidentiality and communication skills.				
Disability	Think outside the box, you may not be able to see the disability. It could be physical (hearing, seeing) or a learning disability (Autism). -Accessibility - venue, location, signage, furniture, getting around • Accessibility – venue, location, signage,				

Equality Impact Assessment					
Area of Equality	**Protect characteristics of E&D**	**Identify any positive impact**	**Identify any negative impact**	**Potential action to address impact**	**Lead and Timeframe**
	furniture, getting around • Is information written in an understandable format • Disability awareness training for staff • Actively involve the service user and talk it through with them				
Religion and Belief	As above think about local population and what religion or belief they may have. Think about: • Staff training on respecting differences, religious beliefs • Are you trying to implement during a time of religious holidays e.g. Ramadan • Is there are area for prayer times				
Marriage & Civil Partnership	Think about access and confidentiality, the partner may not be aware of involvement or access to the service. Staff Training				
Pregnancy & Maternity	The policy / function / service must be accessible for all, e.g. opening hours Are the chairs appropriate for breast feeding; is there a private area? Are there baby changing facilities and is there space for buggies?				
Sexual Orientation	Don't make assumptions. This protected characteristic may not be visibly obvious. Providing an environment that is welcoming for example visual aids, posters, leaflets. Using language that respects LGB&T people				

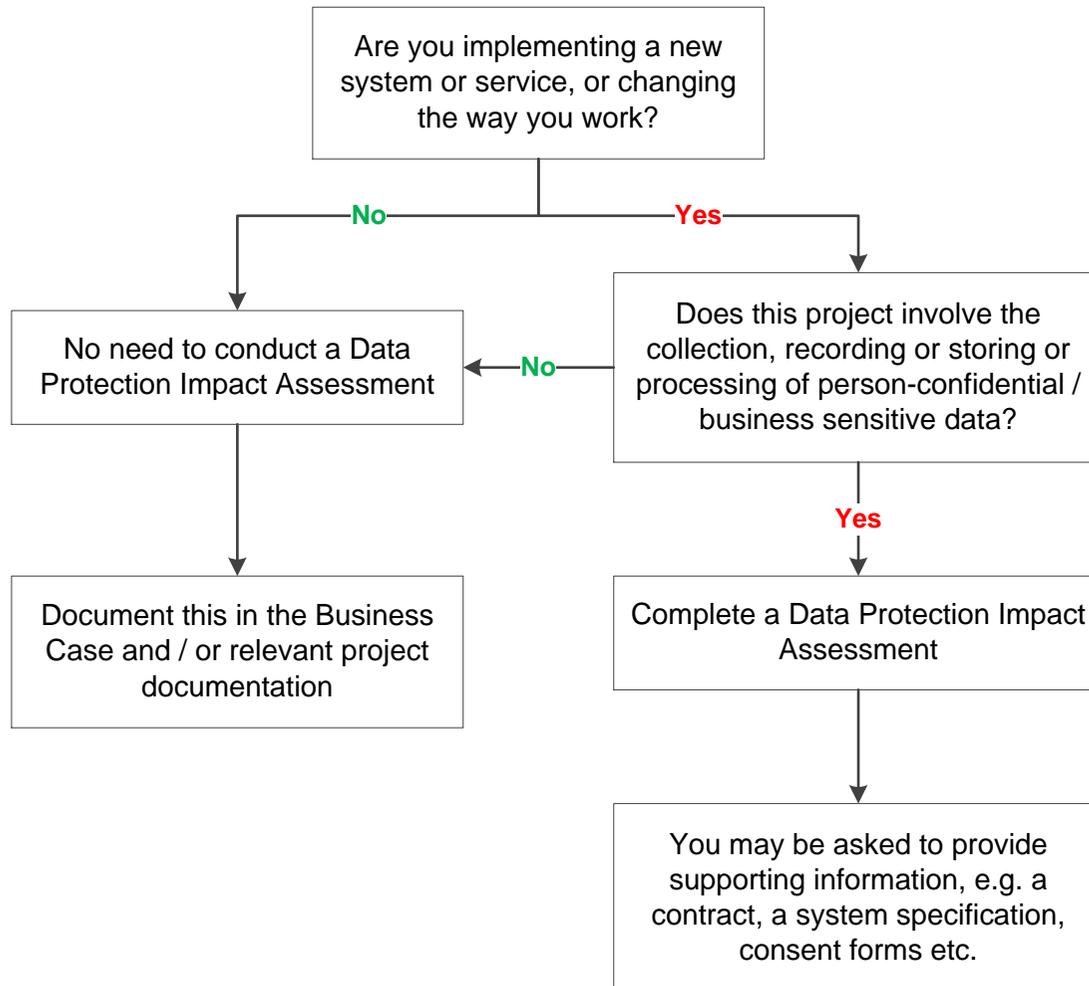| Equality Impact Assessment					
Area of Equality	**Protect characteristics of E&D**	**Identify any positive impact**	**Identify any negative impact**	**Potential action to address impact**	**Lead and Timeframe**
	Staff training on how to ask LGB&T people to disclose their sexual orientation without fear or prejudice.				
Carers	Does your policy / function / service impact on carers? Ask them.				

Quality Impact Assessment

Quality Area	Protect characteristics	Identify any positive impact	Identify any negative impact	Potential action to address impact (include monitoring method, values owner)	Lead Time frame
Duty of Quality	Consider the impact on compliance with the NHS Constitution, partnerships, safeguarding children or adults and the duty to promote equality;				
Patient Experience	*Ensuring that people have a positive experience of care* Consider the impact on positive patient experience, patient choice, personalised & compassionate care (monitored through surveys, complaints, PALS etc);				
Patient Safety	*Treating and caring for people in a safe environment and protecting them from avoidable harm* Consider the impact on safety, systems in place to safeguard patients to prevent harm, including infections				
Clinical Outcomes	*1. Preventing people from dying prematurely* *2. Enhancing quality of life for people with long-term conditions*				

Quality Impact Assessment

Quality Area	Protect characteristics	Identify any positive impact	Identify any negative impact	Potential action to address impact (include monitoring method, values owner)	Lead Time frame
	3. Helping people to recover from episodes of ill health Consider the impact on evidence-based practice, clinical leadership, clinical engagement and/or quality standards and outcomes;				
Workforce	Consider the impact on staff experience, overall morale and engagement of staff (monitored through surveys, feedback, forums, whistleblowing and raising concerns etc) or any impact on recruitment, retention and workforce planning.				

Sign off by	Date of Sign off
Mary Hopper	
Quality Committee	

Data Protection Impact Assessment Questionnaire

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┌─────────────────────────────┐
│  Are you implementing a new │
│ system or service, or changing │
│      the way you work?      │
└─────────────────────────────┘
```

No ─────────────── **Yes**

```
┌─────────────────────────────┐     ┌─────────────────────────────┐
│ No need to conduct a Data   │◄─No─│ Does this project involve the │
│ Protection Impact Assessment │     │ collection, recording or storing or │
│                             │     │ processing of person-confidential / │
└─────────────────────────────┘     │   business sensitive data?   │
                                    └─────────────────────────────┘
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Yes

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┌─────────────────────────────┐     ┌─────────────────────────────┐
│ Document this in the Business │     │ Complete a Data Protection Impact │
│ Case and / or relevant project │     │        Assessment          │
│       documentation         │     │                             │
└─────────────────────────────┘     └─────────────────────────────┘
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                                    ┌─────────────────────────────┐
                                    │  You may be asked to provide │
                                    │  supporting information, e.g. a │
                                    │   contract, a system specification, │
                                    │     consent forms etc.      │
                                    └─────────────────────────────┘
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If you are implementing a new system, service or changing the way that you work, consideration must be given to the way data is accessed, handled, and stored. As part of the business case you need to understand if a full DP impact assessment is required. Please use the Flow Chart opposite to determine if you need to progress to the screening questions. If required, the 12 screening questions are on the following page. A simple Yes or No answer is required to each question.

If your business case is successful.

If any of the screening questions have been answered "YES", then you will need to continue with the full Data Protection Impact Assessment Questionnaire which will form part of your project imitation documentation.

If all questions are "NO", please return the document to the Information Governance Team and **do not** complete a Data Protection Impact Assessment. Please email the completed screening to nelcsu.Information-Governance@nhs.net

	DPIA Screening Questions	
S1	Will the project involve the collection of information about individuals?	
S2	Does the project introduce new or additional information technologies that can substantially reveal business sensitive information, specifically: have a high impact on the business, whether within a single function or across the whole business?	
S3	Will the project compel individuals to provide information about themselves?	
S4	Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?	
S5	Are you using information about individuals for a new purpose or in a new way that is different from any existing use?	
S6	Does the project involve you using new technology which might be perceived as being privacy intrusive? For example, the use of data to make a decision about care that's automated.	
S7	Will the project result in you making decisions about individuals in ways which may have a significant impact on them? e.g. service planning, commissioning of new services	
S8	Is the information to be used about individuals' health and/or social wellbeing?	
S9	Will the project require you to contact individuals in ways which they may find intrusive?	
S10	Does the project involve multiple organisations, whether they are public sector agencies i.e. joined up government initiatives or private sector organisations e.g. outsourced service providers or business partners?	
S11	Does the project involve new or significantly changed handling of a considerable amount of personal and/or business sensitive data about each individual in a database?	
S12	Does the project involve new or significantly changed consolidation, inter-linking, cross referencing or matching of personal and/or business sensitive data from multiple sources?	