Equality, Good Relations and Human Rights SCREENING TEMPLATE

Belfast Health and Social Care Trust
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Completed and Signed Screening Templates are public documents posted on the Trust's website

- All policies / proposals require an equality screening
- Policy / Proposal authors / decision makers are responsible for Equality Screenings

Section 1: Information about the Policy / Proposal								
(1.1)	**Name of the policy/proposal**	**Policy On the Data Protection and Protection of Personal Information** (V5.2)						
(1.2)	**Status of policy/proposal** *(please underline)*	New		Existing			<u>Revised</u>	
(1.3)	**Department/Service Group:** *(please underline)*	Corporate Services Group *(Please specify)* **Performance, Planning and Informatics**	Nursing and User Experience	Un-scheduled and Acute Care	Surgery & Specialist Services	Specialist Hospitals & Women's Health	Children's Community Services	Adult Social & Primary Care
(1.4)	**Description of the policy/ proposal?** State the aims and objectives/key elements of the policy/proposal. Detail the changes the policy/proposal will introduce. How will the policy/proposal be communicated to staff /service users? Describe how the policy/proposal will be rolled out/put into practice e.g. will there	Through its day to day operations the Belfast Health And Social Care Trust is required to collect and hold certain types of personal data including information about people with whom it deals with in order to operate. The legal requirement for the Trust and its staff to treat personal information confidentially and hold it securely is set out in the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The update to the Policy provides the following changes: • Recognises the introduction of UK-GDPR						

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be changes in working patterns / changes to how services will be delivered etc.	• Stipulates staff's responsibility to attend and update their Mandatory Data protection Training every three years.

• Sets out the responsibilities of the Information Asset Owner (IAO) in relation to updating and maintaining the Information Asset Register (IAR).

• Clarifies a 72 hour response window to the Information Commissioners Office (ICO) in cases of a serious data breach.

• Announces the mandatory use of Data Protection Impact Assessments (DPIAs) when introducing a new system or Service which involves the processing of personal data.

• Provides additional guidance regarding the access and sharing of personal information by individuals, staff and PSNI.

• Discusses the archiving of records and the current moratorium on destruction of records containing staff and service user personal identifiable information.

• Provides guidance on the use of technology and digital applications around Social Media, recording of meetings, remote working and cyber-security.

• Gives direction on the use and access of CCTV

The policy will continue to form part of the mandatory training for staff. This legislation places the concept of confidentiality within a legal framework and imposes both corporate and individual responsibilities. | |
| **(1.5)** **Who owns the policy/proposal?** Where does it originate? For example: DoH / HSCB | Alastair Campbell, Director Performance, Planning and Informatics | |
| **(1.6)** **Who are the main stakeholders affected (Internal and External)?** | This policy will apply to all staff. It is vital that this and the supporting policy and procedures are implemented and adhered to by all existing and new staff, including | |

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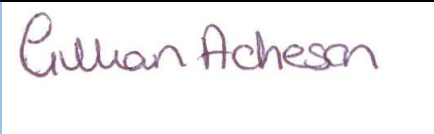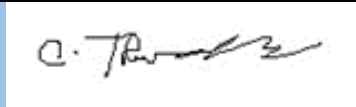|		
	For example: actual or potential service users, carers, staff, other public sector organisations, trade unions, professional bodies, independent, voluntary or community sector or others.	students, trainees, individuals on placement and volunteers.
(1.7)	**Provide details of how you involved stakeholders, views of colleagues, service users, staff side or other stakeholders when screening this policy/proposal.**	IGRM - Information Governance and Records Management Group.
(1.8)	**Other policies/strategies with a bearing on this policy/proposal** For example: internal or regional policies	**Legisation** UK General Data Protection Regulation 2018 UK Data Protection Act 2023 **Trust Policies** ICT Security Policy BHSCT Records Retention & Disposal Schedule Fax Policy Records Management Policy Personal Records – Guidelines for Processing requests for access to Patient and Client Records Data Access for Organisations External to the Trust Social Media Policy Transportation of Records Policy BHSCT Records Retention & Disposal Policy Adverse Incident Policy – Policy for Reporting & Managing Adverse Incidents **Guidance**

	DoH Code of Practice on protecting the confidentiality of service user information (April 2019)
(1.9) **Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal?** For example: Financial, legislative	Information and training in support of this policy are incorporated into the mandatory training packages, which are available to all staff as on-line training, e-learning, bespoke training sessions, posters and leaflets. The wide variety of platforms employed to carry awareness of good Data Protection practice forward is having a positive impact on training compliance and knowledge of this policy. Introduction of the Learning Management System (LMS) should further increase training compliance and support more effective outcomes for this policy.

Section 2: Classification of the Policy / Proposal

- The purpose of this Section is to consider the policy/proposal in terms of its **relevance** and likely **impact (actual/potential)** on **equality of opportunity, disability duties, good relations and human rights.**

- To **determine** the **impact (actual and potential)** of a policy/procedure on **equality of opportunity, disability duties, good relations and human rights** please **complete the screening questions at 2.1 – 2.6.**

Screening Questions	Yes	No
(2.1) Is there an **impact** on **Equality of Opportunity** for those affected by this policy, for each of the S75* equality categories? I.e. is there a differential impact for one S75 group rather than the others?		X
(2.2) Are there better **opportunities** to promote equality of opportunity for people within the S75 categories?		X
(2.3) Does the policy **impact** upon **Good Relations** between people of a different religious belief, political opinion or racial group?		X

(2.4)	Are there **opportunities** to better promote good relations between people of a different religious belief, political opinion or racial group?		**X**
(2.5)	Are there **opportunities** to encourage **disabled people** to **participate** in public life and promote **positive attitudes** toward disabled people? (Disability Duties)		**X**
(2.6)	Does the policy/proposal **impact** on **human rights**?		**X**

*S75 equality categories include: Age, Dependent Status, Disability, Men and Women generally, Marital Status Ethnicity, Religion, Political Opinion and Sexual Orientation.

Screening Statement

- If you have answered **Yes** to <u>any</u> of the above questions complete **Sections 3 - 9. OR**

- If you have answered **No** to <u>all</u> of the above questions the policy may be **screened out** - go to **Screening Statement** at **2.7**.

N.B: All Staff must complete their **mandatory equality, good relations and human rights training** once every five years. This can be booked via HRPTS or completed online at www.hsclearning.com. The online programme is called 'Making a Difference'. Belfast Trust Staff can also access a suite of equality and diversity training including: disability awareness, human rights and embracing diversity in HSC – please contact Lesley.Jamieson@belfasttrust.hscni.net for more information.

(2.7) Screening Statement:

This policy / proposal is **'screened out'** on the basis that: (please tick)

It is a purely clinical or technical nature and has <u>**no relevance**</u> or **impact (actual / potential)** in terms of **equality of opportunity, disability duties, good relations and human rights.**	
It aims to standardise practice and / or achieve best practice based on current evidence.	
Reasonable adjustments will be made for patients/service users as required including any information e.g. leaflets/letters in accessible/alternative formats NB: Accessible/ Alternative formats can include, for example, information in easy to read formats or audio formats when the patient/service user has a learning disability or is visually impaired. For advice on making information accessible and inclusive for disabled patients/service users, use the Making Communication Accessible guidance. In addition, if a patient/service user does not speak English as his/her first language, an interpreter / sign language interpreter should be provided and written information should be translated as appropriate.	X
Any other reasons: Please detail. This policy supersedes V5, this version does reference consideration for statutory obligations relating to capacity and consent for service users, but with no significant changes to context, background or implementation.	X

Approved Lead Officer: Position: Date:	*Gillian Acheson* 12.05.2023	Countersigned by*: Equality Manager: Date:	*c. Thom z* 18/08/23
Please sign / date and forward to the Equality and Planning Team for consideration - ***Equality screenings are completed with information provided by the policy / proposal author subject to advice and assistance provided by the Trust's Equality Managers.**			

Section 3: Consideration of Equality and Good Relations Issues and Evidence Used

This section records the quantitative and qualitative data you have used to consider equality and good relations issues including:

- The assessment of <u>impact</u> on staff and service users

- The identification of <u>mitigation</u> factors to reduce/remove any adverse impact

- <u>Opportunities</u> to better promote equality of opportunity

Evidence to help inform the screening process may be quantitative and qualitative. For example: previous consultations and equality impact assessments (eqias), statistics, research, complaints, feedback, referrals, grievances, inspection reports, focus groups, user groups etc.

(3.1) Quantitative and Qualitative Data: Service Users

SERVICE USERS

Equality Category	Service Users	Quantitative Data *(2011 Census Data unless otherwise stated)*		Qualitative Data (Needs, Experiences, Priorities)
		Belfast / Castlereagh population	**Service users affected %**	
1. Age	0-15 16-24 25-34 35-44 45-54 55-64	22% 11% 12% 14% 14% 12%		

	65+	15%		
2. Dependent Status	Caring for a child dependant older person/ person with a disability	12% of usually resident population provide unpaid care - 36% of whom are male and 64% are female		
3. Disability	Yes No	21% 79%		
4. Men and Women generally	Female Male	49% 51%		
5. Marital Status	Married/Civil P'ship Single Other/Not known	34.21% 46.6% 19.19%		
6. Race Ethnicity	White Black/Minority Ethnic	98% 2%		

7. Religion	Roman Catholic	41%		
	Presbyterian Church of Ireland Methodist Other Christian	42%		
	Buddhist Hindu Jewish Muslim Sikh Other None	17%		

8. Political Opinion Based on total elected candidates in the local government elections, 2019		Belfast	Lisburn & Castlereagh	
	DUP	15	15	
	SF	18	2	
	SDLP	6	2	
	UUP	2	11	
	APNI	10	9	
	Green	4	1	
	PBP	3	0	
	IND	0	0	
	PUP	2	0	

| 9. Sexual Orientation | Opposite sex Same sex Same and Opposite sex Do not wish to answer /Not known | Estimated 6-10% of persons identify as lesbian, gay, bisexual

Source: 2012 report by Disability Action & Rainbow Project | | |
| --- | --- | --- | --- | --- |

(3.3) Quantitative and Qualitative Data: Staff

This information will be provided together with analysis and advice by the Employment Equality Team in the Human Resources department.

Quantitative Data: For staff data please contact Martin McGrath on 028 95 048353 / martin.mcgrath@belfasttrust.hscni.net

Qualitative Data: Consideration will be given to the different needs, experiences and priorities of each of the categories in relation to the policy / proposal.

Should any equality / modernisation related issues arise they will be managed through the Organisational Change Framework. Click here for Framework

When organisational / policy change is necessary, regardless of whether it is a permanent or temporary change, the Trust is committed to treating staff fairly and equitably. Staff can be assured that the change process will be managed. This includes consultation with staff and the opportunity for staff to discuss in one to one meetings, any adverse equality impacts resulting in changes to their employment.

This framework also works alongside other Human Resources policies including for example the Disability and Reasonable Adjustment Framework, the Work Life Balance Policy and Procedure, the Recruitment and Selection Policy and Procedure and Agenda for Change Terms and Conditions Handbook.

Equality	Groups	Quantitative Data	Qualitative Data

Category		Belfast Trust workforce (@January 2022)	Staff affected by the Policy/Proposal %	
1. Age	16-24 25-34 35-44 45-54 55-64 65+	6% 23% 25% 23% 19% 3%		
2. Dependant Status	Dependants No Dependants Not known	18% 24% 58%		
3. Disability	Yes No Not known	2% 65% 33%		
4. Men and Women generally	Female Male	76% 24%		
5. Marital Status	Married/ Civil P'ship Single	45% 28%		

	Other/ Not known	27%		
6. Race				
a) Ethnicity	BME White Not Known	4% 68% 29%		
b) Nationality	GB Irish Northern Irish Other Not known	20% 15% 2% 1% 62%		
7. Religion a) Community Background	Protestant Roman Catholic Neither	35% 45% 20%		
b) Religious Belief	Christian Other No religious belief Not known	30% 1% 10% 59%		

8. Political Opinion *2011 Assembly election*	Broadly Nationalist Broadly Unionist Other Do not wish to answer/ Unknown Not known	7% 6% 8% 78%	
9. Sexual Orientation	Opposite sex Same sex or both sexes Do not wish to answer	43% 1% 56%	

Section 4: Consideration of Impacts, Mitigation, Alternative Policies / Proposals Given the **evidence** gathered in Section 3 please identify for each of the **nine equality categories** the level **of impact, mitigation measures** and **alternative** policies / proposals that better **promote equality of opportunity**.
(4.1) SERVICE USERS

Equality Category	Level of Impact			Mitigation Measures and Alternative Policies or Actions that might lessen the severity of the equality impact
	Major	**Minor**	**None**	

	Major	Minor	None	(where Major or Minor Impact identified)
Age				
Dependant Status				
Disability				
Men and Women generally				
Marital Status				
Race (Ethnicity)				
Religion				
Political Opinion				
Sexual Orientation				
Multiple Identity e.*g. disabled minority ethnic people or young Protestant men.*				

(4.2) STAFF			
Equality Category	**Level of Impact**		**Mitigation Measures and consideration of alternative policies or actions that might lessen the severity of the equality impact** (where Major or Minor Impact identified)
	Major	**Minor**	**None**	

Age				
Dependant Status				
Disability				
Men and Women generally				
Marital Status				
Race	**Ethnicity**			
	Nationality			
Religion	**Community Background**			
	Religious Belief			
Political Opinion				
Sexual Orientation				
Multiple Identity e.g. female staff with caring responsibilities				

Based on the **evidence** collected in Section 3 & 4:

- To what extent is the policy/proposal likely to **impact Good Relations** i.e. between people of different religious belief, political opinion or racial group?

- Are there any **additional measures** that could be suggested to ensure the policy or proposal **promotes Good Relations?**

Good Relations category	Level of impact			Mitigation Measures and Alternative Policies or Actions that might lessen the severity of the equality impact
	Major	**Minor**	**None**	(where Major or Minor Impact identified)
Religious belief				
Political opinion				
Racial group				

Section 6: Disability Duties

How does the policy / proposal:	

encourage disabled people to participate in public life *and* **promote positive attitudes towards disabled people?** Consider what **other measures** you could take to meet these **duties.** *For example, have staff received disability equality training.*	

Section 7: Human Rights

Belfast Health and Social Care Trust is committed to providing the **highest attainable standard of physical and mental health** within our resources.

Does the policy/proposal **negatively impact** on any of the following human rights?
The rights particularly relevant in the delivery of health and social care are emboldened below. Examples for these rights and further information can be found in the Equality Screening Toolkit.

Article	Yes	No
A2: Right to life		x
A3: Right to freedom from torture, inhuman or degrading treatment or punishment		x
A4: Right to freedom from slavery, servitude & forced or compulsory labour		x
A5: Right to liberty & security of person		x
A6: Right to a fair & public trial within a reasonable time		x

A7: Right to freedom from retrospective criminal law & no punishment without law		x
A8: Right to respect for private & family life, home and correspondence.		x
A9: Right to freedom of thought, conscience & religion		x
A10: Right to freedom of expression		x
A11: Right to freedom of assembly & association		x
A12: Right to marry & found a family		x
A14: Prohibition of discrimination in the enjoyment of the convention rights		x
1st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property		x
1st protocol Article 2 – Right of access to education		x

(7.1) Outline any actions you will take to promote awareness of human rights and evidence that human rights have been taken into consideration in decision making processes:

Section 8: Screening Decision **(8.1) How would you categorise the impacts of this policy / proposal?** (Please underline one category)	**Major** (Screened In for an Equality Impact Assessment)	**Minor** (Screened Out with mitigation)	**None** (Screened Out) X
(8.2) If you have identified any impact, what **mitigation** have you considered to address this?			

(8.3) Do you think the policy/proposal should be subject to an **Equality Impact Assessment (EQIA)?**	**Yes**	**No** X	**Reasons**

NB: A full Equality Impact Assessment (EQIA) is usually confined to those policies or proposals considered to have <u>major</u> implications for equality of opportunity/good relations/human rights.		

Section 9: Monitoring

(9.1) Please detail how you will **monitor** the effect of the policy/proposal for impact in terms of **equality of opportunity**, **good relations, disability duties** and **human rights?**

Please sign /date and forward to the Equality and Planning Team for consideration - Lesley.Jamieson@belfasttrust.hscni.net.

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Approved Lead Officer		Countersigned by:	
Position		Equality Manager	
Date		Employment Equality Manager	