****



**EQIA – Standard Impact Assessment (Form 1)**

**EQIA Document Control**

|  |  |
| --- | --- |
| **Date started**  | 05/11/2013 |
| **Date completed**  | 21/09/2018 |
| **Date published**  | 21/09/2018 |
| **EQIA approved**  | 03/10/2018 |

**EQIA – Standard Impact Assessment (Form 1)**

**Question 1:**

**Which Service, Group or Committee is responsible for carrying out the Standard Impact Assessment?**

|  |  |
| --- | --- |
| **Name**  | **Information Governance and Security Group** |

**Question 2:**

**Lead Assessor’s contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  | Garry Taylor | **Tel. No** | 01592 643355 |
| **Job Title:** | eHealth Security Manager | **Ext:** | 30062 |
| **Department**  | eHealth | **Email**  | garrytaylor@nhs.net |

**Question 3:**

**Title of Document / Policy (please include the Policy number) / Proposed Change (project or initiative)**

|  |
| --- |
| GP/V2 Virus Protection and Management Policy |

**Question 4**

**Define the work– is it? N= New, R= Review / Redesign**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Policy**  | **Review** | **Procedure (inc SOPs)** |  | **Guideline** |  | **Project**  |  |
| **Strategy**  |  | **Protocol** |  | **Service**  |  |  |
| **Other?**  | **(Please describe)**  |

**Question 5**

**Briefly outline the aim and the purpose of the work that is being screened for Adverse Equality Impact.**

|  |  |
| --- | --- |
| **Aim**  | The aim of this policy is to set out the measures the organisation takes to control malware (viruses, worms, trojans etc) that may potentially infiltrate NHS Fife’s IT infrastructure (network, servers & computers). |
| **Purpose**  | Compliance with this policy will mitigate the risk to NHS Fife’s electronic information systems from malware. |

**Question 6**

**Is this a new development? (Please tick)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No**  | ✓ |

**Question 7**

**If yes, what is it replacing or changing?**

|  |
| --- |
|  |

**Question 8:**

**What is the scope for this EQIA? (Please tick\*)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NHS Fife (all)** | **✓** | **NHS Fife (Acute)**  |  | **NHS Fife (Corporate)** |  |
| **HSCP West Division**  |  | **HSCP East Division**  |  | **HSCP Fife wide Division**  |  |
| **\*Service specific?****Name**  |  | **\*Discipline specific?****Name**  |  |

**Question 9:**

**Who is it intended to benefit?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff** | **✓** | **Service Users**  | **✓** | **Public**  | **✓** |

**Question 10:**

**Identifying the Impacts**

Consider any potential Impacts on the Protected Characteristic Groups, etc and the relevance of policy/ change to each group is described as**:**

 **H- High Relevance ,M = Medium Relevance**  or **L= Low relevance**

**Equality Impact Assessment Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Protected Characteristic** | **Positive Impact**  | **No Impact** | **Adverse Impact** |
|  **High Relevance** **Medium Relevance****Low Relevance**  | **NO Full EQIA required** | **NO Full EQIA** **required** | **Full EQIA required – Action Plan required**  |
| **NO Full EQIA required** | **NO Full EQIA required** | **Full EQIA required – Action Plan required**  |
| **NO Full EQIA required** | **NO Full EQIA** **required** | **EQIA may be required – discuss with Equality and Participation Co-ordinator as you may be able to address these Impacts immediately.** |

|  |  |  |
| --- | --- | --- |
| **Relevant Protected Characteristics**  | **Employees** | **Applies to**  |
| **Age** - children and young people, older people  | L | Protection of information relating to the data subjects. |
| **Disability** - including people with mental health difficulties | L | Protection of information relating to the data subjects. |
| **Race** - black and ethnic people including gypsy travellers | L | Protection of information relating to the data subjects. |
| **Sex** - women and men | L | Protection of information relating to the data subjects. |
| **Sexual orientation** - lesbian, gay or bisexual | L | Protection of information relating to the data subjects. |
| **Religion and Belief**  | L | Protection of information relating to the data subjects. |
| **Gender Reassignment**  | L | Protection of information relating to the data subjects. |
| **Pregnancy and Maternity**  | L | Protection of information relating to the data subjects. |
| **Marriage and Civil Partnership**  | L | Protection of information relating to the data subjects. |
| **Fair Scotland Duty 2018 – please ‘give due regard’ to following areas and consider whether the work /policy/ function you are carrying out the assessment for has any impact on the 9 Protected Characteristics for things like:** * childcare costs
* travel costs
* stigma of living in poverty
* ensure that those with protected characteristics has the same access to health and health and social care services as anyone else
* maintains an individual’s dignity and respect
* People living in rural areas
* the homeless
* *Any other cross cutting issues*
 | **Description**  | **Description** |
| This policy ensures that staff are aware of their responsibilities should their computer shows symptoms of a malware infection.  | This policy mitigates the risk(s) of a malware incident within our electronic systems which could adversely affect patient care and treatment. |

**Question 11:**

**Have you consulted with staff, public, service users, others to help assess for Impacts?**

**(Please tick)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **✓** | **No**  |  |

If yes, **who** was involved and **how** were they involved? If not, why not, was this necessary as it is just a refresh of existing policy or guidance already in place for example?

|  |
| --- |
| **Who?**The members of the Information Governance and Security (IG & S) Group.**How?** The EQIA for the GP/V2 Virus Protection and Management Policy was emailed to the IG&S group. They were asked to read, assess and feedback any comments to improve its content. |

**Question 12:**

If necessary- please include in brief evidence or relevant information that has influenced the decisions being made (this could include demographic profiles, audits, research, published evidence, and health needs assessment, work based on national guidance or legislative requirements etc) . Any evidence /data that support’s your assessment can be inserted into the box below.

|  |
| --- |
| **Please enter evidence/data links :**The GP/V2 Virus Protection and Management Policy enable NHS Fife to meet the ISO 27001, Control : 12.2.1 Protection from Malware.It also ensures that NHS Fife meets the following legislation with regard to information governance & security and business continuity:* General Data Protection Regulations;
* Network and Information Systems Regulations;
* Civil Contingencies Act;
 |

**Question 13:**

**Meeting the Public Duty for Equality Impact Assessment**

Please provide a rationale to support the results of the Standard Impact Assessment, in that due consideration has been given to:

* **Eliminate unlawful discrimination, harassment and victimisation**
* **Advance equality of opportunity between different groups; and**
* **Foster good relations between different groups**

|  |  |
| --- | --- |
| **What we must do** | **Provide a description or summary of how this has been achieved** |
| **Eliminate discrimination** | The GP/V2 Virus Protection and Management Policy ensures that data subjects right to Data Privacy is respected by protecting their information from the threat of malware (theft, corruption and obstruction). |
| **Advance equality of opportunity** | The GP/V2 Virus Protection and Management Policy has been peer reviewed to ensure that the 9 Protected Characteristics have been considered. |
| **Foster good relations** | The GP/V2 Virus Protection and Management Policy is published on the NHS Fife intranet and internet to give confidence to the population that their right to Data Privacy is respected and that the applicable legislation is being implemented. |

**Question 14:**

**Has your assessment been able to demonstrate the following?**

|  |  |
| --- | --- |
| **Positive Impact** | Privacy by design and default is proactively implemented with regard to virus protection being deployed on all IT information processing systems. |
| **No Impact** |  |
| **Adverse Impact** |  |

If you have identified that a Full EQIA is required then you will need to ensure that you have in place, either a working group or a means to address the results of the Adverse Impact Assessment at one of your meetings or as a separate arrangement. **Prepare for this in advance**; bring any information or reports to the meeting, make contact with community groups or other organisations that you would like to have involved or to check your policy/program or service change etc.

|  |
| --- |
| **To be completed by Equality and Participation Co-ordinator** |
| EQIA checked by: Shirley Ballingall |
| Date: 3rd October 2018  |
| Comments:  |
| Date EQIA published: 3rd October 2018  |