

Diversity impact assessment

TITLE <i>Name / description of the issue being assessed</i>	Confidentiality and Data Protection Policy
DATE <i>Date the DIA is completed</i>	January 2018
LEAD OFFICER <i>Name, title and dept of person responsible for carrying out the DIA.</i>	Katherine Bishop – Business Development Officer

1 Summary description of the proposed change

- *What is the change to policy / service / new project that is being proposed?*
- *How does it compare with the current situation?*

The Confidentiality and Data Protection Policy sets out how the Homes for Independent Living team stores residents' personal and confidential information; manages the disclosure of personal and confidential information between third parties such as social workers, support workers and residents' family or friends; and complies with the principles of The Data Protection Act (1998) and the Freedom of Information Act (2000).

The Confidentiality and Data Protection Policy has been updated to ensure it reflects current legislation. There has been no significant policy changes.

2 Summary of evidence used to support this assessment

- *Eg: Feedback from consultation, performance information, service user records etc.*
- *Eg: Comparison of service user profile with Medway Community Profile*

There have been no complaints regarding the Confidentiality and Data Protection Policy.

There have been no significant data breaches within the Homes For independent living schemes

The Confidentiality and Data Protection Policy applies to all residents living within Homes for Independent Living Schemes.

3 What is the likely impact of the proposed change?

Is it likely to :

- *Adversely impact on one or more of the protected characteristic groups?*
- *Advance equality of opportunity for one or more of the protected characteristic groups?*
- *Foster good relations between people who share a protected characteristic and those who don't?*

(insert ✓ in one or more boxes)

Protected characteristic groups	Adverse impact	Advance equality	Foster good relations
Age		✓	✓
Disability			
Gender reassignment			

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Marriage/civil partnership

Pregnancy/maternity

Race

Religion/belief

Sex

Sexual orientation

Other (eg low income groups)

4 Summary of the likely impacts

- *Who will be affected?*
- *How will they be affected?*

It has not been identified that this policy will have a negative impact on any protected characteristic.

HFIL Resident's equality will be advanced as they will be able to review information that is held on file and review the documentation, such as their Support Plan to ensure that adequate measures are in place.

5 What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?

- *Are there alternative providers?*
- *What alternative ways can the Council provide the service?*
- *Can demand for services be managed differently?*

N/A

6 Action plan

- *Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence*

Action	Lead	Deadline or review date
Monitor any HFIL complaints on data breeches/confidentiality	Homes for independent living team leader	January 2019

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7 Recommendation

The recommendation by the lead officer should be stated below. This may be:

- to proceed with the change, implementing the Action Plan if appropriate
- consider alternatives
- gather further evidence

If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.

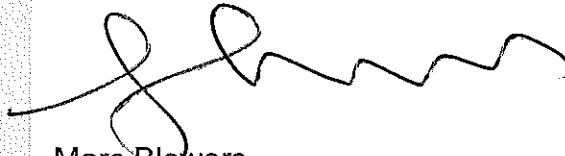
To proceed with the implementation of the revised policy.

8 Authorisation

The authorising officer is consenting that:

- the recommendation can be implemented
- sufficient evidence has been obtained and appropriate mitigation is planned
- the Action Plan will be incorporated into the relevant Service Plan and monitored

Service Manager



Marc Blowers
Head of Housing management

Date

18 - 1 - 18

Contact your Performance and Intelligence hub for advice on completing this assessment

RCC:	phone 2443	email: annamarie.lawrence@medway.gov.uk
C&A: (Children's Social Care)	contact your normal P&I contact	
C&A (all other areas):	phone 4013	email: chrismckenzie@medway.gov.uk
BSD:	phone 2472/1490	email: corpipi@medway.gov.uk
PH:	phone 2636	email: david.whiting@medway.gov.uk

Send completed assessment to the Corporate Performance & Intelligence Hub (CPI) for web publication (corpipi@medway.gov.uk)

