



Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: **TP/043 Laptop Security Policy**

Is it new or revised

(If revised, please attach a copy of the original Equality Impact Assessment.)

Senior Manager Responsible _____ Sonja Browning-Page _____

Department _____ IM&T _____

Section _____

Equality Impact Assessment Screening Team

Name	Department	Role
Benedict Olaoya	IM&T	Information Security Manager
Stephen Moore	GCT	Head of Records Management

Date of screening _____ 19/01/11 _____

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
Date: 16/03/2010	Owner: Equality and Inclusion



Please summarise below the aims and objectives of this policy/service/function etc. including any intended outcomes.

To ensure laptops and the information stored on them are secure whilst in use, storage and transportation.

Please state below who is intended to benefit from this policy/service/function etc. and in what way.

The Trust by ensuring that the information stored on laptops is secure and protected.
Staff by providing confidence that their information is protected.
The public and patients by having the assurance that their personal information is fully protected and will not be exploited in the event of a laptop being stolen or otherwise mislaid.

Please state in the table below whether the policy/service/function etc. could have any potential impact on any of the equality strand groups, whether service users, staff or other stakeholders

Equality Strand Group	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for an equality strand group or for another reason?
Age	Neutral	
Disability	Neutral	
Gender	Neutral	
Race	Neutral	
Religion or Belief	Neutral	
Sexual Orientation	Neutral	

Please provide and summarise below any relevant evidence for your declaration above – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.

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There is no evidence to suggest that any aspect of this policy will have an impact on any of the equality strands.

Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?

No Yes

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

If you have identified a positive or negative potential impact for any equality strand group, which is not legal or justifiable, then you must complete a full Equality Impact Assessment. Please insert below any issues you have identified/recommendations for the full Equality Impact Assessment.

If you have only identified a neutral or positive impact on any equality strand group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust's website.

Name of Director: Peter Suter

Signature:

Date: 26th January 2011

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