

DPIA Reference	<i>DPIA1317</i>
DPIA Title	COVID - 19 Risk Assessment database
Summary of Proposal <p>This is provided to Information Governance Steering Group and Safety and Risk as an overview of the project. It is also published on the website and should provide the public with an understanding of the information asset and how data is protected as a standalone statement.</p>	<p>Web based software to enable staff to complete an on-line health risk assessment for staff. On completion of the questionnaire an individual will be assigned a risk score and category. If higher risks are indicated, an email will be automatically sent to their line manager with a link to the workplace assessment section of the questionnaire. The manager will then discuss with the employee any relevant adjustments to the individual's job or duties and record the agreement online. If no agreement can be met, an email will be automatically sent to Occupational Health for a Medical Assessor to review and discuss with the employee, to reach a final risk category and outcome. On completion of the risk assessment, a copy of the risk score and completed risk assessment will be automatically emailed to the line manager, as an attached PDF, for the individual's personal file. Occupational Health and the employee will receive this with the additional medical information.</p> <p>There are currently two versions of the HR COVID-19 Risk Assessment application for the Royal Devon Eastern and Northern services. The proposal for this project is to merge the two applications into one instance, hosted at the Northern services. The historical risk assessment data held in the Eastern services' database will be merged into the Northern services' database, detailed in the Data Flow section of this DPIA. Each service has their own method for looking up staff details within ESR, these will both remain in place with the app combining these data streams into one lookup.</p>
Date Ratified	29 November 2022