# CONFIDENTIAL DIVERSITY MONITORING FORM

Worcester Students’ Union (WSU) is committed to implementing equality of opportunity and is opposed to all forms of discriminatory practices and attitudes. WSU will function in such a way that it does not discriminate directly or indirectly in the appointment, development and promotion of staff or volunteers on grounds of race, disability, colour, sexual orientation, age, nationality, ethnic or national origins, marital status, gender identity, family or other care responsibility, socio-economic background, trade union activity, political or religious belief.

In order to monitor the effectiveness of our equality and diversity practices across the organisation, we need to be able to refer to data that shows that we attract a wide range of applicants.

**We ask you to consider providing the data requested below but respect your wishes if you do not. Non-completion of any section of this form will not in any way affect the selection process.**

The information you provide on this form is kept confidential and not seen by anyone involved in the selection process. This information will be held on a computer record to produce summary statistics and to monitor the operation and implementation of our equality and diversity practices.

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| --- |
| **PERSONAL DETAILS *(please tick only one box)*** |
| **Gender identity:** | Man [ ] | Woman [ ] | Non-binary [ ] |
| Transgender male [ ] | Transgender female [ ] | Prefer to self-describe as:\_\_\_\_\_\_\_\_\_\_\_\_\_ | Prefer not to say [ ] |
| **Does the gender you live in match the gender you were assigned at birth?** | Yes [ ] | No [ ] | Prefer not to say [ ] |

|  |  |  |
| --- | --- | --- |
| **Do you consider yourself to have a disability, impairment or long-term medical condition? *(please tick only one box)*** | Yes [ ] | No [ ] |
| Don’t know [ ] | Prefer not to say [ ] |
| If yes for disabilities, please provide details (optional) |  |
| **Nationality:** |  | **Date of Birth:** |  |
| **Marital Status:** | Single [ ] | Married [ ] | In a civil partnership [ ] |
| Divorced [ ] | Widow/er [ ] | Separated [ ] | Living with partner [ ] |
| Other [ ] | Prefer not to say [ ] |
| **Ethnic or Racial Group** |
| Asian or Asian British Bangladeshi [ ] Irish Traveller [ ]Other Ethnic Background [ ]Asian or Asian British Indian [ ]Mixed - White and Asian [ ]Other Mixed Background [ ]Asian or Asian British Pakistani [ ]Mixed - White and Black African [ ]Other White Background [ ] | Black or Black British African [ ]Mixed - White and Black Caribbean [ ] White – British [ ] Black or Black British Caribbean [ ] Other Asian Background [ ]White – Irish [ ] Chinese [ ] Other Black Background [ ] White – Scottish [ ] Prefer not to say [ ] |
| **Carer Responsibilities** |
| **Please indicate if you are the primary carer for:** |
| Older members of your family [ ] | Children under the age of 16 [ ] |
| A person with disabilities [ ] | Prefer not to say [ ] |
| **Religious Beliefs** |
| **My religious beliefs are:** Prefer not to say [ ] |
| **Sexual Orientation** |
| **My sexual orientation is:**  |
| Bisexual [ ] | Gay man [ ] |
| Heterosexual [ ] | Gay woman/Lesbian [ ] |
| Queer [ ] | Prefer to self-describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Prefer not to say [ ] |  |

# General Data Protection Regulations – Consent Form for Job Applicants

In May 2018, the law changed how companies must record, store and use individuals’ personal data.

We need to collect and hold data about you to enable us to process your application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the United Kingdom.

**Your consent is, therefore, requested**

We would like your consent to hold personal and special data about you in order that we can process your application.

It is your responsibility to obtain consent from referees before providing their personal information to us.

The data we wish to obtain and hold (a range of examples provided, but not limited to) is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Type of data** | **Why we wish to hold it** | **How long it will be kept for**  |
| **1** | **Recruitment data** Previous employersTypes of job held at other companiesSkills and qualifications obtained | This will allow us to make a decision on your suitability for engagement. | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months |
| **2** | **Ethnic monitoring data**Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010 | We use this data to understand the ethnic make- up of our workforce and trustee applicants and it allows us to inform our recruitment process if we believe we do not have the correct diversity | This data will be kept for the duration of this round of applications and will be anonymised and stored for 3 years afterwards. |

**Agreement to use my data:**

By signing below, I hereby freely give Worcester Students Union consent to use and process my personal data relating to my application (examples of which are listed above).

**In giving my consent:**

I understand that I can ask to see this data to check its accuracy at any time via a Subject Access Request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held can be removed, erased, and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand the Data Controller for Worcester Students’ Union is Sophie Williams and I can contact her directly if I have any questions or concerns via e-mail at sudataprotection@worc.ac.uk.

I understand that if I am dissatisfied with how Worcester Students’ Union uses my data I can make a complaint to the Information Commissioner's Office (https://ico.org.uk).

Name: ...…………………………………………………..

Signature: …………………………………………………

Date: ……………………………………………………….