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**EQUAL OPPORTUNITIES INFORMATION**

To help us monitor our Equal Opportunities policy and the effectiveness of our recruitment practices we would like you to answer the following questions. This information will not be circulated to the Interview Panel.

1. Post applied for:

2. Where did you hear of or see the post advertised? (please mark with a cross):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EVH  |  |  | S1Jobs |  |
| Scottish Housing News |  | Paisley HA website  |  |
| Aspen People  |  | Other – please specify |  |

The following pages are more detailed equality information, which you can complete as much or as little as you would like.

**Equality Data Collection Form**

|  |  |
| --- | --- |
| **Name of social landlord:**  | **Paisley Housing Association** |

**Information for those completing the form**

**Why are we asking for equality information?**

We collect equality information to help us to plan and deliver effective services and to meet our legal and regulatory obligations.

**What do we do with equality information?**

We use equality information for a range of purposes, including to help us to:

* protect and promote your rights and interests;
* promote equality objectives across our services;
* identify and address our customers’ needs, and improve our services; and
* identify and eliminate any form of discrimination.

**Do you need to answer every question?**

By answering as many questions as possible you will help us meet your needs better, but we provide options throughout this form to allow you to provide only the information you want to give us. You can complete some questions and not others or you can complete parts of questions. The form has space for you to tell us more about your needs if you want.

We may ask for some information in other forms where this is required by law. For example, where we need to know your age if you are applying for a home as only those over 16 years old can be registered on our housing list.

**How do we process your equality information?**

We process equality information strictly in line with data protection law, including by:

* processing your equality data confidentially;
* restricting access only to relevant staff members;
* retaining equality information only as long as necessary;
* sharing data only as lawfully permitted; and
* destroying data securely.

**Who do we gather equality information about?**

We gather equality information from:

* people who apply for a home;
* tenants;
* people who apply for a job with us;
* our employees;
* board and committee members; and
* elected members (in case of local authorities)

**Other formats**: We can provide this document in larger font and let me know if more information to help you to complete the form is required.

**Name**

|  |  |
| --- | --- |
| **Name:**  |  |

**Age**

Note: We may request a specific date of birth in certain forms when this is required in law. For example, we need to know the age of housing applicants as a person can only be registered on our housing list/register if the person is 16 years of age.

|  |  |
| --- | --- |
| **What is your date of birth?** (DD/MM/YYYY) |  |
| Prefer not to say |  |

***Alternative format:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please tick the band for your age:** | 16–24 |  | 25–34 |  |
| 35–44 |  | 45–54 |  |
| 55–65 |  | 65+ |  |
| Prefer not to say  |  |

**Belief or religion**

Please tick the box which best describes your belief or religion from the list below?

|  |  |
| --- | --- |
| Buddhism: |  |
| Christianity |  |
| Catholic: |  | Protestant: |  | Other: |  |
| Hinduism: |  |
| Islam: |  |
| Judaism: |  |
| Sikhism: |  |
| Other religion (please state what this is):  |  |
| No specific belief in religion (for example, atheism or agnosticism): |  |
| Other belief (for example, humanism): |  |
| Prefer not to say |  |

Please use the space below to tell us about any particular requirements relating to your beliefs or religion:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Please tick here if you want to discuss this matter in confidence:  |  |

**Disability**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you a disabled person?  | Yes |  | No |  |

If yes, please tick the box which category you would use from the following list:

|  |  |
| --- | --- |
| Autoimmune: (for example, multiple sclerosis, HIV, Crohn’s/ulcerative colitis) |  |
| Learning difficulties: (for example, Down’s Syndrome) |  |
| Mental health issue: (for example, depression, bi-polar) |  |
| Neuro-divergent condition: (for example, autistic spectrum, Dyslexia, dyspraxia) |  |
| Physical impairment: (for example, wheelchair-user, cerebral palsy) |  |
| Sensory impairment – hearing impairment  |  |
| Sensory impairment – visual impairment |  |
| Other: If none of the categories above apply to you, please specify the nature of your impairment. |  |
| Prefer not to say |  |

Please use the space below to advise us if you have any particular requirements:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Please tick here if you want to discuss this matter in confidence:  |  |

**Ethnicity**

Please tick the box that best describes your particular ethnic group:

**African**

|  |  |
| --- | --- |
| African, African Scottish or African British: |  |
| Other African background (please specify): |  |

**Asian, Scottish Asian or British**

|  |  |
| --- | --- |
| Bangladeshi, Bangladeshi Scottish or Bangladeshi British: |  |
| Indian, Indian Scottish or Indian British: |  |
| Pakistani, Pakistani Scottish or Pakistani British: |  |
| Chinese, Chinese Scottish or Chinese British: |  |
| Other Asian background (please specify): |  |

**Black or Caribbean**

|  |  |
| --- | --- |
| Caribbean, Caribbean Scottish or Caribbean British  |  |
| Black, Black Scottish or Black British |  |
| Other Caribbean or Black background (please specify) |  |

**Mixed groups**

|  |  |
| --- | --- |
| Mixed or multiple ethnic group (please specify) |  |

**White**

|  |  |
| --- | --- |
| English |  |
| Gypsy Traveller |  |
| Irish |  |
| Polish |  |
| Roma |  |
| Scottish |  |
| Welsh |  |
| Other British |  |
| Other group (please specify your ethnic group) |  |
| Prefer not to say |  |

Please use the space below to advise us if you have any particular requirements:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Please tick here if you want to discuss this matter in confidence:  |  |

**Marriage and civil partnership**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you presently in a civil partnership? | Yes |  | No |  |
| Are you presently married? | Yes |  | No |  |
| Prefer not to say  |  |

Please use the space below to advise us if you have any particular requirements:

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| --- |
|  |

|  |  |
| --- | --- |
| Please tick here if you want to discuss this matter in confidence:  |  |

**Pregnancy and maternity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you pregnant? | Yes |  | No |  |
| Have you taken maternity or paternity leave in the past year? | Yes |  | No |  |
| Prefer not to say  |  |

Please use the space below to advise us if you have any particular requirements:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Please tick here if you want to discuss this matter in confidence:  |  |

**Sex**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What is your sex? | Female |  | Male |  | Intersex |  |
| Prefer not to say  |  |

Please use the space below to advise us if you have any particular requirements:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Please tick here if you want to discuss this matter in confidence:  |  |

**Gender re-assignment (trans/transgender)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to be a trans person? | Yes |  | No |  |
| Prefer not to say  |  |

Please use the space below to advise us if you have any particular requirements:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Please tick here if you want to discuss this matter in confidence:  |  |

**Sexual orientation**

**What is your sexual orientation?**

|  |  |
| --- | --- |
| Bisexual |  |
| Gay man |  |
| Heterosexual/straight |  |
| Lesbian/ gay woman |  |
| Other |  |
| Prefer not to say |  |

Please use the space below to advise us if you have any particular requirements:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Please tick here if you want to discuss this matter in confidence:  |  |

**General**

|  |  |
| --- | --- |
| Please mark this box if there are any issues that you want to discuss with us in confidence  |  |

**Consent**

I give my explicit consent for Paisley Housing Association to collect and process the data provided voluntarily by myself on this form. I understand that the data will be used to help Paisley Housing Association plan and deliver effective services, prevent discrimination, promote equality objectives and address my needs. The data provided on this form will only be shared anonymously or with my explicit consent. I have been advised that I may withdraw my consent to the processing of this data at any time.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |

**What to do now**

Please post, email or return this form to:

Paisley Housing Association

Assurance House

2 Lawn Street

Paisley

PA1 1 HA

Email: sandra.marshall@paisleyha.org.uk

**If you wish to discuss any issues in confidence…**

If you have indicated that you wish to discuss any issues with us in confidence, we will get in touch. Please ensure that we have your preferred contact details:

Your Name…

Address

Address

Postcode

Telephone: xxx

Email: xxx

**Privacy Notice**

For more details about how Paisley Housing Association processes your personal data, please see our Privacy notice at: <https://www.paisleyha.org.uk/data/PHA__Privacy_Notice_2021_02_24_17_02_25.pdf>

And the Privacy Notice attached to this e-mail.