|  |
| --- |
| **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 may complete some questions and not others or you may 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; and
* board and committee members.
 |
|  |
| **Other formats:** We can provide this document in alternative formats, including large print or another language. |

|  |  |
| --- | --- |
| Name |  |
| Where did you see the post advertised? |  |

|  |
| --- |
| **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 |  |

|  |
| --- |
| **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 |  |

|  |
| --- |
| **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; Crohns/ 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 below |  |
|  |
| Prefer not to say |  |

|  |
| --- |
| **Gender re-assignment (trans/transgender)** |
| Do you consider yourself to be a trans person? | Yes |  | No |  |
| Prefer not to say  |  |

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

|  |
| --- |
| **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  |  |

|  |
| --- |
| **Race/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 |  | Roma |  |
| Gypsy Traveller |  | Scottish |  |
| Irish |  | Welsh |  |
| Polish |  | Other British |  |
| Other group (please specify your ethnic group) |  |
| Prefer not to say |  |
|  |  |
| Please tell us about any communication needs: |
|  |
| Do you require an interpreter? | Yes |  | No |  |
| If yes, please specify which language |  |

|  |
| --- |
| **Sex** |
| What is your sex? | Female |  | Male |  |
| Intersex |  | Other |  |
| If other, please specify |  |
| Prefer not to say  |  |

|  |
| --- |
| **Sexual orientation** |
| What is your sexual orientation? |
| Bisexual |  |
| Gay man |  |
| HETEROSEXUAL/STRAIGHT |  |
| LESBIAN/GAY WOMAN |  |
| OTHER |  |
| PREFER NOT TO SAY  |  |

|  |
| --- |
| **General** |
| Please mark this box if there are any issues that you want to discuss with us in confidence |  |
|  |  |
| Please use the space below to advise us if you have any particular requirements |
|  |
| **Consent** |
| I consent to Glasgow West Housing Association Ltd collecting and processing the above data to help provide an appropriate service. This service involves using equality data to ensure that services address any form of discrimination, promote equality objectives and address my needs.**Note:** If data processing is based on your consent, then you can withdraw consent at any time by telling us. |
|  |
| Signature |  |
| Date |  |
|  |  |
| GWHA Reference(For staff completion) |  |