# Equality and diversity

The Office for Students (OfS) is committed to equality of opportunity both as an employer and as a regulator.

To assist us with the effectiveness of our equality and diversity practices and our equal opportunities monitoring we would encourage you to complete this form. The information you provide will be treated as sensitive data under the Data Protection Act 2018 and will be treated confidentially.

**Short form summary privacy notice**

Here is a short summary of how the personal information you submit will be held and used:

* Your personal information will be used to administer the application process and to monitor the collective applicant pool for equality and diversity purposes. Following the initial shortlisting process, we may use equality and diversity monitoring information to consider the diversity of our shortlist.
* The Data Controller of the personal information you submit will be the OfS.
* The legal basis for processing your personal information is consent and your consent can be withdrawn at any time.
* Copies will be held locally in the OfS’s document management system.
* It will not be routinely shared with any other organisations.
* It will be retained for two years after the end of the application process then securely disposed of.
* You have certain rights in relation to your personal information, set out at: [www.officeforstudents.org.uk/contact/how-to-request-information-from-us/how-to-make-a-request-to-access-your-personal-information/](file:///%5C%5Chefce-trimstore%5Cofflinefssec%24%5Ccarrosa%5CMy%20Documents%5CDisabled%20Students%20Commission%5Cwww.officeforstudents.org.uk%5Ccontact%5Chow-to-request-information-from-us%5Chow-to-make-a-request-to-access-your-personal-information%5C)
* You may contact our Data Protection Officer (dp@officeforstudents.org.uk) with any queries or concerns you have about the use of your personal information.

You may also wish to read the full privacy notice which is available on the OfS website at: [www.officeforstudents.org.uk/ofs-privacy/privacy-notice/](http://www.officeforstudents.org.uk/ofs-privacy/privacy-notice/)

Please mark relevant option(s) with ‘**X**’

**Ethnic origin**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White**  | **Mixed**  | **Asian or Asian British** | **Black or Black British** | **Chinese or Other Ethnicity** |
| British  |  | White and Black Caribbean |  | Indian |  | Caribbean |  | Chinese |  |
| Irish  |  | White and Black African |  | Pakistani |  | African |  | Any other ethnic group (please specify below)  |  |
| Other |  | White and Asian |  | Bangladeshi |  | Other |  |
|  | Any other mixed background |  | Other Asian background |  | Prefer not to answer |  |

If not covered by the above options, please specify ethnicity: …………………………………………………

**Age**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 18-24 |  | 25-34 |  | 35-44 |  | 45-54 |  | 55+ |  | Prefer not to answer |  |

**Disability**

Do you consider yourself to be disabled within the social model of disability?

*A disabled person is someone who has an impairment and experiences externally imposed barriers which disable them, or who self-identifies as a disabled person.*

Yes / No / Unsure / Prefer not to answer *(Delete as appropriate)*

Please indicate the type of impairment which applies to you with ‘**X**’. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please specify the type of impairment under ‘other’:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hearing impairment  |  | Visual impairment |  | Speech impairment |  | Mobility impairment |  | Physical co-ordination impairment |  | Other (please specify below) |  |
| Reduced physical capacity  |  | Severe disfigurement  |  | Learning difficulties (e.g. dyslexia) |  | Mental ill health |  | Progressive conditions |  | Prefer not to answer |  |

Disability other, please specify: ……………………………………………………

**Gender**

I am male / female / prefer not to answer *(Delete as appropriate)*

**Gender identity**

Is your gender identity the same as the gender you were assigned at birth?

Yes / No / Prefer not to answer *(Delete as appropriate)*

**Religion**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No religion  |  | Baha’i |  | Buddhism |  | Christian |  | Jain |  | Jewish |  |
|  Hindu |  | Muslim |  | Sikh |  | Prefer not to answer |  | Other (please specify below) |  |

Religion other, please specify: …………………………………………………

**Sexual orientation**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bisexual |  | Gay Man |  | Gay woman/lesbian |  | Heterosexual |  | Prefer not to answer |  | Other (please specify below) |  |

Sexual orientation other, please specify: …………………………………………………

**Thank you for helping us to ensure the effectiveness of our Equal Opportunities and Diversity Policy by completing this form.**