**Overview**

Equality monitoring is vital to ensuring that as an organisation we continually improve our service delivery. This enables our services to know their service users, look at possible diverse needs and barriers to equal access.

Your details will be stored **during the recruitment process for the role applied for**, and if successful **throughout the duration of your employment with ETF**.

Your information will be retained for a period of (insert timescale e.g 12 months after recruitment process), after which it will be securely deleted or destroyed.

**Who can access your data:** This information will be accessible only to staff involved in monitoring equality and diversity statistics and will be kept separate from application and employment records used for decision-making.

You have the right to request access to the data we hold about you, to correct any inaccuracies, to request erasure of your data, and to withdraw your consent at any time. For further information, to exercise your rights, or to make a complaint, please contact us at 0131 475 2509 or info@edinburghtenants.org.uk.

**Thank you for your co-operation. If you need support to complete this form, please contact ETF at** [info@edinburghtenants.org.uk](mailto:info@edinburghtenants.org.uk) or 0131 475 2509.

**Please complete**

|  |  |
| --- | --- |
| **Forename** |  |
| **Surname** |  |

|  |  |
| --- | --- |
| **Age** | **Gender** |
| Under 21 years | Female |
| 21-29 | Male |
| 30-39 | Non-binary |
| 40-49 | Transgender |
| 50-59 | Intersex |
| 60-65 | I prefer not to say |
| Over 65 | Let me type… |

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

|  |  |
| --- | --- |
| **Do you consider yourself to have a disability or health condition?** | |
| Yes | No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What is your sexual orientation?** | | | | | |
| Heterosexual | | | Bisexual | | |
| Lesbian | | | Pansexual | | |
| Gay | | | I prefer not to say | | |
| Let me type… | | | | | |
| **Ethnic Origins** | | | | | |
| 1. White | 1. Mixed | 1. Asian, Asian Scottish or Asian British | | 1. Black, Black Scottish or Black British | 1. Other ethnic   background |
| Scottish | Any mixed background | Indian | | Caribbean | Any other background |
| Other British |  | Pakistani | | African |  |
| Irish |  | Bangladeshi | | Any other black background |  |
| Any other White  background |  | Chinese | |  |  |
|  |  | Any other Asian background | |  |  |

|  |  |
| --- | --- |
| **What is your religion or belief?** | |
| Buddhist | Christian |
| Hindu | Jewish |
| Muslim | Roman Catholic |
| Sikh | I prefer not to say |
| Let me type… | |

**I consent to the information which I have provided being used to monitor the effectiveness of the ETF Equal Opportunities Policy.**

**I understand that if I am successful in my application, this information will be entered on to ETF’s electronic system and stored securely.**

|  |  |
| --- | --- |
| **Please sign** |  |
| **Date** |  |

**Thank you for taking the time to complete this Equal Opportunities form.**

Please return this to ETF at **info@edinburghtenants.org.uk** or by post to **ETF, Norton Park, 57 Albion Road, Edinburgh EH7 5QY**

Your application will be considered by ETF, and we will be in touch soon.

**Edinburgh Tenants Federation**

Norton Park, 57 Albion Road, Edinburgh EH7 5QY

info@edinburghtenants.org.uk