

**CHAIR OF UNIVERSITY COURT APPOINTMENT PROCESS**

**EQUALITY & DIVERSITY MONITORING FORM**

The Court of Edinburgh Napier University is committed to equality, values diversity in its membership and seeks to further enhance the diversity of its membership where appropriate.

**PRIVACY NOTICE**

**How we use your Information**

The Scottish Code of Good Higher Education Governance requires that the governing body of a university “establish and regularly review appropriate goals and policies on equality and diversity with respect to the members it appoints” and the Higher Education Governance (Scotland) Act 2016 requires the publication of a report concerning equality and diversity characteristics of applicants (in so far as consent for disclosure has been provided) following a Chair of Court appointment process.

The data you provide below will be stored securely, analysed and presented in an anonymised form after the appointment process has concluded to inform improvements to future appointment processes and to allow preparation of the legislatively required publicly available report. The data provided will not be used during consideration of your application. Although the data presented in the report will be anonymised, it is possible that you may be identifiable in relation to that data, particularly where candidate numbers are low.

Your data as provided on the form below will be retained for validation purposes by the University for one year following the conclusion of the appointment process whereupon it will be securely destroyed. The anonymised outputs will form part of the University’s permanent record and will be made publicly available as required.

Whilst you are requested to complete this form for the purposes outlined, you do not have to answer any question therein. Non-completion of the form or any part of it will have no bearing on the consideration of your application for this position.

**Personal Data**

The personal data to be processed for equality and diversity monitoring and reporting purposes is your name, gender, age and nationality.

**Special Categories of Personal Data**

The special categories of personal data to be processed for equality and diversity monitoring and reporting purposes are your ethnicity, disability, gender identity, religion, sexual orientation and pregnancy.

**Data Controller**

The data controller for your personal information is Edinburgh Napier University.

**Lawful Basis for Processing**

The lawful basis for processing your personal data and special category personal data as described is your explicit consent indicated on the form below.

**Further Information**

Details of information gathered and processed by the University in connection with Court membership are contained in the [Court Members’ Privacy Notice](https://staff.napier.ac.uk/services/governance-compliance/governance/govman/court/Documents/Court_Members_Privacy_Notice.pdf).

**Additional Security**

If sending this form by email it is recommended that you password protect the document. File – Info – Protect Document – Encrypt with Password. We will contact you on receipt to obtain the password.

**EQUALITY & DIVERSITY MONITORING FORM (CHAIR OF COURT APPOINTMENT)**

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Consent

I consent to my personal and special category data disclosed through this form being processed for the purposes outlined in the above Privacy Notice.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | Yes |  | No |  |  |  |

1. **Gender / Legal Sex**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | Male |  | Female |  | Prefer not to say |  |
|  | If you prefer to use your own term please provide it here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Gender Identity**

Is your gender identity different to the sex you were assumed to be at birth?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | Prefer not to say |

1. **Age**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 19 or under |  | 30 – 39 |  | 50 – 59 |  | 65 or over |
|  | 20 – 29 |  | 40 - 49 |  | 60 – 64 |  | Prefer not to say |

1. **What is your Nationality?**

|  |  |
| --- | --- |
| (E.g. British, Canadian etc.) |  |

1. **What is your ethnic group?**

 *(Please select one option from the list below based on Census 2011 categories)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | White – Scottish |  |  | Chinese |
|  | White – Irish |  |  | Black or Black British – African |
|  | White – English |  |  | Black or Black British – Caribbean |
|  | White - Welsh |  |  | Other Black background (please state) |
|  | White – Northern Irish |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | White – British |  |  | Mixed – white and black Caribbean |
|  | White – Gypsy or Irish Traveler |  |  | Mixed – white and black Asian |
|  | White – Other (please state) |  |  | Mixed – white and Asian |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | Other mixed background (please state) |
|  | Polish |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Asian or Asian British – Indian |  |  | Arab |
|  | Asian or Asian British – Pakistani |  |  | Other ethnic background (please state) |
|  | Asian or Asian British – Bangladeshi |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Other Asian Background (please state) |  |  | Not known |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | Prefer not to say |

1. **What is your religion or belief?** (based on Census 2011 categories)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | No religion |  | Buddhist |  | Muslim |
|  | Christian – Church of Scotland |  | Pagan |  | Sikh |
|  | Christian – Roman Catholic |  | Humanist |  | Hindu |
|  | Christian – Other denomination |  | Jewish |  | Spiritual |
|  | Prefer not to say |  | Other (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Which of the following options best describes how you think of yourself?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Bisexual |  | Gay Man |  | Undecided |
|  | Heterosexual/Straight |  | Gay Woman/Lesbian |  | Prefer not to say |
|  | Other (please state): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Are you currently pregnant, or have you been pregnant in the last year?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | Prefer not to say |

1. **Do you consider yourself to have a disability?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | Prefer not to say |

*If yes please indicate the type of disability you have below*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Specific learning disability |  | Deaf or serious hearing impairment |
|  | Physical impairment or mobility issues |  | Blind or serious visual impairment |
|  | General learning disability |  | Long standing illness or health condition |
|  | Social/communication impairment |  | Mental Health condition |
|  |  |  | Prefer not to disclose type of disability |

Other type of disability: (please use the box below):