

Sexual Orientation.

Monitoring whether people are gay, lesbian, bisexual or heterosexual acknowledges that we value all staff and the contribution they bring to the organization. An open and inclusive culture creates an environment where lesbian, gay and bisexual people feel comfortable in disclosing their sexual orientation. We know that people perform better when they can be themselves.

What happens to the information?

The information we collect is stored confidentially and securely. The data protection legislation protects staff and applicants against the misuse of their personal information.

Your information will be accessed only by authorised individuals within the HR department.

As part of our obligations under the Equality Act 2010 and public sector equality duty, we are committed to publishing annual equality information, in order to demonstrate transparency in our due regard to;

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relations between different groups

We are required by law to publish information relating to our workforce and our services.

Visit the **Keele Equality & Diversity website** to access the full annual reports at:

www.keele.ac.uk/hrss/equalitydiversity

Join the Equalities Team on Social Media to keep up to date on the latest news and events

 [@EqualityKeele](https://twitter.com/EqualityKeele)

 www.facebook.com/Equality-at-Keele-University

 forums.keele.ac.uk

Keele People 

Completing the sensitive information section in Keele People.



You want to know what?

This leaflet informs you about the process and reasons why the University will ask you for certain personal information.

What is Equality Monitoring?

Equality Monitoring is the process by which we collect personal information about our staff and job applicants. This includes information about your age, whether you have a disability, your race, religion or belief, sex, sexual orientation, your gender identity and whether you are married or in a civil partnership. There are known as the “protected characteristics” under the equality legislation.

Why do we monitor?

We monitor this personal information to help us identify, tackle and prevent discrimination and to ensure that we have a working environment where everyone feels comfortable and accepted.

We are keen that the profile of our workforce reflects the sector as a whole, and we can only do this by knowing who works for us. Monitoring also helps us to measure progress against our equality policies and action plans.

What is monitored?

Age.

Monitoring age may not seem as personal as other protected characteristics, however, the University needs to know the age profile of the organization in order to know, for example, the sorts of numbers we are likely to need to recruit in the future.

Disability.

The law defines disability as “a physical or mental impairment that has a significant, long term effect on a person’s ability to carry out normal day-to-day activities”. Disabled staff and applicants are entitled to reasonable adjustments to enable them access to work. We are a “Two ticks” employer under the Government’s scheme to provide better access to work for disabled people. We guarantee an interview to disabled people who meet the essential criteria of a role. We need to know whether we are delivering on these commitments.

Gender identity.

We ask individuals if their gender identity is the same as that assigned at birth. This allows us to ensure that our policies and procedures are appropriate and sensitive to the needs of transgender employees.

Marriage or Civil Partnership Status.

By knowing your marital or civil partnership status we can ensure that your family is entitled to all the benefits of your employment.

Race.

We collect ethnicity monitoring data that matches data collected by the Census. This can show whether we attract people to work for us from all different communities and whether the University provides equality of opportunity in employment.

Religion or belief.

Telling us about your religion or belief allows us to understand and plan to meet the particular religious needs of staff.

Sex.

By monitoring the sex of our staff and applicants we can see whether some of our jobs are more attractive to men or women and whether people from both sexes stay with us. Monitoring also helps us identify any potential pay gaps.