



Equality Monitoring Form

We need this information to make sure we are treating you fairly and with respect and delivering the services you need. Further information about why we need this data and what we will do with it can be found overleaf. (Please read this before completing the form).

We will keep your information confidential. We will make sure that you cannot be identified through reports on the results of this survey.

Please tick (✓) the relevant box in each section or fill in the details as appropriate.

Section 1: Where do you Live?

Name	
Address	
Postcode	

Section 2: What is your Gender?

Male		Female	
Intersex		Prefer not to say	
My gender is not represented here, I would describe my gender as:			

Section 3: Do you identify as a transperson?

Yes		No	
Not Sure		Prefer not to say	

Section 4: What is your age?

16 to 24		25 to 34	
35 to 44		45 to 54	
55 to 64		65 to 74	
75 to 84		Over 85	
		Prefer not to say	

Section 5: What is your sexual orientation?

Bisexual		Heterosexual (Straight)	
Gay or Lesbian		Prefer not to say	
My sexual orientation is not represented here, I would describe my sexual orientation as:			

Section 6: Maternity & Pregnancy

Are you pregnant?			
Yes		No	
Have you had a baby in the last 12 months?			
Yes		No	

Section 7: Marriage & Civil Partnership

Single	
Married	
Civil Partnership	
Co-habiting	
Divorced	
Separated	
Widow/Widower	

Section 8: What is your religion or belief?

Atheist or none	
Christian: Church of Scotland	
Christian: Roman Catholic	
Other Christian	
Baha'i	
Buddhist	
Hindu	
Humanist	
Jewish	
Muslim	
Pagan	
Sikh	
Prefer not to say	
My religion or belief is not represented here, I would describe my religion as:	

Section 9: What is your ethnic group?	
A: White	
Scottish	
English	
Welsh	
Northern Irish	
Irish	
Gypsy or Traveller	
Polish	
B: Mixed or multiple ethnic group	
Any mixed or multiple ethnic group (please write in:	
C: Asian, Asian Scottish or Asian British	
Pakistani, Pakistani Scottish or Pakistani British	
Indian, Indian Scottish or Indian British	
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	
Chinese, Chinese Scottish or Chinese British	
D: African	
African, African Scottish or African British	
E: Caribbean or Black	
Caribbean, Caribbean Scottish or Caribbean British	
Black, Black Scottish or Black British	
F: Other Ethnic Group	
Arab, Arab Scottish or Arab British	
G: Prefer not to say	
My ethnic group is not represented here, I would describe my ethnic group as:	

Section 10: Do you consider yourself to have a disability?			
Yes		No	

Please tell us which of the following affect you	
Physical Disability	
Deafness or partial hearing loss	
Learning difficulty (e.g., dyslexia)	
Blindness or partial sight loss	
Mental health condition	
Development disorder (e.g., Autistic Spectrum Disorder or Asperger's Syndrome)	
Long term illness, disease, or condition	
Learning disability (e.g., Down's Syndrome)	
Prefer not to say	
My condition is not represented here, I would describe my condition as:	
Please advise us if you have any requirements relating to a disability:	

Please tick box if there are any issues you wish to discuss with us in confidence	
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Thank you for filling in this form:

By providing this information and signing below, you are providing us with permission to retain and react to your data, this is known as explicit consent. This helps us keep information and allows us to reasonably adjust our services as necessary to meet your needs where possible.

Signature	
Print Name	
Date	

Why do we want this information?

As part of our commitment to equalities and human rights and in line with the Scottish Housing Regulator's (SHR) Regulatory Framework, we want to tailor our services and support to meet the individual needs of our customers; develop trust within our community and inform our policies and services.

To help achieve this the Co-operative aim to collect data relating to each of the protected characteristics (as noted on the attached equalities form) for our existing tenants, new tenants, people on waiting lists, governing body members and staff. In addition, we aim to demonstrate that equality and human rights issues are fully considered when making all of our decisions in our day-to-day service delivery.

Examples of how information we gather can be used

- Maternity / pregnancy – We gather this information to ensure that the size of your family is considered when allocating a property i.e. you will not be overcrowded etc
- Disability matters – We gather this data so we can liaise with our customers to make reasonable adjustments to service delivery. For example, by knowing the access requirements of people with visual impairments, we can provide information in larger print or audio format.

We can provide examples of how we will use information we gather about each of the other protected characteristics on request.

What will we do with the information?

Completing the form as fully as possible, will allow the Co-operative to address your individual needs more effectively as well as informing and improving our services. However, the form allows people to provide only the information they want to give and this can include completing some questions and not others, or even completing only parts of questions.

Consent

In order to process your personal data, Drumchapel Housing Co-operative is required to have a lawful reason to do so. We confirm that in accordance with DPA 2018 and UK General Data Protection Regulations (GDPR), 2018, this processing is necessary for compliance with a legal obligation to which the controller is subject (i.e. Drumchapel Housing Co-operative).

We can further confirm that in order to use the information you provide to tailor support based on your needs we also require your explicit consent which you can provide by signing and dating the form. Should you wish, you can also withdraw your consent at any time by contacting us. **Please be advised that it is your decision whether to give us your explicit consent and if you decide not to give your consent, or withdraw your consent, this will not adversely affect the treatment you receive from the Co-operative however, it may impede our ability to meet some of your particular needs.**

You will also note the form asks you to provide your name and address, which will help us reasonably adapt our services in response to your particular needs. Please be advised that it is your decision whether you:

- a. Complete the form providing us with your name and address
- b. Complete the form without providing us with your name and address
- c. Do not complete the form at all

If you decide on b) or c) above, we may miss out on finding out information about you that we may be able to help you with. However, **the level of service will not be affected adversely if you opt for options b) or c).**

How will we store your information safely?

We process equality information strictly in line with UK data protection law and the General Data Protection Regulation (GDPR). This includes processing your equality data securely on our electronic systems; restricting access only to relevant staff members; retaining equality information only as long as necessary in line with the timescales set out in our Data Retention Schedule; sharing data only as lawfully permitted and destroying data securely in line with our Data Retention Policy.

Who will we share your information with?

We may be required to provide anonymised statistical information from completed forms to the Scottish Housing Regulator but no individual personal data will be shared.

How often do I need to complete this form?

Rather than sending you this form out for full completion annually, we propose to send a request annually for you to notify us if anything has changed. You can also update us of any changes to your circumstances as they arise.

Feedback

As we are committed to continual improvement, we are interested in any feedback you may have about this form. If you would like to provide feedback, please see contact details below:

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4 Kinclaven Avenue
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Glasgow G15 7SP

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E-Mail: enquiries@drumchapelhc.org.uk

Web: www.drumchapelhc.org.uk