

West Granton Housing Co-operative Ltd –Equality Monitoring Form

As a Registered Social Landlord (RSL) in Scotland, West Granton Housing Co-operative (WGHC) is regulated by the Scottish Housing Regulator (SHR). The SHR require all RSLs in Scotland to collect equality data. There are nine ‘protected characteristics’ defined under the Equality Act 2010.

Of the nine, eight also constitute ‘special category data’ as defined within the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This legislation makes it clear as to how and why this data might be collected and used. To collect special category data, WGHC must rely upon a lawful basis, the most likely of which, would be ‘explicit consent’.

As such and accordingly, we are requesting that you complete the questions below and return to us so that we comply with our legal obligations from both an SHR and equality perspective.

The SHR require RSLs to collect equality data for:

- New Tenants
- Existing Tenants
- People on Waiting Lists
- Governing Body Members
- Staff (including job applicants)

Please tick against the box below that best describes your relationship with WGHC:

New Tenant	<input type="checkbox"/>	Existing Tenant	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Governing Body Member	<input type="checkbox"/>	Job Applicant	<input type="checkbox"/>
Name					Post Code				

The purpose of collecting data, aside from compliance with the SHR, is to have an understanding of our tenants (new and existing), governing body members and staff (including job applicants) with the aim of WGHC of supporting these groups and ensuring that none suffer social exclusion or discrimination as a result. Some information may allow us to make reasonable adjustments for disabled people and considering positive action initiatives.

WGHC has chosen to collect the required equality data using the Article 6 lawful basis of ‘consent’ and the Article 9 derogation of ‘explicit consent’. On this basis, you will be asked to sign the form to confirm your explicit consent in providing the answers you have chosen to forward to WGHC.

Although we collect equality information to monitor and address if unlawful discrimination is taking place, we also use it to promote equality objectives. In particular, we collect equality data to protect and promote your rights and interests. Equality data collection is, therefore, central to service delivery and the provision of quality services. We will process all personal data strictly in line with data protection law and the UK General Data Protection Regulation. This form explains why we ask you each question and provides examples of how we may use equality data.

Protected Characteristic: Age
Age: Why age data is gathered?

As well as using data to monitor if unlawful discrimination is taking place and promoting equality objectives, information about age when letting certain properties that are let only to those in a specific age group. Age information is also useful to assist us in future planning to develop housing services that are accessible to people on age-related grounds.

What is your date of birth? (DD/MM/YYYY)	
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Please use the space below to tell us about any particular requirements relating to your age:

Protected Characteristic: Belief or Religion
Belief or religion: Why data about belief or religion is gathered?

As well as using data to monitor if unlawful discrimination is taking place and promoting equality objectives, we collect information about individuals' beliefs and religion.

For instance, we can use this information to inform the delivery of services when holding meetings with tenants such as assuring prayer time opportunities are available. Or we may use it to avoid holding meetings on religious holidays.

Please tick the box which best describes your belief or religion from the list below?

Prefer not to say?	
Buddhism	
Christianity	
Hinduism	
Islam	
Judaism	
Sikhism	
Other religion (please state what this is)	
No specific belief in religion (for example, atheism or agnosticism)	
Other belief (for example, humanism)	

Please use the space below to tell us about any particular requirements relating to your beliefs or religion:

Protected Characteristic: Disability
Disability matters: Why data about disability matters is gathered?

As well as using data to monitor if unlawful discrimination is taking place and promoting equality objectives, we gather data from disabled people so we make reasonable adjustments to service delivery and/or adjustments within the workplace (in the case of staff)

For example, by knowing the access requirements of people with visual impairments, then we can provide information in larger print or audio-format. We also use this data in the planning and delivery of our services such as in developing housing that is accessible to disabled people.

Are you a disabled person?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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If yes, please tick the box which category you would use from the following list:

Autoimmune: (for example, multiple sclerosis, HIV, Crohn's/ulcerative colitis)	<input type="checkbox"/>
Learning difficulties: (for example, Down's Syndrome)	<input type="checkbox"/>
Mental health issue: (for example, depression, bi-polar)	<input type="checkbox"/>
Neuro-divergent condition: (for example, autistic spectrum, Dyslexia, dyspraxia)	<input type="checkbox"/>
Physical impairment: (for example, wheelchair-user, cerebral palsy)	<input type="checkbox"/>
Sensory impairment – (for example hearing or visual impairment)	<input type="checkbox"/>
Other: If none of the categories above apply to you, please specify the nature of your impairment.	<input type="checkbox"/>

Please use the space below to advise us if you have any particular accessibility and/or support requirements:

If yes, do you wish to be contacted by WGHC to discuss and arrange reasonable adjustments to address your particular requirements. If you do, please insert either your 'phone number or email address here:

_____ **Signature** _____

Protected Characteristic: **Ethnicity**

Ethnicity: Why data about ethnicity matters is gathered?

The 2010 Equality Act's definition of race includes colour, nationality and ethnic or national origins. A racial group is one where people share any one of these characteristics. A racial group can also include two or more distinct racial groups, for instance, British Asians include people of Asian national origin who are also British citizens (nationality).

As well as using data to monitor if unlawful discrimination is taking place and promoting equality objectives, we use the data to inform the planning and delivery of services.

For instance, in the case of non-English speaking tenants, we can use this information provided to provide information in a different language or make use of a translator, if appropriate.

Please tick the box that best describes your particular ethnic group:

Prefer not to say	<input type="checkbox"/>
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African

African, African Scottish or African British:	<input type="checkbox"/>
Other African background (please specify):	<input type="checkbox"/>

Asian, Scottish Asian or British

Bangladeshi, Bangladeshi Scottish or Bangladeshi British:	<input type="checkbox"/>
Indian, Indian Scottish or Indian British:	<input type="checkbox"/>
Pakistani, Pakistani Scottish or Pakistani British:	<input type="checkbox"/>

Chinese, Chinese Scottish or Chinese British:	
Other Asian background (please specify):	

Black or Caribbean

Caribbean, Caribbean Scottish or Caribbean British	
Black, Black Scottish or Black British	
Other Caribbean or Black background (please specify)	

Mixed groups

Mixed or multiple ethnic group (please specify)	
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Other

Any other ethnic group (please specify)	
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White

English	
Gypsy Traveller	
Irish	
Polish	
Roma	
Scottish	
Welsh	
Other e.g. (British)	
Other group (please specify your ethnic group)	

Please use the space below to advise us if you have any particular requirements:

Protected Characteristic: **Marriage and Civil Partnership**

Marriage & civil partnership: Why data about marriage & civil partnership status is gathered?

As well as using this data to monitor if unlawful discrimination is taking place and promoting equality objectives, we can use such data for example, to ensure that any benefits which married people may receive are available also to those who are in civil partnerships.

For instance, this data could be important when providing information to someone whose relationship has broken down.

Please tick the box that best describes your status:

Prefer not to say				
Are you presently in a civil partnership?	Yes		No	
Are you presently married?	Yes		No	

Please use the space below to advise us if you have any particular requirements:

Protected Characteristic: **Pregnancy**

Pregnancy and maternity: Why data about pregnancy and maternity is gathered?

We use this data to monitor if unlawful discrimination is taking place and to promote equality objectives, in the planning and delivery of our services.

For example, we can adapt service provision to take account of the needs of pregnant women.

Prefer not to say				
Are you pregnant?	Yes		No	

Please use the space below to advise us if you have any particular requirements:

Protected Characteristic: **Sex**

Sex: Why data about sex is gathered?

Sex is different from gender in that sex is biologically defined whereas gender is socially constructed. A question regarding gender follows this, over the next page.

As well as using data to monitor if unlawful discrimination is taking place and promoting equality objectives, data on sex is gathered, for example, to inform our planning and delivery of services. For example, we may use this data to develop positive action programmes in which we encourage disabled or minority ethnic women to apply for housing if they are presently under-represented as tenants.

Prefer not to say				
What is your sex?	Female		Male	Intersex

Please use the space below to advise us if you have any particular requirements:

Protected Characteristic: **Gender re-assignment (trans / transgender)**

Gender re-assignment (trans/transgender): Why data about gender re-assignment and trans/transgender matters is gathered?

This is when a person's gender identity is different from that assigned to them at birth - it is not their sexual orientation.

As well as using data to monitor if unlawful discrimination is taking place and promoting equality objectives, we can use this data to ensure services address the needs of trans people and deliver them with sensitivity.

Prefer not to say			
Do you consider yourself to be a trans person?	Yes	No	

Please use the space below to advise us if you have any particular requirements:

Protected Characteristic: Sexual orientation

Sexual orientation: Why data about sexual orientation is gathered?

Sexual orientation is someone's sexual or romantic attraction that can be towards their own sex (or gender), the opposite sex (or gender) or to both sexes (or more than one gender).

As well as using data to monitor if unlawful discrimination is taking place and promoting equality objectives, we use this data to inform our planning and delivery of services.

For instance, we can use this data to provide individual people with detailed information about our policies and practices in relation to sexual orientation.

What is your sexual orientation?

Prefer not to say	
Bisexual	
Gay man	
Heterosexual/straight	
Lesbian/ gay woman	
Other	

Please use the space below to advise us if you have any particular requirements:

In signing this form, I confirm I am giving both my consent (GDPR article 6) and my explicit consent (GDPR article 9) for WGHC to process the information that I have chosen to provide for the purposes outlined within this form.

Signature: _____ **Date:** _____

Data protection: The information that you provide here will only be used in the promotion of equality matters. We will not pass the details recorded on this form on to any other organisation without your permission. If any data is shared with another organisation, it will be aggregated and anonymised so it cannot be traced back to you. We will not store your data for any longer than six years. Only staff who need to know this information in support of their employed function within WGHC will have access to your information.