**Heriot-Watt University**

**COURT AND COURT COMMITTEE APPOINTMENTS : EQUALITY MONITORING**

**(Approved by the Court on 14 December 2018)**

**Why we are collecting this information**

The Court is committed to conducting its business in accordance with best practice in relation to equality and diversity. To support the delivery of the aims set out in our Equality and Diversity Statement it is necessary for us to collect information on certain key characteristics of those who apply to be members of the Court and its Committees. We would be grateful if you could complete the attached form and email it along with your application to: [CourtEandD@hw.ac.uk](mailto:CourtEandD@hw.ac.uk)

**How the information will be used**

The information collected by this survey will be used by our Governance and Nominations Committee when considering our recruitment approach to new independent lay members of the Court and Court committees. It will assist us to better understand the diversity of applicants and which groups may be under-represented. It may also be used in certain outward facing documents to provide evidence of the University’s actions and achievements in relation to equality and diversity.

In the survey we will not ask for your name. Our processor will de-couple monitoring forms from emails within the secure and restricted inbox, so it will not be possible to link individuals back to particular responses. When presenting the information, all responses will be anonymised and responses which are less than 5 will not be disclosed.

You may submit a “prefer not to say” response for any or all questions.

**How we will store the data**

The data will be held in a secure folder within the University’s electronic files, meeting the requirements of the General Data Protection Regulation (GDPR) and the University’s supporting Data Protection Policy which can be found here: <https://www.hw.ac.uk/documents/heriot-watt-university-data-protection-policy.pdf>

Please complete the Monitoring Form on the following page, highlighting the relevant answers in each case.

**COURT AND COURT COMMITTEE APPOINTMENTS: EQUALITY MONITORING FORM**

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| --- | --- |
| **Question** | **Response** |
| Which age group do you fall within? | 18 – 30  31 – 40  41 – 50  51 – 60  61+ |
| Which of the following best describes how you identify your gender? | Male  Female  In another way  Prefer not to say |
| Is your gender identity the same as the gender you were assigned at birth? | Yes  No  Prefer not to say |
| What is your ethnic origin? |  |
| What is your nationality? |  |
| Disability  Do you have an impairment, health condition or learning difficulties?  If yes – please provide information | Yes  No  Prefer not to say |
| Religion and belief  What religion, religious denomination or body do you belong to, if any? |  |
| Sexual Orientation  What is your sexual orientation? | Bisexual  Gay man  Gay woman/lesbian  Heterosexual  Other  Prefer not to say |
| Do you have a dependent or any other caring responsibilities? | Yes  No  Prefer not to say |