The Tin Music and Arts



**Confidential**

The Tin Music and Arts (The Tin)is a charity with a strong commitment to ensuring equity, diversity and inclusion across all aspects of its activities. Strong data capture is vital to be able to demonstrate that we are achieving the fair and inclusive structures that we are trying to create. As part of this we need to be able to understand the demographics of our staff, contractors, freelancers, artists, Trustees, and volunteers, including gender, age, ethnicity, sexual orientation and disabilities. This is for monitoring purposes and any information provided does not form part of a job application, or any other process, and is not linked to individual personnel records. All data is separated and anonymised.

**Privacy Notice:** The Tin’s data policy follows The Data Protection Act 2018, which is the UK’s implementation of the General Data Protection Regulation (GDPR). The personal data you provide on this monitoring form is used to monitor the equality and diversity of our workforce, to report to funding organisations e.g., Arts Council England, and to contribute to wider statistical analyses across the cultural sector. It is stored in a locked cabinet and used for the purposes of statistical analysis only.

Once processed into anonymous statistics the forms are destroyed. The legal basis for this is

consent.

The Tin Music and Arts

**Equity and Inclusion Monitoring Form Confidential**

Please type or complete in black ink

**1) Characteristics Monitoring**

|  |  |  |
| --- | --- | --- |
| Job Ref:       Job Title:       **Date of birth****.**        (DD/MM/YYYY) | | |
| **Ethnic Group (These groups are from the 2001 National Census)** | | |
| 1) Choose one section from a) to f)  2) Then select the box that best describes your cultural or ethnic background.  3) If you select the last box within any category, please detail your ethnicity in the space provided underneath. | **a) White**  British  Irish  Any other white background  Please state | **b) Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background  Please state |
| **c) Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background  Please state | **d) Black or Black British**  Caribbean  African  Any other black background  Please state | **e) Chinese or other ethnic group**  Chinese  Any other  Please state |
| **f) Prefer not to state ethnicity**  Prefer not to state ethnicity | | |

|  |  |
| --- | --- |
| **Sexual Orientation**  Heterosexual / Straight  Gay Man  Gay Woman/ Lesbian  Bisexual  Pansexual  Prefer not to state  Prefer to self-describe Please state | **Religion/ Belief**  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  None  Other Please state  Prefer not to state |

|  |  |
| --- | --- |
| **Is your gender identity the same as the sex you were assigned at birth?**  No  Yes  Prefer not to state | **Which of the following most accurately describe(s) you?** Choose as many as you like  Female  Male  Non-binary  Transgender  Intersex  Other Please state  Prefer not to state |

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**2) Disability Discrimination Act 1995**

This information is important to us in monitoring the success of our policies and initiatives that aim to attract more applications from people with disabilities.

The Disability Discrimination Act 1995 protects people who:

- have an impairment

- are disabled

- have long-term health conditions

This is providing that this has a "substantial and long term\* adverse effect on a person's ability to carry out normal day-to-day activities".

Long term is defined as 12 months or longer (or, if the condition is a new one, the expectation that it will be 12 months or longer).

|  |  |
| --- | --- |
| **Disability Discrimination Act**  Do you think that you have a disability in accordance with the terms of the Disability Discrimination Act 1995?  Yes  No | |
| If yes, please indicate which category best describes your disability:  Hearing impairment  Visual impairment (not corrected by spectacles or contact lenses)  Physical impairment  Mental health  Learning difficulties  Other Please specify  Prefer not to state | |
| **Media:** Where did you hear about this vacancy?  School/ College/ Careers Service  Job Centre  Casual Enquiry  Information from existing employee  Social Media  Website  Recruitment Event  Open Day  Advertisement \*  Please specify where the advert was seen |  |

Please type or sign your name here to give –

The Tin Music and Arts, Units 1-4, Coventry CV1 4LY (Registered Charity Number 1152636)

**consent** to use this information:

**Signature (typed or signed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**