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 backgroundPlease state       | **b) Mixed**[ ]  White and Black Caribbean[ ]  White and Black African[ ]  White and Asian[ ]  Any other mixed backgroundPlease state       |
| **c) Asian or Asian British**[ ]  Indian[ ]  Pakistani[ ]  Bangladeshi[ ]  Any other Asian backgroundPlease state       | **d) Black or Black British**[ ]  Caribbean[ ]  African[ ]  Any other black backgroundPlease state       | **e) Chinese or other ethnic group**[ ]  Chinese[ ]  Any otherPlease 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 youwere 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_**