

## **Equality monitoring: what is it all about?**

We encourage people to complete our equality monitoring form by answering the two questions people ask most often:

### 1. What do you want to know?

We know that wherever you go, organisations want to know many things about you. You age, disability, ethnicity, gender identify, religion, sexual orientation, your income and whether you are a parent or having caring responsibilities and what your relationship status is. At Clydesdale Housing Association the information we would like you to share with us is information about how you describe yourself. This information will help us understand the profile of the people who want to work with us and the profile of people who come to work with us. This information will help us understand our workforce better and help us put in place measures to support people who are currently under-represented in our workforce. This is important to us because we know that if we do not have a diverse workforce that represents the communities that we serve, that we will not be making the best decisions.

### 2. Why do you need to know *that* about *me*?

We know that quite rightly you are careful about sharing your personal information in case it falls into the wrong hands. Protecting your personal information is a wise move and is something we think is important. That is why, if you choose to complete our equality monitoring form, we promise that we will keep your data securely and process it responsibly, in accordance with the law. We can also let you know that if you provide equality information to us that we do not use this information to identify you, it is only to help us see the bigger picture. In fact, the data is so secure and confidential that we will not know if you completed the form in full or at all, and on top of that, not even the boss of Clydesdale Housing Association will get to see the information you provide.

We will never force you to give us personal information, and we will never ask for information that we do not intend to use. If you do not want to share all, or some, of your personal data then you do not need to, there is an option to let us know this at every stage of the form. All we would say is that it might take us a bit longer to make the improvements needed if we do not know enough about diversity of the staff who work with us.

The information you can provide really makes a difference to what we do.

Thank you.