

# STAND UP AND BE COUNTED!

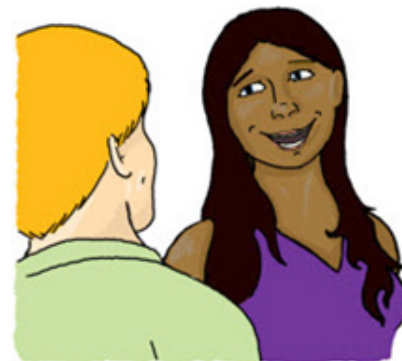
Equality, Diversity & Inclusion data

# It's quite natural to feel protective of your personal information

Wherever you go, people want to know personal things about you.

It's not only natural, it's sensible.

But if employers don't know who's out there, they can't be expected to get it right. If you don't fill in the form and then find that no one's thought about YOUR needs, well, you can hardly complain, can you?



## Questions, Questions

This booklet tells you why they ask!

Wherever you go, people want to know your business. Your age, gender, sexuality, race, religion, whether you're disabled... Where does all this information go?

It goes to help make things better for you! That's where it goes.

It tells organisation like ours where to direct our services, resources, and support; it shows us if we aren't making the most of our services and staff; and we can't change things without your help.



## Big Brother is **not** watching you

Funny as that may seem!

We're all told to watch who we give our personal information to, what with identity theft and everything.

But when you give information about your age, race, religion, disability, sexuality to your employer, you can be sure that it will only be used to make things better – not to spy on you!

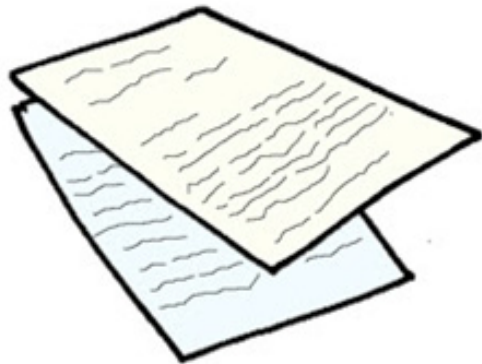


## It's not about you!

Really – sorry about that.

Yes, occasionally you may fill in a form with your name and address. But the section with information about age, race, sexuality etc. is almost always dealt with separately.

Your personal information is about you – the rest is statistics. And if they occasionally keep personal information on your file, it will only ever be to make sure that you as a white/black, older/young, married/single straight/gay man/woman personally are being properly catered for.



## Come the revolution!

Some people worry about giving information in case it should fall into the wrong hands.

But when an employer gets your form, they don't just file it away in the basement.

There are very strict laws to make sure they protect those details and deal with them responsibly.

And if you don't trust them for whatever reason or you don't feel comfortable – then don't give the information. No one can make you.



## Go ahead – ask

So, what information do they want out of you?

They'll want to know whether you're a man or a woman. They may want to know your ethnicity. And they'll want to know what age category you fit into.

These days, we also want to know your sexuality: are you gay/lesbian, heterosexual (they might say straight) or bisexual?

They're not after dinner and a movie. They just need to know to be able to do their job properly, the same with disability. Data like this helps Treloars get it services and support right for staff and students.

## Get services right?

That'll be the day.

They're not being nosy – the information helps make services and support at work better by targeting them at the right people. And, as always, it won't come back to you personally.



## Take these examples

If there are women working in one area and we need more men, so we can support students, if we don't know what our staffs make up is, we can't fill that gap.

People from certain groups have particular health needs or are more prone to certain illnesses or conditions.

Maybe your first language is not English, and you'd prefer literature in your own language. Maybe a different font size or type if you have a visual impairment, when it comes to communicating with you. You can see why we need to know.

When you're applying for a job, the reasons are similar. We need to make sure we're being fair and that people from all backgrounds are represented.



