

Liverpool

JMU

Dear Colleague

Updating Equality and diversity information

Changes in the law mean that JMU is required to collect specific equality and diversity data about employees. The range of the data needed is shown on the attached form.

This information be stored entirely confidentially in the Personnel Database and, as the system is developed, you will be able to verify your data using S3. The information will only be used to check on the effectiveness of MU policies and compliance with best practice in equality of treatment and, in summary form (no individual will be identified), for monitoring purposes, e.g. the annual statistical returns to the Higher Education Statistical Agency. It may have indirect benefit e.g. under the disability discrimination provisions by identifying circumstances where Access to Work support might be available to provide specialist equipment free of charge to meet particular needs (based on assessment). If you would like to receive information about support available, then please tick the disclosure box at the end of the form.

All information provided will be treated in strict confidence and in accordance with the 1998 Data Protection Act. No individual information will be disclosed or passed on to third parties without your specific consent.

So that the HEI may discharge its obligations to you and within the law, please fill in the form and return it to me, as soon as possible.

If you have any queries please contact me.

Please accept my thanks in advance of your reply.

Yours sincerely,

Naseem Anwar
Senior Adviser, Equality and Development

Please circle (or insert) the appropriate answer

Ethnic Background:

White	Mixed	Black	Asian	Chinese
English	White and Black Caribbean	African	Bangladeshi	Chinese
Scottish	White and Black African	Caribbean	Indian	Other
Welsh	White and Asian	Other	Pakistani	
Irish	Other		Other	
Other				

Please specify your ethnic origin, if not listed above

I have the following Disabilities:

Dyslexia	Need personal care/ support
Blind/ partially sighted	Wheelchair user/ mobility impairment
Deaf/ hearing impairment	I have mental health difficulties
Unseen disability (e.g. diabetes, epilepsy, asthma)	Other (please state)
I have no disabilities	

Nationality: (please specify)

Sex

Female Male Trans-sexual

Religion:

I would describe my religious background/ beliefs as

I have no religious beliefs

Marital Status

Single	Divorced	Separated
Widowed	Co-habiting	Married

Sexual Orientation

Hetero-Sexual	Bi-Sexual	Gay/ Lesbian
---------------	-----------	--------------

Dependants

Children	Other dependants	None
----------	------------------	------

I would like to receive information about support available

Signed Date