# The Audience Agency

# Diversity Monitoring

In accordance with our Equal Opportunities & Diversity Policy, it is important to have an accurate picture of the diversity of our workforce. Not only is this information a requirement from funders, it enables TAA to make decisions about future policies/activities and to monitor the effectiveness of those activities.

The information being requested is considered personal information under the terms of the Data Protection Act 1998. TAA will ensure the following principles are met in relation to this data. It will be:

* Processed lawfully, fairy and in a transparent manner in relation to individuals.
* Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
* Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
* Accurate and up to date.
* Kept in a form which permits identification of data subjects for no longer than necessary for the purposes for which the personal data is processed.
* Processed in a manner that ensures appropriate security of personal data. Access to personal data is limited to staff who need access.

The data being requested relates to protected characteristics as defined under the Equality Act 2010. In addition, there is a further question on socio-economic background.

I would be grateful if you would complete the questions on this monitoring form and please upload it to [this link](https://theaudienceagency-my.sharepoint.com/%3Af%3A/g/personal/julie_weston_theaudienceagency_org/ElnwKNlN_zxEicp9GlJZxkUBmWsA6bFaEFThRCrPCM-mgQ). All information supplied will be treated in confidence and will be used for monitoring purposes only.

Thank you for your help.

|  |  |
| --- | --- |
| **Full Name** |  |

|  |  |  |
| --- | --- | --- |
| **2. Gender**  | o Male o Female | o Non binaryo Prefer not to say |
| Do you live and work in a Gender not assigned at birth | o Yeso Prefer not to disclose | o No |

|  |  |  |
| --- | --- | --- |
| **3. Sexuality** | o Heterosexual/Straighto Gay woman/Lesbiano Gay man | o Bisexualo Queer (or none of the above)o Prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Ethnic Origin** | Asian/Asian British | o Bangladeshio Indiano Any other Asian background | o Pakistani o Chinese |
|  | Black/African/Caribbean/Black British | o Africano Caribbean | o Any other Black/African/Caribbean background |
|  | Mixed/Multi-ethnic groups | o White and Black Caribbeano White and BlackAfrican | o White and Asiano Any Other Mixed/Multi ethnic Background |
|  | White | o Englisho Welsho Irisho British | o Scottisho Northern Irisho Travellero Any other white background |
|  | Other | o Arabo Any other ethnic groupo Prefer not to say |

|  |  |
| --- | --- |
| **5. Disability**  | Do you consider yourself to be disabled under the definitions of the Equality Act 2010?o Yeso Noo Prefer not to disclose |

|  |  |  |  |
| --- | --- | --- | --- |
| **6. Age Range** | o under 19o 50 - 64  | o 20 – 34o 65+ | o 35 – 49o Prefer not to say |

|  |  |  |
| --- | --- | --- |
| **7. Socio-economic status** | What was the occupation of the highest/main income earner in your household when you were 14?(see below for definitions of categories) | Modern Professional Occupations o Clerical and Intermediate Occupations oSenior Managers and Administrators oTechnical and Craft Occupations oSemi-Routine Manual/Service Occupations oRoutine Manual and Service Occupations o Middle or Junior Managers oTraditional Professional Occupations o Short Term Unemployed o Long Term Unemployed o Retired oNot applicable oPrefer not to say o Other – please specify o  |

Modern Professional Occupations

*E.g. Teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, actor, artist, musician, police officer (sergeant or above), software designer*

Clerical and Intermediate Occupations

*E.g. secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse*

Senior Managers and Administrators

*Usually responsible for planning, organising and co-ordinating work for finance such as finance manages, chief executive etc*

Technical and Craft Occupations

*E.g. motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver*

Semi-Routine Manual and Service Occupations

*E.g. postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant*

Routine Manual and Service Occupations

*E.g. HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter/waitress, bar staff*

Middle or Junior Managers

*E.g. office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican*

Traditional Professional Occupations

*E.g. solicitor, accountant, medical practitioner, scientist, civil/mechanical engineer*

Short Term Unemployed

*Claimed Jobseeker’s Allowance or earlier unemployment benefit for a year or less*

Long Term Unemployed

*Claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year*