

Information for those completing the form

Why are we asking for equality information?

We collect equality information to help us to plan and deliver effective services and to meet our legal and regulatory obligations.

What do we do with equality information?

We use equality information for a range of purposes, including to help us to:

- protect and promote your rights and interests;
- promote equality objectives across our services;
- identify and address our customers' needs, and improve our services; and
- identify and eliminate any form of discrimination.

Do you need to answer every question?

By answering as many questions as possible you will help us meet your needs better, but we provide options throughout this form to allow you to provide only the information you want to give us. You can complete some questions and not others or you can complete parts of questions. The form has space for you to tell us more about your needs if you want.

We may ask for some information in other forms where this is required by law. For example, where we need to know your age if you are applying for a home as only those over 16 years old can be registered on our housing list.

How do we process your equality information?

We process equality information strictly in line with data protection law, including by:

- We restrict access to equality data*;
- We only collect data if we have clear reasons or purposes for doing so;
- We update information in ways agreed with you; and;
- We retain equality data in line with our data retention schedule.
- We process your equality Data confidentially
- We share data only as lawfully permitted

* Only staff who need to know this information in support of their employed function within PHA will have access to equalities information.

Who do we gather equality information about?

We gather equality information from:

- people who apply for a home;
- tenants;
- people who apply for a job with us;
- our employees;
- board and committee members; and
- elected members (in case of local authorities)

New equality data collection forms

We have developed this new equality data collection form that tenants, governing body members and staff will be asked to complete. Although completion is voluntary, it is stressed that information that we gather is used to promote tenants and other client's best interests. Examples of this are given below.

Example 1: Knowing whether or not someone is a disabled person. By letting us know if they are disabled person and advising us of their needs, we can adjust our services to address particular requirements. In law, this is known as making reasonable adjustments; failure to make such adjustments can constitute unlawful discrimination.

Example 2: Knowing ethnicity. By being told about ethnicity and related needs, we can ensure we are providing appropriate services, for example, arranging interpreters for Polish tenants who do not speak English.

Example 3: Knowing about belief or religion. By learning about beliefs and needs, we can ensure that we do not discriminate in service provision. For instance, we would avoid holding meetings on dates notified to us as religious holidays.

Other formats

We can provide this document in other formats such as large print or in another language. More information to help you to complete the form is available by phoning 01324 664966 and asking to speak to the HOST Team Leader.

Name

Name:	
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Age

Note: We may request a specific date of birth in certain forms when this is required in law. For example, we need to know the age of housing applicants as a person can only be registered on our housing list/register if the person is 16 years of age.

What is your date of birth? (DD/MM/YYYY)	
Prefer not to say	

Alternative format:

Please tick the band for your age:	16–24		25–34	
	35–44		45–54	
	55–65		65+	
Prefer not to say				

Belief or religion

Please tick the box which best describes your belief or religion from the list below?

Buddhism:					
Christianity					
Catholic:		Protestant:		Other:	
Hinduism:					
Islam:					
Judaism:					
Sikhism:					
Other religion (please state what this is):					
No specific belief in religion (for example, atheism or agnosticism):					
Other belief (for example, humanism):					
Prefer not to say					

Please use the space below to tell us about any particular requirements relating to your beliefs or religion:

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Please tick here if you want to discuss this matter in confidence:	
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Disability

Are you a disabled person?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please tick the box which category you would use from the following list:

Autoimmune: (for example, multiple sclerosis, HIV, Crohn's/ulcerative colitis)	<input type="checkbox"/>
Learning difficulties: (for example, Down's Syndrome)	<input type="checkbox"/>
Mental health issue: (for example, depression, bi-polar)	<input type="checkbox"/>
Neuro-divergent condition: (for example, autistic spectrum, Dyslexia, dyspraxia)	<input type="checkbox"/>
Physical impairment: (for example, wheelchair-user, cerebral palsy)	<input type="checkbox"/>
Sensory impairment – hearing impairment	<input type="checkbox"/>
Sensory impairment – visual impairment	<input type="checkbox"/>
Other: If none of the categories above apply to you, please specify the nature of your impairment.	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Please use the space below to advise us if you have any particular requirements:

Please tick here if you want to discuss this matter in confidence:	<input type="checkbox"/>
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Ethnicity

Please tick the box that best describes your particular ethnic group:

African

African, African Scottish or African British:	<input type="checkbox"/>
Other African background (please specify):	<input type="checkbox"/>

Asian, Scottish Asian or British

Bangladeshi, Bangladeshi Scottish or Bangladeshi British:	<input type="checkbox"/>
Indian, Indian Scottish or Indian British:	<input type="checkbox"/>
Pakistani, Pakistani Scottish or Pakistani British:	<input type="checkbox"/>
Chinese, Chinese Scottish or Chinese British:	<input type="checkbox"/>
Other Asian background (please specify):	<input type="checkbox"/>

Black or Caribbean

Caribbean, Caribbean Scottish or Caribbean British	<input type="checkbox"/>
Black, Black Scottish or Black British	<input type="checkbox"/>
Other Caribbean or Black background (please specify)	<input type="checkbox"/>

Mixed groups

Mixed or multiple ethnic group (please specify)	<input type="checkbox"/>
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White

English	<input type="checkbox"/>
Gypsy Traveller	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Polish	<input type="checkbox"/>
Roma	<input type="checkbox"/>
Scottish	<input type="checkbox"/>
Welsh	<input type="checkbox"/>
Other British	<input type="checkbox"/>
Other group (please specify your ethnic group)	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Please use the space below to advise us if you have any particular requirements:

Please tick here if you want to discuss this matter in confidence:	<input type="checkbox"/>
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Marriage and civil partnership

Are you presently in a civil partnership?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you presently married?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Prefer not to say				<input type="checkbox"/>

Please use the space below to advise us if you have any particular requirements:

Please tick here if you want to discuss this matter in confidence:

Pregnancy and maternity

Are you pregnant?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you taken maternity or paternity leave in the past year?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Prefer not to say				<input type="checkbox"/>

Please use the space below to advise us if you have any particular requirements:

Please tick here if you want to discuss this matter in confidence:

Sex

What is your sex?	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>	Intersex	<input type="checkbox"/>
Prefer not to say						<input type="checkbox"/>

Please use the space below to advise us if you have any particular requirements:

Please tick here if you want to discuss this matter in confidence:

Gender re-assignment (trans/transgender)

Do you consider yourself to be a trans person?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>			

Please use the space below to advise us if you have any particular requirements:

Please tick here if you want to discuss this matter in confidence:	<input type="checkbox"/>
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Sexual orientation

What is your sexual orientation?

Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Heterosexual/straight	<input type="checkbox"/>
Lesbian/ gay woman	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Please use the space below to advise us if you have any particular requirements:

Please tick here if you want to discuss this matter in confidence:	<input type="checkbox"/>
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General

Please mark this box if there are any issues that you want to discuss with us in confidence	<input type="checkbox"/>
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Consent

I give my explicit consent for Paragon Housing Association to collect and process the data provided voluntarily by myself on this form. I understand that the data will be used to help Paragon Housing Association plan and deliver effective services, prevent discrimination, promote equality objectives and address my needs. The data provided on this form will only be shared anonymously or with my explicit consent. I have been advised that I may withdraw my consent to the processing of this data at any time.

Signature:	
Date:	

What to do now

Please post, email or return this form to:

Paragon Housing Association
Invergrange House
Station Road
Grangemouth
FK3 8DG

Email: enquiries@paragonha.org.uk

If you wish to discuss any issues in confidence

If you have indicated that you wish to discuss any issues with us in confidence, we will get in touch. Please ensure that we have your preferred contact details:

Your Name...

Address:

Postcode:

Telephone:

Email:

Privacy Notice

For more details about how Paragon Housing Association processes your personal data, please see our Privacy notices at www.paragonha.org.uk

Scottish Charity No. SC 036262