**EQUAL OPPORTUNITIES MONITORING INFORMATION**

**This form is separated from the main application form and will not be provided to the short-listing panel.**

Your answers will be treated in the strictest confidence and the information you provide will only be used for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way.

As an equal opportunities employer we welcome applications from suitably skilled women and men irrespective of their ethnic origin, disability, sexuality, age or religion.

The Royal Borough wishes to ensure there is genuine equality of opportunity in employment. It is collecting the following information to monitor the effectiveness of its equality initiatives. This information will be held by Human Resources within the School and not seen by the Appointment Panel.

|  |  |  |
| --- | --- | --- |
| **Position applied for:** |  | **Reference number:** |

|  |  |  |
| --- | --- | --- |
| **Last name:** |  | **Initials:** |

|  |  |  |
| --- | --- | --- |
| **Date of Birth:**  **Proof will be requested if appointed** |  | **Where did you see the post advertised?** |

|  |  |
| --- | --- |
| **ABOUT YOU** | Please tick as appropriate |
| Male |
| Female |
| Transgender |

|  |  |
| --- | --- |
| **ABOUT YOU** | I would describe my ethnic origin as: Please tick as appropriate |
| **White** | British  Irish  Any other White background (please specify) |
| **Mixed** | White & Black Caribbean  White & Black African  White & Asian  Any other Mixed background (please specify) |
| **Asian or Asian British** | Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background (please specify) |
| **Black or Black British** | Caribbean  African  Other (please specify) |
| **Other ethnic group** | Any other ethnic group (please specify) |

**EQUAL OPPORTUNITIES MONITORING INFORMATION**

***CONTINUED***

**This form is separated from the main application form and will not be provided to the short-listing panel.**

|  |  |
| --- | --- |
| **ABOUT YOU** | Do you consider you have a disability which falls within the Equalities Act 2010?  Yes  No |
| The Equalities Act 2010 considers a person disabled if you have a longstanding physical or mental condition or disability that has lasted 12 months or is likely to last 12 months or more and this condition or disability has a substantial adverse effect on your ability to carry out normal day-today activities.  We want to ensure the recruitment process is accessible to disabled applicants.  **If you have a disability, please let us know if there are any arrangements which we can make for you if you are called for an interview and/or work-based exercise?**    If Yes, please specify, (e.g. ground floor venue, sign language interpreter, audio tape etc.) | |

|  |  |
| --- | --- |
| **ABOUT YOU**  **Optional** | I would describe my Sexual Orientation as: Please tick as appropriate |
| Bisexual  Gay Man  Lesbian  Heterosexual  Prefer not to say |

|  |  |
| --- | --- |
| **ABOUT YOU**  **Optional** | I would describe my Religion as: Please tick as appropriate |
|  | Christian  Muslim  Hindu  Sikh  Buddhist  Jewish  None  Prefer not to say  Other  Please specify if not listed here |

**SECTION D:**

**HEALTH DETAILS**

## Data Protection Statement (GDPR)

## Applies to RBG Maintained Schools

## *Non-RBG Maintained Schools should replace with their own Data Protection Statement (GDPR)*

Please read our Data Protection Statement

### How information you supply is used

The information which you supply to us will be used to complete your job application with the Royal Borough of Greenwich.   
  
The purposes for which we are processing, or will process, your personal information is to:

* manage the recruitment process and assess your suitability for employment or engagement
* decide to whom to offer a job
* comply with statutory and/or regulatory requirements and obligations, e.g. checking your right to work in the UK
* comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations
* ensure compliance with your statutory rights
* ensure effective HR, personnel management and business administration
* monitor equal opportunities

### The categories of the information that we collect

The categories of the information that we collect, process, hold and share include:

* personal information (such as name and address)
* characteristics (such as ethnicity and health information
* HR Professional Services will collect personal data about you from third parties, such as references supplied by previous employers, information from employment background checks and information from criminal records checks (for applicable posts). We will seek information from third parties if a job offer to you has been made and send reference request to third parties prior to interview if the post you have applied for is a [Safer Recruitment Policy](https://royalgreenwichcareers.com/CommonFileStorageFileGrab.aspx?msg=4UfWMF2M4iFc4lejx9P99JPIHQ4RJE3BXNFV87u6Xg1Vb4QFGM35d1DKabhTBXNxcgRXS2Quhr2K8YFkJ5AcL%2f44UqWHm48oIqF6LhiSoUVx8kgJmxfus3tFlJvEO%2bnL).

### Who your personal data may be shared with

Your personal data may be shared with:

* HR Professional Services staff in order to complete the recruitment process; undertake pre-employment checks and for monitoring purposes etc.
* Recruiting Managers in the department which is advertising the vacancy in order make a decision regarding your recruitment to the authority
* Departments within the Finance Directorate and the Council as a whole in order to complete certain procedures (e.g. checking of outstanding debts to the authority, Anti-Fraud checks\* etc.)
* Other local authorities (HR departments and other services as appropriate)
* Third-party organisations, as allowed by law, who provide the authorities e-recruitment system.

### Duties of this authority

\*This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided in your application within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

### Requesting access to your personal data

Under data protection legislation, you have the right to [request access](http://www.royalgreenwich.gov.uk/downloads/file/1052/data_subject_access_application_form) to the information about you that we hold. You also have the right to:

* object to processing of your personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed and
* claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, please contact our Data Protection Officer:  
Data Protection Officer  
Royal Borough Greenwich  
35 Wellington Street  
London SE18 6HQ  
Email: [dpo@royalgreenwich.gov.uk](mailto:dpo@royalgreenwich.gov.uk)

### Access and Storage

Your personal information will be held in line with our [Document Retention Policy](https://royalgreenwichcareers.com/CommonFileStorageFileGrab.aspx?msg=x2S6SMXKOzdPhio0bVFaPH7qMMJYKa75Pxch91lZeqTwWZB2CEqKjY6yv733HyRh8ispoxEUarYvJtaZefOmPe%2fgAXtpoL36oRd33G46YACmqC%2b5vkzTxFZpzeW9m27n). If your application is unsuccessful, your personal information will be held by HR Professional Services for 1 year. This is to enable us to contact you in the future in the event that you are a successfully appointable reserve candidate. Please note, you may also choose to delete your account with us at any time.

For more details information, please go to the [privacy notice](http://www.royalgreenwich.gov.uk/privacynotice).

**I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.**

I hereby give my consent for personal information (including recruitment monitoring) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the GDPR 2018

**Data Protection Statement (GDPR) agreement**

**Signed:----------------------------------------------------------- Date-----------------------------------------**

**By ticking this box, I have understood that I am agreeing to the Royal Borough of Greenwich/School checking information supplied in this application.**