

**Diversity and Demographic Monitoring**

Cancer Support Yorkshire is committed to ensuring that we recruit, retain and develop a workforce that reflects the demographics of the people and the communities that we serve. This includes full time, part-time, fixed term, temporary and volunteer roles.

To enable us to do this, we would greatly appreciate you completing the information below, so that we can ensure we are reaching everyone across Yorkshire with information about our vacancies and giving as wide a selection of people as possible the opportunity to apply.

Please be assured that none of the information below is used in the selection process. It is kept confidential, and is not stored or used in any way that would relate to an individual, or enable individuals to be identified.

To meet our obligations under the General Data Protection Regulations (GDPR) 2018, we have below set out how we will use, monitor and store your data.

We will use any demographic data for: -

* Statistical information purposes to ensure that we are reaching as wide a demographic of people as we can with our vacancies.
* To determine where there are any gaps in the identified demographic groups related to the communities that we serve, to develop ‘positive action’ strategies for inclusion.

Your Data

We will process your application Data: -

* name,
* contact details,
* citizenship,
* previous education
* employment history
* demographic data

to

* check your eligibility to apply for vacancies.
* to process the applications of those who are successful in gaining a role with us.
* monitor the overall statistics of people who are applying for our vacancies, to enable us to work towards and meet our commitment to having a diverse workforce that reflects the demographics of the communities in which we work.

The legal basis for this: -

* It is necessary for us to process your personal data in order to take the steps necessary to process your application for a role with us, to invite successful applicants to interview and to process the necessary contractual information for the successful applicant and to make payments for salary, reimbursement of authorised expenses or similar.
* To use demographic data anonymously to monitor the overall statistics of people who are applying for our vacancies/opportunities and those who are successful in gaining a role with us, to enable us to work towards and meet our commitment to having a diverse workforce that reflects the demographics of the communities in which we work.
* To allow us to process any Data Access requests that we may receive.

Maintenance, monitoring and storage of your data

* Demographic and diversity data will not be used in anyway that links it personally to you as an individual. Its sole purpose is as disclosed in the paragraphs above.
* That information will be stored securely within our internal HR systems and storage facilities, both electronic and physical and will only be available to those who have a legitimate reason for access to take the steps necessary to process your application for a role with us, to invite successful applicants to interview and to process the necessary contractual information for the successful applicant and to make payments for salary, reimbursement of authorised expenses or similar, or to respond to any Data Access requests.

Retention

* The data of successful applicants will be kept for the duration of their contract with us, and for a further duration to meet any financial retention requirements, where a payment of any kind has been made.
* The data of unsuccessful applicants will be kept for no longer than four months to ensure that information is available should any recruitment decisions be challenged under the Equality Act 2010 and to identify any reserves from the applied for post, who could be considered for and potentially offered an opportunity of any similar vacancies that arise within that period.

Your Rights & Responsibilities

* You have a responsibility to inform us of any changes to the personal information that we hold to ensure its accuracy,
* The right to request that any inaccuracies in your personal data are rectified without delay.
* You have the right to request information about how your personal data has been processed, and to request a copy of that personal data.

**Diversity and Demographic Monitoring Form**

1. Gender

Choose an item.
2. Ethnic group (Please choose one only.)

Asian/Asian British Choose an item.

Black/African/Caribbean/Black British Choose an item.

Mixed/Multiple ethnic groups Choose an item.

White Choose an item.

Other ethnic group Choose an item.

1. Age

Choose an item.
2. Do you have a long-standing physical or mental health condition or illness, impairment or disability?

Choose an item.
3. If you have answered yes to question 4 above, please can you tell us if you feel this condition, illness, or disability has an impact on your daily activities or the work that you do.

Choose an item.
4. Sexuality

Choose an item.
5. Religion

Choose an item.
6. Caring for others. As an advocate of flexible working this question is important to us, so that we can ensure that our policies reflect employee needs as much as practicable, whilst ensuring we meet the needs of the charity, for colleagues who give care to others.

Choose an item.