**Equality and Diversity**

**Why do we collect this data?**

The National Justice Museum (NJM) is passionate about the diversity of its workforce, trustees, volunteers and wider community, and bringing the principle of “access to all” to life. Having this information enables us to ensure that we are providing an inclusive environment for people to work and participate in.

**Do I have to share this information?**

You are under no obligation to share this information; it is your choice. We hope that you will choose to share so that we can continue to make NJM a welcoming and inclusive place to work and participate.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. If you are responding to a job advertisement, your application is not dependent on your giving consent to our processing of this data.

**Is everyone asked to complete this form?**

Yes, everyone who has contact with the museum from employees and volunteers to Trustees. We are keen to be inclusive in all parts of our operation.

**What happens to the information I provide?**

We use the information to monitor and improve the diversity of our workforce, including volunteers, trustees and freelance practitioners. It helps us to identify opportunities to be more accessible to people from all backgrounds, for example: encouraging job applications from underrepresented groups.

Reporting on the makeup of our workforce also forms an essential part of any funding agreement. We never send personal data, only anonymised numbers.

We will treat all personal information in line with current data protection legislation and our data protection policy.  For more information on how we use the information you have provided, please see our privacy notice which is available on request.

**I am nervous about telling you I have a disability**

We hope that you will feel comfortable in telling us you have a disability. This enables us to have a conversation with you about reasonable adjustments that will help you in your work. If you have declared a disability and you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant, so that they can work with you on how best to support you.

**How will you look after my information?**

As this is sensitive personal data, it is only seen by the Chief Executive and the Executive Assistant to the Chief Executive for the purposes of reporting.

The information is stored confidentially and kept secure in the Executive Assistant’s office and is only accessible by the Chief Executive and the Executive Assistant, following guidance from the Information Commissioner.

Thank you for completing this form, and should you have any further questions, please let me know.



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Description automatically generated

Victoria Reeves

Chief Executive

The National Justice Museum is passionate about the diversity of its workforce, trustees, volunteers and wider community, and bringing the principle of “access to all” to life. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation would appreciate your help but filling in this form is voluntary.

The data will be held confidentially and will only be used for the statistical and monitoring purposes mentioned above.

Please return the completed form to the Executive Assistant, either by email to ea@nationaljusticemuseum.org.uk or by placing it in an envelope marked ‘Strictly confidential’ to the Executive Assistant, National Justice Museum, Shire Hall, High Pavement, Nottingham, NG1 1HN.

**Gender** Male  Female  Non-binary  Prefer not to say

If you prefer to use your own term, please specify here Click or tap here to enter text.

**Age** 0-19 20-34 35-49 50-64 65-74 75+ Prefer not to say

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English  Welsh  Scottish  Northern Irish  Irish  British  Gypsy or Irish Traveller

Prefer not to say  Any other white background, please write in: Click or tap here to enter text.

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say

Any other mixed background, please write in: Click or tap here to enter text.

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in: Click or tap here to enter text.

***Black/ African/ Caribbean/ Black British***

African Caribbean  Black British Prefer not to say

Any other Black/African/Caribbean background, please write in: Click or tap here to enter text.

***Other ethnic group***

Arab  Latin American  Prefer not to say

Any other ethnic group, please write in: Click or tap here to enter text.

**What is your sexual orientation?**

Bisexual  Gay Man  Gay Woman/Lesbian  Heterosexual/Straight  Prefer not to say

If you prefer to use your own term, please specify here Click or tap here to enter text.

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh

Prefer not to say  Other  If other, please write in: Click or tap here to enter text.

**Do you consider yourself to have a disability, health condition or neurodiverse difference\*?**

Yes No  Prefer not to say

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

(\*Neurodivergent people include dyslexics, dyspraxics, AD(H)D, autistics (including those with Asperger’s), dyscalculics, OCD, dysgraphics, tourettes, etc)

**What is your role / engagement with the National Justice Museum?**

Employee  Freelance contractor Volunteer  Trustee  Job applicant

Commissioned Artist  Freelance practitioner

**What is your current working pattern (for permanent and contracted staff only)?**

Full-time  Part-time  Prefer not to say 

**Tick the qualifications you have obtained?**

GCSE  A-Level Further Education  *(including apprenticeships)*

Higher Education *(degrees, university foundation courses)* Postgraduate *(including MA, PhD)*

Professional qualifications  *(including accountancy, personnel)*

Non-UK qualifications

Other (please write in) Click or tap here to enter text.

Please indicate your consent, by ticking the box below, to provide this data for use for the purposes described on this form:

I have been informed about the purpose of providing my equality data and consent to its processing for the purposes described above.