



**Tell us about you...**

We all play a part in making BSUH a great place to work, share with us what makes you great

'Wherever you go, people want to know your business. Your age, gender, sexuality, race, religion, whether you're disabled...Where does all this information go?

It goes to help make things better, that where it goes. It tells local authorities where to direct their services; it shows organisations if certain people aren't making the most of them; and it makes sure that you get the right slice of what you're paying for.

They can't change things without your help.'

Taken from **What's it got to do with you?** guide by Stonewall

## What is my information used for?

**We want to be confident that we understand how the workforce is made up, to ensure we take advantage of the benefits that a diverse workforce offers.**

Increasingly wherever you go, people want to know your business. Your gender, sexuality, race, religion, whether you're disabled... but what is this information for? It's to try to make our structures, processes and culture more inclusive, free from discrimination and a place where everyone can say "I belong here".

Diversity monitoring enables us to examine how our internal policies and procedures are working. It tells us what is working well and what needs to be improved. Monitoring allows us to identify trends that indicate problems, so that we can do our best to remedy them.

For example, poor levels of representation of people with any of the protected characteristics may cause the Trust to examine its policies and practices to ensure they are not discriminatory.

**But we can't do this without your help.**



# Who will see my information?

**The information is kept securely on the Electronic Staff Records system.**

Only a very small number of people from the Human Resources team have access to the data, and only for monitoring purposes. We will never publish any data where an individual may be identified.



All this information is protected by strict data protection laws as well as data protection policies. We will never share your information with anyone who does not have the right to know it. However, if you don't want to give us this information for whatever reason – you can select 'prefer not to say' but it would be really helpful if you could.

## What information do you need from me?

**To help us to know about the diversity of our staff we ask for people to share information about the following:**

- **Disability**
- **Marriage or civil partnership**
- **Race**
- **Religion or belief**
- **Sexual orientation**

At present Electronic Staff Records or the NHS nationally does not currently report on gender identity or on pregnancy and maternity, but some of these details are already captured by your Human Resources team.



# You want to know what!

**It's quite natural to feel protective of your personal information but we don't want to intrude into your personal life.**

We have a responsibility to ensure that all employees have the opportunity to work in a safe and welcoming environment that allows each of us to fulfil our potential free from discrimination. If you don't fill in the form, it's much harder for us to understand the needs you and others like you have.



**and why do you need my name?**

The information we are asking for is linked to your personnel record. In this way we can track changes in our diversity (profile) over time, as people move from one team to another, leave or get promoted. In this way we can see whether our policies, procedures or actions have made a difference.

If the information was given completely anonymously we could only use it to get a "snapshot" of the workforce at one moment in time. However, access to the information you provide is very strictly controlled, and we will never publish any data from which individual members of staff could be identified.

## Okay, so how do I share my information?

**It only takes a few minutes.**

You can complete the form which can be found at the back of this booklet. Once completed please return in the internal post to the address on the form. Once entered into the system the hard copy will be destroyed confidentially.

If you have access to Electronic Staff Records self service (<https://my.esr.nhs.uk>), you can add, review and update your diversity information in the 'my personal information section'.



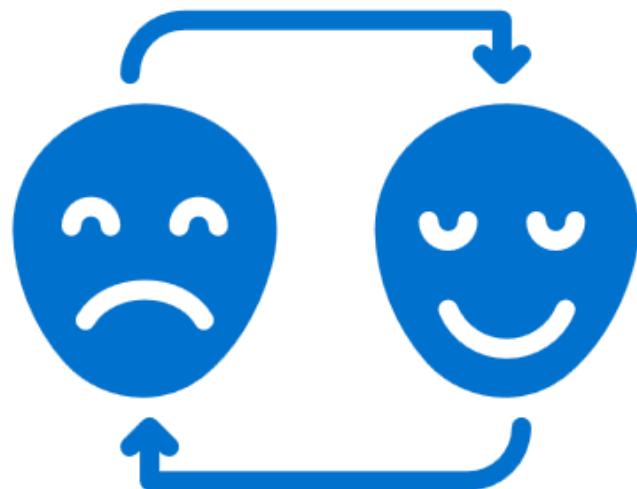
# I think that I've given you my information before?

You may have been asked to provide your diversity information when you first joined or perhaps you've been asked to do this again recently.

However, to reflect the changing nature of the UK, we are always reviewing the questions we ask. We have updated the options to reflect feedback from staff. For example in the sexual orientation section.

It's also possible that your circumstances have changed since you last shared your information so we would

encourage everyone to check and update their details. Just like the Census, questions are updated and individuals' experiences can change over time so it's important to periodically refresh your information.



## Where can I get more information?



If you have further questions or concerns, please contact a member of the Inclusion team: we will be happy to discuss diversity monitoring with you in more detail.

How to contact the Inclusion team:

**Barbara Harris,  
Head of Inclusion  
01273 696955 ext. 67251  
[Barbara.harris7@nhs.net](mailto:Barbara.harris7@nhs.net)**

**Simon Anjoyeb  
Deputy Head of Inclusion  
01273 696955 ext. 64135  
[Simon.anjoyeb@nhs.net](mailto:Simon.anjoyeb@nhs.net)**

**This information from this booklet has been adapted from House of Commons ‘Tell us about you...’ booklet.**

## Updating of staff diversity monitoring information

**Name:****Staff Number:****Department:****Base:****PRH / RACH / RSCH / SEH / Other:**

### Disability Status

Do you consider yourself as having a disability or health condition that:

- is either physical or mental, and
- has lasted 12 months or more, or is expected to, and
- has a substantial and negative effect on you being able to do day-to-day activities

 Yes No Prefer not to say

If you have answered yes, would you describe it as (if you have more than one please select the condition that cause you the most issues):

- Learning disability/difficulty
- Mental health condition
- Physical impairment

- Long-standing illness
- Other health condition
- Sensory impairment

How would you describe your **ethnic origin?** (please select one)

#### White groups

- British
- Irish
- Any other white background

#### Mixed ethnic origins groups

- White & Black Caribbean
- White & Asian
- White & Black African
- Any other mixed background

#### Asian groups

- Indian
- Chinese
- Pakistani
- Bangladeshi
- Any other Asian background

#### Black groups

- African
- Caribbean
- Any other white background
- Any Other ethnic group

How would you describe your **relationship** status? (please select one)

- |  |                                |
|--|--------------------------------|
| <input type="radio"/> In a civil partnership | <input type="radio"/> Divorced |
| <input type="radio"/> Legally separated      | <input type="radio"/> Married  |
| <input type="radio"/> Single                 | <input type="radio"/> Widowed  |

How would you identify your **gender** as? (please select one)

- |   |                            |
|---|----------------------------|
| <input type="radio"/> Female  | <input type="radio"/> Male |
| <input type="radio"/> Prefer not to say / I do not wish to disclose |                            |

What **religion or belief** do you follow? (please select one)

- |  |   |
|--|---|
| <input type="radio"/> Atheism                        | <input type="radio"/> Buddhism                            |
| <input type="radio"/> Christianity                   | <input type="radio"/> Hinduism                            |
| <input type="radio"/> Islam                          | <input type="radio"/> Jainism                             |
| <input type="radio"/> Judaism                        | <input type="radio"/> Other religion or belief not listed |
| <input type="radio"/> Prefer not to say / not stated | <input type="radio"/> Sikhism                             |

How would you describe your **sexual orientation**? (please select one)

- |  |   |
|--|---|
| <input type="radio"/> Bisexual                       | <input type="radio"/> Gay or lesbian                      |
| <input type="radio"/> Heterosexual or straight       | <input type="radio"/> Other sexual orientation not listed |
| <input type="radio"/> Prefer not to say / not stated | <input type="radio"/> Undecided                           |

Once completed please return in the internal post to:

If you are based in/near RSCH:

***Employment Services,  
North Tennis Courts,  
St Marys, RSCH***

If you are based in/near PRH:

***Employment Services,  
Downsmere Building, PRH***

Alternatively you can email your completed form to:

***bsuh.hremploymentservices@nhs.net***

***(this is listed as HR.EmploymentServices in the internal email  
directory)***

Once entered into the system the hard copy will be destroyed  
confidentially.