**Equality Monitoring Form – Senior Lay Member, 2025**

**Why are we collecting this information?**

The University is committed to conducting its business in accordance with best practice in regard to equality and diversity. To support the delivery of the University Court’s Equality and Diversity Policy we seek consent to collect certain key characteristics of applications to membership of Court. We would be grateful if you could complete the form and email it to: [court@ed.ac.uk](mailto:court@ed.ac.uk).

**How will the information be used?**

The information relating to protected characteristics under the Equality Act 2010 will be collated in anonymised form in a report that the University is required by legislation to publish after the appointment process has concluded. The information will also be used by the University Court’s Governance & Nominations Committee when considering future recruitment to better understand which groups may be underrepresented. It may also be used in outward facing documents such as the University’s Equality Action Plan, Equality Outcomes and Mainstreaming Reports, Equality Challenge Unit’s Race Equality Charter Mark application or Corporate Governance statement. We do not ask for your name, so it will not be possible to link individuals back to particular responses. When presenting the information, all responses will be anonymised. You may submit a “prefer not to say” response for any or all questions.

**How will the data be stored?**

The data will be held in a secure folder on the University’s electronic files in accordance with the Data Protection Act.

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| **Question** | **Response** |
| What is your date of birth? (DD/MM/YYYY) |  |
| Which of the following best describes how you identify your gender? | Male  Female  In another way  Prefer not to say |
| Is your gender identity the same as the gender you were assigned at birth? | Yes  No  Prefer not to say |
| What is your ethnic origin? |  |
| What is your nationality? |  |
| Disability  Do you have an impairment, health condition or learning difficulties?  If yes – please provide information | Yes  No  Prefer not to say |
| Religion and belief  What religion, religious denomination or body do you belong to, if any? |  |
| Sexual Orientation  What is your sexual orientation? | Bisexual  Gay man  Gay woman/lesbian  Heterosexual  Other  Prefer not to say |
| Are you married or in a civil partnership? | Yes  No  Prefer not to say |
| In the past year have you taken any of the following: | Maternity leave  Adoption leave  Additional paternity leave, i.e. more than 2 weeks  Prefer not to say |
| Do you have a dependent or any other caring responsibilities? | Yes  No  Prefer not to say |