**How we use your equality information Employees and Employment Applicants**

We are committed to handling and using the information that you provide in this form to the strictest, secure and most confidential standards in accordance with data protection laws. We will ensure that access is restricted to only relevant staff members as part of delivering housing services, and we will not share any of this information, unless we are legally permitted or required to do so. This includes sharing this information in statistical format with the Scottish Housing Regulator, if required. We will not keep this information for longer than we need it and will securely destroy it when it is no longer required.

You do not need to answer every question, but by answering as many questions as possible, you will help us meet your needs better. We provide options throughout this form to allow you to provide only the information you want to give us. You can complete some questions and not others or you can complete parts of questions. The form has space for you to tell us more about your needs if you want.

The following sets out important details about why and how we handle and use this information. Please read it carefully before completing the form. Please contact us if you do not understand something or if you require further information.

**Why do we collect equality information?**

We use equality information for a range of purposes, including to help us to:

* plan and deliver effective services to the different communities that we serve.
* meet our legal and regulatory obligations when delivering services.
* protect and promote your rights and interests.
* promote equality objectives across our services and assess the impact of the activities, policies and practices that we adopt in promoting such objectives.
* take account of religious beliefs in delivering services, for example, when planning tenant participation events.
* take account of any support needs and / or accessibility requirements when delivering services.
* identify and address our customers’ needs when delivering services.
* address, with sensitivity, the needs of trans individuals in how we deliver our services.
* identify, address and eliminate any form of discrimination in delivering services; and
* help plans.

**What is our legal basis for handling and using equality information?**

Data protection laws require us to have a legal reason for handling and using equality information. Our legal reasons are:

* to comply with the laws that apply to us. This includes equalities and human rights legislation and the legal duty to eliminate unlawful discrimination contained in the Scottish Housing Regulator’s Regulatory Framework, which requires us to collect equality information.
* your explicit consent. By answering the questions in Section A of this form and returning the form to us, you are providing your explicit consent to us handling and using the information you provide in that section in the ways outlined in the “Why do we collect equality information?” section (above). You have the right to withdraw your consent at any time by contacting us; and
* that the handling and use of equality information is necessary for reasons of substantial public interest for the purposes of identifying and keeping under review the equality of opportunity or treatment between groups of people to enable such equality to be promoted or maintained. This only applies to equality information regarding health and only concerns people with different states of physical or mental health.

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