# 2023 Oxford University Museum of Natural History Undergraduate Bursary Scheme: **Diversity Monitoring form**

**Before applying,** [**please visit our website to check if you are eligible**](https://oumnh.web.ox.ac.uk/working-for-us#tab-3458231)**.**

Please answer the questions below and email to [ella.mckelvey@oum.ox.ac.uk](mailto:ella.mckelvey@oum.ox.ac.uk) **by 12 noon on 3 April 2023.**

### Data protection

In the course of completing this form, you have provided information about yourself (‘personal data’). We (the University of Oxford) are the ‘data controller’ for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

### How we use your data

**We will use data collected in Sections 1-3 of this form to determine your eligibility for an Oxford University Museum of Natural History Research Bursary.** We are processing your data for this purpose only because you have given us your consent to do so by ticking the appropriate box below. You can withdraw your consent at any time by contacting us at [ella.mckelvey@oum.ox.ac.uk](mailto:ella.mckelvey@oum.ox.ac.uk). In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent.

**We will use data collected in Section 4 of this form for diversity monitoring purposes only.** Oxford University Museum of Natural History is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its members are respected. We collect data on applicants to in order to monitor our progress in promoting equality and to inform any changes that may be needed to our policies, practices and services. **This information does not form any part of your application, will not be used to assess your eligibility, and will not be seen by any member of the selection committee.**

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

### Who has access to your data?

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

Retaining your data

We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements. Further information will be available in the University’s [Guide on the Retention of Student Data and Records](https://compliance.admin.ox.ac.uk/).

Security

Your data will be held securely in accordance with the University’s policies and procedures. [Further information about data compliance](https://compliance.admin.ox.ac.uk/) is available on the University’s website.

Where we store and use your data: we store and use your data on University premises, in both a manual and electronic form.

Your rights: learn more about [your rights with regard to data protection.](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/)

If you wish to raise any queries or concerns about our use of your data, please contact us at [information.compliance@admin.ox.ac.uk](mailto:information.compliance@admin.ox.ac.uk)

|  |
| --- |
| Section 1: Your residence and eligibility |
| I confirm that I am ordinarily resident in the UK:  Yes  No  Your country of ordinary residence is the country in which you are normally resident, out of choice and for a settled purpose, apart from temporary or occasional absences. It is not a country in which you are studying, working, or living temporarily.  I confirm that I am not in the UK wholly or mainly for the purpose of receiving full-time education (for example, moving to the UK to start your course)  Yes  No |

|  |
| --- |
| Section 2: Your university study and eligibility |
| I confirm that my undergraduate degree is at a UK/Irish University and I am, at the time of completing this form, in at least the second year of my course (excluding any Foundation year):  Yes  No  I confirm that I have not yet undertaken a substantial period of research (e.g. an integrated research masters):  Yes  No |

|  |
| --- |
| Section 3: Background and eligibility |
| Please select each of the following criteria that apply:  I am in the first generation of my family to go to university (e.g. neither of my parents, stepparents or guardians have higher education qualifications)  I am care experienced (for a period of more than 3 months)  I have had caring responsibilities for 3 months or more occupying more than 10 hours per week  I am estranged from my parents/guardians  I have been considered as statutorily homeless and qualified for assistance under my local authority’s ‘main homelessness duty’  I am a refugee, stateless person or asylum seeker, or have been forcibly displaced within or outside my country of origin  I am from a low-income background and in receipt of more than the minimum levels of support detailed from my regional funding body  Please refer to our website for further information about the eligibility criteria above.  You must have selected at least one of the criteria above in order to be eligible for the Undergraduate Bursary Scheme. |

|  |
| --- |
| Consent |
| Please tick the relevant box below to indicate whether you consent to us using the information provided above to determine your eligibility for an Oxford University Museum of Natural History Research Bursary.    ☐ Yes  ☐ No |

|  |
| --- |
| **OPTIONAL** Section 4: Diversity Monitoring |
| **This information does not form any part of your application, will not be used to assess your eligibility, and will not be seen by any member of the selection committee.** Please see above for more details. |
| **4a: How would you describe your ethnicity or ethnic background?**  **Arab**  Arab or Arab British  In another way (specify, if you wish):  **Asian**  Bangladeshi or Bangladeshi British  Chinese or Chinese British  Indian or Indian British  Pakistani or Pakistani British  In another way (specify, if you wish):  **Black**  African or African British  Caribbean or Caribbean British  In another way (specify, if you wish):  **Mixed or multiple ethnic groups**  White or White British and Asian or Asian British  White or White British and Black African or Black African British  White or White British and Black Caribbean or Black Caribbean British  Any other mixed or multiple ethnic background (specify, if you wish):  **White**  British, English, Scottish, Welsh or Northern Irish  Gypsy, Irish Traveller, Traveller or Roma  Irish  Polish  In another way (specify, if you wish):  Prefer not to say  In another way (specify, if you wish): |
| **4b: Which of the following best describes the occupation of your highest earning parent or guardian at age 14?**  ☐ Modern professional occupation (e.g. teacher, nurse, physiotherapist, social worker, welfare officer, artist, musician, police officer (sergeant or above), software designer)  ☐ Clerical and intermediate occupation (e.g. secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse)  ☐ Senior manager or administrator (e.g. finance manager, chief executive)  ☐ Technical and craft occupation (e.g. motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver)  ☐ Semi-routine manual and service occupation (e.g. postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant)  ☐ Routine manual and service occupation (e.g. HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter/waitress, bar staff)  ☐ Middle or junior manager (e.g. office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican)  ☐ Self-employed  ☐ Unemployed and seeking work  ☐ Prefer not to say  ☐ An occupation not listed above (specify, if you wish): |
| **4c: If you were ordinarily resident in the UK, please provide the post-code you lived in at age 14:** |