**Diversity Monitoring Form**

Oxford University Museum of Natural History Undergraduate Bursaries

Please answer the questions below and return to [eleanor.mckelvey@oum.ox.ac.uk](mailto:eleanor.mckelvey@oum.ox.ac.uk) together with the other parts of your application by **12 noon on 1st April**.

**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 your data 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 [eleanor.mckelvey@oum.ox.ac.uk](mailto:eleanor.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 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/retention-schedules).

***Security***

Your data will be held securely in accordance with the University’s policies and procedures. [Further information about security](https://www.infosec.ox.ac.uk/) is available on the University’s Information Security 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***

[Information on your rights in relation to your personal data](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/).

***Contact***

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

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| **Section 1: Ethnicity** |
| 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): |

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| **Section 2: Disability** |
| Under the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents), a person is considered to be disabled ‘if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out day-to-day activities’. ‘Substantial’ is defined by the Act as ‘more than minor or trivial’. An impairment is considered to have a long-term effect if:   * It has lasted for at least 12 months * It is likely to last for at least 12 months, or * It is likely to last for the rest of the life of the person.   Day-to-day activities are not defined in the Act, but in general they are things people do on a regular or daily basis, for example eating, washing, walking, reading, writing or having a conversation.  Do you identify as disabled?  Yes  No  Prefer not to say  Do you have an impairment, health condition or learning difference that has a substantial or long-term impact on your ability to carry out day-to-day activities? (Select all that apply)  Blind or have a visual impairment uncorrected by glasses  D/deaf or have a hearing impairment  Development condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language  Learning difference such as dyslexia, dyspraxia or AD(H)D  Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy  Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety  Physical impairment, mobility or dexterity issues, which might require you to use a wheelchair or crutches  Social/communication conditions such as a speech and language impairment or an autistic spectrum condition  No known impairment, health condition or learning difference  Prefer not to say  An impairment, health condition or learning difference not listed above (specify, if you wish): |

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| **Section 3: Income background** |
| 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): |

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| **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 |