

# How to collect and use Equality Information

Almost everything you do will affect someone...

## Why do I need to collect diversity information?

- Help you make decision which are informed by sound evidence
- To show you are meeting you obligations set out in the Public Sector Equality Act Duty
  - o Eliminate unlawful discrimination
  - o Advance equality of opportunity
  - o Fester good relations

## How much information do I need to collect?

- Take a balance and proportionate approach. Only collect what you need to analyse or report on. Ask yourself "what will this information tell me?"
- Collect data in a way in which you can compare yourself with other organisations and report to your funders.
- Collect data to determine what you want to know e.g. do part-time workers have the same access to development opportunities as full time workers?
- If you have gaps, make provision to collect in the future.



## When do I use the information?

- Use the information to help you plan, set budgets and allocate resources
- Use information to assist you in developing services or to reduce/cut services
- Use data to understand who benefit s or disbenefits from the decisions you take
- Involve people and seek their views e.g. using surveys
- Use the data to publicise what you are doing to promote equality

## What do I do if people are not comfortable sharing their information?

- Tell people why you need the information and how you will use it
- If possible, use a third party to collect the information
- Store information safely and securely and let people know how you have safeguarded their personal data
- Do not report information which will compromise the identify of an individual unless they feel comfortable to talk about their response
- Give people the option to "prefer not to say"

## How do I know if I should be concerned with the results?

- You are looking out for bias that can occur if there are significant differences in the way your decision will affect groups of people
- Use 4/5 rule of thumb – if a group is less than that 4/5 of the rate of the highest successful group, it may indicate a bias (ACAS Managers' Guide to Equality Impact Assessment)