

# THOMAS DANE GALLERY

## Equality and Diversity Monitoring Form

Thomas Dane Gallery wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form by email to [maud@thomasdanegallery.com](mailto:maud@thomasdanegallery.com) along with your application. The information provided in this form will be kept strictly confidential.

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**How did you hear about this vacancy:**

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**Gender:** Man ☐ Woman ☐ Intersex ☐ Non-binary ☐ Prefer not to say ☐

If you prefer to use your own term, please specify here:

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**Are you married or in a civil partnership?** Yes ☐ No ☐ Prefer not to say ☐

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**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

**White**

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐

British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐

Any other white background, please write in:

**Mixed/multiple ethnic groups**

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐

Prefer not to say ☐ Any other mixed background, please write in:

**Asian/Asian British**

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write in:

**Black/ African/ Caribbean/ Black British**

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black/African/Caribbean background, please write in:

**Other ethnic group**

Arab ☐ Prefer not to say ☐

Any other ethnic group, please write in:

## THOMAS DANE GALLERY

### Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

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### What is your sexual orientation?

Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐ Prefer not to say ☐

If you prefer to use your own term, please specify here .....

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### What is your religion or belief?

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐

Muslim ☐ Sikh ☐ Prefer not to say ☐

If other religion or belief, please write in:

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### What is your current working pattern?

Full-time ☐ Part-time ☐ Prefer not to say ☐

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### What is your flexible working arrangement?

None ☐ Flexi-time ☐ Staggered hours ☐ Term-time hours ☐ Annualised hours ☐

Job-share ☐ Flexible shifts ☐ Compressed hours ☐

Homeworking ☐ Prefer not to say ☐

If other, please write in:

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### Do you have caring responsibilities? If yes, please tick all that apply

None ☐ Primary carer of a child/children (under 18) ☐

Primary carer of disabled child/children ☐ Primary carer of disabled adult (18 and over) ☐

Primary carer of older person ☐ Secondary carer (another person carries out the main caring role) ☐

Prefer not to say ☐

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### Privacy notice

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for the purposes of ensuring that we meet the aims and commitments set out in our equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The personal data may include identifiers such as gender, religion, ethnicity, sexual orientation and disability.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

## THOMAS DANE GALLERY

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject “Data Protection Request”.

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