



Guidance for completing our Diversity and Inclusion Monitoring information

1. Why do we ask you for this information?

The BFI is committed to promoting diversity and inclusion. We want to fully understand who we are to help us best focus our initiatives and support as we further develop our inclusive workplace.

All applicants for both BFI employed and self-employed opportunities need to complete our monitoring data as part of their application. We monitor all parts of our selection process – the profile of who applies, who is shortlisted and who is successful.

2. Does everyone have to complete the data?

Yes. It is mandatory for everyone who applies for a role with BFI to fully complete their diversity data.

Most questions include a 'prefer not to say' option. Completing 'prefer not to say' as an answer counts as responding to a question.

3. Confidentiality

All information is kept strictly confidential within our HR System, which only HR have access to.

None of the information provided will be used on an individual basis and it will only ever be used to report across the BFI or across a group. We will never report in a way that would compromise individual anonymity.

All personal data is managed in accordance with the General Data Protection Regulations. Our published policy can be found at: bfi.org.uk/about-bfi/job-opportunities/bfi-privacy-notice-workforce-recruitment

4. How do we use the data?

We want to fully know who we are to:

- Plan people support initiatives and target our budget and resources in a way that is really useful for our workforce
- Set targets for under-represented profiles; currently set for gender, ethnicity, disability/long term health issues and LGBTQ+. You can see how we're currently doing on the BFI website here: bfi.org.uk/supporting-uk-film/diversity-inclusion/how-we-re-doing
- Report on who we are as an organisation – which includes our gender pay gaps and a plan to improve them. As we have 100% binary gender data, due to HMRC Regulations for payroll purposes, we are able to accurately calculate our gender pay gap and design an action plan to support us to improve further. Our gender pay gap and action plan is published on the Government's website at: <https://gender-pay-gap.service.gov.uk/employer/u24zOPZf>
- By ensuring that we have a complete data set we will be able to repeat our pay gap calculations accurately for ethnicity, disability/long term health conditions and LGBTQ+.

5. The information we need from you

All areas to be completed by everyone, as they are all important to us.

Due to the constraints within our externally hosted HR system we are not able to order our categories on our online recruitment portal alphabetically. However all answers are ordered in this way to avoid any implied hierarchy.

5.1. Age

Your date of birth will be used to calculate your age.

5.2. Marital status

Please select the option that best applies to you from:

Civil Partnership, Divorced, Married, Partner, Prefer not to say, Single, Widowed

5.3. Religion or belief

The Equality Act 2010 defines belief as similar to a religious belief (although it does not require faith in or worship of a God or Gods).

Examples are atheism, humanism, paganism and certain environmental beliefs, but not support of a political party or football team.

5.4. Ethnic origin

We have adopted the ethnicity categories used in the UK Census 2011. The Equality Act 2010 defines ethnicity as 'shared origins or social background; shared culture and traditions that are distinctive, maintained between generations, and lead to a sense of identity and group; and a common language or religious tradition'.

As with disability, we have committed to offering anyone from a minority ethnic background a first interview if they meet the minimum requirements for a role.

5.5. Nationality

Your own identified nationality. If your nationality is not included within the drop down list listed, please contact Human Resources on opportunities@bfi.org.uk.

5.6. Gender identity

Your innate sense of your own gender, whether male, female or something else, which may or may not correspond to the sex you were assigned at birth.

Is your gender identity different to your sex assigned at birth?: This and the 'trans identity' question, both aim to capture individuals who identify as, or at some point may have identified as trans; an umbrella term used to describe people whose gender is not the same as, or does not sit comfortably with, their sex assigned at birth.

5.7. Sexual Orientation

The BFI are [Stonewall Diversity](#) Champions and feature in their literature as a LGBTQ+ friendly employer. Your sexual orientation refers to your romantic and/or sexual attraction, or lack of, to another person.

5.8. Disability/Long Term Health Condition

We are a [Disability Confident](#) employer and are committed to offering an interview to every candidate with a disability or long term health condition if they meet the minimum requirements, with support provided throughout employment.

Your information is used to ensure that we are able to adequately support colleagues, providing and monitoring any workplace adjustments needed. This support is inclusive for colleagues who join us with a disability or long term health condition or who develop a disability or long term health condition whilst working with us.

You may manage your disability or long term health condition well and not require any workplace adjustments, or feel you need to tell us about it. However we do want you to tell us to ensure we are reporting disability or long term health conditions accurately and positively. The definition in the Equality Act 2010 is 'any physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities'.

This list is not exhaustive, but a disability or long term health condition could be visible or hidden:

- Long term health conditions such as arthritis, epilepsy, ME, cancer
- Neurodiverse or learning disabilities such as short term memory deficit, autism spectrum disorders, dyslexia, dyspraxia
- Mental health needs such as depression, anxiety, bipolar affective disorders, obsessive compulsive disorders, schizophrenia
- Visual or hearing differences
- Mobility difficulties

We are aware that at the BFI and other organisations, disability/long term health condition information can be missing for a number of reasons, however we want to reassure you that all information will be treated confidentially and will only be used to support you, inform who we are, how accessible we are, plus ensure any workplace adjustments are in place where needed.

5.9. Caring responsibilities

It is helpful for us to know if you are a parent or carer to ensure that we are supporting you as best we can. Many colleagues will support both younger and older people and we want to know about this to help us develop further support and initiatives.

Your data will help us develop our Flexible Working Policy, Supporting Working Parents policies and other benefits.

Please note that if you are caring for someone who is older or has a disability/long term health condition, you are protected against direct discrimination or harassment under the Equality Act (2010).

5.10. Trans identity

‘Trans’ is an umbrella term used to describe people whose gender is not the same as, or does not sit comfortably with, their sex assigned at birth. Trans people may describe themselves as trans and/or may use another term, for example transgender, non-binary, gender fluid, bi-gender etc.

5.11. Social Mobility (Socioeconomic background)

Recent research by The Sutton Trust and Social Mobility Commission (Elitist Britain) found that top professions in the UK are still unduly dominated by people who have attended private schools and Oxford or Cambridge universities. We have been liaising with the Social Mobility Commission who have recommended that we ask 4 questions to find out how inclusive we already are. Once we have that data we can look at strategies we can use to increase access. The questions we use were developed by Government as part of the Civil Service Diversity and Inclusion Strategy.

The 4 questions are:

Question 1: What type of school did you mainly attend between the ages of 11 and 16?

You may know the type of school you attended by a different name and for clarity a “State run or funded selective” would include a Grammar school and a “State run or funded non-selective” would include a Comprehensive school. If selecting “Private/independent or fee-paying school (with bursary)” this also includes if you received a scholarship.

Question 2: What was the highest level of qualification achieved by any of your parents, guardians or carers by the time you were 18?

Question 3: Thinking back too when you were aged about 14, which best describes the sort of work the main/highest income earner in your household did in their main job?

This question is summarised as the number of characters we can use on the system is limited.

The full examples for caregiver occupations provided by the Social Mobility Commission are:

Category	Examples
Clerical and intermediate occupations	secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse
Long term unemployed	claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year
Middle or junior managers	office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican
Modern professional occupations	teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, artist, musician, police officer (sergeant or above), software designer
Retired	
Routine manual and service occupations	HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter/waitress, bar staff
Semi-routine manual and service occupations	postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant
Senior managers and administrators (usually responsible for planning, organising and co-ordinating work and for finance)	finance manager, chief executive
Technical and craft occupations	motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver
Traditional professional occupations	accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer

Question 4: If you finished school after 1980, were you eligible for Free School Meals at any point during your school years?

6. Further Guidance and Assistance

If you have any questions or need support completing your data please contact opportunities@bfi.org.uk

**Human Resources
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