

## UQ Staff Diversity Data Collection Form

### Frequently Asked Questions

#### Background

**Completion of the information on the form is voluntary.** However, we encourage everyone to assist the University in its equity and diversity planning and program development. Similar data have been collected in recent years; however they are far from representative. Even if you have filled in a similar UQ Equity and Diversity survey previously, we request you complete this survey as we have amended some items and/or your circumstances may have changed.

The information collected through this instrument will be used for **statistical purposes only** in the planning and evaluation of staff equity and diversity strategies at the University of Queensland. It will remain confidential and individual data will not be supplied to any other party without your consent or where such supply is required by law.

Other diversity data (Aboriginal/Torres Strait Islander status, country of birth and language spoken at home) can be completed through **ESS** as it is required by the Commonwealth government. We urge you to also check or complete this information to enable us to develop a complete picture of our staff diversity. To complete or check simply

1. logon to ESS through <http://www.uq.edu.au/current-staff/index.html?page=10533> ;
2. click on My Details, then
3. Staff Diversity, then
4. Modify (options for this record), then
5. Choose relevant
  - a. Place of birth
  - b. First language
  - c. Aboriginal and/or Torres Strait Islander status
6. Click on 'Save Update'

The following table provides a summary of diversity data collected by the University:

<b>(This) Diversity Data Collection Form (voluntary)</b>	<b>ESS 'My Details' (required by Commonwealth)</b>
Carer responsibilities	Country of birth
Disability (type and adjustments)	Language spoken at home
Sexuality	Aboriginal and/or Torres Strait Islander status

Note: age and sex/gender are also collected on commencement at UQ

**Please note:** Personal details provided on the form will not be supplied to any other party without your consent or where such supply is required by law. Staff are bound by the University's Privacy Management policy #1.60.2 <http://www.uq.edu.au/hupp/index.html?page=24999>  
You may update or delete your personal information at any time. *If you require special accommodation or work arrangements related to a disability, you will need to notify the head of your organisational unit.*

### ***Do I have to fill in this form?***

No. Completion of this staff diversity data collection form is purely voluntary. However, this is the only mechanism we have to develop a full picture of the diversity of our staff and to assist the University in developing relevant policies and programs. To do this, we need as many people as possible to return the information to The Equity Office and complete the 'My Details' section in ESS <http://www.uq.edu.au/current-staff/index.html?page=10533> .

### ***Why do you want this information?***

The University of Queensland is committed to ensuring that all of its staff work in an inclusive and non-discriminatory workplace. The data collected will assist us in planning equity strategies to better cater for our staff diversity. We have been collecting data for some time about women and men working at UQ, which has assisted us in planning a range of gender equity programs. However, we need to know more about our staff profile to improve our planning for other employee groups.

### ***What do you do with the information?***

The diversity information collected through this instrument is used in an aggregated format to generate statistical information and reports. **It will not be possible to identify individuals from these reports.**

This information will assist us in better developing plans, policies and programs to reflect the diversity of our staff.

Some of the information collected, such as information about people with a disability, (and in ESS Aboriginal and Torres Strait Islander status) enables us to compare with Australian Bureau of Statistics figures to determine how representative our staff profile is of the State and Australian population.

### ***How confidential is this information?***

The data you provide in this form is confidential but not anonymous. However, your personal information will be kept *strictly confidential*. Your name and employee number are required so that data can be correctly entered. This enables the analysis of data such as comparing the appointment level and resignation rates of particular groups, for example. This information will be used for statistical and planning purposes only. You will **not** be contacted by anyone as a result of the information supplied in this form.

It is important to remember that

1. it will not be possible to identify individuals from the statistical reports that will be developed from the data;
2. questionnaires are destroyed after the data is entered; and
3. the particular area of the human resources database where the data in this form is stored is 'shielded' so that only authorised users are provided access.

The only person to see the information on your form is the person entering the data or the Director, The Equity Office. Only the Director, or nominee, will access the database for the purpose of preparing reports. These reports will be of an aggregated nature as explained above. Staff are bound by the University's Privacy Management policy # 1.60.2 <http://www.uq.edu.au/hupp/index.html?page=24999>

**No information is placed on a University staff file.** *Your supervisor cannot access the information provided on this form.* Information will be safeguarded by The Equity Office and the University's Privacy Management Policy.

You can update your information at any time by contacting The Equity Office (e.g. if you develop a disability after commencing your employment) or by downloading and completing a new form.

### ***Doesn't the University already collect other diversity information?***

Yes. The University is required by the Commonwealth Government to collect information related to identification as an Indigenous Australian, language spoken at home, country of birth, age and gender/sex. The additional information in *this* form is for internal use only.

***Do other universities collect this sort of information?***

Yes. All universities collect various diversity information for statistical reporting and planning purposes. Some of the information collected is used for mandatory reporting purposes. The University of Queensland is improving its staff diversity data collection to assist us in better planning to meet our equity and diversity objectives.

***If I have indicated that I have a disability and require accommodation in the workplace, will my supervisor know what accommodations to make?***

**No. None of the information you provide will be given to your supervisor.**

There is no obligation to disclose your disability to your supervisor, unless it is likely to affect your performance or ability to meet the inherent requirements of the job, including your ability to work safely and ensure the safety of co-workers. There are reasons for and against disclosure – you may choose not to disclose to your supervisor if the disability currently has no effect on your ability to do the job. However, you'll need to discuss the functional consequences of your disability with your supervisor if you require workplace accommodations (See [www.jobaccess.gov.au/](http://www.jobaccess.gov.au/) for more information).

***Will it matter if I don't fill it in?***

The more staff who provide data, the better the quality of our information, and the better we can develop meaningful and comprehensive plans and policies for all staff. Completing this form is voluntary however your contribution will assist us in improving the work environment at UQ.

***I have a visual impairment and require alternative format/ I require assistance to complete this form.***

Please contact The Equity Office to discuss your requirements.  
Ph 3365 3052 or email [equity@uq.edu.au](mailto:equity@uq.edu.au)

***I don't feel confident with English/in filling out the form.***

Please contact The Equity Office to discuss your requirements. Staff will be happy to discuss how they can assist you in completing the form.  
Ph 3365 3052 or email [equity@uq.edu.au](mailto:equity@uq.edu.au)

***I'm still not sure – I'd like to find out more information.***

Please contact The Director, The Equity Office who will be happy to discuss any concerns you may have. Ph 3365 3052 or email [equity@uq.edu.au](mailto:equity@uq.edu.au)

Amended 14 August 2008