

## For more information about our equality monitoring...

- Please see our Equality Monitoring Policy and Guidance link.....
- or the Equality pages of our website [www.eppingforestdc.gov.uk/equality](http://www.eppingforestdc.gov.uk/equality)
- or contact the Performance Improvement Unit on 01992 564042
- or email [equality@eppingforestdc.gov.uk](mailto:equality@eppingforestdc.gov.uk)

This leaflet can be made available in other formats for example in large print or in another language. Please contact us on 01992 564042 or email [equality@eppingforestdc.gov.uk](mailto:equality@eppingforestdc.gov.uk)

### Contact us:



Call into the Civic Offices  
Monday—Thursday 9am—5.15pm  
Friday 9am—5pm



01992 564000



Epping Forest District Council  
Civic Offices, 323 High Street, Epping Essex  
CM16 4BZ



[contactus@eppingforestdc.gov.uk](mailto:contactus@eppingforestdc.gov.uk)

[www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)



## Why we ask you personal questions...

We're not just being nosy or politically correct - asking these questions can help us to improve the services we deliver to the community, and make sure everyone can access our services.

You are not obliged to provide this information ... but it is our responsibility to ask the questions!

Epping Forest District Council  
[www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)



## What we do with the information

We use the information for statistical purposes only. We analyse the information to identify trends and patterns and to assess how well we are doing. The information can tell us if certain people aren't using our services and are getting left out. It can tell us where to direct our services to make sure the people who need them get them. For example, if a high proportion of applicants for a service are disabled we may need to provide more fully accessible interview rooms; or if a high number of people using a service do not have English as their first language, we may need to provide more information in other languages.

## We protect your data to make sure it is safe

It's useful to remember that:

- All the information we collect is anonymous
- Information provided is protected in line with the Data Protection Act
- Information is not passed onto anyone else
- Providing this information is voluntary



## We may ask you questions about:

- your age or your sex
- if you have a disability and what kind of disability
- your race or ethnicity
- your religion or faith
- your sexual orientation
- if you are transgender



We may also ask you other information such as your preferred language or if you are a carer. The information we ask will depend upon the service we are providing to you.

## Frequently asked questions:

*Why do you want to know my sexuality or faith when I only want to apply for a taxi drivers licence / a job / a council house?*  
We have to make sure that we are not inadvertently discriminating against anyone when we provide services. This information helps us to plan services which everyone can use.

*I want to apply for a Council grant. If I don't fill in your form does this mean I won't get a grant?* Filling in this form will not affect the service you receive from us positively or negatively.

*How will you make sure the information is anonymous?* We do not include your name and address on the form and store the information separately from any other records, information, or correspondence we have with you.