1. All information relating to diversity must be treated in the strictest confidence.

2. Diversity information will be used solely to monitor the effectiveness of the organisation’s equal opportunities and other policies.

3. On behalf of BBSRC Swindon Office People and Development Group (PDG), UKSBS Ltd will record diversity information taken from all external job applications for all jobs on BBSRC terms and conditions, which will be stored on a database.

4. Individual’s diversity information will not be copied or released to any other party.

5. Except in the following circumstances, diversity information will never be disclosed in a manner from which the individual can be identified by means of his or her name, pay reference number, National Insurance number or any other unique identifier. The exceptions are:

   - to enable UKSBS Ltd, PDG and Computing and Support Managers to check the integrity, validity and quality of data held as part of a process of development, testing and maintenance;
   - to enable PDG, establishments and Equality Champions to monitor the implementation of policies, for example, by establishing the reasons behind statistical imbalances in selection or promotion rates of people in particular groups.

6. With the exception of the points listed in paragraph 5, any output from UKSBS Ltd or BBSRC PDG, which includes diversity information, will be in the form of data, tabulations or other statistical summaries.

7. Access to information stored by UKSBS Ltd and the establishment’s personnel system will be restricted to authorised users. All authorised users will receive appropriate training in the processing and management of personal data.

8. If numbers in statistical summaries are so small that it would be easy to identify individuals then other forms of presenting the data, e.g. percentages, will be considered as appropriate.

9. A copy of this Code of Practice will be made available on the BBSRC website.

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