

Non-protected

EQUALITY DATA INFORMATION PACK FOR SGBS (Annual Return 2024-25)

October 2023

Sport for life

sportscotland
the national agency for sport

Contents

1. Introduction.....	3
1.1 What is EDI data?.....	3
1.2 Why do we collect EDI data?	3
1.3 How do we use EDI data?	3
1.4 EDI data collection 2024-2025	4
2. Benefits of EDI Data Collection	5
2.1 Legal Basis and Duty.....	5
2.2 Challenges and Suggestions	5
3. Standard Equality Questions.....	7
3.1 Equality questions for adults and children/young people.....	7
3.2 Equality questions for over 16s.....	7
3.3 Equality questions for under 16s.....	9
4. Standard Equality Questions (with justifications)	11
5. Collecting Data on Sex and Trans Status.....	13
6. No Response or Data	15
7. Consent Guidance	16
8. Annual Return Process – Update.....	18
9. Contact details	20

1. Introduction

The purpose of this information pack is to provide guidance and information on collecting and reporting on Equality Diversity and Inclusion (EDI) data for the annual return 2024-25 (November 2023). It outlines what and why we collect EDI data, and how we will collect this in the future.

1.1 What is EDI data?

Equality data, or EDI data, refers to data relating to individuals' protected characteristics. The 2010 Equality Act identifies nine protected characteristics: age, sex, gender reassignment, disability, race, sexual orientation, religion or belief, marriage and civil partnership, and pregnancy and maternity. Additional equality data might also include data such as postcode to identify SIMD and/or rural exclusion.

The equality characteristics that **sportscotland** seeks to collect data on are:

Over 16s	Under 16s
<ul style="list-style-type: none">• Age• Sex• Gender reassignment (trans status)• Disability• Race/ethnicity• Sexual orientation• Religion or belief• SIMD (postcode)	<ul style="list-style-type: none">• Age• Sex• Disability• Race/ethnicity• SIMD (postcode)

1.2 Why do we collect EDI data?

Our vision is that of an active Scotland where everyone benefits from sport. Together with our commitment to inclusion underpinning everything we do we aim to make sport more inclusive. We do this by collecting EDI data. This data should be comparable to the 2022 Census and the key Scottish Government surveys (e.g. the Scottish Health Survey). This would then allow us to compare SGB memberships against the Scottish population which result in a more thorough understanding of those taking part in sport. As a result, sportscotland and SGBs would be able to use this information to develop better policies, for decision making and planning while ensuring our funding supports the Scottish Government's vision on inclusion and equality.

1.3 How do we use EDI data?

sportscotland will process EDI data in compliance with the General Data Protection Regulation (GDPR). Analysis and results of the collected EDI data will be used for strategic planning to improve policy, decision-making, and delivery of sportscotland business strategy. Results and insights of this data will be shared with partners and stakeholders.

1.4 EDI data collection 2024-2025

From November 2023, the collection of EDI data from SGBs will be introduced in a phased approach. We will start by collecting all eight EDI characteristics (age, sex, trans status, disability, race/ethnicity, sexual orientation, religion/belief, SIMD) on SGB playing membership and SGB Club playing membership from a selected group of SGBs (see Table 1 below).

(Annual Return 2024/25)	Groups	SGBs	EDI characteristics
Collecting from November 2023	SGBs NOT collecting all eight characteristics	<ul style="list-style-type: none"> • Golf • Football • Tennis • Bowls • Gymnastics • Volleyball 	Age, sex, sexual orientation, trans status, disability, ethnicity, religion, SIMD
	SGBs collecting all eight characteristics	<ul style="list-style-type: none"> • Triathlon • Boxing • Shinty • Judo • Netball • Archery • Athletics • Canoeing • Handball • Surfing • Swimming • Target shooting • Rugby Union 	
	All other SGBs		Age, sex, disability, SIMD

Table 1. EDI Data Collection 2024/25

It is intended that in future annual returns, all SGBs will submit EDI data on all eight characteristics.

2. Benefits of EDI Data Collection

Highlighting the importance of equality data should be used to encourage SGB members to share their equality data. Data gathering is an important component to identifying inequality, initiating activity, and evaluating progress. Collecting data on the protected characteristics can support SGBs to:

- Establish an evidence base for activities, policies, and practice
- Assess whether policies and practices are equitable and fair and do not disproportionately affect different groups
- Use benchmarking to identify gaps in performance, seek new approaches for improvements, and adopt good practices.

As set out in our *Sport for Life* Corporate Strategy, inclusion underpins everything we do, and we aim to help the people of Scotland get the most from the sporting system. This is outlined in our partnership agreements with SGBs. Gathering equality data will allow SGBs to identify underrepresented groups can help to:

- Deliver more appropriate services that better meet the needs of our diverse population.
- Be more efficient and cost-effective.
- Make more informed decisions and develop better policies.
- Deliver our strategy.

2.1 Legal Basis and Duty

sportscotland is a public body and is required, through the Public Sector Equality Duty (PSED), to have regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities.

The PSED means that public bodies must consider all individuals when carrying out their day-to-day work – in shaping policy, in delivering services and in relation to their own employees. **sportscotland** has legal requirements to monitor and publish data as part of the PSED.

2.2 Challenges and Suggestions

sportscotland understands that there are varying challenges to equality data collection. Feedback shared with us by SGBs highlight that some of these challenges involve building trust with members to encourage data sharing, effective communication, and inadequacies in data systems. **sportscotland** recommends that SGBs:

- Use standard equality questions provided by **sportscotland**.
- Make all equality questions mandatory and give the option 'prefer not to say' for each question.
- Obtain explicit consent that you have permission to process and store individuals' data.
- Ensure that members' names are not collected with their equality data.
- Ensure that responses are fully anonymised.

- Ensure that your SGB has a secure data storage system in adherence to GDPR and reassure members that their data will be held securely.
- Reassure members that their data will not be published in a way that could reveal their identity and that we will make no attempt to identify members from answers given.

3. Standard Equality Questions

These questions are informed by the Scottish Census questions. All questions should be mandatory, with the option of 'prefer not to say'. Where there is an asterisk (*), please provide a textbox to allow for further comments/detail.

3.1 Equality questions for adults and children/young people

The Scottish Census asks age-appropriate equality questions for adults and children/young people. As we are comparing the EDI data we collect with the Scottish Census, we have aligned the age categories to reflect this. This will also ensure that individuals receive the correct age-appropriate questions.

	Over 16s	Under 16s
Age categories	<ul style="list-style-type: none">• 16-17• 18-24• 25-34• 35-44• 45-54• 55-64• 65-74• 75+• Prefer not to say	<ul style="list-style-type: none">• Under 8• 8-12• 13-15• Prefer not to say
EDI characteristics	<ul style="list-style-type: none">• Age• Sex• Gender reassignment (trans status)• Disability• Race/ethnicity• Sexual orientation• Religion or belief• SIMD (postcode)	<ul style="list-style-type: none">• Age• Sex• Disability• Race/ethnicity• SIMD (postcode)

Table 2. Age categories and EDI characteristics

The annual return 2024-25 will remain the same. This is split by adult and junior, using the SGBs' definition of junior.

3.2 Equality questions for over 16s

How old are you?

16-17
18-24
25-34
35-44
45-54
55-64

65-74

75+

Prefer not to say

What is your postcode? (Please enter in capital letters in the standard format e.g. G40 1DA)

What is your sex?¹

Male

Female

Prefer not to say

Do you consider yourself to be trans, or have a trans history?

No

Prefer not to say

Yes, please describe your trans status (for example non-binary, trans man, trans woman)*

Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes, limited a lot

Yes, limited a little

No

Prefer not to say

Do you have any of the following, which have lasted, or are expected to last, at least 12 months? Tick all that apply

Deafness or partial hearing

Blindness or partial sight

Full or partial loss of voice or difficulty speaking

Learning disability

Learning difficulty

Developmental disorder

Physical disability

Mental health condition

Long term illness, disease or condition

Prefer not to say

None of these

Other condition (please specify)*

What is your ethnic group?

White Scottish

White other British

White other

Asian, Asian Scottish or Asian British

African, Scottish African or British African

Caribbean or Black

Mixed or multiple ethnic origin

Other ethnic origin

Prefer not to say
If 'other' please state*

How would you describe your sexual orientation?

Straight/Heterosexual
Gay or Lesbian
Bisexual
Prefer to use another term (please specify)*
Prefer not to say

What religion, religious denomination or body do you belong to?

None
Church of Scotland
Roman Catholic
Other Christian
Buddhist
Hindu
Jewish
Muslim
Sikh
Pagan
Other religion or body*
Prefer not to say

3.3 Equality questions for under 16s

How old are you?

Under 8
8-12
13-15
Prefer not to say

What is your postcode? (Please enter in capital letters in the standard format e.g. G40 1DA)

What is your sex?

Male
Female
Prefer not to say

Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes, limited a lot
Yes, limited a little
No
Prefer not to say

Do you have any of the following, which have lasted, or are expected to last, at least 12 months? Tick all that apply

Deafness or partial hearing

Blindness or partial sight

Full or partial loss of voice or difficulty speaking

Learning disability

Learning difficulty

Developmental disorder

Physical disability

Mental health condition

Long term illness, disease or condition

Prefer not to say

None of these

Other condition (please specify)*

What is your ethnic group?

White Scottish

White other British

White other

Asian, Asian Scottish or Asian British

African, Scottish African or British African

Caribbean or Black

Mixed or multiple ethnic origin

Other ethnic origin

Prefer not to say

If 'other' please state*

4. Standard Equality Questions (with justifications)

This section includes some examples of justifications for asking each standard equality question. Drawing on evidence from the sporting sector, these could be used to communicate the reasons for asking equality questions. Including these examples might help to address issues of trust and increase understanding of the importance of equality data.

You might also want to alter these to make them specific about your sport by using your existing equality data. Respondents may be more inclined to share their data if they feel more included in decision-making about their sport. Justifications are in italics.

Responses to each of these questions help to inform our decision-making processes to improve and ensure inclusion.

How old are you?

We ask this question as we know that, overall, people in Scotland are less likely to be physically active as they get older. Responses to this question will demonstrate the age profile of the club.

What is your postcode?

This helps to inform our planning decisions, particularly concerning facility locations and to ensure inclusivity.

What is your sex?

We ask this question because we know that women and girls are underrepresented in sport and physical activity.

Do you consider yourself to be trans, or have a trans history?

UK-level data suggests that transgender and non-binary people are less likely to meet the recommended physical activity levels. Responses to this question may indicate whether transgender and non-binary people are underrepresented in clubs.

Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Disabled people remain significantly under-represented in club membership. We want to ensure our data is up-to-date and accurate.

What is your ethnic group?

Data shows that those from ethnically diverse communities are underrepresented in club membership. Up-to-date and accurate data will inform our decision-making.

How would you describe your sexual orientation?

UK wide data shows that LGBTQI+ people report that they feel discriminated against while participating in sport. Responses to this question may indicate whether LGBTQI+ people are underrepresented in clubs.

What religion, religious denomination or body do you belong to?

Certain religious groups report lower sport participation than the national average. Data on religion helps to show who is underrepresented in club membership.

5. Collecting Data on Sex and Trans Status

We are changing our data reporting requirements for sex and trans status to match the Scottish Census questions. Below are the questions for both characteristics.

What is your sex?

Male

Female

Prefer not to say

Do you consider yourself to be trans, or have a trans history?

No

Prefer not to say

Yes, please describe your trans status (for example non-binary, trans man, trans woman)

SGB membership and SGB membership within clubs will now be calculated based on male, female and prefer not to say members. Total SGB membership and SGB club membership will now be calculated based on male, female and prefer not to say. The option for non-binary will now be collected within the trans status section; this is consistent with the Scottish Census.

We have changed the options on the annual return to reflect this change.

We acknowledge that some SGBs are still collecting 'non-binary' data as part of the sex/gender question. To ensure our data on SGB and SGB club memberships, are accurate SGBs are now asked to submit the total membership as it appears on their records - for data reporting we will add a note explaining the change.

The image below shows the field (bottom of the section) that will now be added to collect this. Please note wording may change.

Selected investment year				
2023-2024	Select			
Membership data collection date				
Collection date				
SGB Membership for 2022-2023 investment year				
	Male	Female	Prefer not to say	Total
Total actual SGB membership - Adult	1	1	1	1
Total actual SGB membership - Junior	1	1	1	1
Total SGB membership (incl. adult and junior)	1	1	1	1
Total SGB membership (incl. adult and junior), please provide your total, it may not match.				99

Figure 1. Section collecting SGB membership numbers. Field at the bottom of the section will allow SGBs to enter the number of members as it appears on their records.

More information and guidance on the sex and trans status questions: [Questions - Sex, gender identity, trans status - data collection and publication: guidance - gov.scot \(www.gov.scot\)/](https://www.gov.scot/publications/questions-sex-gender-identity-trans-status-data-collection-publication-guidance/pages/1_to_4.aspx).

6. No Response or Data

We are asking SGBs to make all EDI questions compulsory by adding a 'Prefer not to say' option. This allows respondents to 'opt out' of answering specific questions by selecting 'Prefer not to say'. However, we understand that there might be instances in which respondents may provide responses to some but not all EDI data questions (e.g. when data collection is if all questions are not mandatory). This results in missing data. Therefore, a 'No response or data' field has been added to each EDI section. This will allow us to calculate EDI data correctly.

i Trans status/trans history e.g non binary, trans man, trans woman	
	Adult (Over 16)
Yes	<input type="text" value="1"/>
No	<input type="text" value="1"/>
Prefer not to say	<input type="text" value="1"/>
No response or data	<input type="text" value="1"/>
Total	<input type="text" value="1"/>

If you have NOT provided membership information for TRANS STATUS/TRANS HISTORY please tick the box ☐

Figure 2. Trans status section showing a box at the bottom. This box should be ticked by the SGB if data on a characteristic has not been collected.

7. Consent Guidance

Privacy notice

When collecting EDI data, it is important that data subjects know how you collect and use personal information about them, in accordance with Data Protection legislation.

This can be achieved through Privacy Notices.

A privacy notice should outline:

- The type of data being processed;
- The purposes for processing the data;
- Who we will share their information with;
- How we will store and protect their data;
- Our legal basis for processing their data;
- Their data protection rights;
- Who to contact should they have a complaint

Consent

You do not always have to rely on consent as the legal basis for processing personal data.

However, there are some circumstances where consent is the only legal basis that can be relied on. When using consent there are conditions that must be met under GDPR, specifically when processing children's data.

More information regarding consent is available [here](#).

- Parental consent required for collecting data for under 12s.
- Recommended to get consent from all participants at the start of the survey, and parental/guardian consent for age 12 and under.

Examples

This survey is voluntary. We do not ask your name and the responses are anonymous.

You can choose not to answer any question by selecting 'prefer not to say'.

Information you provide will be shared with **sportscotland** for the purposes of informing decision-making, providing information to help allocate resources, and helps to implement interventions to make sport more inclusive.

If you have any questions about the survey, please contact:

[Enter details of contact]

Please complete the following questions on consent before beginning the survey.

Please confirm your age or give consent for your child to take part in the survey. Please confirm:

I am 12 or over	
I give permission for my child (under 12) to take part in the survey	

Please be aware that you may withdraw your consent at any time by exiting the survey. If you do not wish to answer specific questions, you can select 'prefer not to say'.

Please confirm:

I consent to answering the questions	
I do not consent	

8. Annual Return Process – Update

In November 2022, SGBs were informed of an upcoming change in EDI data collection for the annual return 2024-25. Following two surveys, follow up discussions and further presentations on the topic we have been able to identify a) those SGBs able to provide the required data in the upcoming annual return as well as b) what categories to target that will allow sportscotland to get a better picture of SGBs membership demographics.

As a result of discussions within sportscotland and with SGBs Heads of Development we are introducing a phased approach to EDI data collection.

As with the previous annual return, EDI data from all SGBs will be collected via the SGB Portal within the *Development* section. As mentioned in Section 1.4, for the annual return 2024-2025 only a selected group of SGBs will be asked to submit data on all eight equality characteristics from both SGB playing membership and SGB playing membership within clubs. All other SGBs will continue delivering their EDI data as they did in the last annual return. The form for this year's EDI data collection will be more extensive than the one in previous years, and SGBs will only have access to the form assigned to the group they are in (see Table 1). It is intended that in future annual returns, all SGBs will submit EDI data on all eight characteristics. It is also our goal to extend the EDI data collection to other categories (e.g. active coaches, workforce and officials).

(Annual Return 2024/25)	Groups	SGBs	EDI characteristics
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	All other SGBs		Age, sex, disability, SIMD

Table 1. EDI Data Collection 2024/25

8.1 Timeline Annual Return 2024-2025

Dates	
20 th November 2023	SGB Portal goes LIVE
14 th December 2023	SGB Portal support session
11 th January 2024	SGB Portal support session
26 th January 2024	Deadline for Annual Return submission

9. Contact details

If you have any further questions regarding data collection and analysis, please contact diana.destegmann@sportscotland.org.uk. If your question relates specifically to EDI, laura.shaw@sportscotland.org.uk.

For further information or to request a copy
of this document in Gaelic please contact:

Head Office

Doges, Templeton on the Green,
62 Templeton Street,
Glasgow G40 1DA

Tel 0141 534 6500

Fax 0141 534 6501



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