

Inclusive Collection of Personal Data

BEST PRACTICE GUIDE

This document aims to provide a guide to inclusive data collection for administration and research purposes at UOW.

You may wish to simply provide open text boxes for individuals to provide personalised answers, however suggestions for inclusive options are provided - these allow more systematic data collection and highlight consideration and inclusion of diversity.

Collection of Personal Details for HR/Administration Purposes

Affirming someone's chosen name, title, and pronouns are essential when collecting personal data. If you require information on gender identity, the suggested options are below. Note that sex and sexuality are not required for administration purposes.

ITEM	VARIABLES <i>(provide all options for respondents)</i>
Name (chosen/preferred):	
Legal Name (if different): <i>(Consider if documentation of legal name is necessary)</i>	
Title: <i>(Options can be left blank)</i>	Mr Ms Miss Mrs Mx Other: <i>Optional:</i> Prof A/Prof Dr etc.
Pronouns: <i>(Suggest leaving this blank due to number of variations)</i>	
Gender: (Select all that apply) <i>(Allow selection of multiple options)</i>	Man or Male Woman or Female Nonbinary I use another term (please specify) Prefer not to answer

Collection of Sex, Gender and Sexuality Data for Research Purposes

If sex, gender, or sexuality data is required for research or funding purposes, the following structure is suggested.

ITEM	QUESTIONS (<i>select one</i>)	VARIABLES (<i>provide all</i>)
Sex	1. Birth Sex: 2. What was [your/Person's name/their] sex recorded at birth? <i>Please [tick/mark/select] one option.</i>	Male Female Another term (please specify) Prefer not to answer
Variation of Sex Characteristics	Were you born with a variation of sex characteristics (sometimes called 'intersex')? <i>Please [tick/mark/select] one option.</i>	Yes No Don't know Prefer not to answer
Gender <i>(allow selection of multiple options)</i>	1. Gender: 2. How [do/does] [you/Person's name/they] describe [your/their] gender? +/- Gender refers to current gender, which may be different to sex recorded at birth and may be different to what is indicated on legal documents. <i>Please [tick/mark/select] all that apply.</i>	Man or Male Woman or Female Nonbinary I use another term (please specify) Prefer not to answer
Sexuality <i>(allow selection of multiple options)</i>	1. Sexuality: 2. How do you describe your sexual orientation? <i>Please [tick/mark/select] all that apply.</i>	Straight (heterosexual) Gay or lesbian Bisexual I use a different term (please specify) Don't know Prefer not to answer

References and Resources:

Australian Bureau of Statistics (2021). Standard for Sex, Gender, Variations of Sex Characteristics and Sexual Orientation Variables. <https://www.abs.gov.au/statistics/standards/standard-sex-gender-variations-sex-characteristics-and-sexual-orientation-variables/latest-release>

Intersex Human Rights Australia (2021). Forms and data collection. <https://ihra.org.au/forms/>

LGBTIQ+ Health Australia Fact Sheet: ABS Standard for Sex, Gender, Variations of Sex Characteristics and Sexual Orientation Variables (2021). https://d3n8a8pro7vhmx.cloudfront.net/lgbtihealth/pages/710/attachments/original/1610593682/ABS_Standards_Factsheet_-_14_Jan_2021.pdf?1610593682

TransHub (2021). Demographics indicators. <https://www.transhub.org.au/allies/researchers>