

At IGEM we recognise it is important to gather demographic information about our members in order to have an accurate picture of how diverse our membership is. Providing diversity data is voluntary and we will always ask for your consent to use the data gathered. The data will be collected and published in a typically anonymous, collective fashion. We will never publish anything that could identify an individual and we won't share this data with any third parties. We are committed to handling the data in compliance with GDPR. We are committed not just to gathering this information but to using the insights gained to push for a more inclusive, diverse and equitable community.

Type of data collected: We collect diversity data on a voluntary basis from members. The types of data we collect may include, but are not limited to, the following:

- Gender
- Ethnicity
- Sexual Orientation
- Disability Status
- Religion

Data collection process: We will collect diversity data from our members through an Equity, Diversity & Inclusion Member Survey.

Data storage and confidentiality: All diversity data collected will be stored securely and confidentially.

Data use and reporting: The diversity data collected will be used for the following purposes:

- Internal analysis and reporting to assess the diversity of our membership
- Identifying areas for improvement and developing targeted initiatives to promote diversity and inclusion
- Reporting aggregated and anonymised data

Data retention: Diversity data will be retained for a minimum of 4 years or longer if there is a business need. Any data recorded on the CRM record will be retained for as long as the CRM record is active.

Consent and voluntary participation: Participation in providing diversity data is voluntary and members have the right to withdraw their consent at any time. Members will be provided with clear information about the purpose of data collection and their rights regarding their data. Please refer to [IGEM Privacy Policy](#).

Data protection and compliance: IGEM is committed to complying with the General Data Protection Regulation (GDPR). We will ensure that all data collection, storage and processing activities are carried out in accordance with these regulations.

Review: The diversity data policy will be reviewed to ensure its continued effectiveness and compliance with applicable laws and regulations. Any revisions will be available to members.

Document Control

Date of change	Details of change	Approval
03 February 2025	First draft	EDI Group 25.02.25