



BONDED BY BELIEF
SINCE 1878

EDI Data Collection



Commitment

As part of West Bromwich Albion Football Club (The Club) and the Albion Foundation's ('TAF') continued commitment towards achieving equality, diversity and inclusion in all areas of our operations, we will ask all staff to complete an EDI data monitoring form.

Scope

The collection of this data is to help us to ensure we are meeting our obligations under the Equality Act 2010, to comply with regulating bodies requirements and to assist us in our ambition to achieve our EDI outcomes.

The Club and TAF's agreed approach to EDI collection is outlined in this document.

Data Collection

EDI data is collected for all new starters on joining which is stored on personnel files for future use and is ongoing.

In addition to this, EDI data collection will be collected annually for all staff at an appropriate time during the season, with data analysis completed 1 month after all data has been collated.

The annual EDI data collection is collected anonymously through Microsoft Forms.

EDI Data is collected and broken down to the following target groups:

- Board
- Perm & FTC staff
- Casual / Matchday Staff
- Academy Players (12-21's)
- TAF Staff
- Job Applicants
- Fans (Season Ticket holders and Junior Members (12yrs and over))

The Club will send the EDI data collection form to an adult who can complete this on behalf of any Academy Players and Junior Members under 18 years of age. Under 18's will not be asked questions relating to their sexual orientation or transgender status.

In addition, job applicant data is collected through our recruitment process and the use of the EFL iRecruit portal. This data sits separately to their application and is only available by request from the EFL once the recruitment process has been completed for the vacancy and fully closed down.

This will enable us to carry out more meaningful analysis and take targeted action, as the results will vary greatly between these different groups.



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Response Rates

The Club will aim to achieve a minimum response rate of 80% for all staff groups and a minimum response rate of 20% for Fans.

Where these rates are not met, communications will be drafted and reissued to all participants to encourage completion of the survey and the reason for doing so. A communications will also be issued to the Executive Team and Club Management to encourage participation and completion of the survey within their teams.

Data Processing / Information Sharing

Any responses or personal information provided will be processed in line with data protection legislation and our relevant privacy policy which can be found [here](#)

All raw data is held within the HR department and only HR staff will have access to this. Any data shared will be done so in an anonymous form so individuals cannot be identified.

No raw data will be shared outside of the HR department or to any third party.

Anonymous data analysis will be shared with the Strategic Culture Group members. In order to meet our obligations for any regulating bodies, we may share statistical results from our EDI monitoring with the EFL, Premier League and Football Association. A copy of the anonymised results will also be published on our website to meet FA regulation Rule N.

Data Analysis

Initial data analysis will be completed by the HR Business Partner who will produce an equality monitoring report. This report will be used by the Strategic Culture Group to shape the EDI strategy and action plan.

Queries

All queries around EDI data collection should be directed to Sam Foxall, HR Business Partner sam.foxall@wbafc.co.uk