

## Inclusive Data Collection Factsheet \*\*

La Trobe University is committed to ensuring our data collection practices are inclusive and respectful. We recognise that LGBTIQ+ communities have unique and justified concerns about data collection and privacy as a result of a history and continuing experiences of discrimination and stigma. We aim to ensure our data collection practices are inclusive of people with diverse gender identities and sexual orientations.

### Three steps to LGBTIQ+ inclusive data collection

#### 1) Review data collection practices

What information is being collected? Is it necessary to collect data on sex and gender? If the data is being gathered to improve service delivery or to track the effectiveness of inclusive strategies then it may be necessary to gather data on sex and gender. Otherwise consider leaving the question out.

#### 2) Collect data in a respectful and inclusive way

It is important to use empowering, consistent, and inclusive terminology in all data collection tools, including intake forms, surveys, and feedback forms. Don't assume everyone is 'male' or 'female': gender is not binary. Similarly, don't assume every person is heterosexual and cisgender. So for instance rather than providing the options mother/father, husband/wife, brother/sister use gender neutral language such as parent/guardian spouse/partner, sibling.

#### 3) Privacy matters

Always provide the option to remain anonymous. If the collected information is going to be published, where possible, it should be de-identified and not connected to a person's employment record.

### Examples of LGBTIQ+ Inclusive Data Collection

#### ➤ Collecting information on gender and/or sex

When collecting information on gender and sex, it is important to create space for all people's experiences.

##### Example question

La Trobe does not discriminate on the basis of gender identity or expression. In order to track the effectiveness of our recruiting efforts and ensure we consider the needs of all our employees, please consider the following optional question:

How do you describe your gender identity (select all that apply)

- Female       Male       Gender non-binary       Agender  
 Transgender       Prefer to self-describe [free text]       I do not wish to disclose

#### ➤ Collecting information on sexual orientation

If it is necessary to collect information about sexual orientation, you should provide people with as much flexibility as possible, by allowing them to select all options that apply and describing their sexuality in their own ways.

##### Example question

How would you describe your sexual orientation? You can select more than one.

- Lesbian       Queer       Heterosexual  
 Gay       Bisexual       Prefer to self-describe [free text]  
 I do not wish to disclose       Asexual

##### Further information

[Culture, Diversity and Inclusion](#)

\*LGBTIQ+ is an evolving acronym that stands for lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual and many other terms (such as non-binary and pansexual) that people use to describe their experiences of their gender and sexuality.

\*\*\* This fact sheet has draws on number of resources including the [PASH Position Statement on Data Collection](#) and the [Canberra LGBTIQ Community Consortium Guide to LGBTIQ-inclusive data collection](#).



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