

# Supplier Diversity Monitoring Form

The City of London Corporation is committed to actively encouraging SMEs and Diverse Owned Enterprises into our supply chain as part of our [Responsible Procurement Policy](http://www.cityoflondon.gov.uk/responsibleprocurement). To help us monitor whether we are successful in this aim, we ask all bidders/suppliers to complete this form.

Returning this form is voluntary. The information provided will NOT be scored and is used for monitoring purposes only. Therefore this information will not affect your opportunity to win work with the City Corporation in any way.

## Privacy Notice - United Kingdom General Data Protection Regulations

It is noted that the data on this form will be attributed to the business data as provided to this procurement process and will be used anonymously as far as possible.

However, when this data is combined with the remaining information provided as part of this procurement activity the City Corporation notes that the record in it’s entirety could be considered as personal data. Where this occurs the City of London Corporation is the data controller for this information, and will processes personal data in accordance with the United Kingdom General Data Protection Regulation and the Data Protection Act 2018 on the basis of legitimate interest.

Should you wish to withdraw or make amendments to your response please contact: [cityproc.policycompliance@cityoflondon.gov.uk](mailto:cityproc.policycompliance@cityoflondon.gov.uk)   
  
For full details of how and why the City of London Corporation processes personal data, please refer to the full privacy notice at [www.cityoflondon.gov.uk/privacy](http://www.cityoflondon.gov.uk/privacy).

These privacy notices are layered by department, please see the Department of the Chief Operating Officer’ for the relevant procurement privacy notices.

Alternatively, you can request a hard copy. Please direct all data protection queries to the Information Compliance Team at [information.officer@cityoflondon.gov.uk](mailto:information.officer@cityoflondon.gov.uk).

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| --- | --- | --- |
|  | Question | Answer |
| **1** | Company Name |  |
| **2** | Tender Opportunity Description |  |
| **3** | Is your enterprise considered micro or small2? | YES / NO |
| **4** | Is your enterprise considered a medium1? | YES / NO |
| **5** | Is your enterprise majority Black, Asian, or minority ethinic2 owned/led3? | YES / NO / PREFER NOT TO SAY |
| **6** | Is your enterprise majority-owned/led by women? | YES / NO / PREFER NOT TO SAY |
| **7** | Is your enterprise majority-owned/led by people with a declared disability? | YES / NO / PREFER NOT TO SAY |
| **8** | Is your enterprise majority LGBTQ4 owned/led? | YES / NO / PREFER NOT TO SAY |

**City of London Corporation is a member of MSDUK**

A picture containing diagram

Description automatically generated

MSDUK brings together innovative and high growth EMBs (ethnic minority owned businesses) with global corporations committed towards creating an inclusive & diverse supply chain.

[**www.MSDUK.org.uk**](http://www.MSDUK.org.uk)