BBC Academy

Silvermouse (for Production Paperwork)

Diversity Actual form

The Diversity Actual form is used for Diamond, the industry wide diversity monitoring in UK television productions, both on and off screen.

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Diversity Monitoring (Diamond)

Diamond is an initiative developed by the Creative Diversity Network (CDN) and its members include the BBC, ITV, Channel 4, Sky, Channel 5/Viacom, the producers' trade body Pact and industry skills body Creative Skillset.

Diamond will help to establish detailed and accurate answers to two essential questions:

- Does the workforce on UK productions, both on and off-screen, reflect the diversity of the UK?
- Are audiences of all kinds seeing themselves reflected on screen?

The information required for Diamond is collated via Silvermouse and comprises four forms:

- Contributors form
- Diversity Actual form
- Diversity Perceived form
- Diversity Self-declaration Form

Diamond training

Please refer to the CDN's training resources for further support:

- The Diamond website
- The Diamond online module – provides an overview of Diamond and it's processes
- The Diamond guidance notes – provides support as you complete the Diamond paperwork

How does it work?

Beginning of production

- **Contributors form**
  Search for and add all on-screen contributors, and any off-screen contributors that require **some form of rights clearance or may accrue residual payments**. Any contributors added to the Contributors form will automatically be pulled into the Diversity Actual form

If a contributor has not received a standard contract which includes the clauses about the Diamond diversity monitoring, you must make them aware of it before entering their email address in Silvermouse or completing their data in the Diversity Perceived form.

For more details on entering contributors and assigning rights on the Contributors form, please refer to the Contributors Form helpcard.

- **Diversity Actual form**
  Add any remaining off-screen contributors who do not require rights clearance into the Diversity Actual form; this will usually be the crew and production team

- The Silvermouse system will send an email to each contributor so they can verify their email address. The email will be sent by diamonddiversity@silvermouse.com, and the name of the broadcaster and the production will be in the email's subject

- **Diversity Self-declaration Form (DSF)**
  Once the contributor confirms their email address, they are sent an **encrypted, secure** link to their personal Diversity Self-declaration form so they can complete their personal diversity data (gender, gender identity, age, ethnicity, sexual orientation and disability) **anonymously** directly within Silvermouse

No-one in a production team, a production company or within a broadcasting company will be able to access a contributor's individual data. Any reports created by the industry will only contain aggregated data to protect an individual's privacy.

The Diversity information will be held securely and in an encrypted format within the Silvermouse system.

During production

- **Diversity Actual form**
  It is good practice to check the completion of the DSF forms; this can be done in the Diversity Actual form. This will show whether contributors have received the email containing the link to their personal DSF, and whether they have completed their diversity data in Silvermouse. If a link has expired, it can be reactivated from within the Diversity Actual form and contributors will then be resent their DSF

- It is the shared responsibility of production teams to ensure contributors are engaged with the Diamond reporting, and to reassure them that the data is completely anonymous. If they do not wish to disclose their details, they can either opt out using the link in the email or they can complete their DSF form selecting 'Prefer Not To Disclose' for each section, rather than ignoring the invitation to take part

- **Contributors & Diversity Actual form**
  Continue adding contributors to the Contributors and Diversity Actual forms throughout the production so new contributors are emailed a DSF form.

Production crew no longer working on the production can be removed from the Diversity Actual form; their details will automatically be deleted.

Any contributors that have been edited out of the programme should not be deleted, as the contracts need to reconcile in the final Sign Off; instead, edit the contributor to show they have been edited out. In the Diversity Perceived form, in the corresponding line, select **Do Not Know**.

Towards the end of production

- **Diversity Actual form**
  Use the Diversity Actual form to see who has completed the DSF form and to reactivate any expired links to restart the email validation process, if appropriate

After the final edit

- **Diversity Perceived form**
  Any on-screen character name or role-type will be pulled into the Diversity Perceived form from the Contributors form; where role-types appear, the name of the real person will not display for privacy reasons. A nominated person from the production views the final programme and enters the perceived diversity characteristics of the on-screen individuals who contribute a significant role from the audiences perspective, based on the information in that one programme

  Individual productions can decide whether this is a member of the editorial team or production management, but it should only be completed by someone that has completed the Diamond training

It is important the Diversity Perceived form is only completed AFTER the Contributors and Diversity Actual forms have been updated to reflect the final edit. Otherwise, you will spend time updating the Diversity Perceived for characters on screen, but they then might be removed in the Contributors and Diversity Actual forms.

- **Diversity Actual form**
  Review how contributors have responded to the DSF. If required, reminders can be sent to people from within the Diversity Actual form by clicking on **Reactivate Link**.

If you wish to send reminders to people from within the Diversity Actual form, please ensure this is done in a timely manner so the form can be Submitted at the appropriate time.

Two weeks after TX

- All production reporting should be Submitted, so the programme can be approved by the BBC. This includes all the Diversity forms

Your role with diversity monitoring

If you are the person responsible for entering names and email addresses of contributors and crew or completing the perceived data in the Diamond/diversity forms in Silvermouse, you should:

- Ensure each contributor receives the Diversity Self-declaration form (DSF)
- Reassure contributors the Diversity information will be encrypted and held securely within the Silvermouse system and reported in an aggregated format. More information about how the data is stored and used is contained in the links they will receive with the DSF form
- If contributors do not wish to take part in diversity monitoring, do not enter their email address into the system
- Ensure the production team receives the **D**iversity **S**elf-declaration **F**orm (DSF)

Contributors consent to use of diversity data for two years

When a contributor who is taking part in Diamond enters their diversity data in the DSF for a production, they can consent for the data to be used for a period of two years for any production companies who have a commission for a UK broadcaster, as long as the name and email addresses match when their data is entered into Silvermouse.

If they have chosen to do this, they will not be asked to complete their diversity data again until the end of that two year duration, although they can update their information at any time.

If they have chosen not to give this consent, they would need to resubmit their diversity data for each production, or they can choose to opt out.

For productions which may take longer than two years, the Contributors and Diversity Actual forms should not be completed at the beginning of the production, but at an optimum time to allow individuals time to complete their DSF forms whilst they are actually working on the production. When considering when to do this, the two year data storage and the programme delivery date should impact your decision.

Obtaining the diversity data of contributors and crew

There are three ways to ensure contributors and crew are provided the opportunity to complete their diversity data:

- When adding a contributor to the Contributors form or a crew member to the Diversity Actual form, add their email address so the DSF form can be sent by the system
- When adding a contributor to the Contributors form, add the email address of a contributor's agent so the DSF form can be sent via the agent.

When searching for contributors and crew in Silvermouse, always use their email address. Using the same email address as other productions means the Silvermouse system does not send the DSF form again if they have already completed it for other UK TV productions.

It is important to consider data protection when entering information into Silvermouse, especially when using free text fields. **No personal or financial information should be included**, and where you are entering a person's name or contact details you must inform them beforehand, unless they are already aware.

- Provide a contributor or crew member with the printed Self-Service PDF which provides the unique Production Key for the production. The contributor can then use the link in the Self-Service PDF to complete their diversity information, and enter their email address, directly in Silvermouse themselves

  For more details on how to use this, please refer to the How to use the Self-service PDF section of this helpcard.

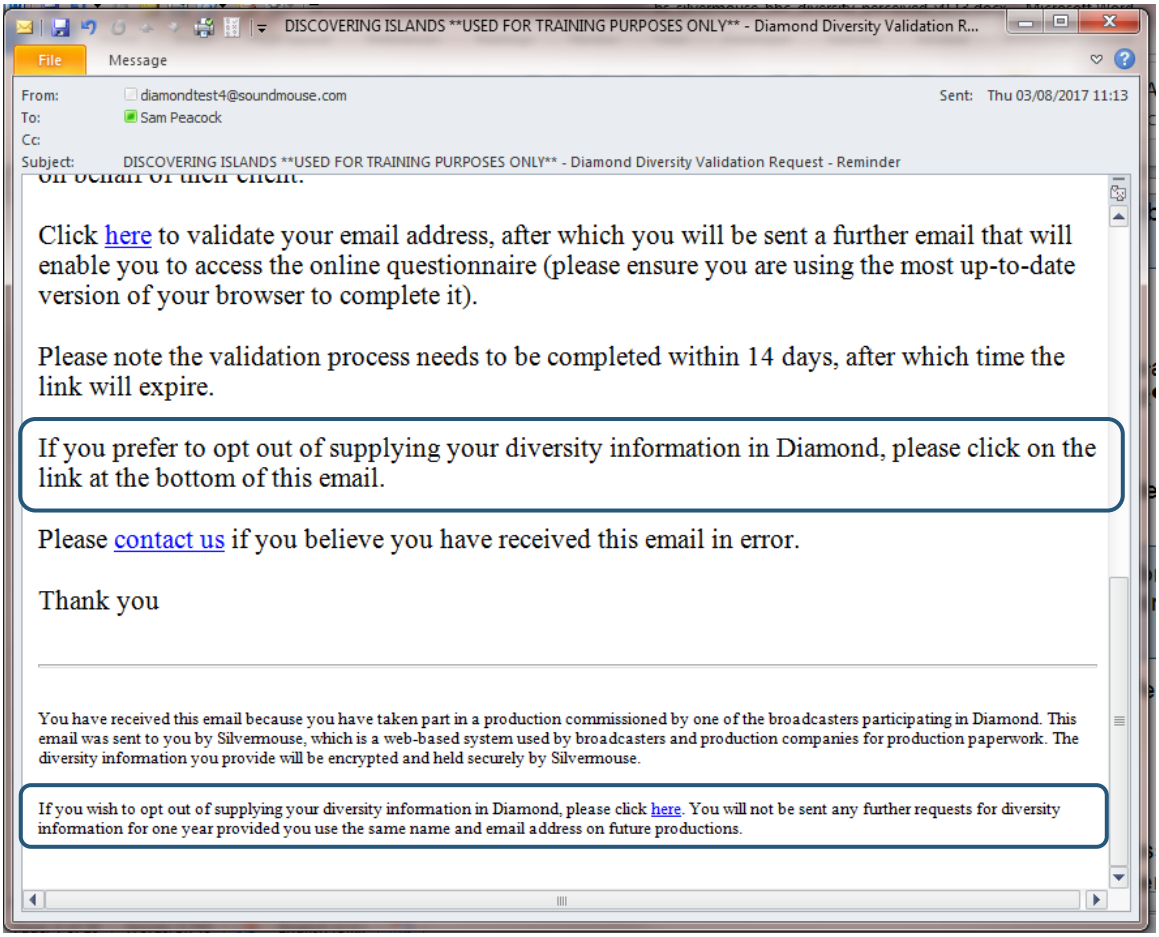
If the contributor is unwilling to share their email with the production company or if the email address has not been obtained from the contributor, you can provide them with a printed copy of the Self-Service PDF.

Full guidance about diversity monitoring can be found in the Diamond Guidance Notes.

How contributors or crew members can opt out of providing their diversity data

Contributors or crew members can opt out of providing their diversity data in two ways:

- When they receive the email with the DSF form, they can opt out by clicking on the link at the end of the email



- They can complete the DSF form in the system, selecting **Prefer Not To Disclose** in each section

If a contributor just ignores the email, they will continue to receive reminders from the system and will continue to be prompted to complete their diversity information for each TV production they take part in in the UK.

Who should be added to the Diversity Actual form?

The Diversity Actual form should be used in conjunction with the Contributors form. Please refer to the Diamond training for details about who should be entered into which form.

Contributors form

All on-screen talent, and anyone that is usually entered into the Contributors form, for example people who has **some form of rights clearance** or may **accrue residual payments** (such as writers) should be added.

Contributors who are insubstantial to the programme should not be included, for example:

- Supporting artists who do not affect the action
- Passers-by
- Public in the back of shot
- Orchestra members, except featured soloists. (The name of an orchestra or band should still be added to the Contributors form for reporting purposes)

Diversity Actual form

Any remaining off-screen contributors who do not require rights clearance should be added into the Diversity Actual form; this will usually be the crew and production team. There is a mandatory list which comprises senior editorial, production and craft roles.

People whose contracts are not governed by UK law should not be added to the Diversity Actual form.

Mandatory roles

There are 16 mandatory roles which can be completed in the Diversity Actual form; these roles are automatically listed.

The Diversity Actual form provides a wider range of roles which can be used for other members of the crew and production team if required, such as Archive Researcher, Assistant Director, Camera Operator, Production Co-ordinator, Sound Recordist, or Wardrobe Assistant.

Please refer to the Entering mandatory roles section of this helpcard for more details.

In addition to the mandatory roles, it is possible to include other roles in the Diversity Actual form for other people involved in the production; this will improve the quality of the industry diversity reporting.

Please refer to the List of roles within the Diversity Actual form section of this helpcard for a full list of roles available.

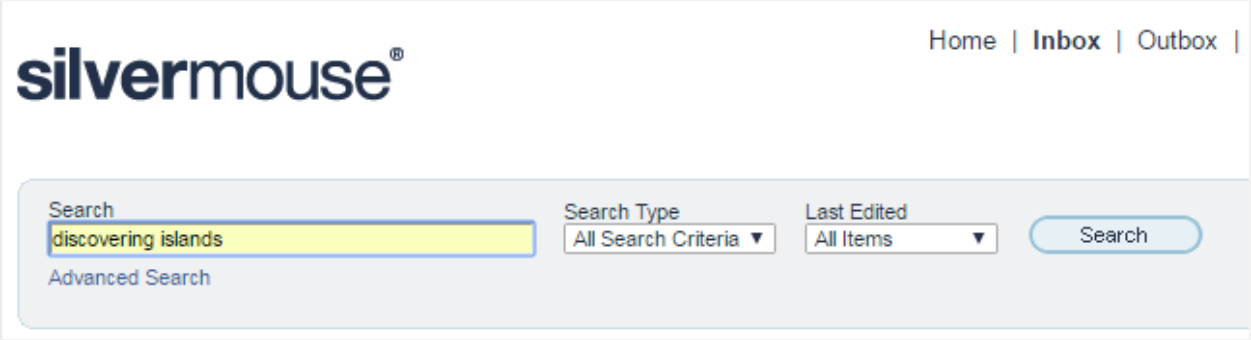
Who should be added to which form, as a rule of thumb:

Contributors form: On-screen talent and some off-screen roles that accrue residual payments

Diversity Actual form: Most off-screen roles, such as crew and production staff

Locating your programme's Diversity Actual form

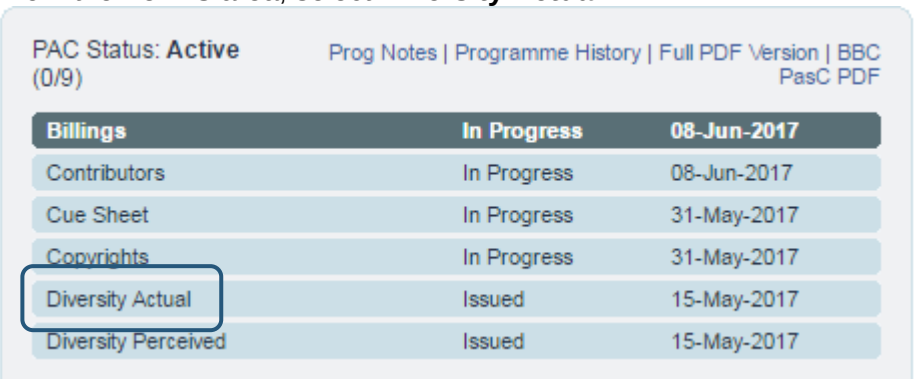
- Search for your programme either in the **Inbox** or **Library**



- Click on **Diversity Actual** to display the form

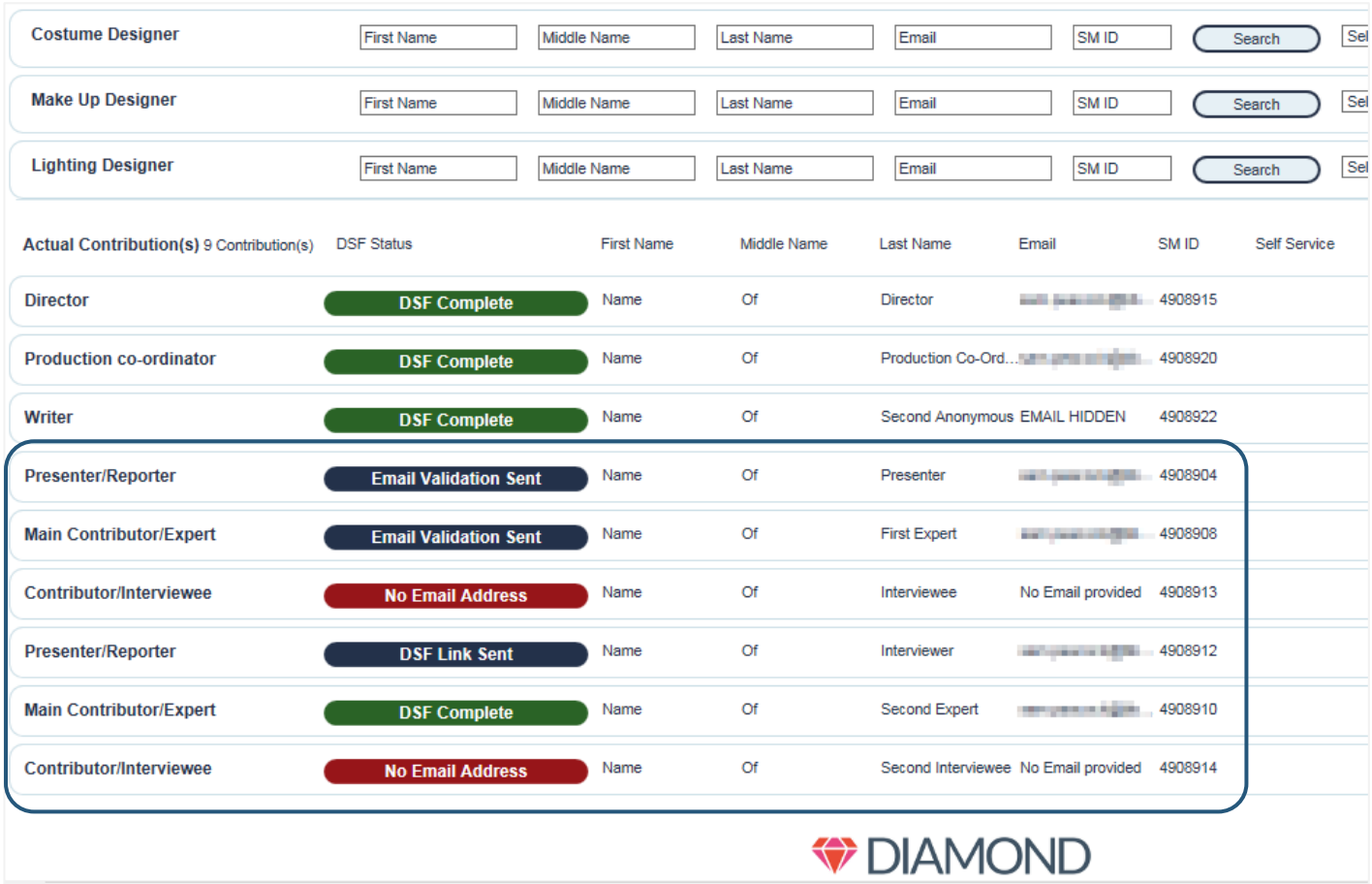
Alternatively, if you are already viewing a form within your programme:

- From the **Forms** area, select **Diversity Actual**



Adding people to the Diversity Actual form

By default, anyone who has been added to the Contributors form will already be listed in the Diversity Actual form:



Where possible, you should search for someone using their email address. This will extend the limits of your local Silvermouse database and return results for all broadcasters, as the data is linked for diversity purposes. This is recommended to prevent the contributor receiving multiple requests to complete the DSF form, and to prevent duplicated entries.

If you do not use the email address when searching a contributor, Silvermouse will only search the local database for your production company.

Contributors should always be searched before being created as new entries to prevent duplications in the database. If the contributor is not returned in the initial search, always vary the search criteria and search again.

For more details about adding Contributors, please refer to the Contributors Form helpcard for more details.

Entering mandatory roles

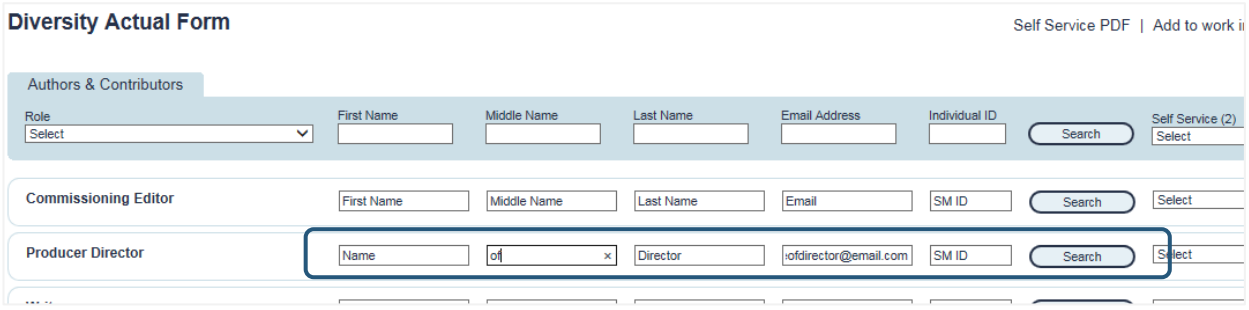
The Diversity Actual form displays a search area where roles and people can be searched and added to the form. However, there are also some mandatory roles beneath the search area which should be completed, if you have these roles in your production:

The mandatory roles are:

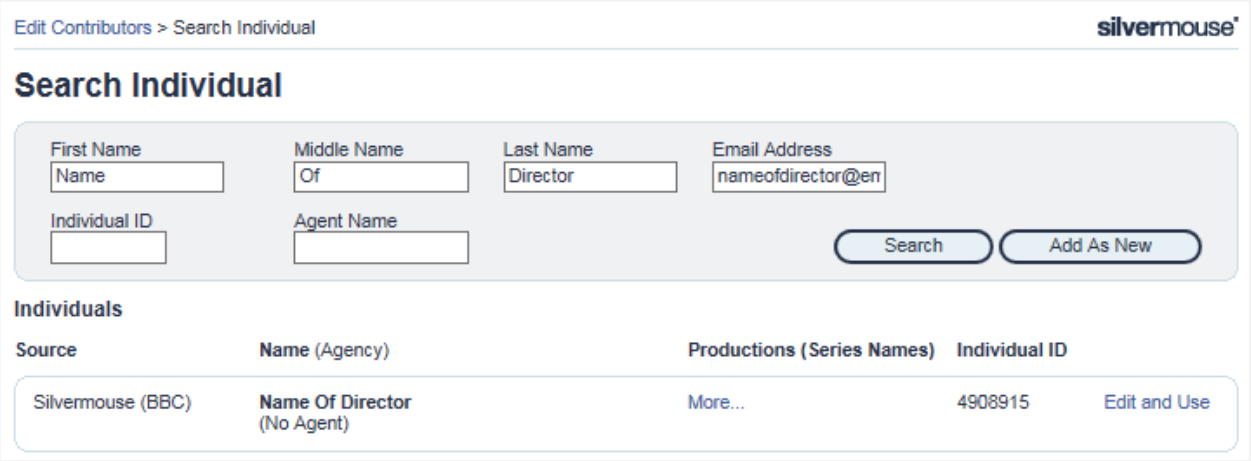
- Commissioning Editor
- Director
- Producer Director
- Writer
- Producer
- Executive Director
- Line Producer
- Production Manager
- Director of Photography
- Camera Operator
- Editor
- Sound Recordist
- Production Designer
- Costume Designer
- Make Up Designer
- Lighting Designer

To complete these, perform the search specific to the mandatory role. For example;

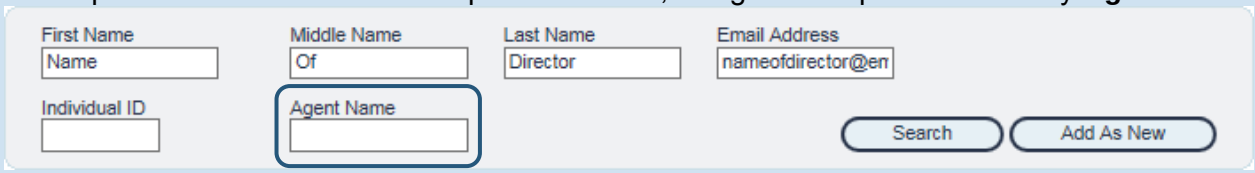
- Enter the email address of the person who fulfils a particular mandatory role; if you don't have the email address, you can search on the person's name
- Click on **Search**



The search window will open. If a match for the search criteria is located, they will be listed:



If multiple results are returned for a person's name, it might be helpful to search by **Agent Name** too.



Please refer to the Searching Names section of this helpcard for more tips.

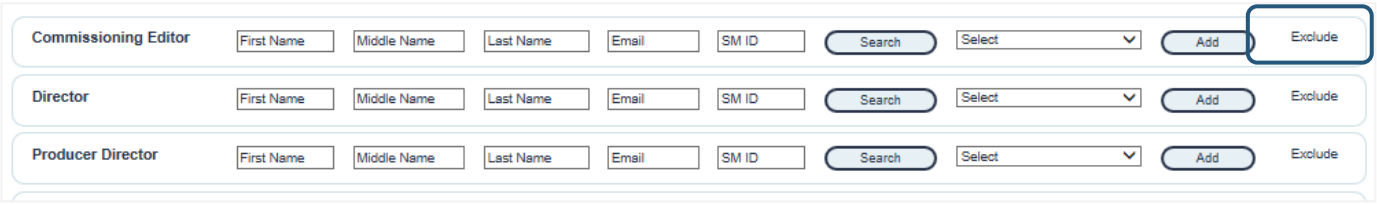
➡ Click on **More** to view the productions the person has been involved in

Excluding a mandatory role

You must enter details for each of the mandatory roles in the list that you have working on your programme. However, as there are different role types in each production, you may not be able to complete all the mandatory roles listed; in these cases, superfluous mandatory roles must be excluded. For example, a factual programme may not have a writer, so this role will need to be excluded so the Diversity forms can be approved.

To exclude a mandatory role;

➡ Click on **Exclude** next to the relevant role:



The form cannot be Submitted until all the mandatory roles are either completed or excluded.

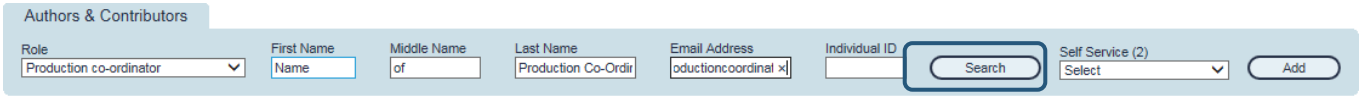
Adding non-mandatory roles

To search for a contributor:

➡ **Role:** This is a mandatory field. The search will not perform until a role has been selected. Although this does not form part of the search criteria, the data is used if the entry needs to be created

Please refer to the List of roles within the Diversity Actual form section of this helpcard for a full list of the roles that can be selected in the form.

- **First Name:** In the **First Name** box, type the person's first name
- **Middle Name**: In the **Middle name** box, type the person's middle name, if required
- **Last Name**: In the **Last Name** box, type the person's last name
- **Email Address:** In the **Email Address** field, enter the person's email address. Email addresses are not case sensitive in Silvermouse
- **Individual ID:** In the **Individual ID** box, type the Silvermouse ID for the person, if they are a regular contributor to the programme
- Click on **Search**

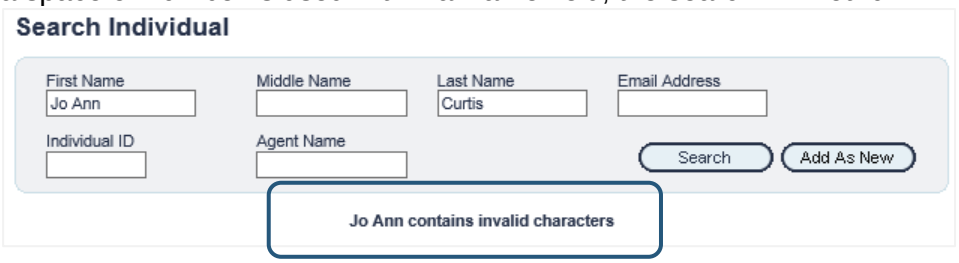


Apart from Role, at least one other field must be completed for the search to operate.

Searching names

- The Search is not case-sensitive
- When a name is included in the Middle Name box, the Silvermouse search results will only return a person where they have a space between their first and second name, and will exclude anyone that has a hyphen between the first and second name.

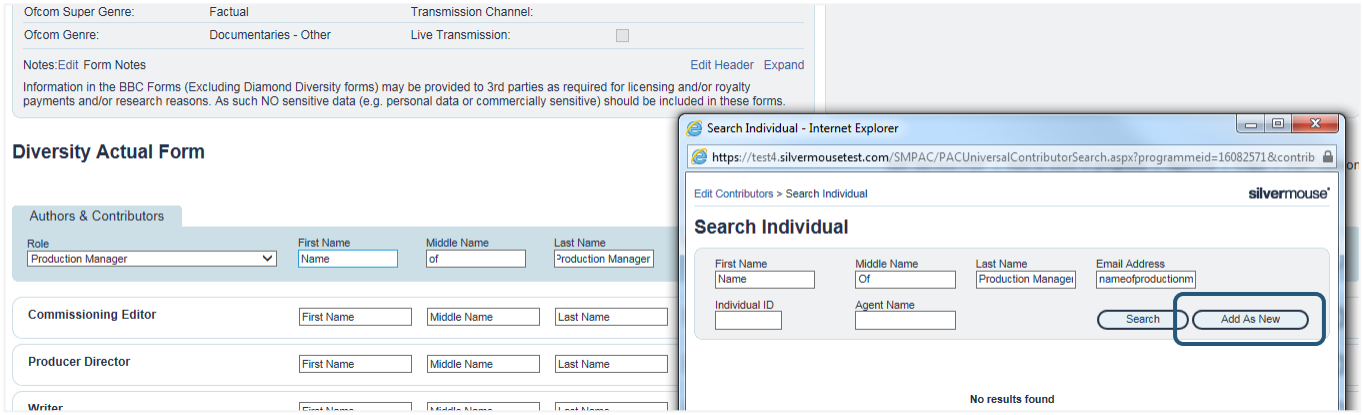
  For example, if Emma was entered as a First Name, and Louise as a Middle Name in the search, the results would return Emma Louise Sharpe, but would not return Emma-Louise Sharpe. To search for Emma-Louise Sharpe, you would need enter Emma-Louise as the First Name, and Sharpe as the Last Name, leaving the Middle Name blank
- Double-barrelled names must be entered with a hyphen between words, for example Ridsdale-Smith. If a space or number is used within a Name field, the search will not run:



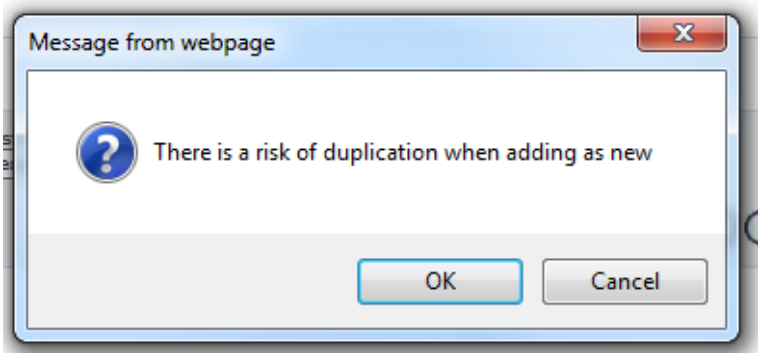
- Apostrophes should be used where appropriate, e.g. O'Reilly
- The search will not run if any characters other those listed above, or letters, are included in the criteria

Create a new entry

- If no results are returned for the person, click on **Add As New**

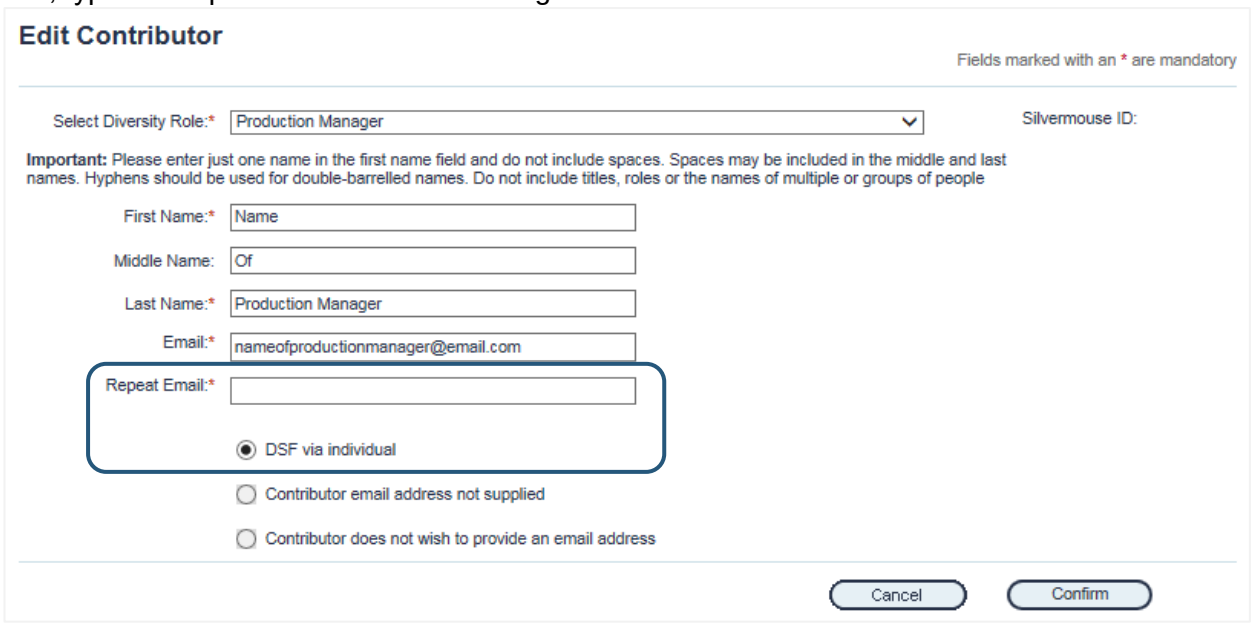


- In the prompt window which appears, click on **OK**

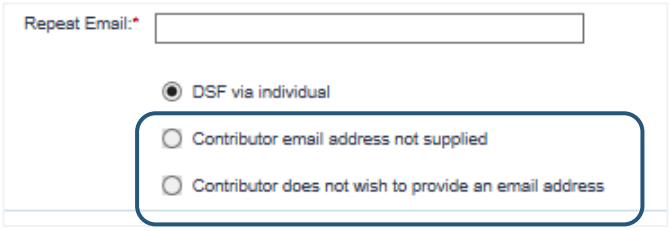


In the **Edit Contributor** window, most of the details will be pulled in from the Search

- If the person has not opted out of Diamond, and they provided their email address, in the **Repeat Email** box, type in the person's email address again to confirm it:



➡ If the email address was not supplied, or the contributor does not wish to provide an email address, select the relevant radio option



➡ Click on **Confirm**

Sending the Diversity Self-declaration Form

There are three options for people in the Diversity Actual form.

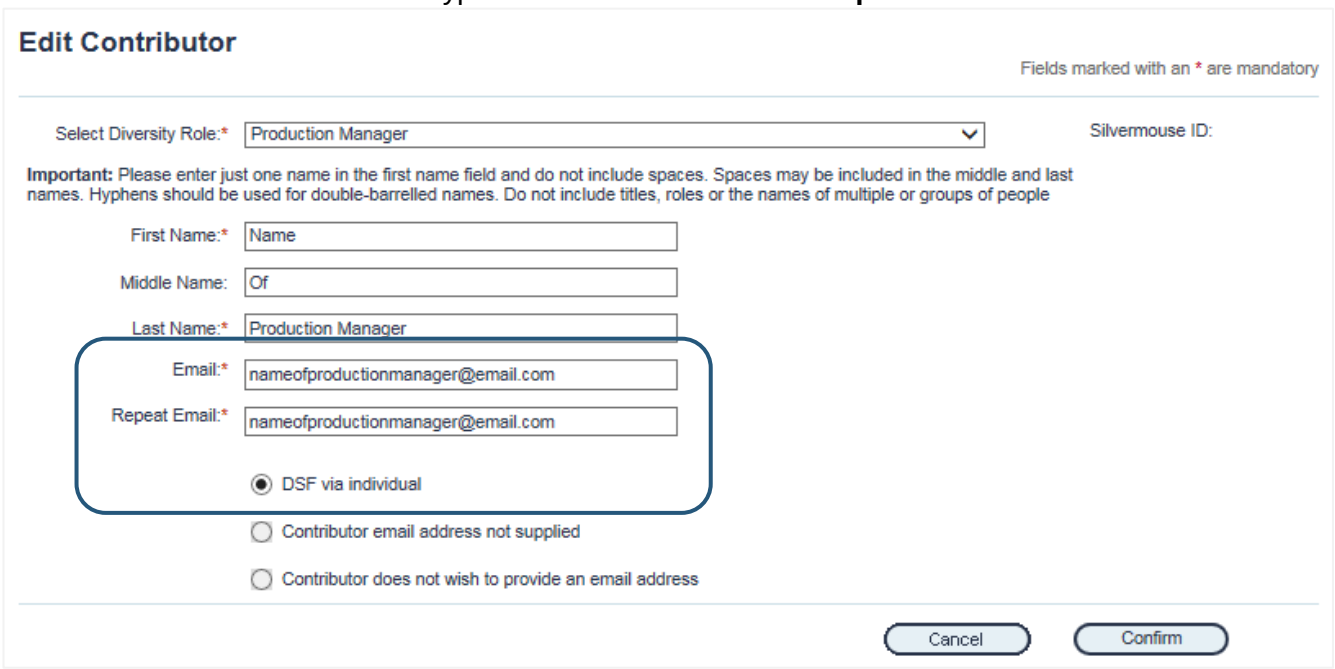
- **DSF via individual**
  The person provides their email address so they receive the DSF form and submit their data online
- **Contributor email address not supplied**
  The production does not currently have the person's email address, but may receive it later. If they wish, they can complete their diversity data using the URL and production key supplied in the Self Service PDF
- **Contributor does not wish to provide an email address**
  The person does not wish to provide an email address; however, they can complete their diversity data using the URL and production key supplied in the Self Service PDF

If a person has supplied their data via the Self Service PDF, they can be added to the Diversity Actual form; please see the How to use the Self Service form section of this helpcard for more details.

Email address is provided so the DSF form can be sent

To send the DSF form via email;

➡ Select **DSF via individual** and retype the email address in the **Repeat Email** box



➡ Click on **Confirm**

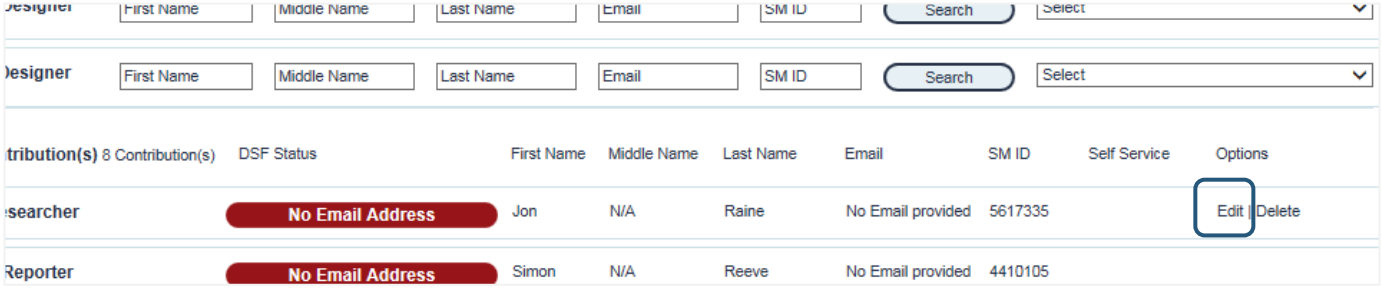
Email address is not provided, but you want to invite them to complete their DSF using the Self Service PDF

This option should be selected if the production does not have the email address for the person, but it might be provided later on.

- Search for and add the person
- In the **Edit Contributor** window, select **Contributor email address not supplied**
- Click on **Confirm**

If the email address is provided at a later stage, this should be added to the entry in the Diversity Actual form:

- Click on **Edit**



- Select **DSF via individual** and retype the email address in the **Repeat Email** box
- Click on **Confirm**

Email address is not provided as person does not wish to provide their email address

If the person does not wish to provide their email address, they can still take part in the diversity monitoring for the production;

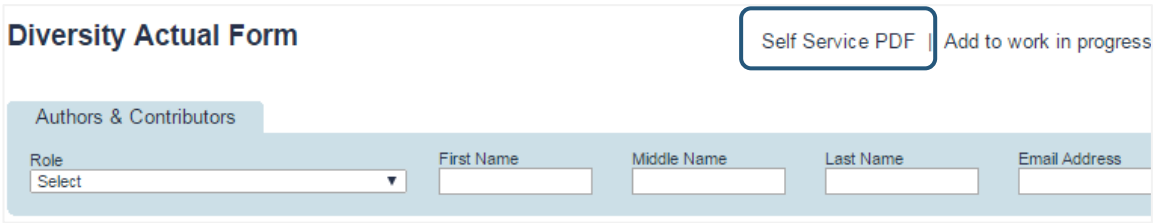
- Search for and add the person
- In the **Edit Contributor** window, select **Contributor does not wish to provide an email address**
- Click on **Confirm**

The Self Service form can be printed and handed to the contributors and production team members so they can complete their personal diversity data in Silvermouse.

How to use the Self Service form

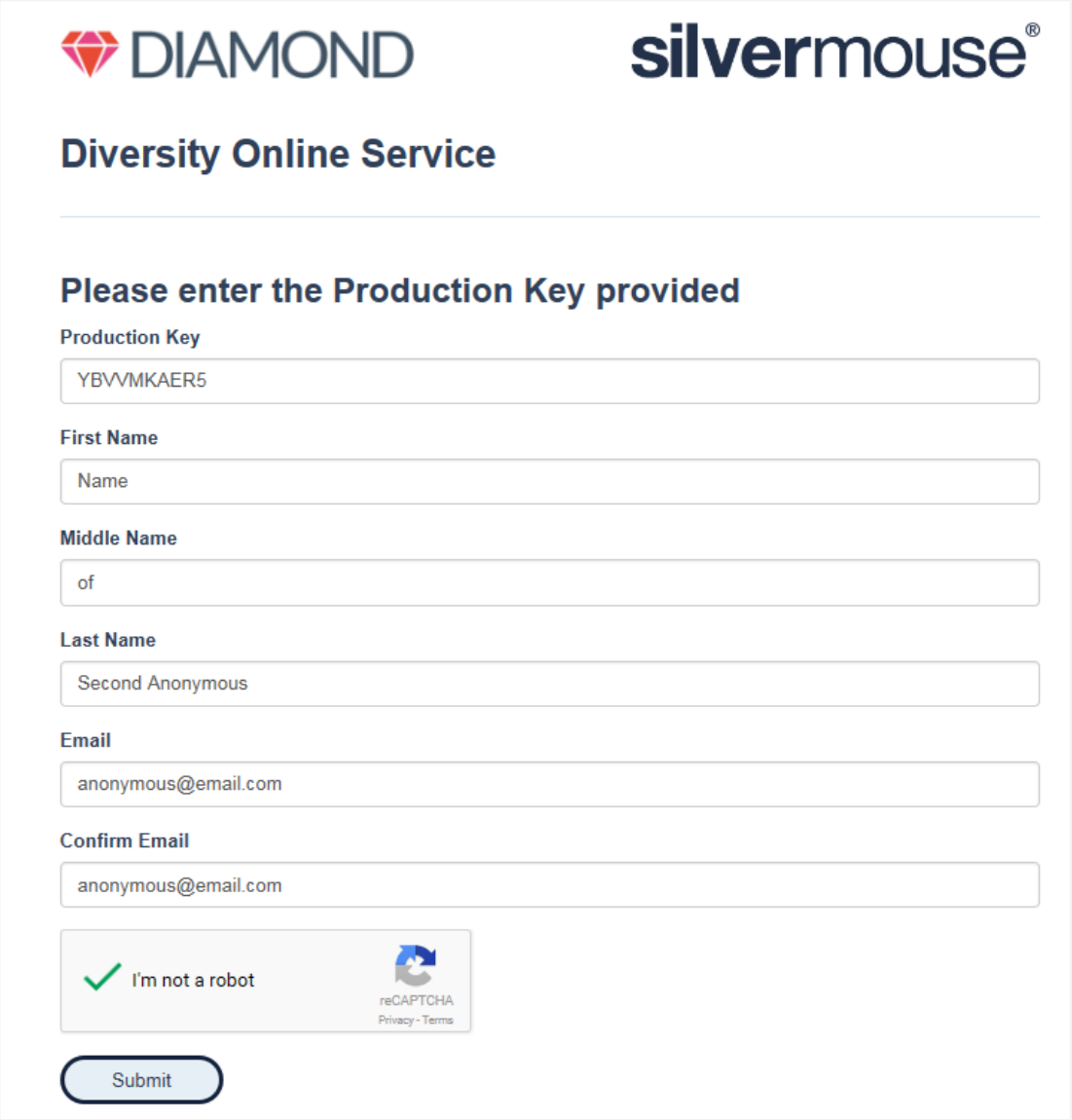
The Self Service form can be used for anyone who needs to complete their diversity data, and does not wish to provide their email address.

- To print the Self Service form, open the **Contributors** or **Diversity Actual** forms
- Click on **Self Service PDF**



To view an example of the Self Service PDF, please refer to Self Service PDF example section of this helpcard.

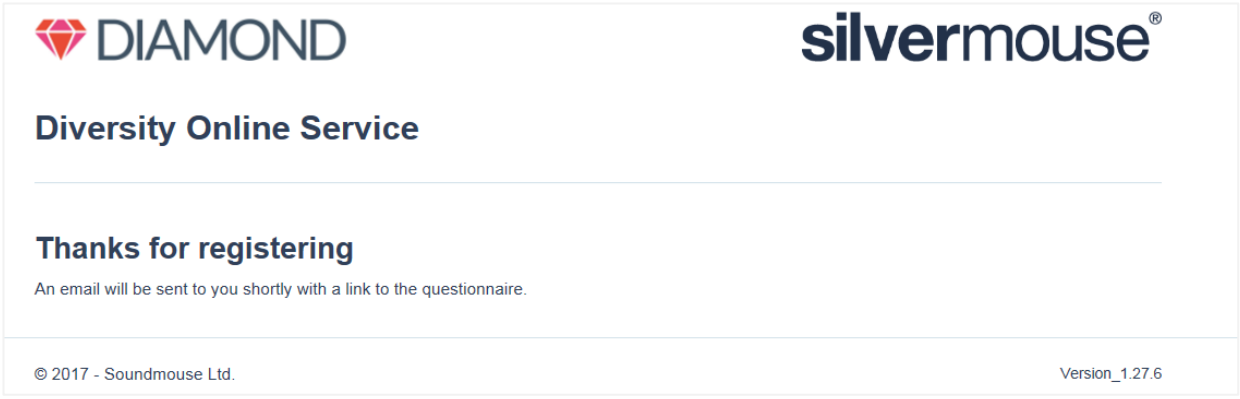
- Print the PDF so it can be given to the contributor
- The contributor should open the link as directed in the Self Service PDF, add the Production Key, and complete the remaining fields:



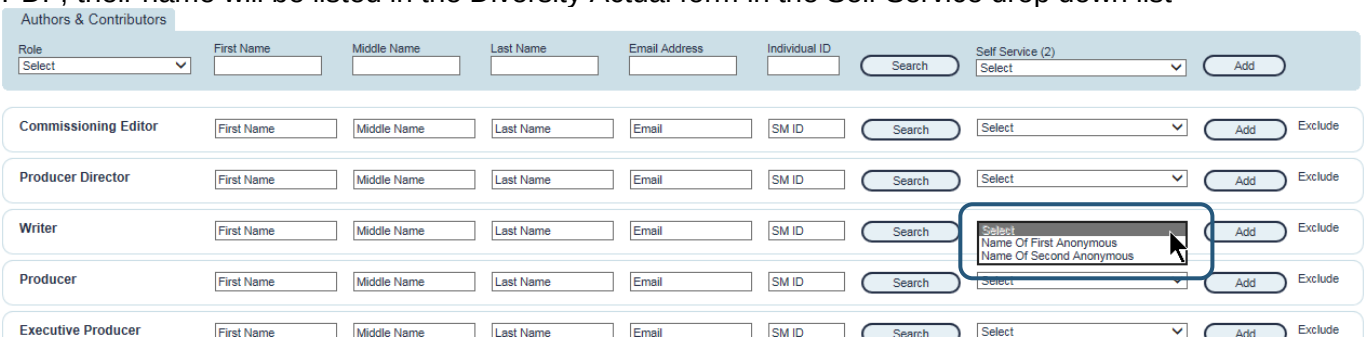
The production key is specific to the Diversity Actual form for the specific programme or episode. Once completed, the contributor will not receive further requests to complete their diversity data for a specific period.

If the contributor does not wish to share their email with the production, the Self Service PDF process allows them to enter their email address directly into Silvermouse.

- A confirmation window will appear confirming the contributor has registered and that a link to the questionnaire has been sent to their email



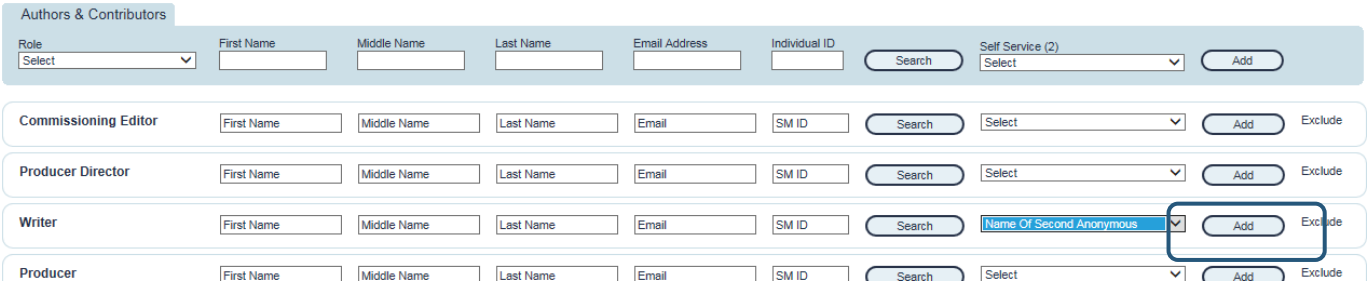
- Once the contributor has completed the questionnaire for the specific Production Key in the Self Service PDF, their name will be listed in the Diversity Actual form in the Self Service drop down list



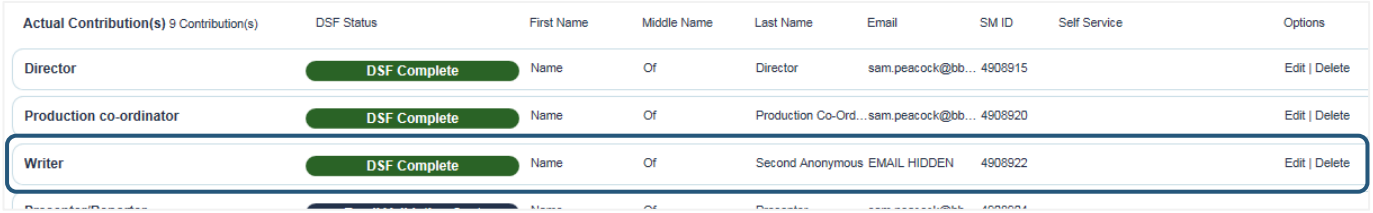
Only the people that have completed their diversity data will be listed in the Self Service drop down in the Diversity Actual form.

It is important that the contributor enters the Production Key accurately; otherwise they will not be listed.

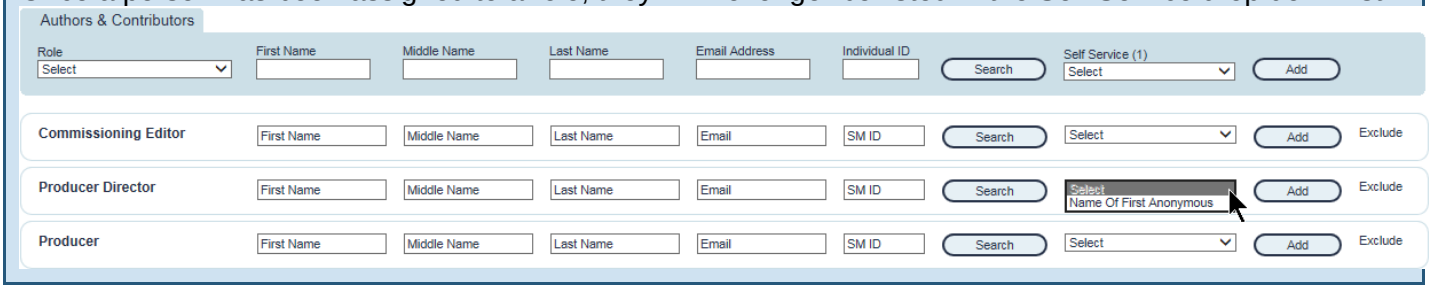
- Click on **Add**



- The person and role will then display at the bottom of the screen, identifying the current status of their DSF

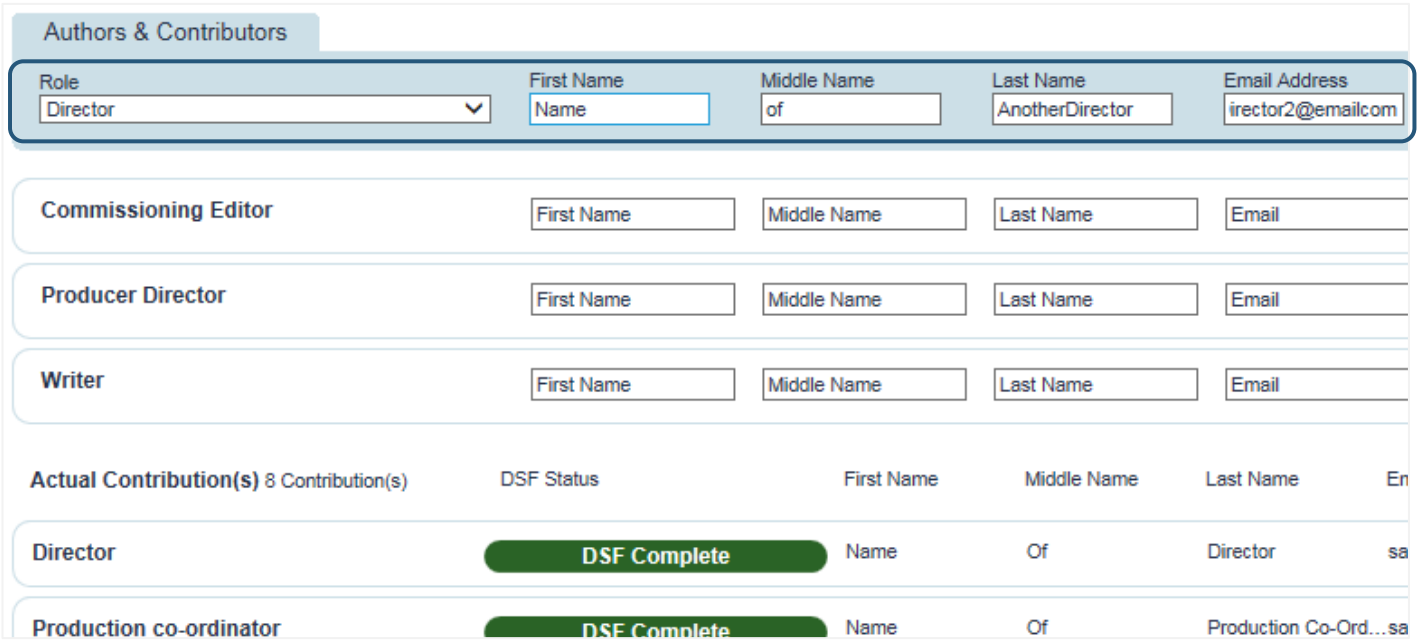


Once a person has been assigned to a role, they will no longer be listed in the Self Service drop down list



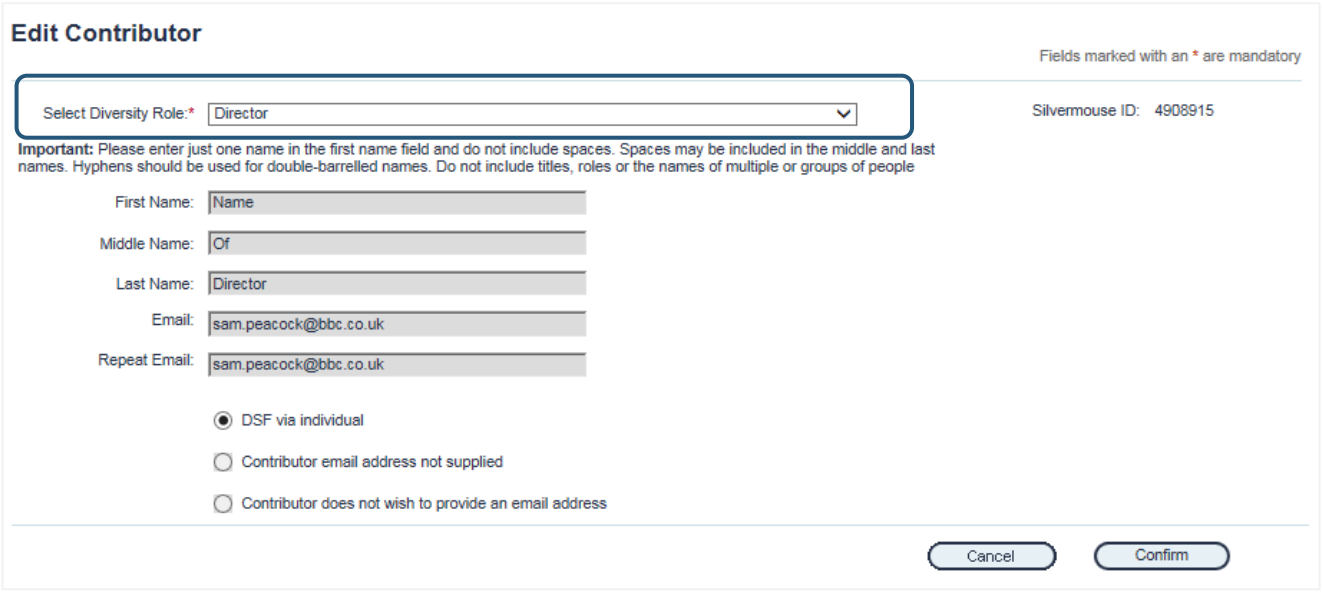
Multiple roles

If there are multiple people performing the same role, for example there are two directors, create the role in the mandatory roles for the first person. Subsequent people performing the same role can then be added using the dropdown menu



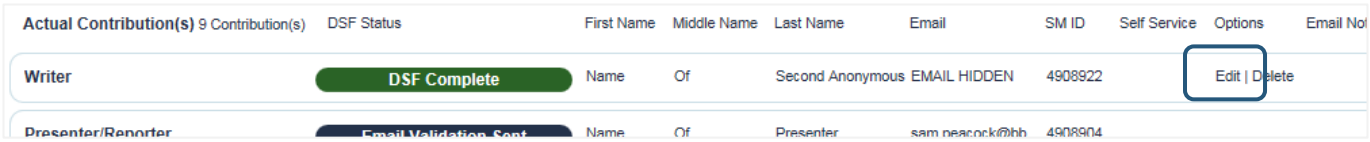
Edit an entry in the Diversity Actual form

When a person is edited in the Diversity Actual form, only the role can be altered:



To edit a person in the Diversity Actual form:

- Click on **Edit**



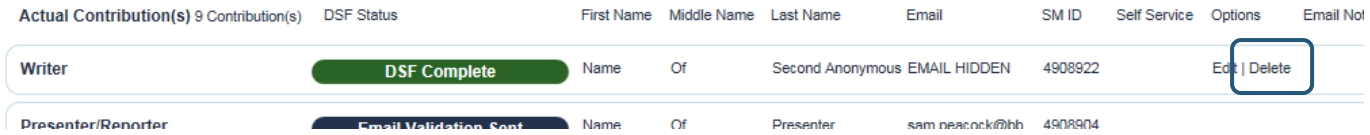
- From the **Select Diversity Role** drop down menu, select the correct role for the entry
- Click on **Confirm**

Entries which are pulled in from the Contributors form cannot be edited or deleted within the Diversity Actual form; changes to these contributors must be done in the Contributors form.

Delete an entry

To delete an entry in the Diversity Actual form:

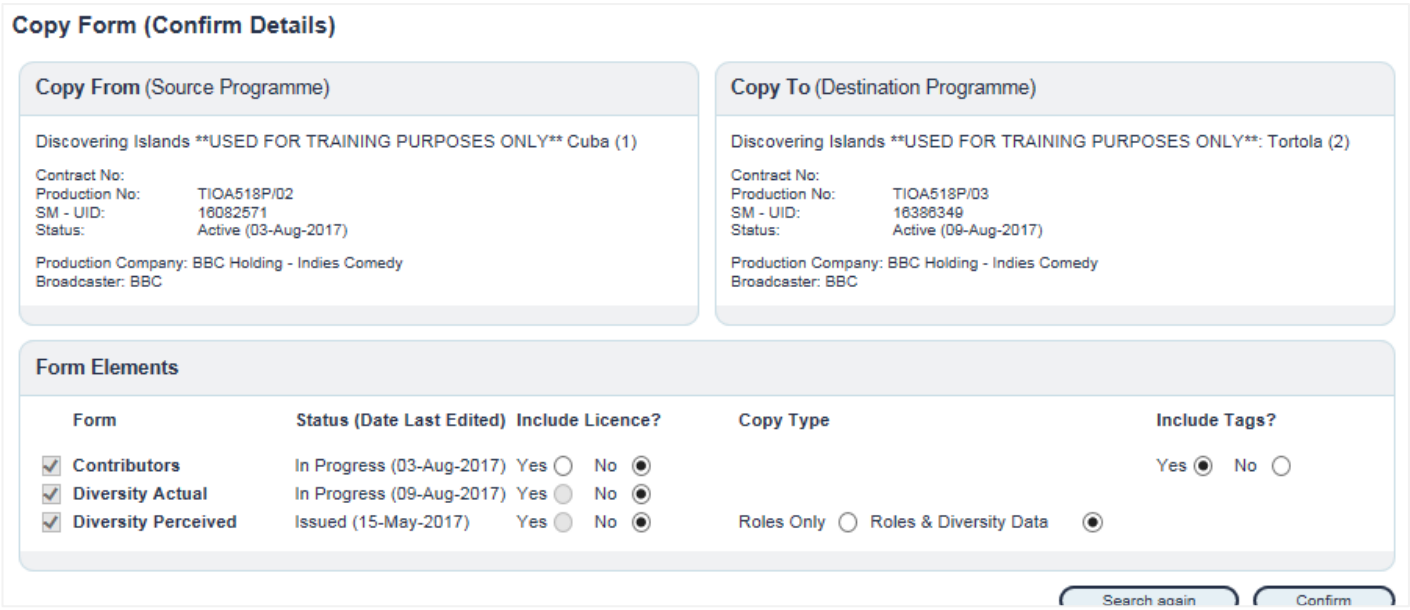
- Click on **Delete**



You will only be able to delete the data that was entered in the Diversity Actual form. Any entries that are automatically pulled in from the Contributors form will need to be deleted within the Contributors form.

Copy the Diversity Actual form

Although you cannot copy the Diversity Actual form from one programme to another, all the data in the Diversity Actual and Diversity Perceived forms are automatically copied across when the Contributors form is copied from one programme to another:



- Open the Contributors form of the destination programme (the programme you wish to copy the data **to**)
- Click on **Copy**
- Enter the name or UID for the programme you wish to copy the Contributors, Diversity Actual and Diversity Perceived data **from**
- Click on **Search**
- Select the programme you wish to copy from and click on **Confirm**

Click on **Preview** if you wish to view the Contributors form before you copy the content

- For **Contributors**, in the **Include Licence?** column, select **Yes** to include all the rights information for each contributor
- For **Diversity Perceived** in the **Copy Type** column, either select **Roles Only** to copy the diversity roles without any completed diversity data, or select **Roles & Diversity Data** to copy the diversity roles with the associated perceived data

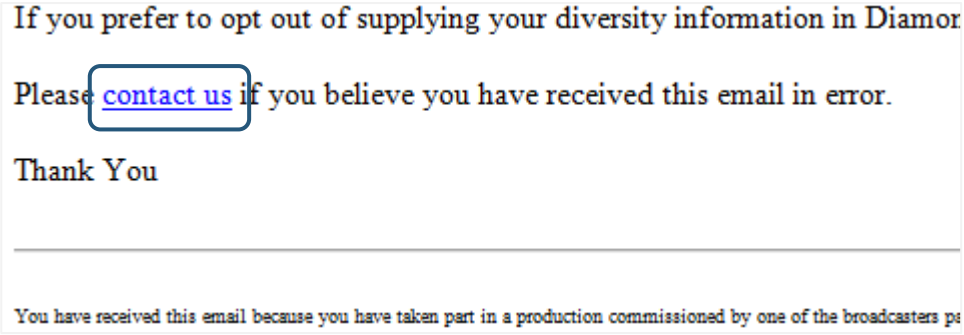
Remember that the Diversity Perceived data should be completed based on the audience perception of each role FOR EACH PROGRAMME individually, even though that data can be copied from another programme.

- For **Contributors**, in the **Include Tags?** column, select **Yes** to copy all the tags from the original programme to the new Contributors form
- Click on **Confirm**

The Contributors form and associated data cannot be copied unless the programme you are copying the data into has all three Diamond forms (Contributors, Diversity Actual and Diversity Perceived forms).

List of DSF statuses

The following is a list of all the DSF statuses possible:

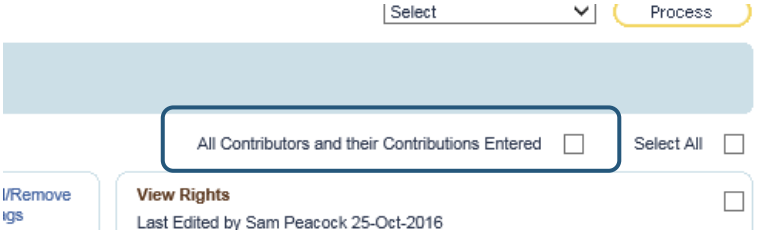
DSF Status	Indicates…
No email address	No email address has been provided
Email validation sent	An email containing a link to validate the supplied email address has been sent
Invalid recipient	Recipient has clicked on the following link in the Validation Request email 
Email validation expired	The email validation link has expired
Email validated	The supplied email address has been validated by clicking on the link
Opted out	The user has opted out of delivering diversity data
DSF link sent	A link to the DSF has been sent to a validated email address. The link is active for 30 days
DSF link expired	The link to the DSF form has expired
DSF complete	The DSF form has been completed
Deleted	The individual has deleted the diversity data supplied for this episode
Anonymised	The contribution no longer has diversity data associated with it as the data retention period has expired

Submitting the Diversity Actual form

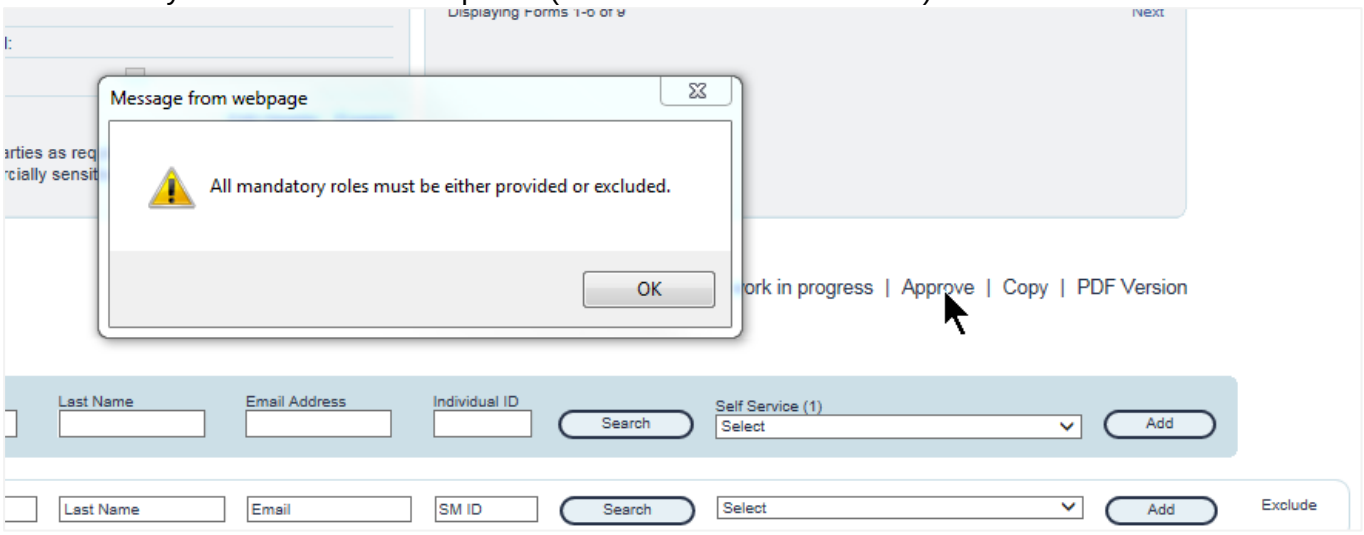
The Diversity Actual form can only be submitted when the following have been done:

- All contributors have been added to the Contributors form with the correct rights assigned accurately

- The **All Contributors and their Contributions Entered** box has been selected in the Contributors form to indicate no further contributors will be added



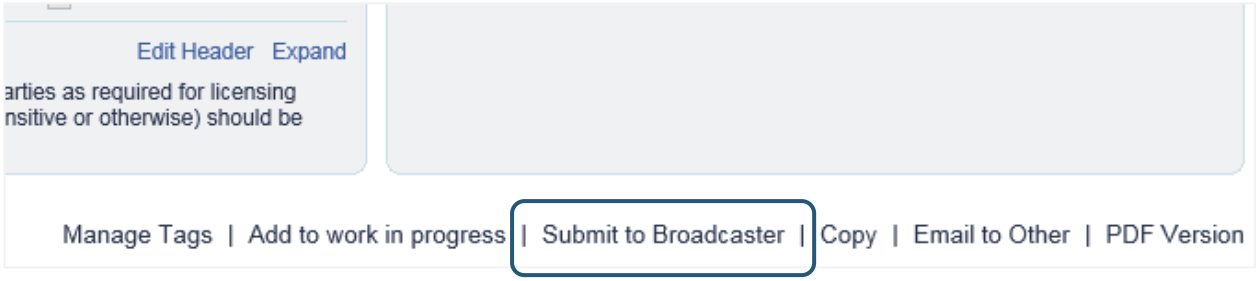
- All mandatory roles have been completed (or excluded where essential)



You don't need to wait until all the DSF statuses read **DSF complete** before the Diversity Actual form can be submitted.

To submit the form:

- Click on **Submit**



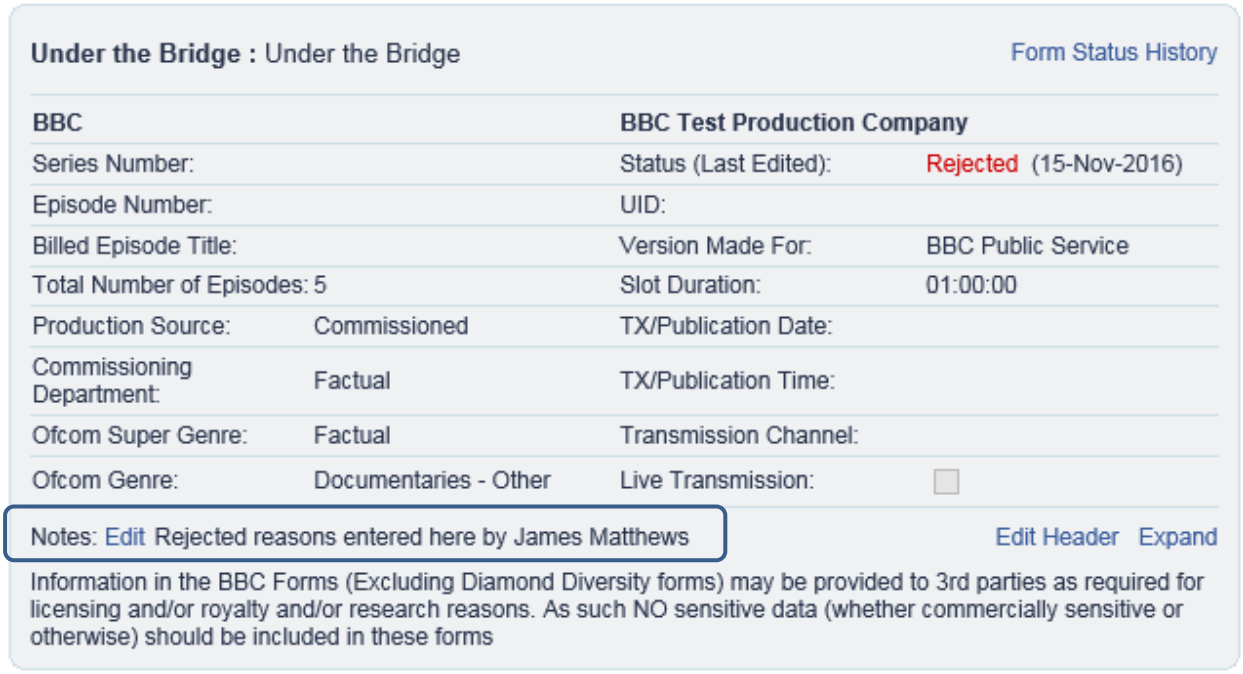
- In the confirmation window, click on **OK**

Ensure pop-up windows are enabled in your browser; otherwise the confirmation message won't display.

The form will close and you will be taken back to your **Inbox**. Submitted forms are not displayed in the **Inbox**, but you'll be able to find it in the **Outbox**; once approved, you will be able to find it in the **Library**.

Rejected forms

If there is a problem with the form and it has been rejected, the BBC Independent Delivery Unit (IDU) will contact you and you will be able to find the rejected form in your **Inbox**. Their feedback will be entered in the **Notes** field, in the **Header:**

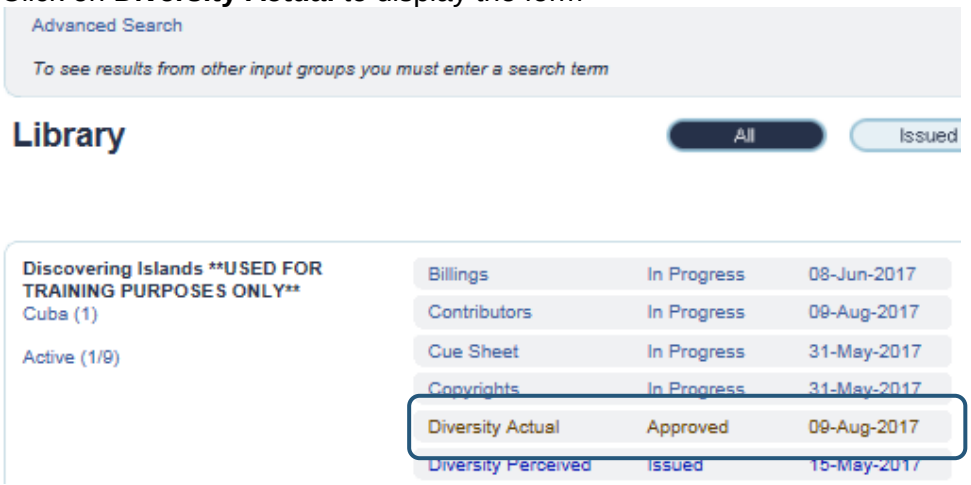


To resubmit the form:

- Make the required changes
- Click on **Submit to Broadcaster**
- In the confirmation window, click on **OK** to submit the form again

Locating a Submitted Diversity Actual form

- Search for your programme in the **Library**
- Click on **Diversity Actual** to display the form



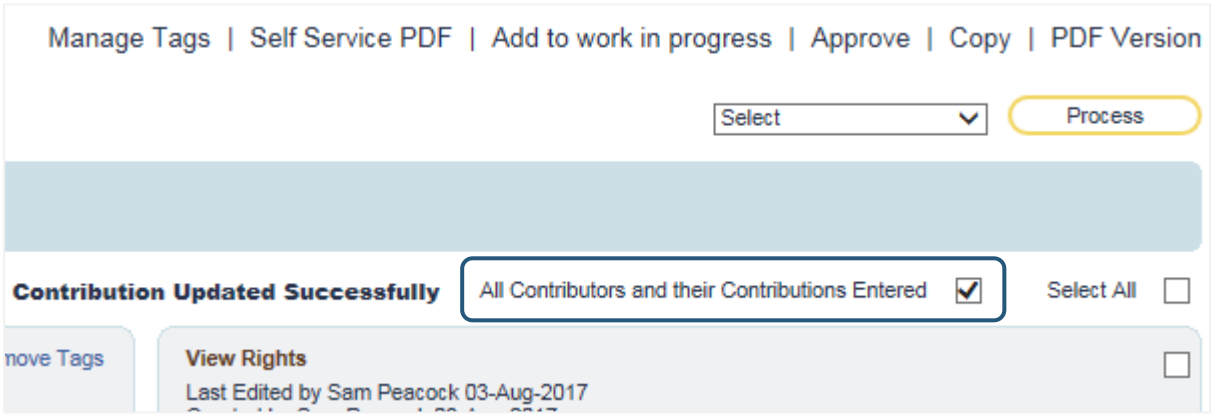
It is not possible to edit a Submitted or Approved form. You will need to ask your BBC contact to reject a form so you can make changes to it.

FAQs & troubleshooting

I can't submit the Diversity Actual form

To submit the Diversity Actual form, the following needs to be done:

- Completed all the mandatory roles, or excluded them if necessary
- The **All Contributors and their Contributions Entered ~~Added~~** option is selected in the Contributors form



Can I just complete one Diversity Actual form for a series or block of programmes, rather than for each episode?

No, for standardised reporting across the industry, a form needs to be approved for each individual episode.

What if someone doesn't want to provide their diversity data?

Participation in the Diamond diversity monitoring is not mandatory, but is encouraged. There are two ways people can opt out of providing their diversity data, ensuring they are not continually reminded when they participate in new productions; they can either click on Opt Out at the bottom of the email which will prevent further communication for one year; alternatively, they can complete the form but select '**Prefer not to disclose**' for each section which will exclude them from being contacted for two years.

When someone has multiple email addresses for different purposes, which should they use?

Any email address can be used for the diversity forms, but it is important that a person always provides the same email address; as the system sends forms to each email address provided, they will be asked to complete their data multiple times, and the system will see those entries as multiple people irrespective if they work under the same name.

Should people who are contracted via a third party be added to the Diversity Actual form?

If people are hired through a third party company, their email and diversity details only need to be captured if special arrangements have been made between the BBC and the third party company. For standardised wording, please contact Silvermouse Support.

Will reminders be sent to contributors if they ignore the initial email?

Automatic reminders will be sent after two weeks if the individual does not respond.

What if someone doesn't want to provide their email address?

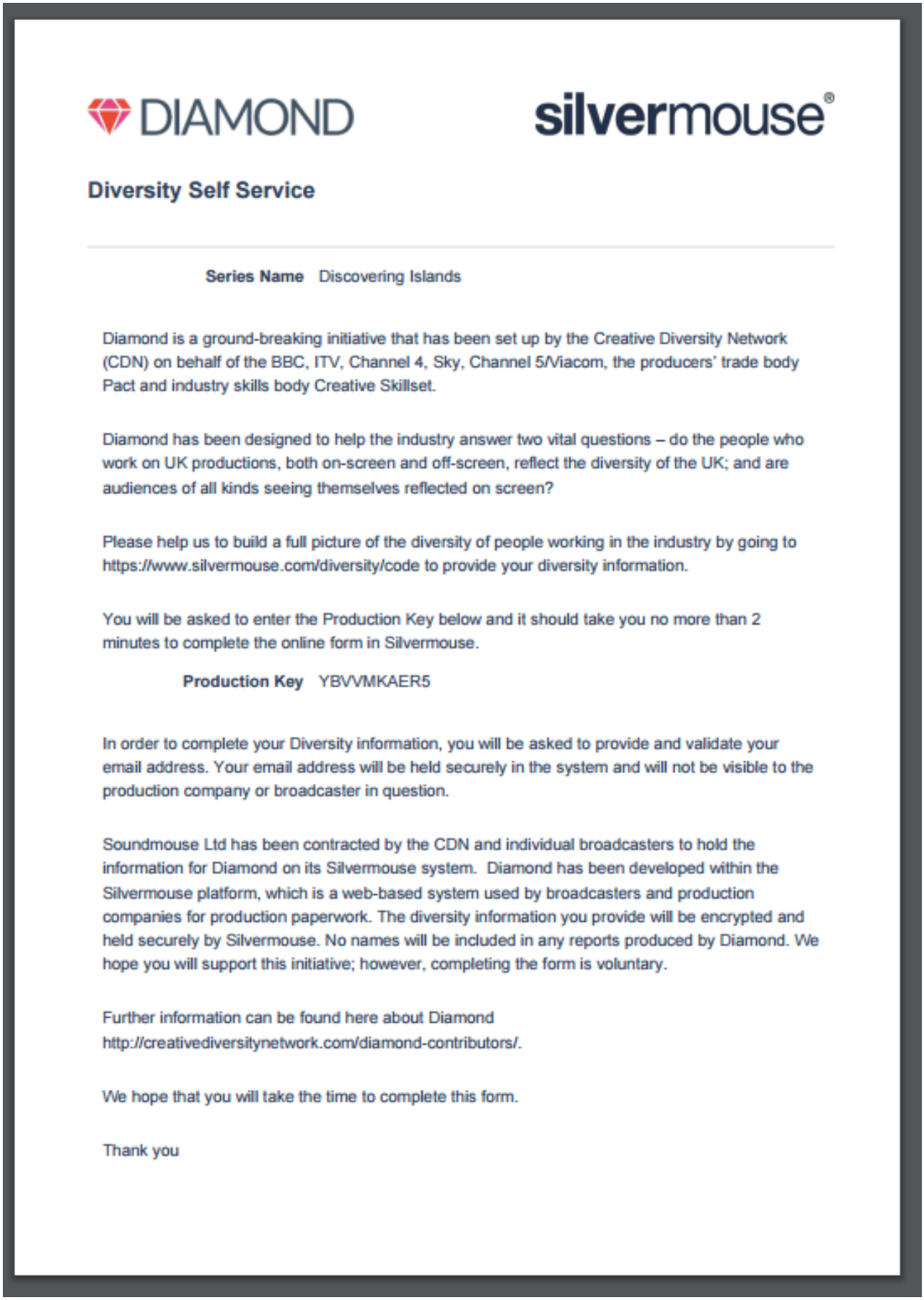
If a contributor doesn't wish to provide their email address, it is possible to send the DSF form to their agent or representative where appropriate. If a person does not wish to provide an email address, you should select **Contributor does not wish to provide an email address** and offer the Self Service PDF.

List of roles within the Diversity Actual form

- 1st Assistant Director
- 2nd Assistant Director
- 3rd Assistant Director
- AP (Assistant or Associate Producer)
- Actor (Supporting Role)
- Archive Producer
- Archive Researcher
- Art Director
- Assistant Art Director
- Assistant Floor Manager
- Assistant Production Accountant
- Autocue/Prompt Operator
- Background/Walk On/Supporting Artists
- Business Affairs Manager/Executive
- Camera Assistant
- Camera Operator ***M***
- Camera Supervisor
- Case Studies
- Casting Producer
- Celebrity AP
- Celebrity Producer
- Celebrity Booker
- Chargehand Carpenter
- Chargehand Painter
- Chief Costume Designer
- Chief Hairdresser
- Choreographer
- Colourist/Grader
- Commissioning Editor ***M***
- Commissioning Executive
- Composer
- Compositor
- Construction Manager
- Continuity Supervisor
- Contributor/Interviewee
- Costume Designer ***M***
- Costume Maker/Dress Maker
- Costumes Stylist
- Costumer
- DV Director
- Data Wrangler
- Development Producer
- Digital Imaging Technician
- Director ***M***
- Director of Photography ***M***
- Dubbing Mixer
- EVS Operator
- Edit Assistant
- Edit Producer/Director
- Editor ***M***
- Executive Producer ***M***
- Floor Manager
- Focus Puller
- Gaffer
- Gallery AP
- Gallery Director
- Graphic Designer
- Grip
- HOD Plaster
- HOD Rigger
- Hairdresser
- Hairdressing Assistant
- Head of Production
- Hot Head Operator
- Junior Production Manager
- Lead Actor
- Lighting Cameraman
- Lighting Console Operator
- Lighting Designer ***M***
- Lighting Director
- Lighting Electrician
- Line Producer ***M***
- Locations Assistant
- Locations Manager
- Logger
- Main Contributor/Expert
- Make-Up Artist
- Make Up Assistant
- Make Up Designer ***M***
- Make Up Supervisor
- Matte Painter
- OB Director
- Offline Editor
- Online Editor
- Other Lighting e.g. Best Boy, Generator Operator, Moving Light Technician, Rigging Gaffer
- Other On Screen (non-scripted)
- Other On-Screen (scripted)
- Other Sound and Audio
- Post Production Supervisor
- Presenter/Reporter
- Producer ***M***
- Producer Director ***M***
- Production Accountant
- Production Assistant
- Production Designer ***M***
- Production Electrician
- Production Executive
- Production Manager ***M***
- Production Secretary
- Production Co-ordinator
- Prop Buyer/Maker
- Props Storeman
- Researcher
- Rigger
- Roto/Paint Artist
- Runner
- Script Editor
- Script Producer
- Script Supervisor
- Senior Dresser
- Series Director
- Series Editor (Editorial)
- Series Editor (Post Production)
- Series Producer
- Set Designer
- Sound Recordist ***M***
- Special Effects Make Up Assistant
- Special Effects Supervisor
- Special Effects Technician
- Stage Manager
- Story Producer
- Studio Director
- Stunt Co-Ordinator
- Stunt Performer
- Subject Matter Expert (off screen)
- Supervising Rigger
- Supporting 2
- Technical Manager
- Unit Manager
- Vision Mixer
- Visual Effects Supervisor
- Voiceover/Narrator
- Vox Pops
- Wardrobe Assistant
- Wardrobe Master/Mistress
- Wardrobe Supervisor
- Writer ***M***

Where ***M*** is a mandatory role

Example of the Self Service PDF



DIAMOND

silvermouse®

Diversity Self Service

Series Name Discovering Islands

Diamond is a ground-breaking initiative that has been set up by the Creative Diversity Network (CDN) on behalf of the BBC, ITV, Channel 4, Sky, Channel 5/Viacom, the producers' trade body Pact and industry skills body Creative Skillset.

Diamond has been designed to help the industry answer two vital questions – do the people who work on UK productions, both on-screen and off-screen, reflect the diversity of the UK; and are audiences of all kinds seeing themselves reflected on screen?

Please help us to build a full picture of the diversity of people working in the industry by going to https://www.silvermouse.com/diversity/code to provide your diversity information.

You will be asked to enter the Production Key below and it should take you no more than 2 minutes to complete the online form in Silvermouse.

Production Key YBVVMKAER5

In order to complete your Diversity information, you will be asked to provide and validate your email address. Your email address will be held securely in the system and will not be visible to the production company or broadcaster in question.

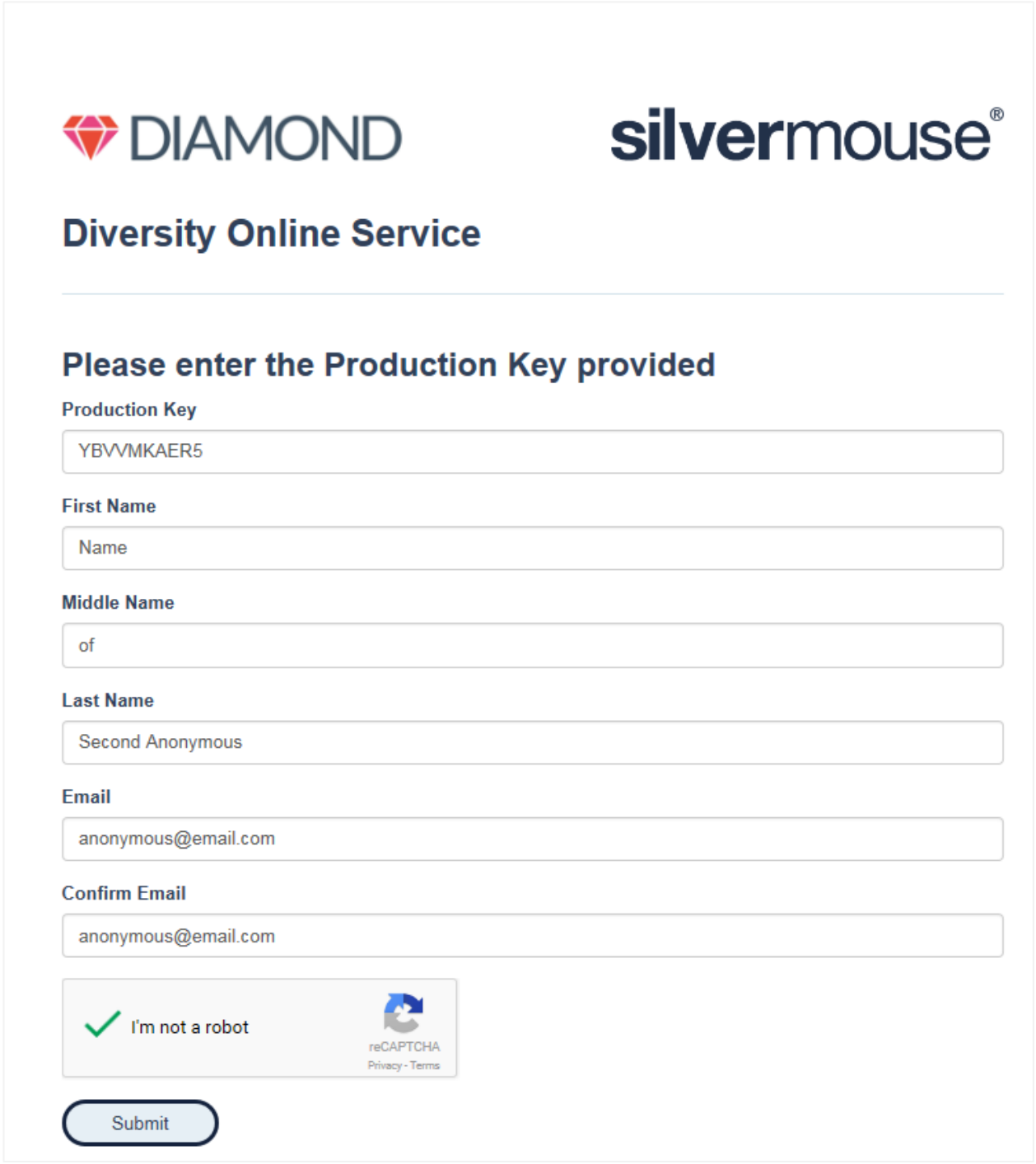
Soundmouse Ltd has been contracted by the CDN and individual broadcasters to hold the information for Diamond on its Silvermouse system. Diamond has been developed within the Silvermouse platform, which is a web-based system used by broadcasters and production companies for production paperwork. The diversity information you provide will be encrypted and held securely by Silvermouse. No names will be included in any reports produced by Diamond. We hope you will support this initiative; however, completing the form is voluntary.

Further information can be found here about Diamond http://creativediversitynetwork.com/diamond-contributors/.

We hope that you will take the time to complete this form.

Thank you

Example of the Diversity Self Service form



Example of the Diversity Self-declaration Form (DSF)

The following five screenshots show an example of the DSF form that recipients are asked to complete.

DIAMOND

silvermouse®

Diversity Self-declaration Form

Welcome!

You will be aware of a ground-breaking initiative called Diamond that has been set up by the Creative Diversity Network (CDN) on behalf of the BBC, ITV, Channel 4, Sky, Channel 5/Viacom, producers' trade body Pact and industry skills body Creative Skillset.

Diamond has been designed to help the industry answer two vital questions – do the people who work on UK productions, both on-screen and off-screen, reflect the diversity of the UK; and are audiences of all kinds seeing themselves reflected on screen?

To help us build a full picture of the diversity of people working in the industry, the broadcasters are gathering information on six diversity characteristics: gender, gender identity, age, ethnicity, sexual orientation and disability.

We would like you to answer a few questions on these diversity characteristics. It should only take 2 minutes to complete the questionnaire. The diversity information you provide will be encrypted and held securely by Silvermouse. No names will be included in any reports produced by Diamond. We hope you will support this initiative; however, completing the form is voluntary.

Before filling in the questionnaire, please read the Privacy Notice below, which explains in more detail how your information will be used. When you proceed to the questionnaire, you have the option not to disclose information for each of the questions you are being asked.

Privacy Notice – How will the information be used?

Soundmouse Ltd has been contracted by the Creative Diversity Network (CDN) and individual broadcasters (currently the BBC, ITV, Channel 4, Sky and Channel 5/Viacom) to process the information for Diamond on its Silvermouse system. Diamond has been developed within the Silvermouse platform, which is a web-based system used by broadcasters and production companies for production paperwork. The diversity information on the Diversity Self-declaration Form will be encrypted and held securely by Soundmouse.

The CDN and the individual broadcasters can use the information to prepare reports that may be published. The reports will be used to monitor diversity and assess progress against diversity targets or commitments broadcasters have made. Individual broadcasters may also share reports with their independent production company suppliers as part of this assessment.

The reports will not name individuals, and any published information will always be aggregated (for example across all commissions or by reference to genre) in order to avoid identification of any individual. In exceptional circumstances, it may be possible for you to be identified from reports based on your role within a production. All reports will be carefully reviewed by us to prevent this wherever possible.

When you provide your information, this will be used for all productions across all broadcasters participating in Diamond. It will be retained in the system for two years.

Please complete and submit the Diversity Self-declaration Form as soon as possible. If you decide to use the opt out option on the emails, this is only an opt out from submitting your Diversity Actual data and not Diamond overall. We may therefore still capture Perceived data for any contribution you make on screen unless you object.

Data Protection

Information collected on this form is personal data governed by the Data Protection Act 1998 and subsequent legislation. In that context, the CDN and individual broadcasters will be "data controllers". Soundmouse Ltd will be a "data processor" and act only on the instructions of the data controllers. We will process data relating to you in accordance with data protection law.

☑ **I have read and understood the Privacy Notice and agree to personal information relating to me being processed as set out in the Notice.**

If you are the contributor, or a carer assisting the contributor, please complete this form.

If you are a parent or guardian or an authorised representative under the Mental Capacity Act 2005 completing the form on behalf of the contributor please tick the appropriate box below and provide your name and email address.

☐ **I am the parent or guardian of the contributor.**

Name of parent or guardian

Name of parent or guardian

Email address of parent or guardian (optional)

Email address of parent or guardian (optional)

☐ **I am an authorised representative for this person, who is deemed not to have mental capacity under the Mental Capacity Act 2005.**

Name of authorised representative

Name of authorised representative

Email address of authorised representative (optional)

Email address of authorised representative (optiona

What is your gender?

☐ Prefer not to disclose

- ○ Male
- ○ Female
- ○ Other (e.g. intersex, non-binary)

What is your date of birth?

☐ Prefer not to disclose

Day	Month	Year
1	January	1970

Is your gender identity the same as the gender you were assigned at birth?

☐ Prefer not to disclose

Is your gender identity the same as the gender you were assigned at birth?

- ○ Yes
- ○ No

How would you describe your ethnic origin?

☐ Prefer not to disclose

White

- ○ English / Welsh / Scottish / Northern Irish / British
- ○ Central and Eastern European
- ○ Irish
- ○ Gypsy or Irish Traveller
- ○ Any other White background

Mixed / Multiple ethnic groups

- ○ White and Black Caribbean
- ○ White and Asian
- ○ White and Black African
- ○ Any other Mixed / Multiple ethnic background

East Asian / East Asian British (including South East Asian / South East Asian British)

- ○ Chinese
- ○ Any other East Asian background

South Asian / South Asian British	○ **Indian** ○ **Bangladeshi**	○ **Pakistani** ○ **Any other South Asian background**
Black / African / Caribbean / Black British	○ **African** ○ **Any other Black / African / Caribbean background**	○ **Caribbean**
Other ethnic group	○ **Arab**	○ **Any other ethnic group**

Disabilities

☐ **Prefer not to disclose**

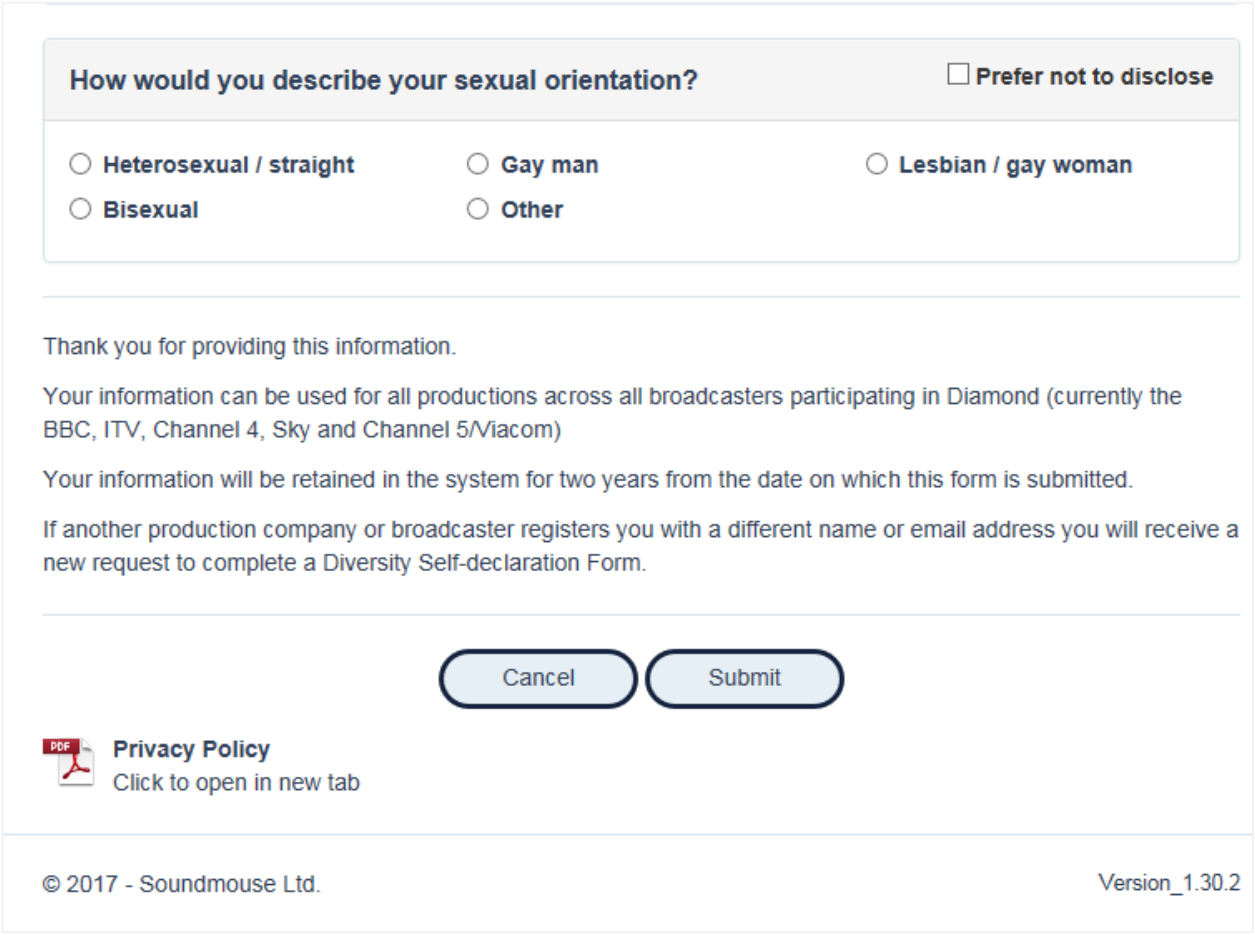
Under the Equality Act, a disability is defined as any long-term impairment which has a substantial adverse effect on your ability to carry out day-to-day activities. Examples include conditions which affect your learning, mobility, physical coordination, mental health, speech, hearing or eyesight, as well as conditions such as diabetes and epilepsy which may normally be controlled via medication.

Within the definition of the Equality Act, do you consider yourself to have a disability?

◉ **Yes** ○ **No**

Please select which categories of disability apply to you (you may tick one or more categories):

- ☐ **Deaf or hard of hearing**
- ☐ **Blind or visually impaired**
- ☐ **Musculo-skeletal (including coordination, dexterity, mobility, wheelchair-user)**
- ☐ **Mental health (including serious depression, bipolarity)**
- ☐ **Learning and cognitive disabilities (including dyslexia, Down's Syndrome, autism)**
- ☐ **Long-term illness or debilitating disease**
- ☐ **Other (including but not limited to conditions such as cancer, diabetes, epilepsy, arthritis, asthmas, speech impairments and facial disfigurement)**



The following questions below only appear when certain options are selected:

If this section is completed:	This additional question is asked:
What is your date of birth?	Is your gender identity the same as the gender you were assigned at birth?
Disabilities [Yes]	Please select which categories of disability apply to you (you may tick one or more categories):