

Check available data research, studies, reports, audits, feedback, surveys, etc. surrounding each protected group

Decide what information you have, and what information you still need

Establish how you will obtain missing data, and examine why this gap in knowledge exists

Ensure collection of data in relation to all protected characteristic groups

Liaise with necessary representative bodies to gain information

Utilise all resource formats available (e.g. websites) to obtain relevant information and stay alert to developing research

Practice good engagement tactics and sensitivity when obtaining information from groups

Be prepared to use both qualitative and quantitative data methods

Examine secondary reports for further information on protected groups