

BRIEFING NOTE 13 – DISCLOSING YOUR SEXUAL ORIENTATION

1.0 How to disclose your sexual orientation

- 1.1 Staff can update their personal information by logging into the UEA's Self Service Portal at <https://myview.uea.ac.uk/dashboard/> . Once logged staff can go to the 'Equal Opportunities' section of 'My Details' and edit their personal details.
- 1.2 The information provided will be kept confidential, will be used for University, Faculty/Division or School population monitoring/patterns/reports purposes only and will be published in a format that will not identify individuals.

2.0 Why disclose your sexual orientation?

- 2.1 The University records the sexual orientation of staff through the information declared on the equal opportunities monitoring form and the Self Service Portal.
- 2.2 The number of staff disclosing their sexual orientation has increased steadily in recent years. An [Annual Report](#) is published with statistics each year.
- 2.3 The University appreciates that some staff might be concerned about disclosing their sexual orientation and if this is the case, staff are welcome to speak with [Human Resources Managers/Advisers](#) and/or [Head of Equality &](#)

[Diversity/Equality & Diversity Project Officer](#) on a confidential basis to ask any questions they may have about disclosing their sexual orientation.

2.4 Some staff might be concerned about:

- Obtaining or retaining a job at the University
- Gaining promotion
- How their manager might respond
- How they might be treated in the workplace

2.5 The purpose of keeping such information is for the University to ensure that it operates fairly on such issues as employment, retention and career opportunities. Such data helps the University determine this with more certainty and in addition helps us fulfil our obligations under the Equality Act 2010.

2.6 If you have any concerns, please contact Human Resources where you can discuss your concerns on a confidential basis.

2.7 It is important that staff disclose their sexual orientation. As more staff disclose their sexual orientation, the University will be able to gather more realistic data and make more informed decisions in respect of issues that relate to staff of differing sexual orientation and their needs in the workplace.

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