

## BRIEFING NOTE 21 – DISCLOSING YOUR GENDER

### 1.0 How to disclose your gender

- 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 gender?

- 2.1 The University records the gender of staff through the information declared on the equal opportunities monitoring form, the Self Service Portal and from other information provided by staff.
- 2.2 The number of staff disclosing their gender has remained high. An [Annual Report](#) is published with statistics each year.
- 2.3 The University appreciates that some staff might be concerned about disclosing their gender 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 Officers on a confidential basis to ask any questions they may have about disclosing their gender.

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 gender. As more staff disclose their gender, 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 genders and their needs in the workplace.

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