

BRIEFING NOTE 7 – DISCLOSING YOUR NATIONALITY AND ETHNIC ORIGIN

1.0 How to disclose nationality and ethnic origin

- 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 For notifying a change in nationality or dual nationality, staff can update their personal status by contacting [Human Resources](#).
- 1.3 The information provided will be kept confidential, will be used for monitoring purposes only and will be published in a format that will not identify individuals.

2.0 Why disclose your nationality and ethnic origin

- 2.1 The University records the nationality of staff through the information declared on the equal opportunities monitoring form and the entitlement to work in the UK checking process and other information provided by staff.
- 2.2 The number of staff disclosing their nationality and ethnic origin 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 nationality and/or ethnic origin and if this is the case, staff are welcome to speak with [Human Resources Managers/Advisers](#) on a confidential basis to ask any questions they may have about disclosing their nationality and/or ethnic origin.

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

2.6 It is important that staff disclose their nationality and/or ethnic origin. As more staff disclose their nationality/ethnic origin, the University will be able to gather more realistic data and make more informed decisions in respect of issues that relate to staff of different nationalities and ethnic backgrounds and their needs in the workplace.

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Author	S Forder - Human Resources Division
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