



## My Details: Equality Monitoring Data

Applicable to the following Staff Groups:

- ✓ University of Nottingham staff
- ✓ University of Nottingham casuals / associates
- ✓ Non University of Nottingham staff (e.g. Unitemps, Nottingham Scientific Ltd)  
(NB instead of contacting Human Resources, please contact Payroll Services)

### What is this section?

This section provides the opportunity to update details about your Gender Identity (Legal Sex (UK Definition), Legal Sex (International Definition), Gender, Gender Identity and Trans Identity where applicable), Ethnicity, Religion or Belief, Sexual Orientation, and Disability.

What does this mean?

Legal Sex (UK Definition): Legal sex refers to either male or female.

Gender Identity: How would you describe your Gender Identity. This may be different to the gender assigned to you at birth, or the gender role you live and / or work in and does not need to be legally recognised.

Trans: A person whose gender identity and / or gender expression differs from the sex (male or female) they were assigned at birth. The term may include, but is not limited to, trans men and women, non-binary people and dual role people.

Ethnicity: Race, colour, nationality, and ethnic group or national origins.

Religion or belief: Any religion, or religious or philosophical belief, including reference to a lack of religion or belief.

Sexual orientation: A person's sexual orientation towards persons of the same sex, persons of the opposite sex, or persons of either sex. This may refer to lesbian, gay and bisexual people, but could also include people with a range of different identities (e.g. pansexual, asexual, queer).

Disability: The Equality Act of 2010 defines disability as: *a physical or mental impairment with long term, substantial adverse effects on ability to perform day to day activities*. The definition of disability under the Equality Act 2010 can be found at <https://www.gov.uk/definition-of-disability-under-equality-act-2010>. If you have declared a 'new' disability, a member of the HR team will contact you to discuss the options for support which are available to you.



**Legal Sex (International Definition):** The University is required to return employees Sex as part of equality monitoring requirements for the Higher Education Statistical Agency (HESA). Employees should use the sex recorded on one of their legal documents such as birth certificate, Gender Recognition Certificate, or passport. The field value 'Other' should be used for a third sex that is legally recognised by another country.

**Gender:** Is the gender you identify with the same as your sex registered at birth?

### What will we do with this information?

Equality data helps the University to ensure that we are being fair and that we successfully nurture talent. It also helps us to improve the services and benefits that we provide. Your contribution will help towards creating a more inclusive working environment.

### How will we use your data?

It is sensible to feel cautious about disclosing personal information, but we will always protect the information you share, actively using it in line with the Data Protection Act and General Data Protection Regulation (from May 2018) to improve university policy and practices without compromising your anonymity, for example, through anonymised data monitoring and reporting. If you have declared a 'new' disability, a member of the HR team will contact you to discuss the options for support which are available to you.

### Further Information

- Once submitted, any change made will be reflected in your Human Resources record immediately.
- Each field is mandatory. If any of your data is incorrect, out-of-date or missing, then please do update these fields, even if the options you choose are 'Prefer Not To Say'.
- You are unable to amend your Legal Sex (UK Definition). If this is incorrect or has now changed, please contact Human Resources at [HR@nottingham.ac.uk](mailto:HR@nottingham.ac.uk).
- Please be aware that if at any time you require support at work related to a declared disability or another protected characteristic, you can contact your line manager or Employee Relations at [HRER@nottingham.ac.uk](mailto:HRER@nottingham.ac.uk)



## How Do I Submit a Change to this Data?

1. Select an option for each field by clicking on the down arrow at the end of the field. For example:

\* Religion or Belief --- --Select-- ---

2. Check that the details you have entered are correct.
3. To complete your additional data, please click the second button as highlighted below:

Personal **Additional** Complete

**Equality Monitoring Data**

\* Legal Sex (International Definition) --- --Select-- ---

\* Gender --- --Select-- ---

4. Click 'Submit' (bottom, right) to submit your change. This will be reflected in your MyView record immediately:

Submit