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**Prepared by:** HR  
**Version:** August 2023

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## What is Gender identity?

Gender identity refers to a person's internal perception of their identity, as opposed to 'sex' which is related to their physical body and biology.

## What is the University doing about it?

The University is committed through its Institutional Athena Swan action plan to the principle that individuals have unique identities, and to providing the option for staff to declare their gender identity (which may or may not be the same as the gender originally assigned to them at birth).

As a result of this work an option has been created to enable you to update your gender identity in MyView. We will also ask applicants to provide their gender identity information when completing their equality information as part of our recruitment process.

## Why does the University want to collect this information and how will it be used?

Collecting personal details such as gender identity helps the University better understand the profile of its workforce, provides a basis for equality monitoring, and supports wider work to promote equality such as equality impact assessments.

Your data will only be used on an anonymised basis for monitoring equality, diversity and inclusion and will not be shared in any way in which you are personally identifiable without your explicit permission.

## Use of data for HESA returns

The University has a statutory requirement to submit anonymised data to the Higher Education Statistics Authority annually, using categories prescribed by HESA.

From August 2022, Gender Identity has been split into two options: How would you describe your Gender Identity and Legal Sex (International Definition). The first option is not required for the HESA Staff Return but provides staff with the option to declare the gender they identify as. Legal Sex (International Definition) is now a compulsory field for the HESA Staff Return, whereby respondents considering how to answer should use the sex recorded on one of their legal documents such as birth certificate, Gender Recognition Certificate or passport.

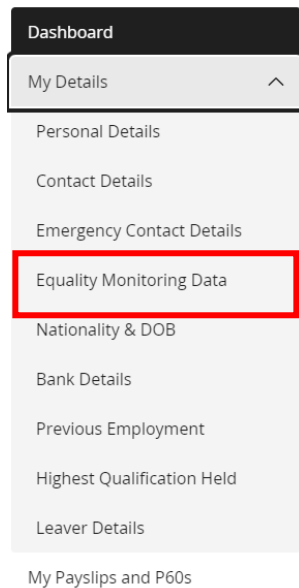
A new Gender field in MyView has been created and is a compulsory field for the HESA Staff Return from August 2022. The guidance question supporting this for University of Nottingham Staff is "Is the gender you identify with the same as your sex registered at birth?"



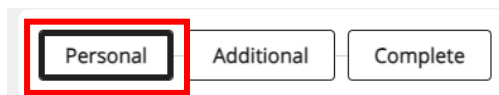
# Declaring your Gender Identity

How can I update my Gender identity?

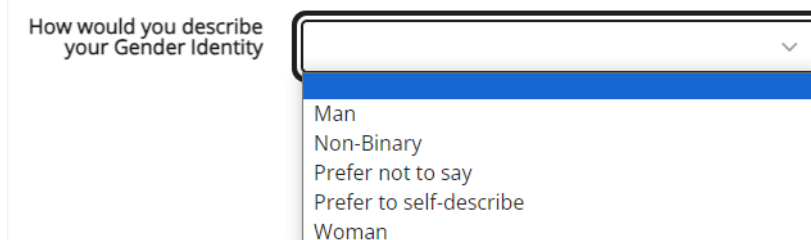
1. Log in to Myview ([myview.nottingham.ac.uk](http://myview.nottingham.ac.uk))
2. Go to Equality Monitoring Data



3. Go to Personal



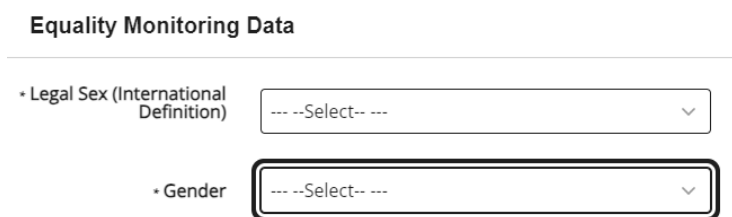
4. Make your selection



5. Go to Additional



6. Make your selections



7. Press Submit



## Declaring your Gender Identity

Are there other ways I can change the way my gender identity appears on University systems?

Yes. You can use the Personal Details menu in Myview to change how your Title and/or name appears in the HR system and in communications that use this data. The choice of titles includes the gender-neutral 'Mx'.

No documentary evidence is required to change a social title in MyView, for example from Mrs or Mr, to Mx.

If changing name, employees might also be prompted by HR for further details before agreeing to any changes on the system.

Whilst an employee can update and change their personal details on MyView at any time, this will not necessarily mean that all key University systems will also be updated. It is recommended employees work with their key contact (e.g. line manager) to establish any other systems that need to be updated and, in conjunction with the employee, key contacts should liaise with IS to ask that the necessary details are updated.

Useful links and resources

**Myview:** <https://myview.nottingham.ac.uk/>

**Equality and Diversity Policies and Information:**

<https://www.nottingham.ac.uk/hr/guidesandsupport/equalityanddiversitypolicies/index.aspx>

This includes guidance on Supporting Trans Staff, and Equality Analysis.