



UNIVERSITY OF CUMBRIA

TRANS STAFF RECORD POLICY

HUMAN RESOURCES

NB. This policy is available on the University of Cumbria website and it should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy.

POLICY SCHEDULE	
Policy Title	Trans Staff Record Policy
Policy Owner	Human Resources
Policy Lead Contact	HR Assistant
Date of Approval	EDIW & PPCC & JNC & BA/VCE
Date of Implementation	09/12/2021
Version no.	1.0
Related Guidelines, Procedures. Codes of Practice etc.	<ul style="list-style-type: none">• Trans Student Record Policy• Equality, Diversity and Inclusion Plan• Data Protection Policy• Family Friendly Policy• Sickness Absence Policy• ECU Trans Guidance (May 2017)
Review Interval	Bi-annual review 2023

Trans Staff Record Policy

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1. Scope

The Trans Staff Record Policy is intended to provide a framework structure for a series of key processes which allow staff to have a staff record which enables them to be recognised with their affirmed gender identity. This policy attempts to remove any potential barriers for staff which may impact their employee experience.

2. Equality, Diversity and Inclusion and Equality Assessment Statements

The University values equality and diversity and is committed to maintaining an environment where its employees, students and visitors are treated fairly and with respect at all times. It aims to ensure that its actions and working practices comply with both the spirit and intention of the Human Rights Act (1998) and the Equality Act (2010) which relates to the protected characteristics of age, disability, gender reassignment, marriage & civil partnerships, pregnancy & maternity, race, religion or belief, sex and sexual orientation.

This policy hopes to remove potential barriers for staff based on their gender identity and reduce potential negative engagements, interactions and triggers whilst increasing inclusion.

3. Records Management Statement

The University is committed to complying with the requirements of the General Data Protection Regulations (GDPR) and any personal data created as part of this policy will be processed in accordance with the University's Data Protection Policy and procedures. This includes ensuring that data is held securely, is not disclosed unlawfully and is destroyed when no longer needed.

As part of the HESA return, staff are required to complete their diversity data and can disclose at their discretion; with the option of "prefer not to say". We recognise that HESA data monitoring requirements do not currently allow for the recognition of non-binary identities, so the university has provided an option to "self-describe", which generates a free text field to record this.

The University also aims to ensure that users of this policy are aware of General Data Protection Regulations, Freedom of Information and Records Management issues associated with this policy.

4. Confidentiality

The University respects the confidentiality of trans people. No information regarding their previous name or identity, transition or Gender Recognition

Certificate (GRC) status will be disclosed to any persons without the prior agreement of the person concerned, unless a statutory obligation to release exists.

It is a criminal offence under the Gender Recognition Act (GRA) 2004 and the GDPR for a person to disclose information acquired in an official capacity about a person's application for a GRC or about the gender history of a successful applicant.

Any actions taken by an individual to undergo or continue transitioning will be kept strictly confidential.

If a person notifies the University of their intent to transition, actions shall be taken as required to change that person's name and gender on University records, and to remove any references to a person's previous gender, unless supporting evidence is required.

Updating of University records shall not be dependent upon individuals providing a GRC, but when they do, this information shall be maintained, and confidentiality protected in line with the Gender Recognition Act.

Any materials related to the individual's transitioning process, including records of absence for medical reasons, will be stored securely and kept confidential.

UNIVERSITY OF CUMBRIA POLICY DOCUMENT CONTROL SCHEDULE

All University of Cumbria Policies must include a completed Policy Document Control Schedule consisting of the Policy Schedule (see front cover), Review Schedule and Drafting Schedule (see below) which should be completed as appropriate

REVIEW SCHEDULE				
Review no	Due date	Reviewed by	Approved by	Completion date
1.0	2021	EDI Officer & Head of HR & OD		

DRAFTING SCHEDULE	
Draft No.	Date
01	October 2021
Final Version	
1.0	