

# FINAL DRAFT

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**Title:** Disclosing Nationality and Ethnic Origin  
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## Issue

To inform the Committee of revision to the University's Race Equality policies relating to staff.

## Recommendation

The Committee is asked to approve the new policy.

## Resource Implications

None for the Committee to agree.

## Risk Implications

The University's policies must be legally compliant and achieve best practice where possible.

## Equality and Diversity

The focus of this initiative is the pursuit of race equality for all staff across campus.

## Timing of decisions

n/a

## Further Information

The policy draws on good practice across the sector and updates the University's policy to ensure compliance with the Equality Act 2010.

## Background

The University has an increasingly diverse staff and student population with a wide range of nationalities on campus each year. University equality policies provide a framework for fair treatment and clarify boundaries to maintain a culture of dignity and respect for all. This paper is one of three and focusses on disclosure of ethnicity or nationality, the use made of such information, how the University ensures safe disclosure and what to do if a person feels their data may have been misused.

## BRIEFING NOTE 7 – DISCLOSING 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 and is available at <https://ired.uea.ac.uk/web/hub/equality/policies-schemes-and-action-plans/equality-information-and-ref2014>.

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- 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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