

EDC17D006I

## BRIEFING NOTE 24 – DISCLOSING MARITAL OR CIVIL PARTNERSHIP

### 1.0 How to disclose your marital or civil partnership

- 1.1 Staff can normally update their personal information by logging into the UEA's Self Service Portal at <https://myview.uea.ac.uk/dashboard/> . Once logged in staff can go to the 'Equal Opportunities' section of 'My Details' and edit their personal details.
- 1.2 However, for notifying a change in marital or civil partnership status, staff will need to update their personal status by contacting Human Resources. Please note that individuals may be asked to provide a document confirming their status in order for the HR/Payroll system to be updated.
- 1.3 The information provided will be kept confidential, will be used for monitoring purposes only and if reported on, it will be published in a format that will not identify individuals.

### 2.0 Why disclose your marital or civil partnership status

- 2.1 The University records the marital or civil partnership status of staff through the information declared on the equal opportunities monitoring form and other information provided by staff.
- 2.2 Statistics held show that the number of staff disclosing their marital or civil partnership status has increased steadily in recent years.

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- 2.3 The University appreciates that some staff might be concerned about disclosing their marital or civil partnership status 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 marital or civil partnership status.
- 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 marital or civil partnership status. As more staff disclose their marital or civil partnership status, 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 marital and civil partnership status and their needs in the workplace.

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Author	S Forder - Human Resources Division
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