

Appendix 1

Notification of change of gender, name, title and pronouns

This form is for trans staff and alumni who intend to change their name, gender, title and pronouns and want to inform Bangor University so that their records can be updated.

Current details on record

Name on staff record:

Staff identifier:

Known as/nickname:

Date of birth:

Email:

Contact number:

Dear Human Resources Equality Officer

I understand that you are the named contact for trans staff and alumni and that information that I share with you will be used to ensure that I can go about my day to day life in my self-identified or legally recognised gender with ease.

I also understand that if appropriate, the information shared will be used to ensure appropriate support for me as a staff member/alumni of Bangor University.

Please tick the appropriate box:

I understand that the information I share with you will only be passed on with my consent.

For Bangor University purposes my personal details (please select one of the following):

- are reflective of my preferred names, gender, pronouns and title (delete as appropriate). If you are using nicknames or known as names you will need to have formally changed your name for a degree certificate to be issued in a name that is different to the one in which you registered.
- are not reflective of my preferred names, gender, pronouns and title (delete as appropriate). I would like to meet with you to discuss changing my records. Please complete the information below if you would like a different name/s to be used during the meeting.
- are not reflective of my preferred names, gender, pronouns and title (delete as appropriate). I would like my records to be changed as per the information provided below as soon as possible. I understand that you will contact me to ensure I am aware of the implications of the change and to agree a date from which the change will occur.

Changes to be made to records

Title: Pronouns:

Forename(s):

Surname (if applicable):

Gender:

Email (if applicable):

Signed: [Print name:]

Date: