

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.

Changes to be made to records

Title: Pronouns:

Forename(s):

Surname (if applicable):

Gender:

Email (if applicable):

Signed: [Print name:]

Date: