

## Notification of consent to disclose trans/non-binary status

This form is for applicants/students/graduates who wish to provide consent to a staff member to disclose trans/non-binary status to agreed groups/individuals and/or to request a student record update.

### Our commitment to gender equality

The University recognises that there can be differences between physical/anatomical sex and gender identity/expression and, therefore, undertakes not to discriminate against transgender and non-binary students. The University will treat all students and staff with dignity and respect and seek to provide a learning environment free from discrimination.

### Disclosure Consent

Some students find it beneficial for peers or staff members to know about their status and may wish for this to be disclosed by either themselves or a member of staff.

I understand that, by signing this form, I am giving consent to [Christina Kelly, Meg MacDonald, Joanna Radkowska, Jenna MacLean] to disclose my status to the groups we have discussed and agreed, as below:

Groups/staff agreed	Reason for sharing info with this group	Consent Given
<b>Admissions Department</b>	Applicants at Unconditional Offer Firmly accepted stage only. To update name on student record prior to registration.	
<b>Student Records</b>	Registered Students: to update name/photo on student record and student card.	
<b>IT Services</b>	To update display name that appears on email/MS Teams.	
	To update username and email address (see guidance).	
<b>Programme Staff</b>	Programme staff may have to update records held locally or be advised about change of name/pronouns. Placements – may need new name badges etc.	
	Please enter the full names of Programme Staff to be Informed:	
<b>Student Wellbeing Service</b>	To allow the SWA to store records of emails/progress	
Other	Some students may wish to share info with other support services/departments they are engaging with. (E.g. Students' Association, employed by the university).	
	Please enter the name of the person or service to contact:	

## Notification of change of gender, name, title or pronouns

Dear [Christina/Meg/Joanna/Jenna],

I understand that you are the named contact for trans/non-binary applicants/students/ 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 an applicant to/ student/alumni of Glasgow Caledonian University.

	Please initial if agreed
I have read and understood the Guidance for Transgender students.	
I have had an opportunity to ask questions and discuss my needs with a member of staff.	
I understand that the information I share with you will only be passed on with my consent.	
I would like my student record to be changed as per the information below.	
I give consent for a member of staff involved in making these changes to contact me directly if required, e.g. someone from IT or Student Records.	

	Current Details	New Details (leave blank if unknown or staying the same)
<b>Title</b>		
<b>Gender</b>  <i>Please note gender on the student record can be formally changed only if evidence such as a GRC, birth certificate or Passport is provided.</i>		
<b>Name on record</b>		
<b>GCU Email</b>  (@caledonian.ac.uk or @gcu.ac.uk)		
<b>Email Display Name</b>		
<b>Contact Number</b>		
<b>Pronouns</b>		
<b>Student ID</b>		
<b>Date of Birth</b>		
<b>Please indicate your current status at GCU:</b>  <b>e.g. Applicant, Current Student, or Alumni</b>		
<b>Please indicate if you are attaching a new photograph for your record/student card</b>		
<b>How would you like to collect your new card? (Campus Life Desk, Student Wellbeing Service or by post – please confirm the address you would like it sent to)</b>		

Please indicate if there is a preferred date for these updates to be made.	
Professional Bodies registered with:	
PVG required?	
Are you formally changing your name elsewhere?	

Signature:

Date:

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### Further Support/Information

Our **LGBT+ web page** lists lots of resources and supports. Please let us know if you have any suggestions or feedback to help us to continually improve our page:

<https://www.gcu.ac.uk/student/support/supportingourstudents/lgbt+/>

Our Student Wellbeing Advisers are **named points of contact** for transgender and non-binary students who can facilitate updates to your student record/student card/degree certificate and advocate on your behalf. See our Guidance for Transgender students for more information about this process. We will never share information about you without your written permission.

Christina Kelly – [Christina.Kelly@gcu.ac.uk](mailto:Christina.Kelly@gcu.ac.uk) (SHLS)

Meg MacDonald – [Meg.MacDonald@gcu.ac.uk](mailto:Meg.MacDonald@gcu.ac.uk) (SCEBE)

Jenna Maclean- [Jenna.Maclean@gcu.ac.uk](mailto:Jenna.Maclean@gcu.ac.uk) (SCEBE)

Joanna Radkowska - [Joanna.Radkowska@gcu.ac.uk](mailto:Joanna.Radkowska@gcu.ac.uk) (GSBS)

Our Wellbeing Advisers are members of the **TransEdu** community of practice, which is a group of professionals who work across HE and FE institutions to share best practice and promote inclusion of transgender, non-binary and gender diverse staff and students. Their web page includes lots of open access materials that can be used to raise awareness and develop understanding:

<https://www.trans.ac.uk/>

The **Student Association** has an [LGBT+ Liberation Group](#), which provides GCU LGBT+ students, staff, and their allies a place where they can have fun, meet new people and get involved in campaigns.

The **Student Advice Centre** is independent from the university and can provide support, advocacy and representation to students: <https://www.gcustudents.co.uk/advice>