



**GENDER
IDENTITY AND
GENDER
EXPRESSION**
SUPPORTS FOR STAFF

TU DUBLIN

GENDER IDENTITY AND GENDER EXPRESSION

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Personnel Records

Key Points

- Initially, staff can only be added to TU Dublin records using their legally recorded name
- Staff are able to change their recorded name and/or gender on most university systems (with or without legal documentation) if they contact a Key Person (details at end of document) and apply to do so as part of a Confidential Implementation Plan (CIP).
- Please note - no records will be changed without the written permission of the individual. All records will be changed in a coordinated way across multiple services, it may take time to prepare for a coordinated change in front-facing records.
- Some records cannot be changed without the provision of legal documentation and these will be noted to you.
- If you wish to change your recorded name outside of the Gender Identity and Gender Expression policy process you need to provide legal evidence of a change of name.
- Staff are advised to refer to the [Data Protection Notice for Staff](#) which explains how TU Dublin collects, stores, uses and shares your personal data, and your rights in relation to the data held.

Outcomes

A change to front-facing records will result in:

- Updated ID cards (these are not legal documents and TU Dublin has no control over whether they are accepted as a form of valid identification outside the university)
- Updated staff profile
- The new name associated with an individual's addresses (email/permanent/study addresses) and letters will be sent using the newly recorded name
- Changes to relevant local records e.g. mailing lists for staff

[Apply for a Gender Recognition Certificate](#)

On receipt of a Gender Recognition Certificate or deed poll:

- All records as listed in the CIP will be changed across TU Dublin

The issue of a gender recognition certificate to an individual does not affect the status of the person as the father or mother of a child born prior to the date of transitioning. This must be taken account of when dealing with pensions and next of kin (Section 19, Gender Recognition Act 2015).

Additional Information

TU Dublin is required to communicate with third parties using an individual's legally recorded names e.g. to verify an individual's identity to State bodies. If an individual changes their front-facing records, without providing legal documentation, they may on occasion still receive correspondence from TU Dublin which references their legally recorded name.

With official proof of a name change all records can be changed across TU Dublin. TU Dublin will make every effort to ensure that you will thereafter only receive correspondence which references your new legally recorded name.

Disclaimer

If changes are made to front facing records without legal documentation, TU Dublin is not responsible for any complications that arise regarding the individual's name and gender identity in communications with third parties although it will make every effort to avoid such complications. This includes but is not limited to communications with:

- Garda Vetting - Grants and award schemes
- Government departments;
- Immigration authorities;
- Professional regulatory bodies
- Current and future job applications;
- Future applications to study in TU Dublin or elsewhere;
- Grants and awards schemes.

After a legal name change across TU Dublin systems the university is not responsible for any complications that may arise with third parties who

continue to use the individual's deadname, although they will make every effort to avoid such complications.

If a name change is not formally registered with TU Dublin the university is not responsible for communicating internally or with third parties using the individual's new legally recorded name.

In signing the CIP the individual acknowledges these potential complications with regard to a change in recorded name and/or gender.

Activities, Clubs and Societies

All staff are fully supported to participate in TU Dublin activities, clubs and societies in accordance with their gender identity. This applies to sports and/or teams in particular. The university will strive to ensure that gender neutral bathrooms and changing rooms are provided across the university. From 2021 all new buildings will have gender neutral bathrooms and changing rooms installed. Existing buildings and those under construction will be retrofitted insofar as possible.

Facilities (changing rooms, toilets etc)

All individuals are supported to use changing facilities and toilets in accordance with their gender identity. A person should have access to their choice of toilet and changing facilities at the point when they start to live in their gender. It is not acceptable to restrict a trans person to using disabled toilets or other gender neutral facilities. That said providing the option can be helpful for trans, non-binary, and intersex people, and some prefer to use gender neutral facilities.

Dress Codes

Dress codes impact on all trans, non-binary, intersex and gender non-conforming people. Any official dress codes, where relevant, should use gender neutral language. If a person is transitioning, then the University will engage with the individual on the issue (if applicable in the circumstances) and relevant agreements will be included in the CIP.

Accommodation

Any accommodation arrangements related to field trips or placements should be in line with an individual's gender identity if relevant. Where possible

single occupancy accommodation should be available if needed. The University will engage with the individual on the issue (if applicable in the circumstances) and relevant agreements will be included in the CIP.

Key Persons

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