

Student Names Policy

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Approved by:	Policy Approval Group
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Lead manager:	Head of Academic Registry
Responsible director:	Chief Education and Training Officer/ Dean of Postgraduate Studies
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Contents

1	Introduction.....	3
2	Purpose.....	3
3	Scope	3
4	Recording of Names	3
5	Use of Legal Names	4
6	Changing the Trust's Formal Record	5
7	Preferred Names and/or Titles	5
8	Recording and Use of Preferred Names	6
9	Policy Review.....	6
10	Equality Analysis.....	Error! Bookmark not defined.

Student Names Policy

1 Introduction

- 1.1 The Tavistock and Portman NHS Trust (“The Trust”) is committed to upholding high standards of accuracy in relation to student data and acknowledges the importance of securing accurate records in relation to the identity of all students studying with the Trust.
- 1.2 The Student Names Policy (“The policy”) sets out the Trust’s approach to ensure we are able to fulfil a wide range of legal responsibilities and is underpinned by a balance between the statutory and non-statutory requirements and the students’ needs and expectations.

2 Purpose

- 2.1 This procedure articulates and outlines Trust’s Education and Training policy for ensuring student names are checked against statutory forms of identification and accurately recorded. This policy is also intended to meet our obligations under the Data Protection Act and the General Data Protection Regulations.

3 Scope

- 3.1 This policy applies to all applicants and enrolled, suspended, or intermitting students attending the Tavistock and Portman NHS Foundation Trust on Trust premises and at National Centres. Where National Centres need to amend this policy for relevance and practical reasons, this policy should be used as the basis and the amendments must be agreed with the Trust. In exceptional circumstances an Associate Centre may have their own policy, which will need to be agreed by the Trust to be implemented with students studying on Trust courses.

4 Recording of Names

- 4.1 The Trust’s student records system (SITS) provides a record of a student’s legal name as the name appears on a student’s passport, birth certificate or driving licence. The Trust may accept other forms of identification for this purpose but it is at the Trust’s discretion; a valid passport is the preferred form of identification. Where a student provides a form of identification which does not include a photograph, such as a birth certificate, the Trust may request photographic identification in order to verify identification.

- 4.2 The student name is recorded and checked during the initial registration process during Welcome Week and each student is required to provide evidence of their legal name. The record remains unchanged for the duration of a student's studies and beyond, unless formal notification is received from the individual student and a request made to Student Registry (studentregistry@tavi-port.ac.uk) for the name to be changed during their studies. It is the responsibility of students to ensure any official name change is reported in a timely way, and before the completion of their studies (where applicable), to ensure records are maintained accurately.
- 4.3 Without exception, the legal name appears on award certificates as first name followed by surname (as recorded in SITS). Students can access MyTAP, which is their portal to the record, in order to check the name shown.
- 4.4 The Trust recognises that a student may have a single name rather than a 'first name' (usually recorded on a passport as the 'given' name) and 'surname'. The Trust accepts a single name as a student's legal name where it appears as such on the passport or other accepted identification documentation. The single name is recorded in the 'surname' field in SITS and a null value is retained in the 'first name' and 'other names' fields.

5 Use of Legal Names

- 5.1 The name recorded in SITS is used by the Trust for all formal activities, including those related to legal requirements, such as determining immigration status. This name also appears on any formal documentation produced by the Trust to record a student's academic achievement, such as award certificates and academic transcripts. Without exception, the Trust does not permit preferred, alternative or amended names to be used for these purposes.
- 5.2 Where a student's legal name changes, for example through marriage, gender transition or for another reason, the formal record and related documentation will only record the new name where the student has informed the Trust in accordance with Section 6 of this Policy during the period of study. After a student's award has been conferred, retrospective reporting of a name change for that period of study will not result in a change being made in the record, even though the change of name may have occurred during the period of study.
- 5.3 Where a student has a single name recorded as their legal name, the award certificate shows the name as recorded in the surname field on the record and the academic transcript shows the title (e.g. Mr, Ms etc) and the name as recorded in the surname field in SITS.

6 Changing the Trust's Formal Record

6.1 The process of changing the Trust's formal record of a name is managed by Student Registry. A student wishing to change their name is required to provide, in person, an original copy of one of the following forms of identification showing the new name before the change may be made:

- Valid passport
- Valid driving licence
- National identity card
- Birth certificate
- Change of name deed/Deed poll certificate
- Marriage certificate
- Divorce certificate
- Police report or solicitor's letter: if you have to adopt a pseudonym for personal reasons (including personal safety) while you are a student at the University, you should provide a police report or solicitor's letter as evidence of the change
- Gender Recognition Certificate (GRC) – the Trust will never ask for this to be presented but evidence will be accepted if the student chooses to present this voluntarily

6.2 The Trust does not change the formal record as indicated SITS if satisfactory evidence of a legal change of name is not provided.

6.3 Some students who have transitioned may choose to obtain a Gender Recognition Certificate (GRC) although this is not a requirement for updating records at the Trust.

6.4 When a person receives a GRC, they have the right to request that all references to their former name and gender are removed from old records to ensure their former identity is not revealed. All records held on paper file must be found and replaced with new records, for example birth certificates or original offer letters. It is illegal for documents to remain on file that would disclose to a third person that a change has occurred.

7 Preferred Names and/or Titles

7.1 The Trust permits a student to indicate a preferred name and/or title as an alternative to the formal name recorded on SITS. Examples of circumstances where a preferred name may be applicable for use include:

- international students wishing to adopt a different name during their time at the Trust
- students who wish to be known by a middle name rather than their first name

- personal security

This is not an exhaustive list of examples and is included in the policy in order to demonstrate the uses of preferred names that the Trust considers appropriate.

- 7.2 While the Trust understands and accepts the need for permitting preferred names to be recorded on its systems for use across the Trust, it reserves the right to refuse to record a preferred name if it is not considered appropriate for the purpose for which it is intended.

8 Recording and Use of Preferred Names

- 8.1 A preferred name is recorded in SITS upon request alongside the legal name, usually during the registration process. It is used for the production of class lists and registers, and for informal communication with the student. Changes to a preferred name are managed via Student Registry, again upon request. No formal documentation is required to make a change. The Trust reserves the right to refuse to change a preferred name if the change is not considered appropriate for the purpose for which the preferred name is intended.
- 8.2 A student's registration card is produced using the student's legal name. Where the student wishes the card to show the preferred name, the student must request for the preferred name to be recorded on SITS (see section 8.1) and for a replacement card to be produced. The student is required to pay the standard fee for a replacement card in these circumstances.

9 Policy Review

- 9.1 The Policy is reviewed regularly by the Academic Registry to ensure it continues to meet the Trust's legal and operational requirements.

Equality Impact Assessment (EIA) Form

Equality Impact Assessments are a tool used to assess all organisational activity including policy, strategies, plans, service delivery and practice or a decision. The general equality duty set out in the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:

- eliminate any form of unlawful discrimination (including direct or indirect discrimination, harassment, victimisation, and any other conduct prohibited under the Act)
- advance equality of opportunity between people who share a relevant characteristic and people who do not, and
- foster good relations between people who share a protected characteristic and people who do not.

Please refer to Equality Impact Assessment Guidance provided if you need further information.

1	Name and Job Title of person completing the Equality Impact Assessment	George Harris, Student Records and Finance Lead
2	Title of what you are proposing	Student Names Policy
3	What are the main objectives or aims of what you are proposing?	Review of Student Names Policy document
4	Date you are completing this form	17/10/2025
5	Summary overview <i>(What changes have you made following completion of the EIA?)</i>	No changes to existing document

Stage 1: Initial Screening

6	What evidence is available to suggest that what you are proposing will have a positive or adverse impact on people with protected characteristics or vulnerable groups? <i>Please state how your proposed changes will / will not impact on the protected characteristic groups listed below. Please note: These groups may also experience health inequalities.</i>					
		Impact <i>(Positive Impact, No impact, Adverse Impact)</i>				Evidence <i>State below (for each protected group) the evidence you have used in your decision making: demographic data and other statistics including census findings, results of consultations or engagement, research findings, surveys (internal or external), complaints and compliments, incident reports, recommendations of external investigations or audit reports. Are there any key gaps in the data, evidence and findings from published or consultation documents?</i>
	Protected Characteristics	Positive Impact	No Impact	Low Adverse Impact	Medium Adverse Impact	High Adverse Impact
	Age Older people; middle years; early years; children and young people.		x			
						No intersection between protected characteristic and policy



Protected Characteristics	Positive Impact	No Impact	Low Adverse Impact	Medium Adverse Impact	High Adverse Impact	Evidence <i>What evidence you have used in your decision making (<u>for each protected group</u>)?</i>
Disability Physical, sensory, and learning impairment; mental health condition, long-term conditions		x				No intersection between protected characteristic and policy
Gender Identity Inc. people who identify as Transgender	x					Will allow for new legal name to be recognised by the Trust
Marriage and Civil Partnership People married or in a civil partnership	x					Will allow for new legal name to be recognised by the Trust
Pregnancy/maternity Women before and after childbirth and who are breastfeeding		x				No intersection between protected characteristic and policy
Race and Ethnicity Inc. culture, history, language, traditions, ancestry, and national origin		x				No intersection between protected characteristic and policy
Religion/belief People with different religions/faiths or beliefs, or none		x				No intersection between protected characteristic and policy
Sex Women, Men		x				No intersection between protected characteristic and policy
Sexual Orientation Lesbian; Gay; Bisexual; Heterosexual, Gender-fluid		x				No intersection between protected characteristic and policy

<p>* Vulnerable groups Populations or segments of society that are more susceptible to harm, discrimination, or disadvantage due to various factors like social, economic, or physical circumstances, requiring specific support and protection.</p>		x				No intersection between protected characteristic and policy
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7. Human Rights (1998)

Are there any Human Rights considerations, if so, please identify which aspects (Equality Impact Assessment Guidance)

Yes <i>(please explain)</i>	
No	Not applicable in the context of this policy
Don't know	

(a) If what you are proposing is assessed as **not having impact** - Go to Section 12

(b) If what you are proposing is assessed as **having impact** - Continue to Stage 2 below.

Stage 2: Full Equality Impact Assessment Procedure			
8. Is there service user, public or staff concerns that what you are proposing may be discriminatory, or have an adverse or positive impact on people from the protected characteristics? <i>Please tick as appropriate.</i>			
8.1	Service users	No	
8.2	Staff (including contractors)	No	If 'Yes', please identify and explain in section 9
9	Can the adverse impact be justified? <i>Please provide details.</i>		
10	What arrangements will you put in place to monitor the impact of the proposed action or change? <i>Please provide details.</i>		
Students can contact Student Registry with any concerns			
11	What actions will you take to address any unjustified impact and promote equality of outcome for individuals from protected characteristics.		
Action		Lead	Timescales
Publish policy and ensure it is readily accessible to students		Head of Operations, Education & Training	Jan 2025
Outcome(s)			
Review Date			
Head of Culture & Inclusion Approval?	Yes	No	
	✓		
Name of Head of Culture & Inclusion	Thanda Mhlanga	Signature	
Date of Approval	16.12.25		
Please send completed EIAs form for review to: eia@tavi-port.nhs.uk			
12. Declaration: I am satisfied that an Equality Impact Assessed has been completed.			
Date: 14 January 2026			
Author (name and signature): George Harris G.Harris			
Job Title: Student Records and Finance Lead			
For activities that have an impact on People or have policy implications, a final copy should also be sent to the Chief People Officer: HR@Tavi-Port.nhs.uk			