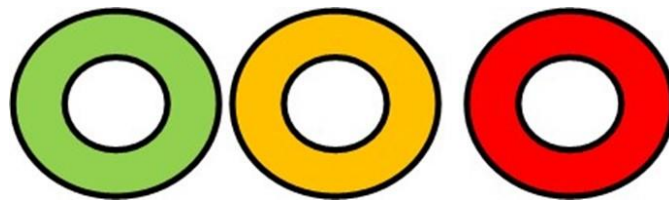# My Personal Information, and My Equality and Diversity Portlets

The My Personal Information and My Equality and Diversity portlets have both been updated on the My ESR Dashboard to include a RAG rated Status Indicator as to when the last time any of the data for each portlet was updated.

Green Indicator – User has updated or verified their information in the last 9 months	Amber Indicator – User is approaching 12 months since they last updated or verified their information (Between 9 & 12 months)	Red Indicator – User has not updated or verified their information in the last 12 months

Verification of Equality and Diversity Details

My Equality and Diversity

[Direct Portlet Link - Equality & Diversity](#)
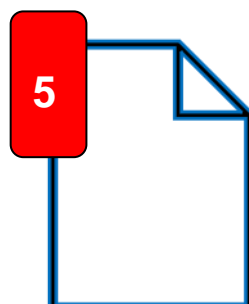
Verification of Personal Information Details

My Personal Information	My Personal Information
You are approaching 12 months since you last updated or verified your details. Please update or verify your details to ensure they are up to date. Last Updated/Verified: 30 October 2021 **Name:** Ann Harrison **Address:** 23 Main Street, Warwick Warwickshire CV34 6NZ **Home:** **Mobile:** 07977 123456 **Work:** **Home Email:** **Email:** a.harrison@nhs.net **Contact:** **Position:** Staff Nurse Update My Contact Details Verify My Information	**Direct Portlet Link - Personal Information** NHS Electronic Staff Record

Review Workflow Notification and E-mail

A notification and e-mail will be triggered in ESR where the user has not updated or verified their personal information or equality and diversity information within the last 12 months (365 days).

When accessing ESR please review your notifications by clicking on the message icon or login to your nhs.net email account.

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Review Your Equality and Diversity Information

Worklist >

ℹ **Information**
This notification does not require a response.

Review Your Equality and Diversity Information

OK   Reassign

To   EMP1, Test
Sent   05-Jul-2022 14:36:39
ID   177588

Dear Test

The Equality and Diversity information held on your record in ESR has not been reviewed in the past 12 months.

You can review your information by logging into ESR and accessing the details held about you via the My Equality and Diversity Portlet.

If the information held about you is correct, please press the Verify My Details button, or else update your details as required.

Thank you for your assistance, please be assured that this information is confidential and cannot be viewed by your manager. Maintaining up to date information helps 258 Previous Year Leavers to demonstrate compliance with equality legislation and NHS policies and assists in determining whether action is necessary to improve the working experience for all NHS staff.

Review Your Personal Details

Worklist >

ℹ **Information**
This notification does not require a response.

Review Your Personal Details

OK   Reassign

To   EMP1, Test
Sent   05-Jul-2022 14:36:38
ID   177585

Dear Test

The personal details held on your record in ESR has not been reviewed in the past 12 months.

You can review your information by logging into ESR and accessing the details held for you by 258 Previous Year Leavers via the My Personal Information Portlet.

You can either update the information held for you, or if it is correct, please press the Verify My Details button.

Thank you for your assistance.