

CONFIDENTIALITY IN RELATION TO CORPORATION BUSINESS

It is the Corporation's policy that all agendas, papers and minutes should be in the public domain unless there is a good reason for confidentiality. Confidentiality will normally be expected where:

- An individual or a small group of identifiable individuals (whether staff, students, parents, prospective parents or others) is involved and the disclosure of information would be a breach of their rights to privacy;
- There is commercial sensitivity;
- There are legal reasons;

All Corporation and Committee meeting agendas, papers and minutes (other than confidential items) will be publicly available:

- In the staff room for a period of two years;
- In the OLC for a period of two years;
- On the College website (agendas and minutes only)
- On application to the Clerk to the Corporation.

Where items relate to people then confidentiality will exist indefinitely. The items will be copied on pink paper and retained separately and securely. Copies will be made available to:

- Members of the respective Committees and Corporation other than certain staff members (dependant upon seniority) and student members;
- Senior Postholders including the Clerk to the Corporation (unless the matter involves another member of the senior management team and the disclosure would breach their personal rights);
- The Chair of the Corporation;
- The Vice-Chair of the Corporation.

Other items which are regarded as confidential will also be copied on pink paper and retained separately and securely. The need for their continued confidentiality will be reviewed annually by the Clerk to the Corporation in consultation with SMT and recommendations made to Corporation accordingly. Where there is reference to individual staff or students, then these items should remain confidential. Copies will be made available to:

- Members of the respective Committees and the Corporation other than student members (unless agreed by the Corporation);
- Senior Postholders including the Clerk to the Corporation;
- The Chair of the Corporation;
- The Vice-Chair of the Corporation;

These arrangements may be varied in consultation with the chair of the committee or the Chair of the Corporation as appropriate.

Pink items (reserved business) will be taken at the end of their respective Committee main business.

Last reviewed: November 2008 Corporation Approval: December 2008 Review: Annual
