

**CORPORATION
CONFIDENTIALITY
POLICY**

POLICY NUMBER: SG1

Reviewed & Approved by Search Committee: **May 2017**
Approved by Corporation: **July 2017**

CORPORATION CONFIDENTIALITY POLICY

In line with the Corporation's commitment to openness and accountability, the Corporation aims to keep confidential papers and agenda items and exclusions from meetings to a minimum.

Certain information will be considered confidential to the Corporation and Colleges Senior Leadership Team, including:

- Any information relating to the terms and conditions or other detail regarding an individual member of staff or student.
- Information which the Chair or Principal consider to be commercially sensitive.

All confidential minutes and papers will be clearly marked.

The sensitivity of confidential minutes and papers will be reviewed annually by the Search Committee in the Autumn term. They will determine whether confidentiality is maintained and ensure that information is released in to the public domain when the criteria for confidentiality are no longer met.

Corporation meeting agendas are clearly segregated into 3 parts:

Part A: **Public Items**: no restriction. This section includes most items of business and is attended by all Corporation members, SLT and Senior Students (in attendance).

Part B: **Confidential Items**: restricted to full members only and SLT. Under provisions in the Instruments & Articles of Government the Student members, and any other staff member in attendance, will be asked to attend these sessions as appropriate. Confidential items are printed on pink paper.

Part C: **Restricted Items**: restricted to full members only. This section deals with remuneration for the Principal and Senior Post Holders. The Principal is asked to leave these sessions as appropriate; Staff and Student Governors do not attend.

Once approved, open Corporation and Committee minutes are available on the website and open Corporation minutes in the Learning Resources Centre (LRC).

Requests for information about the Corporation and its business not available through the College's Publication Procedures (Freedom of Information), this website or otherwise in the public domain, should be addressed to the Clerk at clerk@bexhillcollege.ac.uk.

A Confidentiality Statement is published on the website and is attached at appendix 1.

Clerk to the Corporation, May 2017

CONFIDENTIALITY STATEMENT



The members of the Corporation will make public on the website as much of the business of the Corporation as is possible subject to the following constraints:

- **Personnel information:** Details of personal information relating to staff employment and remuneration;
- **Corporation Members details:** Members' names and posts held within the College are published on this site. Contact information for individual Governors can be made via the Clerk to the Corporation;
- **Information which is deemed commercially sensitive:** Details of commercial transactions involving the College. The terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property.
- **Legally privileged information:** and any issue or papers relating to legal proceedings which are being contemplated or instituted by or against the Corporation or Bexhill College.
- **Information given to the Corporation in confidence.**
- **Funding information:** Information provided by the College to the ESFA (or other funding body) or by the ESFA (or other funding body) to the College which is not normally placed in the public domain will not be reproduced on this site.
- **Any other matter:** the public disclosure of which would or would be likely to prejudice the effective discharge of the College's functions.

Review of Confidentiality

The sensitivity of confidential minutes and papers will be reviewed annually by the Search Committee. They will determine whether confidentiality is maintained and ensure that information is released in to the public domain when the criteria for confidentiality are no longer met.

Public Access to Papers

All Corporation meeting minutes (subject to the above confidentiality restrictions) are available for inspection at the College in the Learning Resource Centre.

Please direct any enquiries to: Clerk to the Corporation clerk@bexhillcollege.ac.uk