



GRIMSBY INSTITUTE GROUP

Policy on Confidentiality

Change Control

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Revision History

Version	Type	Date	History
V3	Replacement	September 2011	
V3.1	Replacement	2 September 2013	Changes to incorporate the Framework for the Development of Strategies, Policies and Procedures
V4	Replacement	7 April 2014	General review – no changes. Change to name of approving Committee.

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1. Introduction

- 1.1 It is the policy of the Board (Corporation) to recognise that occasionally matters discussed by the Board and its committees are of a confidential nature and as such should not be referred to in detail in the publicly available version of the minutes of the meeting.

2. Guidance on Confidentiality

- 2.1 The Board has established the following guidance to assist in the determination of items which may be deemed to be confidential.
- Personal information relating to an identifiable individual
 - Information provided by a third party who has not authorised its disclosure
 - Financial or other information relating to procurement decisions including information relating to the College's negotiating position (during the course of those negotiations)
 - Information relating to the negotiating position of the College in industrial relations matters (during the course of those negotiations)
 - Information relating to the financial position of the College where the Corporation is satisfied, in good faith, that disclosure might harm the College or its competitive position
 - Legal advice received from or instructions given to the College's legal advisers
 - Information planned for publication in advance of that publication.
- 2.2 Any decision to classify a matter as confidential should be (a) by means of a vote of members present at a meeting or (b) by approval of the Chair of the meeting if the issue is considered prior to a meeting.

3. Review

The Governance Committee will review all confidential items annually – at the first meeting of the new College year with respect to the minutes of meetings relating to the previous College year.

4. Policy Review

This policy will be reviewed on a three yearly basis by the Governance Committee.