St Andrews Christian College

BOARD CONFIDENTIALITY POLICY

August 2011
Policy for Board Confidentiality

Objective

To provide clear guidance on the handling of confidential information and materials that a Board member is exposed to. This policy also outlines how confidential information is identified and categorised.

Levels of Confidentiality

- In the course of normal operations the members of the Board will be exposed to a great deal of information with varying levels of sensitivity associated. To ensure clear distinctions for the purposes of this policy the following levels of confidentiality are defined:
  - **Confidential** - Information that is classified as Confidential cannot be shared outside the bounds of the Board by any means even in summary form
  - **Public** - Information that is classified as Public may be shared freely as the communication does not conflict with other policies (such as the Board Communication Policy) adopted by the Board

- The Board may, at any time, define a certain piece, or class, of information as being of a certain level of confidentiality

- Unless specifically determined by the Board information will be classified according to the following table:

<table>
<thead>
<tr>
<th>Information</th>
<th>Level of Confidentiality</th>
</tr>
</thead>
<tbody>
<tr>
<td>All discussions and notes related to commercial negotiations (such as property purchases, salary negotiations etc)</td>
<td>Confidential</td>
</tr>
<tr>
<td>All Board meeting deliberations pertaining to the specific opinions and thoughts of individual members</td>
<td>Confidential</td>
</tr>
<tr>
<td>All Staff salary information and related materials</td>
<td>Confidential</td>
</tr>
<tr>
<td>Planning information, proposals and reports that are in draft form and have yet to be discussed by the Board</td>
<td>Confidential</td>
</tr>
<tr>
<td>All correspondence with the Board with the exception of correspondence that is already public domain or is marked as non-confidential by the sender</td>
<td>Confidential</td>
</tr>
<tr>
<td>Agendas and minutes for regular Board meetings</td>
<td>Confidential</td>
</tr>
<tr>
<td>Other tabled documentation that isn't otherwise mentioned in this table</td>
<td>Confidential</td>
</tr>
</tbody>
</table>
Resolutions that are successfully passed | Public
---|---
Official positions of the board on specific matters | Public
Personal opinions and beliefs of individual members (shared themselves) | Public

- All information that is not explicitly referenced in the table above shall be classified as Confidential by default

**Handling of Information**

- All Board information should be handled with respect and discretion by Board members and should only be shared to promote the interests of the School or to facilitate the goals of the Board
- As mentioned above, information classified as Confidential cannot be shared outside the bounds of the Board. For clarity this implies:
  - The information cannot be shared with friends or family members
  - The information cannot be shared with staff unless they were in attendance at the meeting where the information was tabled and discussed or their role specifically exposes them to the information at hand (such as the Bursar being privy to financial information)
  - The information cannot be shared with independent third parties unless an appropriate confidentiality agreement is in place

**Other Considerations**

- All of the guidelines in this policy shall continue to apply to Boards members after they cease to be members of the Board
- These guidelines shall also apply to other attendees to Board meetings that are not official members of the Board including the Principal and the Business Manager