

# *Board Policy for Confidentiality*



ST ANDREWS  
CHRISTIAN COLLEGE

INSPIRED BY  
FAITH

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CHARACTER

LEADERS BY  
INFLUENCE



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## PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

*“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”*

## POLICY DOCUMENT INFORMATION

<b>TITLE:</b>	Board Policy for Confidentiality
<b>AUTHORS:</b>	James Bligh
<b>ACKNOWLEDGEMENTS:</b>	
<b>PURPOSE:</b>	To provide policy and direction for all the College Community.
<b>RELATED DOCUMENTS:</b>	Board Policy for Communications

## KEY DATES

<b>ISSUE DATE:</b>	August 2011
<b>REVIEWED AND APPROVED:</b>	March 2018
<b>SCHEDULED REVIEW DATE:</b>	March 2019



## 1. 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.

## 2. 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 Policy for Communications) 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:

INFORMATION	LEVEL OF CONFIDENTIALITY
All discussions and notes related to commercial negotiations (such as property purchases, salary negotiations etc.).	Confidential
All Board meeting deliberations pertaining to the specific opinions and thoughts of individual members.	Confidential
All Staff salary information and related materials.	Confidential
Planning information, proposals and reports that are in draft form and have yet to be discussed by the Board.	Confidential
All correspondence with the Board with the exception of correspondence that is already public domain or is marked as non-confidential by the sender.	Confidential
Agendas and minutes for regular Board meetings.	Confidential
Other tabled documentation that isn't otherwise mentioned in this table.	Confidential
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
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- All information that is not explicitly referenced in the table above shall be classified as Confidential by default.

### 3. 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 College 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 Business Manager being privy to financial information).
  - The information cannot be shared with independent third parties unless an appropriate confidentiality agreement is in place.

### 4. 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.