



# Public Access & Confidentiality POLICY

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**Review:**  
April 2017

**Next Review due:**  
November 2018

## **PUBLIC ACCESS AND CONFIDENTIALITY POLICY**

It is the policy of the Corporation that its dealings should be transparent in all but a strictly limited number of exceptions where this is clearly inappropriate. These exceptions apply to the following circumstances:

- a) An individual member of staff, or a student or governor is mentioned by name in connection with a private matter, such as a disciplinary matter or a grievance, or reference is made to private personal circumstances
- b) The matter relates to the appointment, terms and conditions of employment or discipline of a senior post-holder
- c) Disclosure would entail a breach of commercial confidence.

Minutes of the discussion of items falling into categories a) and b) above shall remain confidential for a period of thirty years. Minutes of the discussion of any item within category c) above shall remain confidential for a period determined by the Board in accordance with the principle of openness wherever appropriate.

The Clerk to the Governors holds the minutes of the meetings of the Board and its committees, together with copies of the supporting papers. The minutes, once formally approved, other than those of the Search and Remuneration Committee, the Special / Appeals Committee and any other confidential items as described above are displayed in the public section of the Governors' page on the College website. Members of the public may have access to approved minutes and accompanying papers by visiting the website or applying to the College Reception during normal College hours.

Members of staff, students, parents, members of the public and other parties may be invited to attend governors' meetings as observers or to provide information or advice. Additionally anyone with a direct and demonstrable interest in the College may contact the Clerk not less than a week in advance with a request to attend a meeting of the Corporation. Such requests will be considered by the Chair of the meeting and will normally be approved, unless there are concerns that the numbers or actions of those wishing to attend would be likely to disrupt the conduct of business. The decision of the Chair is final.

Ratified by the Board on 6 April 2017