



**BOARD OF GOVERNORS STANDING ORDERS**

**APPENDIX 5**

**ACCESS TO UNIVERSITY INFORMATION**

## **1. Introduction**

- 1.1 The Board of Governors has adopted the relevant principles contained in the Human Rights Act (HRA)1998, the Data Protection Act (DPA) 2018 and General Data Protection Regulations (GDPR) and the Freedom of Information Act (FOI) 2000.
- 1.2 The Board determined a Freedom of Information Act Scheme which was subsequently approved by the Information Commissioner and endorsed by the Board of Governors on 21 October 2014. Details of the Policy and the Scheme can be found in the Reports, Policies and Legal section of the University website and a paper copy may be obtained from the Head of Compliance & Quality Systems. Further information is also available via the Information Commissioner’s website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk).
- 1.3 The further information contained in Section 10 of the Board’s Standing Orders: Confidential Business and Public Access to Meetings, is also relevant.

## **2. Policy**

- 2.1 The University is committed to making available information about University activities and in particular the information contained in the Publication Scheme. The documents listed at Annexe A are readily available for inspection at the Clerk’s office. Certain items can also be found at the Governance and Charitable Status section of the University [website](#).

## **3. Access to University Information**

- 3.1 Any person wishing to inspect any of the documents listed at Annexe A may do so by applying at Reception at the Tavistock Place campus during normal office hours, by telephone (01752 203434) or email [lwmeads@aup.ac.uk](mailto:lwmeads@aup.ac.uk).
- 3.2 Copies of certain documents (including minutes and agendas covering no more than three meetings, and short extracts from other documents) can be made available free of charge. Remaining documents are for inspection only, but copies can normally be provided within 24 hours subject to a charge where appropriate in accordance with the University’s “scale of charges” to cover copying costs.

## **4. Confidential Information**

- 4.1 Some information held by the University is confidential, and will be excluded from any documentation of other information generally provided for inspection. Information falling into the categories detailed at Annexe B will normally be withheld. The Board of Governors sets, and, from time to time, reviews, the confidentiality policy.
- 4.2 The Clerk to the Corporation (Board material) and the Vice-Chancellor (University material) have operational responsibility for determining cases where confidentiality outweighs the case for openness.

- 4.3 If any request for information is refused on grounds of confidentiality, the University will provide the reasons for denial of access, and will indicate when, if at all, the caveat will be reviewed or removed.

## **5. Response to Enquiries**

- 5.1 The University will respond, within 20 College working days regarding the Freedom of Information Act and 40 calendar days regarding the Data Protection Act, to requests to provide information other than that listed in this document. Where the information is limited and can be readily collated, it will be provided free of charge. Where significant work is involved the University reserves the right to make a charge in respect of time and other costs. Any such charges will be notified in advance to the person making the request who will be asked to confirm that they wish to proceed. Where possible, details of alternative sources of information may be provided. The University reserves the right to decide whether to provide the information requested where the costs of provision are excessive and/or where the information is regarded as confidential.

## **6. Complaints**

- 6.1 The Clerk to the Corporation or an appropriate member of University staff will normally be available to discuss and/or assist in case of difficulty. Any person wishing to complain about the availability or withholding of information may raise their complaints under the University's complaints procedure, a copy of which can be obtained on application to the Clerk's office.

**Governance Documents Generally Available**

- The Instrument and Articles of Government\*
- The agenda for any meeting of the Board of Governors~#
- The signed minutes of any such meeting \*#
- Any report, document or paper considered at any such meeting
- The University Register of Interests
- The Terms of Reference and remit of the Nominations and Governance Committee and any advice of that Committee#
- Terms of reference of all other Committees#
- Policy Statements concerning attendance at meetings and publication of minutes
- Annual Financial Accounts (compiled and published in accordance with the directions of the Office for Students)\*
- The Single Equality Scheme
- Standing Orders and the Code of Conduct#
- Formal Reports presented to the Board of Governors and other Official Reports
- The Strategic Plan\*

\* = on the University website # = readily available and free of charge

**Criteria for Confidentiality**

1. Personal information relating to a named individual
2. Information provided in confidence by a third party who has not authorised its disclosure.
3. Financial or other information relating to procurement decisions, including, during any negotiations, information relating to the University's negotiating position.
4. Information relating to the negotiating position of the University in industrial relations and employment matters.
5. Information relating to the financial position of the University where the Board of Governors has determined that disclosure might harm the University or its competitive position.
6. Legal advice received from or instructions given to the University's legal and/or human resources advisors.
7. Information intended for publication at forthcoming date
8. Information obtained under conditions imposed by the Data Protection Act which prohibit its disclosure or use for purposes other than that for which it was gathered.
9. Such other information as the Board of Governors may, from time to time, and with good reason, determine should be withheld.

Notes: When, in the course of its deliberations, the Board deals with confidential material, it will either determine that the subject material must remain confidential, or will be reviewed after a period of two years. The Clerk can provide information relating to the application of this process to Board material.