

# NCG Redaction Policy



|   |   |                             |
|---|---|-----------------------------|
| <b><u>Policy Title</u></b>                | <b>Redaction Policy</b>   |                             |
| <b><u>Policy Category</u></b>             | Compliant   |                             |
| <b><u>Owner</u></b>                       | Assistant Director of Governance  |                             |
| <b><u>Group Executive Lead</u></b>        | Chief Operations & Compliance Officer & Secretary to the Board  |                             |
| <b><u>Date Written</u></b>                | August 2019   |                             |
| <b><u>Considered By</u></b>               | Executive Board   |                             |
| <b><u>Approved By</u></b>                 | Executive Board   |                             |
| <b><u>Date Approved</u></b>               | September 2022  |                             |
| <b><u>Equality Impact Assessment</u></b>  | The implementation of this policy is not considered to have a negative impact on protected characteristics                      |                             |
| <b><u>Freedom of Information</u></b>      | This document will / will not be publically available through the Groups Publication Scheme.                                    |                             |
| <b><u>Review Date</u></b>                 | August 2025   |                             |
| <b><u>Policy Summary</u></b>              | Guidance with regards to the use of redaction.  |                             |
| <b><u>Applicability of Policy</u></b>     | <b><u>Consultation Undertaken</u></b>   | <b><u>Applicable To</u></b> |
| Newcastle College                         | No  | Yes                         |
| Newcastle Sixth Form                      | No  | Yes                         |
| Carlisle                                  | No  | Yes                         |
| Kidderminster                             | No  | Yes                         |
| Lewisham                                  | No  | Yes                         |
| Southwark                                 | No  | Yes                         |
| West Lancashire                           | No  | Yes                         |
| Group Services                            | No  | Yes                         |
| <b><u>Changes to Earlier Versions</u></b> |   |                             |
| <b><u>Previous Approval Date</u></b>      | <b><u>Summarise Changes Made Here</u></b>   |                             |
| September 2019                            | Approval to be sought from Executive Board going forward following initial introduction of the policy. No further changes made. |                             |
| <b><u>Linked Documents</u></b>            |   |                             |
| <b><u>Document Title</u></b>              | <b><u>Relevance</u></b>   |                             |
|   |   |                             |

Equality Impact Assessment

|   | Judgement  | Explanatory Note if required |
|---|--|------------------------------|
| <b>EIA 1 - Does the proposed policy / procedure align with the intention of the NCG Mission and EDIB Intent Statement in 2.0?</b>   | Yes  |                              |
| <b>EIA 2 - Does the proposed policy / procedure in any way impact unfairly on any protected characteristics below?</b>  | No   |                              |
| <b>Age</b>  | No   |                              |
| <b>Disability / Difficulty</b>  | No   |                              |
| <b>Gender Reassignment</b>  | No   |                              |
| <b>Marriage and Civil Partnership</b>   | No   |                              |
| <b>Race</b>   | No   |                              |
| <b>Religion or Belief</b>   | No   |                              |
| <b>Sex</b>  | No   |                              |
| <b>Sexual Orientation</b>   | No   |                              |
| <b>EIA3 - Does the proposed policy / processes contain any language / terms / references / phrasing that could cause offence to any specific groups of people or individuals?</b> | No   |                              |
| <b>EIA4 - Does the policy / process discriminate or victimise any groups or individuals?</b>  | No   |                              |
| <b>EIA 5 - Does this policy / process positively discriminate against any group of people, or individuals?</b>  | No   |                              |
| <b>EIA 5 - Does this policy / process include any positive action to support underrepresented groups of people, or individuals?</b>   | No   |                              |
| <b>EIA 6 - How do you know that the above is correct?</b>   | This policy has been reviewed by Executive Board |                              |

### 1. Scope and Purpose

This document sets out the basis on which NCG will apply redaction to published documents, with each redaction being clear recorded against one of the following categories.

#### 1.1. Commercial Confidentiality and Sensitivity

This is any information which:

- a) If disclosed to other organisations would be liable to cause real (or significant) harm.
- b) May damage the reputation or the confidence that customers, suppliers or students have in the organisation.
- c) Has a detrimental impact on commercial revenue or threatens the ability to obtain supplies or secure finance.
- d) Weakens the organisations position in a competitive environment by revealing market-sensitive information or information of potential usefulness to competitors.
- e) Includes details of staff (including personal information), members, participants, shareholders, third-party contracts / suppliers.

#### 1.2. Candid debate

Governors / employees / students have an obligation to act in the best interests of the organisation. In this regard, they must be able to robustly and openly discuss matters that may affect the organisation without constraint or impediment.

#### 1.3. Request

Any attendee (including the Chair) may proactively request an item to be redacted due to sensitivity of matters under discussion and that any such request should be noted in the minutes. Any request to redact a specific item shall be given due consideration as to its appropriateness.

#### 1.4. Financial stability

Any information that may undermine the financial stability of the organisation, including any testing of procedures or risk metrics and including any security related sensitive matters.

### **1.5. Information provided in confidence**

Where the organisation has expressly agreed to keep information confidential there is a duty of confidence, if the information has the necessary quality of confidence. This would also apply where the nature of the information or the circumstances in which the information is obtained imply that the information should be kept confidential. This could include financial or marketing information obtained from a participant.

### **1.6. Legal Professional Privilege**

This may include communications between the organisation and external lawyers in private practice (solicitors or counsel) provided that the information has been given either for the purpose of obtaining legal advice or there is a reasonable prospect of litigation or litigation is pending.

### **1.7. Prohibition**

Publication of information may be prohibited for the following reasons:

- a) Where there is an existing statutory bar to disclosure.
- b) Where disclosure would be incompatible with a legal obligation.
- c) Where disclosure is prevented by common law.