

Newport City Homes Housing Association Limited - governance – redaction framework for board minutes in the public domain

This framework deals with the redaction and publication of minutes of meetings of the NCH (association) board on its website. The framework applies to all employees, executive directors, advisers, and consultants who may be involved in redacting board meeting minutes of the association.

The aim of this framework is to ensure that an open, transparent and clear guideline is in place for the redaction of certain information contained within the board meeting minutes which would be inappropriate to disclose publicly.

The association may, from time to time amend this framework subject to three-yearly reviews and changes in legislation.

Details/examples	Reason for redaction	Exceptions to redaction (when is it not required?)
Bank account details 1) Business accounts, loan accounts	Confidential information (CI)	
Commercial information 1) Details of contractual arrangements with external providers. 2) Forthcoming contracts, negotiations or purchases which might jeopardise negotiations or be advantageous to competitors. 3) Pricing details for tenders and/or bidders. 4) Any information, following board approval, that is scheduled to be published at a later date through the association's formal communication channels to ensure target audiences are treated uniformly.	CI	
Criminal offence data/activities 1) Any information in connection with an offence. 2) Information which could prejudice the prevention and detection of crime.	Personal information (PI) Reasonable prevention of	

<p>3) Information relating to the security and monitoring procedures of the association.</p> <p>4) Information relating to financial procedures and processes which might make the association a target for fraudulent acts.</p> <p>5) Information relating to IT security systems and protocols which might make the association a target for fraudulent actions and cybercrime.</p>	<p>targeted crime against the association.</p>	
<p>Personal data</p> <p>1) Date of birth, home address, email address of staff, residents or board members.</p> <p>2) Including all first, middle and last names and also nicknames.</p> <p>3) Information which might endanger the physical or mental health or safety of any person, eg exposing an individual to threats or harassment, aggravate a known medical condition.</p>	<p>PI</p>	<ul style="list-style-type: none"> • Board members when specifically referenced eg in attendance, on retirement, when observing meetings, declaring interests. • Executive Director & Deputy Director and above and other authorised signatories of the association. • Names of officers in attendance at board meetings.
<p>Protected species and their sites or locations</p> <p>1) Information or data from Environmental Impact Assessments (EIAs) or similar documents submitted in support of a planning application etc.</p>	<p>Protected species information (PSI).</p>	
<p>Sensitive personal information (special categories)</p> <p>1) Any information revealing an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership or data concerning sexual orientation.</p> <p>2) Sensitive employment-related information about individual staff (grievance, discipline, performance etc).</p>	<p>PI</p>	

<p>3) Any information relating to board members, staff, residents, partners, future partners and stakeholders that may prejudice their position or cause undue concern.</p> <p>4) Any information, following board approval, that is scheduled to be published at a later date through the association's formal communication channels to ensure target audiences are treated consistently.</p>		
<p>Legal communications Information relating to legal proceedings, eg employment tribunals.</p>	<p>CI</p>	