

What is ‘In Confidence’ material?

Any record/document created or received by a Unitec staff member on the understanding that it would remain confidential to just the recipient and/or a limited number of named individuals needs to be treated by Unitec staff as ‘In Confidence’ material.

‘In Confidence’ material could include printed documents and emails, photos and any data compiled and stored on any audio, visual or other recording device e.g. CD/DVD; VHS; audio tape.

Generally material that needs to be treated as ‘In Confidence’ will be material where:

1. There is a risk that the release of the information to a wider group would likely prejudice/threaten the commercial position of Unitec, a person or another organisation; and
2. The material contains personal information about a person (alive or not) and the release of the information to a wider group would breach this person’s privacy

Note: Personal Information is defined by Unitec’s [Privacy of Information Policy](#)

Examples of ‘In Confidence’ Material (not an exhaustive list) <i>If something is not included use the principles above to determine if it is ‘In Confidence’</i>	
Staff Performance Review material	Student Files including any administrative forms completed and the associated correspondence
Material related to disciplinary meetings, investigations and the final outcome (Staff & Students)	Patient/Client Files including any administrative forms completed and the associated correspondence (Health Centre, Counselling, Disability & Osteo Clinic)
All material collected and created as part of the staff/contractor recruitment and/or promotion process	Academic results
Personnel (Staff & Contractor) Files including any administrative forms completed and the associated correspondence	Material about Unitec’s financial position and funding (where this hasn’t already been made public e.g. via Unitec’s official Annual Report)
Complaints and associated correspondence, including investigation material	Reports and other documents created with the understanding that circulation would be limited to a select group of named persons
Records of any meetings held with the understanding that discussions had would remain confidential to meeting attendees	Unitec strategies, plans, scoping type documents which haven’t yet been made available to the public via official release
Raw data from surveys / opinion polls	Details of suppliers and their rates of charge
Contracts / Agreements	

All ‘In Confidence’ material must only be disposed of in a Confidential Destruction Bin (Blue Bin).

This will ensure this material is destroyed (by our Confidential Destruction bin provider) in a way that makes reconstruction highly unlikely.

Any record not deemed to be ‘In Confidence’ material must be disposed of in:

- Paper Recycling Bin (if in a paper format)
- General Waste Bin (if a CD/DVD; VHS; audio tape etc)