

**Green Templeton College  
University of Oxford**

**Confidentiality Policy**

All information that is acquired during the course of employment which relates to the College, or that of other persons or bodies with whom we have dealings, and has not been made public shall be kept confidential.

This information should not be disclosed to any person without the College's written consent, both within and after termination of employment. The existence of this policy does not in any way curtail the obligation of staff to report matters or provide information where this is required by law.

All staff must exercise reasonable care to keep safe all documentary or other such material containing confidential information, and shall on termination of employment, return any material in their possession.

In the course of employment, staff may be required to work with sensitive or other personal information about students and/or staff. Reasonable care should be exercised to maintain the confidentiality of such information. Any concerns regarding sensitive information should be discussed with your line manager.

Any statements to the media, newspapers, radio television etc. on behalf of the College will be given only by the Principal or those authorised by him.