



## Confidential Minutes Policy

1. The British Triathlon Federation has adopted a policy of publishing minutes of Executive Board meetings on its website following formal adoption of the minutes.
2. This policy has been adopted to deal with minutes of a confidential matter and is implemented when a decision has been made that publication of a minute might be prejudicial to the Federation. Minutes of a confidential nature are therefore recorded in the archived copy of the British Triathlon Federation's Executive Board meeting minutes only.
3. Minutes will be treated as confidential on the grounds that they contain information relating to one of the following:
  - an employee, former employee or potential employee, or
  - a particular applicant or recipient of any services provided by the Federation, or
  - the financial or business affairs of any particular person, or
  - the amount of expenditure proposed to be incurred by the Federation under a contract, or any person subject to Code of Ethics, Child Protection or Doping Control Protocols and/or any other information, the publication of which might be prejudicial to the interests of the Federation.
4. In publishing minutes of Executive Board meetings on its website, the British Triathlon Federation shall remove minutes of a confidential nature and replacing them with the following note "confidential minute removed in accordance with the Federation's published policy on minutes of a confidential nature".