
Confidentiality (University-wide Budget Management Committee)

Vice-President (Finance & Corporate Services)

Guideline

1.0 Purpose

- 1.1 Confidentiality is considered an integral part of the budget management committee's deliberations due to the committee's review of budget and other submissions these submissions may include detailed salary and budget information as well as controversial action plans. In order to promote free exchange of detailed information and ideas at these committee meetings, it is important that such not be presented external to the committee without context. It is also important that such discussions not be construed as a commitment by the committee or any of its members to a particular action plan.
- 1.2 Accordingly, it is the Board of Governors who bears the final responsibility for determining final budget allocations. All deliberations of the committee represent recommendations only to the President and University Management Committee and disclosure of budget information and/or action plans are only appropriate once the approval has been given.

2.0 Applicability

- 2.1 University-wide
- 2.2 This document applies to any person or persons agreeing to serve or appointed to serve on the University-wide Budget Management Committee.

3.0 Definitions

- 3.1 "Confidential information" shall mean all personal information and documentation, including by not limited to human resource, payroll and evaluation information, regarding a person appointed or employed (past or present) or studying (past or present) at the University of New Brunswick ("UNB") as well as proprietary information regarding the financial affairs and performance of UNB, and its computer or other technology systems. Confidential Information does not include any such information or documentation which can be conclusively established:
 - 3.1.1 was within the person's knowledge prior to commencement of initial employment or volunteering by UNB.
 - 3.1.2 was or becomes general public knowledge without any act on the person's part.

4.0 Implementation

- 4.1 Confidential information will not be disclosed, divulged or communicated to any person, firm or corporation, either writing, electronically, or orally, any confidential information (as



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herein defined) without the prior written consent of UNB. All confidential information shall be and at all times remain the sole and exclusive property of UNB.

5.0 Interpretation and Questions

- 5.1 The Vice-President (Finance & Corporate Services) office is located in Room 112 of Sir Howard Douglas Hall. Questions concerning this policy may be directed to budgethelp@unb.ca