

Policy in relation to correspondence received by

Members of the Governing Body and members of Committees of the Governing Body

1. Purpose

The purpose of this document is to set out the policy in relation to correspondence received by Governing Body members and members of Governing Body committees to ensure transparency and good governance.

2. Communication received by Governing Body members

- As part of its remit the Governing Body has to manage and control the affairs of the Institute and, as such, may receive correspondence from third parties including external stakeholders such as the Higher Education Authority, Department of Education and Skills, Department of Public Expenditure and Reform or indeed other third parties (including employees, retired staff, and members of the public) with regard to the day to day running of the Institute.
- If a member of the Governing Body receives correspondence directly relating to the Institute a copy of the correspondence should be sent to the President's Office within two days. A copy of any pertinent associated documentation should also be included.
- For the avoidance of doubt, should a member of Governing Body (including the Chairperson) receive correspondence sent to them personally but relating to their role as a member of the Governing Body, a copy of the correspondence should still be forwarded to the President's Office.
- All such correspondence when received by the President's Office should be date stamped and assessed for appropriate dissemination to the Governing Body and others as appropriate.

3. Confidentiality and Data Protection

Members of the Governing Body and members of the committees of the Governing Body may from time to time receive documentation/correspondence that is confidential and/or contain personal data (including sensitive personal data relating to employees of the Institute). It is important that Governing Body members ensure that any such documentation/correspondence/data is held by them in a safe and secure manner in accordance with the Data Protection Acts and the GDPR and returned to the President's Office once the Governing Body's or committees' deliberations on the matters have concluded.

4. Protected Disclosures

In the event that a member of the Governing Body receives information verbally or in writing which may constitute a protected disclosure, the information must be provided to the Chairman of the Finance, Risk and Audit Committee in accordance with the Institute's Protected Disclosure Policy.

5. Approval and Implementation date:

This policy will come into effect after being approved by the Governing Body and signed by the Chairman of Governing Body.

Signed:



Chairman of Governing Body

Date: 4-3-19

Guidance Notes:

- *There is no requirement to provide a copy of the correspondence in circumstances where it is clear that the President's Office was also copied or is otherwise in receipt of same.*
- *This policy shall not in any way fetter the rights of members of the Governing Body in carrying out their statutory duties.*
- *A member of the Governing Body may also provide a copy of correspondence received to the Chair of the Governing Body.*
- *In circumstances where a member of the Governing Body is unsure what to do in relation to the receipt of correspondence he/she or she should contact the President of the Institute and the Chair of the Governing Body for guidance.*