

Oxford United Fan Advisory Board

CONFIDENTIALITY POLICY

This code sets out the terms of handling confidential information expected of members of Oxford United Fan Advisory Board ("the FAB") and Oxford United Football Club ("the Club")

Any breach of this code may incur disciplinary action up to and including removal from their position under the provisions detailed in the disciplinary process.

Introduction

The general principle is that the FAB will be able to raise, discuss, examine, investigate and ask questions about any matter concerning the Club.

Confidential Information

1. For the FAB to be effective, members must respect each other, their views, any collective decisions made and recognise items highlighted as confidential.
2. Information highlighted as confidential that fits within the definition of "confidential information" will be treated as confidential by all board members
3. Public disclosure of confidential information will be on terms agreed by the club and the FAB.
4. The FAB fan group representatives may request that an item deemed confidential can be shared and discussed with their member group board. If agreed by the Club, the member group board becomes subject to this confidentiality policy, and if breached that group's seat on the FAB becomes subject to the disciplinary procedure, and as such it would be possible to remove the representative person and seat.
5. The definition of 'confidential information' is as follows:
 - Any information given on terms which forbid its disclosure to third parties
 - Any information given which cannot be disclosed following an order of the court
 - Any information given which cannot be disclosed for reasons of contract
 - Personal data relating to any individual or information likely to reveal the identity of an individual within the meaning of the Data Protection Act 2018
 - Information relating to any consultations or negotiations whether contemplated or otherwise in connection with any labour relations matters arising between an employer and an employee as well as employers and employees
 - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

- Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
 - Any information deemed by a party that is reasonably considered to be business confidential
6. Information falling within clause 5 is not confidential information by virtue of that paragraph if it is required to be registered under:
- The Companies Act 2006
 - The Friendly Societies Act 1992
 - The Cooperative and Community Benefit Societies Act 2014
 - The Building Societies Act 1997
 - The Charities Act 2011
7. Information which falls into clause 5 may be considered confidential if and for as long as in all the circumstances the interest in maintaining the confidentiality of such information outweighs the interest in its disclosure.

Conduct relating to confidential items during meetings

8. If an item appears on the agenda of a meeting during which confidential information will be imparted, this will be brought to the attention of members prior to discussion of that item.

Confidentiality Addendum

9. Any information shared by Club sources to FAB members, or their representatives, should be treated as confidential, unless it is indisputable the information has previously been the subject of a prior Club announcement to or already in the public domain.
10. If the information in question has not been released, formal written permission from the Club must be received before any such information is shared with any unauthorised third party either verbally or in a written form.
11. Knowledge is intellectual property and belongs to the Club or FAB board. If it's shared in a discussion, it remains the Club's or the FAB board's property and therefore does not belong to anyone else without the Club's or FAB board's explicit approval.
12. Any public statements made by the FAB should be shared with the club in advance of release. The FAB and its members reserve the right to pass public comments on all public club plans and actions, whilst respecting confidentiality.
13. Information covered by this agreement continues to be confidential, and bound by this agreement, beyond all terms of office.