



Sharing of Information policy

Considering that the APEEE is an association recognized by the Board of Governors of the European Schools as the representative of the pupils' parents, for the purpose of maintaining relations between pupil's parents and the School authorities¹;

Considering that the APEEE represents the parents on the Administrative Board of the EEB2, its Education Councils and in various other councils and committees to whose meetings they are invited²;

Considering that the APEEE designates members through Interparents to represent the views of the parents in the Board of Governors³;

Considering that the APEEE is an AISBL incorporated in Belgian Law that offers services to the school community,

Considering that the APEEE board members represent the parents community at various instances in the European School context,

Considering that Board members have the specific obligation to pursue the interest of parents⁴,

Considering that the APEEE strives for good mutual governance based on trust with all stakeholders, openness and transparency,

Considering that APEEE board members have access to a wide range of information, some of which is intended for distribution and some of which is confidential,

APEEE board members agree on the following principles of information sharing:

1. The APEEE board is a collegial body and therefore Board members have equal right of access to information.
2. Information received in capacity of an APEEE board member can be shared unless the information is confidential.

"Confidential Information" shall include:

- 1) any information concerning Personal Data. This information is not regulated by this policy and is to be handled in accordance with the EU General Data Protection Regulation,⁵ Belgian national legislation and the APEEE's Personal Data Protection Policy.
- 2) any information of whatever nature that is made available to board members in writing or verbally or electronically, and that is

¹ [General Rules of the European Schools](#), art. 37(a).

² [General Rules of the European Schools](#), art. 38

³ [Interparents Statutes](#), art. 4.3

⁴ Article 3 of the Statutes.

⁵ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Text with EEA relevance), *OJ L 119, 4.5.2016, p. 1–88*.



- a. that is confidential **under any applicable regulation** or;
- b. marked or identified as confidential **by the owner of the information**, in writing or otherwise and:
 - that can otherwise reasonably be considered to qualify as confidential information (e.g. because it deals with projects, assessments, projections or documents that are not ready or intended to be made public or because it contains sensitive information); and
 - where consultation of parents community is not needed;
- c. any information considered, marked or identified as confidential **by APEEE internally** because:
 - it can be considered to qualify as confidential information due to its nature (e.g. because it deals with projects, assessments, projections or documents that are not ready or intended to be made public); and
 - where consultation of parents community is not needed, such as but not limited to:
 - Financial information about the APEEE's contractors, which could be considered a business secret and if shared would distort competition for procurement procedures;
 - Documents related to procurement for procedures which have not yet been finalized;
 - Financial document of the APEEE which have not been finalized and are therefore not ready to be shared with the parents;
 - Non-public accounting or financial documents regarding the APEEE or the European School;

"Confidential Information" does not include, information which,

- a) is or becomes generally available to the public other than as a result of a disclosure by the receiving party;
- b) was available to the receiving party on a non-confidential basis prior to its disclosure or;
- c) becomes available to the receiving party on a non-confidential basis from another person who is not otherwise bound by a confidentiality undertaking;
- d) is disclosed by a whistleblower⁶ who reports breaches of Union law or Belgian national law.
- e) is a declaration of a conflict of interest⁷.

The Board's decision to declare or keep information or a document confidential shall be reasoned and shall be taken by the board as a collegial body. A record of such decisions shall be kept at the APEEE secretariat. Such record shall include the confidential document and/or information and the reason for confidentiality.

⁶ Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons who report breaches of Union law, *OJ L 305, 26.11.2019, p. 17–56*.

⁷ A board member shall declare to the board any potential conflict of interest they might have as a board member, in writing or orally at the board meeting, and in due time. The declaration is public to ensure the transparency for having that person excluded for having handled the matter and having therefore no responsibility for the decision.



Board members will keep the Confidential Information confidential, will only use it for the purpose for which it was made available and will not share the Confidential Information with, or divulge it, to anyone in any manner whatsoever without the prior written consent by the board.

This does not include sharing or discussing the Confidential Information with other persons that are bound by the same Policy as per this Dissemination of Information Policy, in the framework of the board and its activities, or to fulfil your role as a board member of the APEEE, while ensuring the protection of the Confidential Information as set out in this Dissemination of Information Policy.

In case of doubt, board members accept to seek prior authorization from the board as a collegial body before disclosing information.

Any breach of this Dissemination of Information Policy can cause harm to APEEE or any third party. Board members therefore undertake to make all efforts to avoid and to repair any damage (including to its reputation) as a direct or indirect result of the breach of this Dissemination of Information Policy.

Received, understood and accepted

Name (in block letters) _____

Board mandate: year 202[]-202[]

Signature _____

Place _____ Date _____