

## Guideline

**Subject: Guidelines for Handling Documents including Confidential Documents addressed to the College or its Office Bearers**

**Approval Date:** June 1996, Reviewed September 2000, Revised July 2003, November 2008, November 2013, September 2016, May 2021

**Review Date:** September 2025

**Review By:** Board of Directors

**Number:** 1/2000

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The College receives many items of correspondence. The following are generally agreed guidelines as to how these documents will be handled to ensure efficient management of these requests while keeping the Board of Directors and other committees informed of activities the College is involved in.

Correspondence that is not generally directed to a specific department will be reviewed by the Chief Executive Officer or Deputy Chief Executive Officer and triaged into:

1. Items for consideration (requires response) are marked FYC (for Your Comment) in email header
2. Specific items for information (for information only and no action required) are marked FYI (For your Information) in email header
3. General interest items for Information are not sent by email

### 1. ITEMS FOR CONSIDERATION

#### 1 (a) Items where pathologist input is required prior to drafting a response:

Items for consideration will be sent via email to the appropriate Committee/Fellow in the 'To' line of the email box, to review and provide comments.

The Board of Directors and any other committee that should be made aware of the issue will be cc'ed (copied) on the email.

A date for response by will be given and after appropriate comments have been received the CEO or DCEO will draft a reply. If there is anything contentious or contradictory the response will be discussed with the President or appropriate Committee Chair.

#### 1 (b) General items requiring college input that could be drafted by the management team:

Depending on the response time required by the organisation asking for comment a draft response will be prepared by a member of the Management Team and sent to appropriate committees for comment. If no comments are received back the draft will be considered appropriate.

#### 1 (c) Requests for college representatives on committees or to attend meetings:

The CEO or DCEO shall review the requests and approach a Fellow to attend a meeting. If it is not readily apparent as to who should attend the request will be sent to the appropriate

committee for advice. The nomination or response back to the organisation request will be cc'd for information only to inform others as to who is representing the College.

## **2. SPECIFIC ITEMS FOR INFORMATION**

2 (a) College responses to items referred to in (a), (b) and (c) shall be sent to the appropriate committee FYI.

2 (b) Responses from External organisations following College submissions will be sent either for FYI or FYC depending on the nature of the response.

## **3. GENERAL NEWS ITEMS**

3. These documents include general items and articles about pathology and medicine, and media items referring to the College. Items of interest will be placed on the College website and a flag and web link included in Pathology Today.

## **CONFIDENTIAL CORRESPONDENCE**

1. Any item received at the College which is marked "Confidential" on the envelope or outer wrapping will:
  - 1.1 If addressed to an individual by name or title, be directed unopened to that individual.
  - 1.2 If addressed to the College or one of its Boards or Committees, without naming an individual by name or title, be opened by the CEO or DCEO. If the contents name another individual to whom they should be directed, the document should be forwarded to them.
2. General correspondence received at the College is first received by the Executive Officer. If an item which is marked "confidential" on the inside, but not on the outside, has been opened, it will be directed in confidence to the addressee if named, or to the CEO if not.
3. All correspondence to the Board of Directors, or its members, from Boards or Committees of the College, will be handled with regard to potential confidentiality, at the discretion of the CEO. In any instance in which the Board or Committee believes the matter to be especially sensitive, the correspondent should indicate this for the guidance of the CEO.
4. In the event that correspondence marked "confidential" which relates to a matter requiring action or decision by the College is received, the CEO will approach the writer explaining the limitations imposed by the confidential notation. In the event that such agreement is received, the matter will be dealt with in accordance with usual procedures.
5. Otherwise, any correspondence marked "confidential" for the attention of the Board of Directors will be tabled and discussed at the next meeting unless it relates to an urgent matter in which case how it is handled will be determined by the CEO in consultation with the President/Vice President. Discussion of the document will not be recorded but the fact that the document has been received and any decisions arrived at will be recorded in the minute