

Confidential information can be defined as material which belongs to any of the following categories:-

- Records containing personal information (eg – UCAS forms, payroll and pension records, completed questionnaires, staff files, research grant applications). Note: examination scripts and student course work, assignments and projects should also be treated as confidential and disposed of in accordance with the IT Security Policy.
- Records of a commercially sensitive nature (eg – contracts, tenders, purchasing and maintenance records, legal documents).
- Records concerning intellectual property rights (eg – unpublished research data, draft papers and manuscripts.)

Further details regarding the confidentiality of personal data can be found on the Data Protection webpages at <http://www.bath.ac.uk/internal/data-protection/> and in relation to Freedom of Information at <http://www.bath.ac.uk/foi/> .

Details of the action which is to be taken when confidential information has been found to be lost or stolen is contained within the IT Security Policy at <http://www.bath.ac.uk/bucs/aboutbucs/policies-guidelines/policies-it-security.html>