

Decision of the Board on access to the website

This decision will laid down the provisions on how information can be made public on the website and under which procedure

1) Decision on access to the website of staff

The Board decided that certain staff members, among which the director, the managers of the services as well as the accountant and the secretary would have direct access to the website to publish information there under the following conditions without prior consultation of a Board member:

- The information has not been approved by the responsible Board member but concerns an emergency situation or an urgent situation in which neither the Board member responsible nor the Vice-President Communication nor the President are available;
- Information is of a technical nature, i.e. bus delays, change of menu, change of room for an extra-curricular activity;

2) Decision on authorisation by Board members

The Board decided that in all other circumstance, the publishing of information by staff will require authorisation either by the competent Board member, the Vice-President Communication or the President. This authorisation is to be obtained in writing, i.e. by email.

3) Decision on the limited access of Board members to the website

The Board further decided that only a few Board members would have direct access to the website, i.e. the President, the Vice-President Administrative Affairs, the Vice-President Communication and the webmaster. Exceptions might be granted for a limited time by a decision of the Board.

In this respect, Board members are reminded that information made public on the website should reflect decisions taken by the Board that will have to be obtained before the publishing, if necessary.

Besides, these decisions are without prejudice to a further regulation on the direct access of the director to the website.