

Policy on access to APEEE documents

The Board of the Parents' association adopted on 24/07/2014 the following policy for access documents:

- For the purpose of this policy, "APEEE documents" shall mean any document in possession of the APEEE and relating to the APEEE's mandate, in particular, documents relating to the decisions of the General Assembly, the Board of Administration and the preparatory Committees. They shall not include internal correspondence between the members of the Board of Administration.
- All agendas of the General Assembly, the Board of Administration and of the preparatory Committees of the APEEE, all decisions, reports and minutes of the General Assembly, the Board of Administration and the preparatory Committees of the APEEE, and reports of Committees or working groups, shall as a general rule be made accessible on the website of APEEE once finalised or approved.
- All basic APEEE documents, including internal rules, policy documents and financial documents, shall, as a general rule, be made accessible on the website of the APEEE once finalised or approved. In duly justified cases, notably for the reasons set out in paragraph 5, specific documents may not be made accessible. Preparatory or draft documents may be made accessible for the purpose of requesting comments or reactions from the members of the APEEE.
- Other APEEE documents, whether originating from the APEEE or received by the APEEE, may be made accessible to any member, upon a written request, by decision to be taken no later than 30 working days from the request.
- Access to APEEE documents may be refused if justified in order to protect legitimate interests, including the need to protect personal data in accordance with requirements under Belgian law, the need to protect interests inherent to the functioning of APEEE, and the need to protect commercial and legal interests including those related to administrative or judicial proceedings involving the APEEE. Access may also be refused for documents of a preparatory nature if their release would affect the APEEE's decision-making process, including negotiations with third parties.
- Where a full access to a document cannot be granted, at least a partial access should be considered or access to a non-confidential version or summary of the document.
- Where access was requested in respect of a document originating from a third party, the consent of the third party concerned shall be required unless the document concerned has already been made publicly accessible by that third party.
- For the purpose of this policy, the APEEE Secretariat shall keep a register of all APEEE documents, which shall be made accessible to all members.