

## Stoke-on-Trent and Staffordshire LEP – Document Marking Scheme – February 2018

Level	Classification	Definition
1	<b>Public</b>	This is meant for documents that would have no restriction at all and no level of security requirement. Very often the intention of creating such documents would be to publish them. Often informative by their nature.
2	<b>SSLEP Use</b>	Information not approved for general release outside SSLEP. This information if lost may not result in financial loss or damage the image of the SSLEP but may lead to misunderstanding or misinterpretation of its content without a context and therefore should not be automatically released
3	<b>Restricted</b>	This will be information that should not be readily accessible to the public or to all staff. Release of this information may cause distress to individuals, affect operational matters, undermine the delivery of services. This information would require explicit authority to be shared outside its restrictions or removed from the SSLEP.
4	<b>Confidential</b>	Highly sensitive internal documents which may cause serious damage to the SSLEP if released may place people or assets at risk. This information should be afforded the highest sensitivity and security and would require the explicit authority of a senior manager to be used outside the restriction that would be placed upon it

Information handled by the SSLEP will be managed in accordance with the above process. Where SSLEP holds “confidential information” under “The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012”. This includes:

- Information provided by a government department on terms which forbid the disclosure of the information to the public;
- Where disclosure to the public is prohibited by a court or;
- Where the Local Enterprise Partnership holds “exempt information” under Schedule 12A of the Local Government Act 1972. This includes information relating to an individual, relating to the financial or business affairs of a particular person, negotiations, labour relations, legal professional privilege and in connection to the investigation or prosecution of a crime.

Such information will be marked in accordance with the above table.