



## **Public Information Policy**

## Public Information Policy

### Purpose of this policy

The purpose of this policy is to specify the key principles which underpin how public information is managed at ALRA within the scope given below. It is acknowledged that all Departments (Academic and Services) across ALRA are responsible for publishing materials which form part of ALRA's Public Information.

### Scope of the policy

This policy covers information published in electronic or printed form which refers to any of the following:

- Academic programmes;
- Collaborative/Creative Partnerships;
- Contractual relationships ALRA may have with a third party;
- Corporate strategies;
- Policies;
- ALRA Services.

Information published in electronic or printed form includes, but are not limited to:

- Information on the ALRA website;
- Information on other Websites managed by ALRA;
- The ALRA Prospectus;
- Ad-hoc marketing materials, including brochures and leaflets;
- Social Media channels managed by ALRA;
- Advertisements;
- Information produced and published via third parties based on input from ALRA

This policy does not cover the following:

- Letters;
- Verbal communications;
- Presentations;
- Any teaching and learning materials;
- Staff recruitment advertisements;
- Outputs of research and scholarly activity;
- Content of creative work; or
- Materials produced and published by a third party with whom ALRA does not have a direct relationship and is not within ALRA control.

### Risk level

ALRA acknowledges the importance of publishing information that is accurate and reliable and acknowledges the risks associated with the publication of inaccurate or unreliable information.

ALRA has adopted procedures to help to mitigate risks of inaccurate public information and enable the institution to assure the reliability of relevant information in the public domain.

The following are perceived to be of lower risk:

- Materials which are produced and published by ALRA. These materials are fully in control of ALRA personnel. It is acknowledged however, that the risk may be higher in relation to materials which refer to academic awards or credits

The following are perceived to be of higher risk:

- Materials which are produced and/or published by a third party, as they are not fully in control of ALRA personnel. It is also acknowledged that the risk may be increased in respect of materials which are also produced and published in a foreign language.

#### Key Principles

ALRA aims to publish information in a timely manner that is accurate, fair, reasonable; to ensure that internal and external audiences gain access to reliable information about ALRA and that external audiences are able to form an accurate impression of the Institution

This policy has been developed reflecting, as appropriate, The UK Quality Code for Higher Education and Guidance from the CMA.

Responsibility for the management and publication of Public Information resides across all Departments (Academic and Services) across ALRA and they have responsibility to ensure that they have procedures in place enable ALRA to manage its responsibilities in relation to public information and meet external expectations and internal requirements.

Public Information relating to course provision, such as the Prospectus, Programme Specifications and the Course Directory on the website are controlled centrally by ALRA and overseen by the Quality Assurance Committee.

In relation to Public Information produced and published by a third party with whom ALRA has a contractual relationship:

- The requirements for approval of public information will be detailed in the memorandum of agreement between ALRA and the third party.
- Any materials produced by a third party must be checked and approved by relevant personnel at ALRA prior to publication.
- It is the responsibility of the third party to forward all draft promotional materials to ALRA in either electronic or hard copy format for approval prior to publication.
- ALRA will request the immediate withdrawal of public information published by a third party that does not comply with the ALRA corporate identity and/or includes inappropriate and/or misleading information.

ALRA also works with third parties (including OfS, Unistats, HESA) to publish information. All information is provided by ALRA and the third party is the mechanism by which the information is published.

ALRA works with the Higher Education Statistics Agency to submit a number of mandatory records relating to Research or teaching and Learning Activity. ALRA is responsible for the data submitted to the Agency and for monitoring accurate publication of the data sets.