

# AURORA COLLEGE

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## **POLICY**

Aurora College shall control its release of information.

## **PRINCIPLE**

1. Aurora College recognizes that the information released to the public must be ongoing, consistent and accurate.

## **PROCEDURES**

1. The College will ensure that all public release of material and information is accurate in all respects.
2. The College will take responsibility for the release of all material and information.
3. All information on matters affecting the Board of Governors shall be first approved by the Chairperson.
4. All information on operational matters affecting the Aurora College shall be first approved by the President.
5. All information on matters affecting an individual Campus or Research Centre shall be first approved by the Director or designate. The Director shall advise the President.
6. Press releases may be initiated by all College staff and shall be written by or with the assistance of the Public Affairs Officer.
7. All press releases must be recommended by the Public Affairs Officer and approved by the President.
8. The office of Public Affairs will issue approved press releases to the media and distribute a copy to each Director.