

## Open Information Policy

People In Aid is committed to transparency and accountability in our work and relationships. One of People In Aid's organisational values is "to openly share information and promote creativity, learning and safety in an environment of integrity, quality and mutual accountability". Our members, supporters, partners, and the other individuals and organisations with whom and on behalf of whom we work, have a right to know about what we are doing. Being open and honest promotes learning and helps us to build and strengthen our work.

This Open Information Policy sets out what information we make publicly available, how we decide what information to share, and how this information can be accessed.

**Scope.** The Information<sup>1</sup> which is subject to this policy can be divided into 6 classes:

1. Statutory documents such as our Mem and Arts or annual audited accounts.
2. Information which explains how the organisation is run (governance, strategy, membership application process).
3. Information about members and partners.
4. Policies which show our commitment to good practice (eg anti-fraud, environment).
5. Documents and information which accurately reflect the performance of the organisation (eg members' surveys, evaluations).
6. Data which makes the organisation IATI-compliant.

**Audience.** With this Policy we wish to:

1. ensure our members and the wider public know their organisation and how it is performing;
2. prove our credibility to donors and partners;
3. ensure staff recognise the integrity of their employer and that they are empowered by the information available to work more effectively.

As a second tier organisation we currently have no field programmes or direct connections with communities or beneficiaries. This policy reflects this, though changes in our priorities or activities may catalyse a change in this policy.

**Means of disclosure:** With this Policy we wish to ensure audiences can easily access the information they require. Few of our stakeholders do not have access to the Internet so the majority of information will be posted on our website. People In Aid runs regular events and information will be shared during these, such as the AGM and Members' Forum.

---

<sup>1</sup> 'Information' refers to finalised documentation produced by or for People In Aid. Many relevant documents are already on our website: [www.peopleinaid.org](http://www.peopleinaid.org)

**Non-disclosure:** People In Aid has a presumption of transparency, rather than privacy. The organisation's key criterion for the decision not to disclose any information will be the impact on our mission. Specific reasons may be:

- \* Confidentiality: because of legal, commercial or contractual reasons.
- Privacy: if it relates to individuals, to comply with the Data Protection Act.
- Harm to operations: if we judge it might compromise our ability to carry out our mission or our obligations to our membership.
- Cost and resources: if the costs or resources involved in obtaining it are excessive.

**Implementing the policy:** In September 2014 we received a report from BOND's Transparency Assessment Programme. All recommendations will have been implemented once this policy is approved by the Trustees, including the posting of this policy and other information on 'open information' on the website. If the BOND Programme does not repeat in 2015/16 then People In Aid's Communications Manager will submit a report in January 2016 covering compliance with this policy during the year, usage made of the policy and how recommendations for improvement will have been implemented by end March 2016.

### **Where can I find information about People In Aid, about its work or its funding?**

For general enquiries please contact the office on [info@peopleinaid.org](mailto:info@peopleinaid.org) or 020 3137 3590. Our Open Information Policy applies primarily to information requests in the English language addressed to our office in the United Kingdom.

### **How can I make a request for other information?**

If you have a request for specific information that cannot be answered through general enquiries please send your request in writing to [info@peopleinaid.org](mailto:info@peopleinaid.org) with 'For Attention of Company Secretary' in the subject line. We endeavour to respond promptly. All requests made to the Company Secretary will be responded to within 40 working days, unless there is a compelling reason why this is not practical.