

## Open Information Policy

### 1.0 Introduction

ChildHope UK is committed to being transparent in its work and accountable to its key stakeholders, in particular partners and beneficiaries. We share information with partner organisations, beneficiaries and the general public, and are also accountable to our staff, interns, volunteers, supporters, donors and suppliers. What information we publish and how we respond to requests for information are important aspects of accountability. We will proactively publish information, and on request will disclose information, or give reasons for any decision not to disclose (for example, to respect confidentiality or privacy). Our key criterion for a decision will be the impact on our mission to secure social justice for children by working with local organisations to develop long-lasting solutions aimed at tackling the root causes of the poverty and injustice faced by children in Africa, Asia and South America.

### 2.0 Principles

We aim to publish information about our work including project titles, descriptions, budgets and financial transactions, results and key project documents. ChildHope UK aims to meet the transparency standards of the International Aid Transparency Initiative (IATI). In accordance with IATI we believe that better and more transparent information about development and aid projects is important to improve the performance of international aid.

### 3.0 Information we publish

A large amount of information is published on our website [www.childhope.org.uk](http://www.childhope.org.uk) and may also be published on partner organisation websites.

Becoming IATI compliant will involve a staged approach. In the first phase, required data from new DfID funded projects will be published on the IATI website from 1st June 2012 and then on a quarterly basis. In the second phase, a list will be drawn up detailing the key data from ChildHope UK projects that will be published, and this data will be published on the IATI website by 31<sup>st</sup> March 2013.

**3.1 Exclusions** If we do not disclose information, we will give reasons for not disclosing. The most frequent reasons are:

1. Security and Safety The safety of our staff, partner staff and beneficiaries is a primary concern. We will not disclose information where we consider it could jeopardise our ability to operate or the safety of our staff, that of our partners and beneficiaries. This may include individual staff or consultant salaries or exact locations of activities where individual beneficiaries could be identified.
2. Privacy Names and contact details of staff, partner staff and beneficiaries.
3. Confidential information Information may be confidential because of legal, commercial or contractual reasons, or because its premature disclosure would jeopardise action that ChildHope or partners are planning to take.

4. Cost Where we consider that the cost of disclosure, whether as a time or a monetary cost, would be disproportionate to the request, we may decline disclosure but will explain that this is the reason.
5. Detailed information about programmes Our priority is to provide information to our partners and the people for whom we work. We may decline to provide information to requests made in United Kingdom about our international programme work in other countries where this would take up significant staff time in our programme.
6. Internal planning/drafts We will generally not disclose internal working papers that address future plans, or drafts of work.
7. International Relations Where there is a risk to ChildHope or partner organizations relationship with governments of operation or donors.
8. Information exempt under other policies – Child protection and Information Security

**3.2 Historic information** This policy addresses information, which has come into being since 31<sup>st</sup> March 2012. While we will make reasonable efforts to deal with requests for information, it is more likely that we will decide not to disclose historic information.

## **4.0 Responsibilities/Verification Process**

**4.1 Partner Organisations** Partner organisations approve all information related to their operations prior to publication to ensure that publication presents no risk to operations, staff, beneficiaries or future plans. Partner organisations are requested to provide reasons for non-disclosure.

**4.2 Child Protection working groups** Prior to publication, information is checked by the chair of the child protection working group (or their proxy) to ensure that information does not present a risk to the safety of children. Informed consent for the publication of photographs or case studies is sought from children or their carers in accordance with the ChildHope UK child protection policy.

**4.3 Legal** ChildHope UK is registered as a charity and a company limited by guarantee in the United Kingdom. However, it is not a public body and so is not subject to the United Kingdom Freedom of Information Act 2000. Nevertheless, our general approach is in keeping with the Act's assumption that information should be disclosed unless there is a good public policy reason for withholding it, or the cost of disclosure would be disproportionate.

This policy is subject to United Kingdom and European Union data protection and privacy legislation. Accordingly we will not disclose data about living individuals where this is prohibited under applicable law. This is referred to in more detail in ChildHope UK Information Security policy.

**4.4 Data Licensing** It is also our policy to respect the intellectual property rights of others. We in turn ask others to respect our intellectual property rights related to the aid information we provide. Unless otherwise noted, ChildHope UK data is licensed under the Open Data Commons – Attribution License (ODC-BY). For users this means that you can:

**Share** – copy, use, and distribute the aid information to others

**Create** – make new works with the aid information

**Adapt** – modify or transform the aid information, change it into different formats, or combine it with other data sources.

The main restriction we ask is that you **must**:

**Attribute** – give credit to us when you publicly use the aid information, for example citing the use of ChildHope UK data with the following ‘*Contains aid information from ChildHope UK which is made available under the Open Data Commons - Attribution License (ODC-BY)*’.

Full details of your rights and obligations are at: Open Data Commons – Attribution:

<http://www.opendatacommons.org/licenses/by/1.0/>

We hope that by sharing this aid information with you under as permissive a license as possible will bring benefits both to us, and more importantly, to aid recipients, by improving aid flows. Our licenses require you to attribute your use of our database. We ask that you attribute us not only as a legal requirement, but also because your attribution allows us to demonstrate support and impact of our work, which in turn helps us to continue our work

## **5.0 Requests for information**

Requests for information can be made in writing to: ChildHope UK, 6<sup>th</sup> Floor Development House, 56-64 Leonard Street, London EC2A 4LT; or by e-mail to [info@childhope.org.uk](mailto:info@childhope.org.uk). We endeavour to make an initial response to requests within 7 days.

The day to day aspects of this Policy are the responsibility of the Executive Director. She will report annually on the implementation of this policy to the Senior Management Team and to the Chair of ChildHope UK Board of Trustees.