



OPEN INFORMATION POLICY

Introduction

AIUK is committed to transparency and accountability in our work and relationships. Our members, supporters, partners, the other individuals and organisations we work with and on behalf of, and the wider public have a right to know about what we are doing. Openness and honesty promotes learning and helps us to build and strengthen our work.

We have therefore agreed an open information policy that sets out what information we make publicly available, how we decide what information to share, and how this information can be accessed. The basic principle is that we will make all information about our work available unless there is a very good reason not to.

Principles

Our open information policy is guided by the following key principles:

- **Presumption to disclose:** we will do our best to answer all requests for information and will disclose information unless there is a good reason to withhold it.
- **Transparency:** if we decide not to disclose information, we will provide clear reasons for that decision and also give the option to appeal.
- **Timely and accurate:** when we share information it will be timely and accurate.
- **Accessibility:** to receive a document in an alternative format, please ask.

Reasons not to disclose information

We will not disclose information for any of the following reasons:

- **Confidentiality:** because of legal, commercial or contractual reasons.
- **Privacy:** if it relates to individuals, to comply with the Data Protection Act 1998.
- **Safety:** if it could threaten the safety of the people we work with or on behalf of, or our staff and volunteers.
- **Harm to operations:** if we judge it might compromise our ability to carry out our mission.
- **Cost and resources:** if the costs or resources involved in obtaining it are excessive.
- **Intra-office information:** if it deals with internal communications or administration which has no impact outside AIUK.

If there are good reasons not to disclose, we will consider partial disclosure and provide information with some material deleted.

What information?

We will share information openly in five main areas:

- our strategy
- structure and governance
- policies and practices
- our finances
- performance and assessment.

'Information' refers to all finalised documentation produced by Amnesty International UK. Many relevant documents are already on our website: www.amnesty.org.uk

AIUK will make available information about Amnesty International activities in the UK. Information about the work of the global Amnesty International movement is published by our International Secretariat (IS) and is available on www.amnesty.org IS documents are classified as either 'public' or 'members only', and 'members only' documents will only be provided to Amnesty International members. If the status of the information requested is unclear, we will contact the IS on your behalf and let you know the outcome.

Requesting information

If you cannot find the information you are looking for on our website, contact our Supporter Care Team at sct@amnesty.org.uk or 020 7033 1777, or write to Amnesty International UK, The Human Rights Action Centre, 17-25 New Inn Yard, London EC2A 3EA. Be specific when you tell us what you are looking for to make it easy for us to give you the right information.

Within 10 working days you can expect one of the following responses:

- the information you requested
- an estimated date by which you can expect to receive the information and an explanation of why your request is taking longer to process
- a clear explanation of why we cannot disclose any or all of the information you have requested.

Appeal process

If you are not satisfied with our response, you can appeal using our feedback procedure. See www.amnesty.org.uk/feedback, email feedback@amnesty.org.uk or call 020 7033 1777.

Review

We will monitor decisions on the release of information to ensure consistency with our policy and principles.

This policy stems from our proactive work to improve transparency and accountability. The policy will evolve as we learn more about what information stakeholders are most interested in from us. It will be reviewed annually and is next due for review in August 2013.

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