

Policy	Open Information Policy
Owner	CLG
Version & date	V3 July 2019
Approved by	CLG
Audience	All
New Review Due	July 2021

Catholic Social Teaching promotes respect for the dignity of all people, encourages participation and engagement in 'right' relationships, and supports the increased capacity and influence of partners and communities we work with especially some of the world's poorest and most disadvantaged in global South.

We believe that we are answerable to the people and organisations who support us, specifically the Catholic community in England and Wales, our partners, the people and communities whom we support through our partners and other stakeholders.

To us, accountability means taking responsibility for listening and responding to the needs, concerns and views of our key stakeholders, helping us improve our performance. Ensuring that information is accessible is a key aspect of this. We encourage and support our partners to be transparent with the people and communities they support by making information about the organisation, their activities and resources available and accessible, taking consideration of the safety and security of all involved.

We adhere to the principle of 'publish what you can' while adhering to The Data Protection Act. As we learn about what our audiences want to know we will update our policies and other resources. The following main areas of information are accessible through the [Open Information Page](#) on our website or available on request:

Available information¹

- General Information: on our strategy, how and where we work, our standards and commitments, our organisational profile and structure, our Trustees
- Organisational policies: such as Code of Behaviour, Safeguarding, Complaints, Whistleblowing, and Gender
- International project information: details are available through the [IATI Registry](#) (including

¹ The relevant Country Representative is responsible for making country, programme and partner information accessible under this policy.

Accessing information:

Publicly available information can be accessed via www.cafod.org.uk or on request at cafod@cafod.org.uk or in writing:
CAFOD
55 Westminster Bridge
Road | London | SE1 7JB

- partner name, country, description, grant and payment amounts for live projects);
- Finances and administration: our Trustees' report and financial statements, trustees remuneration, staff numbers and salary information, remuneration policy
 - Independent external evaluations: of projects and programmes with total budgets of over £500'00 GBP.
 - External audits: Core Humanitarian Standards

Exclusions:²

We will not make information public that would:

- Compromise the safety and security of CAFOD staff, partners or communities they serve
- Result in CAFOD or our partners' operations being banned, restricted or suspended
- Cause a negative impact on the communities we serve
- Break legal, copyright, safeguarding, data protection, partner confidentiality, commercial or contractual obligations
- Be considered to be of no/little public interest or if the request is made in an unreasonable manner
- Have financial or time implications disproportionate to the request

Feedback and Complaints

We welcome feedback and complaints. For details of how to feedback please see the [Contact Us](#) page on our website. To complain, for example about any decision under this policy, please make a report through our online or telephone reporting system [CAFOD EthicsPoint](#). You can also contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

Legal

This Policy is for information only and does not confer legal rights on any person. Individuals have rights concerning their personal data held by CAFOD under the applicable data protection laws.

²The relevant Country Representative is responsible for making country, programme and partner information accessible under this policy.