

Thrive Scotland Open Information Policy – November 2017

This policy explains Thrive Scotland’s publication and issuing of its information. As Thrive was recently formed, the policy is under implementation. A Director will report annually to the board on implementation of this policy, and on requests for information.

Principles: Thrive Scotland practises transparency and accountability to key stakeholders: the public, marginalised and vulnerable people, staff, board, volunteers, supporters, donors and governments.

Information to be published on Thrive website under this policy:

Thrive Whistleblowing Policy
Thrive Equal Opportunities Policy
Thrive Anti-Bribery Policy
Thrive Child and Vulnerable Adult Protection policy
Thrive Procurement Policy
This Open Information policy
Thrive Memorandum and Articles of Association
Thrive annual accounts
Thrive Environmental Policy and record of Thrive environmental impact
Thrive Customer Care Policy
Thrive Complaints’ Policy for Partners’ Staff
Thrive Data Protection Policy
Thrive Foreign Exchange Policy
Thrive “Who We Are”
Thrive press releases
Thrive strategic objectives
Details of Thrive current board members and senior managers

Information on Thrive website or on IATI (International Aid Transparency Initiative):

Project document	On website	On IATI website
Grant Arrangement with donor		For projects funded by IATI-registered organisations only, links to their publications of these documents, where they publish them.
Reports to donor		
Narrative Proposal		
Logframe and budget		
Gantt chart (or logframe, if no Gantt chart)	Yes	Yes
Pre-project assessment	If relevant	If relevant
Evaluation reports	Yes	Yes
Lessons learned from evaluations	Yes	Yes
Highlights from quarterly reports	Yes	Yes

International Aid Transparency Initiative (IATI): Thrive will comply with IATI.

Legal framework: This policy is subject to United Kingdom and European Union data protection and privacy legislation. We will not disclose data about living individuals where this is prohibited under applicable law. Most Thrive publications are copyright, and may be reproduced for non-commercial work, but not for resale. Any request to reproduce copyright material should be addressed to Thrive Scotland using an email address on Thrive website.

If we do not give information requested, we will say why. This may include:

- Where it could jeopardise Thrive operations or safety of people and partners.
- Where information is confidential to the people concerned.
- Where the information is under someone else's copyright.
- Where the cost and time of disclosure would be disproportionate to the request.
- Where it is confidential for legal, commercial or contractual reasons.
- Where historic information is not relevant to Thrive current operations.
- Where it concerns internal plans or drafts.
- If the request was made in an offensive manner.

Requests for information can be sent by email. We aim to respond within 20 days.