

## Thrive Scotland Open Information Policy – August 2019

This policy explains Thrive Scotland's (Thrive's) publication and issuing of its information. As Thrive is as yet small, 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 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:**

1. Thrive Whistleblowing Policy
2. Thrive Equal Opportunities Policy
3. Thrive Anti-Bribery Policy
4. Thrive Child and Vulnerable Adult Protection policy
5. Thrive Procurement Policy
6. This Open Information policy
7. Thrive Memorandum and Articles of Association
8. Thrive annual accounts
9. Thrive Risk Management Policy
10. Thrive Data Protection and Privacy Policy
11. Thrive Money Laundering Policy
12. Thrive Conflict of Interest Policy
13. Thrive Governance, including names of current Directors of the Board
14. Thrive Due Diligence of Partners Policy

**Information on Thrive website and in future on IATI (International Aid Transparency Initiative):**

Project document	On website	On IATI website
Grant Arrangement with donor		For projects funded by IATI-registered organisations, links to their publications of these documents, if they publish them.
Reports to donor		
Narrative Proposal		
Logframe, budget and/or Gantt chart		
Pre-project assessment	If relevant	If relevant
Evaluation and/or baseline survey reports	Yes	Yes
Highlights from progress monitoring	Yes	Yes

**International Aid Transparency Initiative (IATI):** Thrive will comply with IATI, once its work grows.

**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 using the email address on the 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 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.

**Policy review**

Policy owner	Partnerships Director
Reviewed annually	Board of Directors
Policy date	October 2017, last reviewed August 2019
Next policy review date	August 2020