



**Partners in Aid**

AUSTRALIA

## TRANSPARENCY AND COMMUNICATIONS POLICY

### Version control & review

Version	Date	Distribution
1.0	April 2020	Board members; website link: Partner Organizations, Committee members, Social Media volunteers
2.0		
3.0		

### 1. Background

Partners in Aid recognises the rights of members, partners, stakeholders and donors to accurate, unbiased information on financial management, project implementors, projects and other activities of the organisation. It is committed to being transparent in its work and accountable to its stakeholders and the community by disclosing timely, relevant and accurate information in an accessible format.

### 2. Purpose

The purpose of this policy is:

- to acknowledge the importance of transparency and outline the measures that Partners in Aid is committed to taking to provide such transparency,
- to outline what information should be made available to whom, where and when, and
- to ensure that in making information available, privacy is respected and the use of images and messages in communications is undertaken in a way that portrays the affected people in a manner that respects their dignity, values, history, language and culture, and is authentic to the context, person and terms of consent given.

### 3. Scope

This Policy applies to all information, images and stories collected for research, evaluation and /or donor and supporter purposes. All Partners in Aid Board and

project Committee members, advisors and other volunteers are bound by this policy. The policy also extends to Partners in Aid project partners and associated implementing organisations.

## **4. Guidelines**

### **4.1 Transparency Measures**

- 4.1.1 Partners in Aid is committed to transparency and integrity in its financial management. This is demonstrated by the annual external auditing of its finances by a registered commercial auditor. The resultant annual financial report is reviewed by the Board at the Partners in Aid Annual General Meeting and, along with the minutes of the AGM, made available to all stakeholders on the Partners in Aid website in a timely manner.
- 4.1.2 The following information is also uploaded regularly onto the Partners in Aid website:
- Partners in Aid's vision and mission,
  - information on Partner Organisations,
  - information on current projects,
  - Partners in Aid's legal status, and
  - links to policies and procedures, including those relating to privacy, complaints and transparency and communications.
- 4.1.3 Progress reports on the projects supported by Partner in Aid are published in the quarterly Newsletter, available to all members.

### **4.2 Measures to Respect Privacy**

- 4.2.1 No images or messages containing personal information will be published without the prior free and informed consent of those depicted in the images or messages.
- 4.2.2 Personal information on donors or members will never be revealed without prior consent.
- 4.2.3 See also the Child Sponsorship Policy with respect to information relating to sponsored children.

### **4.3 Guidelines Regarding Material to be Made Public**

- 4.3.1 All materials made public by Partners in Aid must:
- be obtained and used according to ethical principles,
  - be consistent with their stated purpose and value,
  - accurately describe the nature and scope of the work to which they refer,
  - acknowledge the role of the partners and other stakeholders,

- be consistent with ACFID's Fundraising Charter where public materials relate to fund raising align with the values of Partners in Aid and the ACFID Code of Conduct,
  - be consistent with Partner in Aid's Privacy Policy,
  - never use images that feature dead bodies or dying people, and
  - in any image portraying affected people, do so in a way that respects their dignity, religion, history, values, language and culture.
- 4.3.2 No statements should be made about other ACFID members with the intention of creating a reputational or other advantage to Partners in Aid.
- 4.3.3 All communications will specify if any activity involves non-development activities.
- 4.3.4 No brochures publicizing a specific project or other materials relating to Partners in Aid will be distributed without the prior sighting and formal approval of the Fundraising, Marketing and Communications Subcommittee, and the subsequent approval of the Board.

#### **4.4 Requests for Information**

- 4.4.1 Requests or information should be sent to the Chair of the Board, via email ([admin@partnersinaid.org.au](mailto:admin@partnersinaid.org.au)) or by phone (0477 743 053).
- 4.4.2 On receipt of a request:
- the sender's request for information will be acknowledged within a week,
  - whoever is responding will check that the information requested does not infringe privacy measures, and
  - the information will be collated and sent in a timely manner.

#### **5 Use of Children's Images**

- 5.3 Partners in Aid uses images of children when communicating with adult sponsors about their sponsored child or young person. Partners in Aid also occasionally uses images of children and young people in newsletters and other publications. The use of such images must meet the following conditions.
- informed permission must be obtained from children and their parents before their images are used in publications, and record of each permission kept,
  - in all cases, portrayal of children will ensure that they are portrayed as resilient, capable, and not weak or vulnerable.
  - images will not identify the location of children or enable them to be contacted by potentially harmful people,

- images should never infringe Partners in Aid Child Safeguarding Policy,
- images should never show children naked or in a sexualised manner,
- guidelines for storing images securely will also be provided to Board members and Project Coordinators - this includes storing on the website, social media and in all other media, and
- although names of children are a necessary identifying features of the child sponsorship program, names will not be used in general publications.

## 6 Review

This policy will be reviewed after 3 years.

## 7 Relevant Partners in Aid Policy Documents

Partners in Aid Privacy Policy

Partners in Aid Fundraising Policy

Partners in Aid Child Safeguarding Policy and Code of Conduct

Partners in Aid Child Sponsorship Policy

Partners in Aid Partnership Policy

## 8 References

Mary McKillop Today. *Transparency Policy*.

<https://www.marymackilloptoday.org.au/who-we-are/publications-and-reports/our-policies/transparency-policy.pdf>

Kyeema Foundation. *Transparency Policy*. <https://kyeemafoundation.org/wp-content/uploads/2018/10/KF-Transparency-Policy.pdf>

ACFID Code of Conduct

[http://www.acfid.asn.au/code-of-conduct/files/AusAID Child](http://www.acfid.asn.au/code-of-conduct/files/AusAID%20Child)

Protection Policy:

[http://www.ausaid.gov.au/publications/pubout.cfm?Id=7954\\_7703\\_6074\\_4255\\_4227](http://www.ausaid.gov.au/publications/pubout.cfm?Id=7954_7703_6074_4255_4227)

Convention on the Rights of the Child:

<http://www2.ohchr.org/english/law/crc.htm>

Australian Government, Australian Law Reform Commission

<http://www.alrc.gov.au/publications/family-violence-and-commonwealthlaws%E2%80%94social-security-law/definition-family-violence>