

EMMS International Open Information Policy

This policy explains EMMS International’s intentions and actions with regard to publication and availability of its information. This Policy is the responsibility of the CEO with support from other staff.

General principles:

- EMMS International is committed to transparency in its work and accountability to its key stakeholders.
- We share information with partners and the general public, and are also accountable to God, marginalised and vulnerable people whom our projects aim to help, our staff, board, volunteers, supporters, donors and governments.
- We publish most information listed in this policy on our website. We will provide it electronically upon request. Where we will not give information, we shall give reasons for this.

Information available on the Companies House website and/or the OSCR website:

- Our Memorandum and Articles of Association
- Details of our current board members
- Our annual accounts (including our auditors, bankers, investment managers, regulators, institutional donors, major donors who have not requested anonymity, and list of grants made)

Information on our website under the EMMS International Open Information Policy:

Our Operational Framework (including our vision, mission, values, motivation, rights-based approach, principles, models of sustainability, ways of working and programmes)
Our Open Information policy
Our Environmental Policy
Our Customer Care Policy
Our Whistleblowing Policy
Our Anti-Fraud, Anti-Bribery and Anti-Money-Laundering Policy
Our Data Protection and Privacy Policies
Our Child and Vulnerable Adult Protection Policy
Highlights about our projects

Project information on the IATI (International Aid Transparency Initiative) website for projects funded by IATI-registered donors, some of:

- Grant arrangement with donor
- Reports to donor
- Narrative proposal
- Logframe
- Budget

Proposal documents (e.g. narrative proposal, logframe and budget) are the intellectual property of EMMS International and the partner with whom EMMS developed the proposal, and MAY NOT be shared with any third party without the express permission of the EMMS International CEO.

EMMS and the International Aid Transparency Initiative:

We comply with the transparency standards of the International Aid Transparency Initiative.

Legal framework of this policy:

- EMMS International has a statutory obligation, as a charity registered in Scotland, to share certain information. This policy goes beyond such obligations and reflects our desire to be open and transparent.
- This policy is subject to United Kingdom data protection and privacy legislation. Accordingly we will not disclose data about living individuals where this is prohibited under applicable law.
- This policy does not confer legal rights on any person. Individuals may however have rights concerning their personal data held by EMMS International under applicable law.
- Most of our publications are copyright, but may be reproduced for advocacy, campaigning and non-commercial teaching, but not for resale. Any request to reproduce copyright material should be addressed to info@emms.org.

If we do not disclose information, we will give reasons why. The most frequent reasons are:

- Where it could jeopardise our ability to operate or the safety of our staff and partners.
- Where information is confidential to the people concerned.
- Where the information is under someone else's copyright.
- Where the cost of disclosure would be disproportionate to the request.
- Where this would take up significant staff time.
- Where we consider that its disclosure could harm our work.
- Where it is confidential for legal, commercial or contractual reasons.
- Where its disclosure would jeopardise action that EMMS International is planning.
- Where historic information is not relevant to our current operations.
- We will generally not disclose internal plans or drafts of work.
- If someone makes multiple requests for information, or we consider that the work involved in dealing with the request has no discernible public benefit, we may decide not to deal with it. If anyone makes a request in an offensive manner, or has been abusive to staff or volunteers, we may decline to engage in correspondence with that person.

Requests for information can be made in an email to info@emms.org.

We aim to respond within 20 days, unless there is a compelling reason why not.