



Womankind Worldwide Transparency Policy

1. Introduction

Transparency and accountability are central to Womankind Worldwide's (Womankind) organisational values and ways of working. We believe that making information on our work publicly available is an important part of being accountable to our partner women's rights organisations in Africa, Asia and Latin America, and to our supporters and funders.

2. Scope and responsibilities

This policy sets out the information that Womankind will make publically available, both through our website and on request. It also sets out information that is excluded from this policy¹, and how to appeal decisions relating to some types of exclusions. It is informed by best practice within the UK international development sector and existing legislation in the UK, where Womankind is a registered charity. This includes:

- The Freedom of Information Act
- Charities Regulation Act 2008
- Data Protection Act
- UK Aid Transparency Guarantee (for funding from DFID)
- International Aid Transparency Initiative

Overall accountability for the implementation of this policy will lie with the Chief Executive Officer. Compliance with this policy is the responsibility of all staff within Womankind. Specific accountabilities are as follows

- Publishing of key information – Head of Policy and Communications
- Responding to information requests, complaints procedure – Head of Fundraising and Marketing
- Provision of information for publication and information in response to requests: Head of Fundraising and Marketing/ Head of Policy and Communications
- Review and update of this policy: Chief Executive Officer

3. Womankind Worldwide's commitment to transparency

Transparency lies at the core of our accountability towards our partner organisations, the women and communities they work with, our supporters and funders. It refers to our openness and honesty in sharing information about our activities, our performance and learning as an organisation, our governance and decision making processes and our financial arrangements.

¹ There may be occasions when such disclosure may be subject to a legal requirement to disclose information currently covered by our exclusions, at which point the legal requirement will override this policy.

Transparency has both internal and external aspects. Womankind’s trustees, management and staff need to be sure they will be informed of accurate, relevant and timely information that could affect their work. If external stakeholders are to have confidence in us, they need to be sure that Womankind will share timely, relevant information to enable them to make informed decisions about Womankind and our work.

We will make information available in order to increase our transparency to our key stakeholders and to enhance our own effectiveness in achieving our mission. We aim to model best practice to others, including our partners and those we support to increase their own transparency. We will also support the collective effort among international development actors to improve coordination through provision of standardised information on our activities, for example through IATI.

This policy sets out Womankind’s approach to information sharing on the basis of a preference for openness unless there are valid reasons for withholding information (see the Exclusions section of this policy). By adopting this approach, we enable our stakeholders to assess how we have made decisions, how we have managed our finances, how effective our programmes have been and how we learn from the challenges we face.

4. Who are we transparent towards?

Womankind’s key stakeholders in terms of transparency are our partners, staff, trustees, volunteers, and our supporters including donors. We also consider a key stakeholder group to be the women and communities in Africa, Asia and Latin America who are engaged with the activities of our partners and for whom our effectiveness is important.

In addition, we also have a responsibility to ensure we communicate information that is in the public interest in relation to sources of funding that originate from public money and our registered charity status.

5. What information is shared under this policy?

The following is not a definitive list but indicates the status of the most common types of information that is shared by organisations within the development and charity sectors. Womankind may also share information not included on this list via our website www.womankind.org.uk.

	Type of Information	Currently available	Available by	Exclusion categories that may apply (see point 9 below)
Organisation	Mission, vision, values	http://www.womankind.org.uk/about/	Already published	None
	Transparency policy	http://www.womankind.org.uk/about/transparency/	Already published	None
	Contact details and complaint procedure	http://www.womankind.org.uk/about/your-feedback/	Already published	None
	Charity Commission and Companies House number	http://www.womankind.org.uk/	Already published	None
	Articles of association	On request	On request	None

	Type of Information	Currently available	Available by	Exclusion categories that may apply (see point 9 below)
Governance and structure	Board of Trustees – people and roles in decision making process	http://www.womankind.org.uk/about/governance/	Already published	Privacy (details of individuals)
	Minutes of quarterly Board meetings	On request	On request	Confidentiality; status
	Annual General meeting minutes	On request	On request	None
	Staff - people and roles in decision making process	http://www.womankind.org.uk/about/our-team/	Already published	Privacy (details of individuals)
	Salary levels of paid staff	On request	On request	Privacy (details of individuals)
	Whistleblowing policy	On request	On request	None
	Diversity & Equal Opportunities Policy	On request	On request	None
	Safeguarding vulnerable people policy	On request	On request	None
	Environmental impact policy	On request	On request	None
Finance and grants	Income and expenditure (annual accounts)	http://www.womankind.org.uk/about/our-finances/	Already published	Details of funders, activities and amounts received which are subject to exclusion on the grounds of confidentiality.
	International Aid Transparency Initiative data	http://www.womankind.org.uk/about/transparency/	Already published	Data which falls under our IATI exclusion categories
	Financial Procedures	On request	On request	None
	Bribery Policy	On request	On request	None
	Feedback policy	http://www.womankind.org.uk/about/your-feedback/	Already published	None

	Type of Information	Currently available	Available by	Exclusion categories that may apply (see point 9 below)
Performance	Strategy	http://www.womankind.org.uk/about/strategic-plan/	Already published	None
	Annual summary of progress against our charitable objectives and strategy.	http://www.womankind.org.uk/about/our-finances/	Already published	None
	Summary of annual objectives published at the start of each financial year.	http://www.womankind.org.uk/about/our-finances/ ²	Already published	Confidentiality; status
	Regular summary of progress against objectives.	http://www.womankind.org.uk/where-we-work/		Confidentiality; status
	Names and contact details of the partners we work with.	http://www.womankind.org.uk/what-we-do/our-partners/	Already published	None
	Plans and results relating to those activities which are publically (grant) funded.	On request	On request	Confidentiality; status

6. Data protection and privacy

Womankind is subject to data protection and privacy legislation, and therefore we are unable to disclose personal private data covered by this legislation without consent, unless we are obliged or permitted by law to do so.

7. Freedom of Information

As a charity, Womankind is not a public body and therefore is not subject to the UK's *Freedom of Information Act 2000*. However, Womankind is committed to actively working to increase the openness and availability of the information listed in this policy. It must however be noted that as Womankind is funded from the 'public purse', information provided to any public body such as DfID is subject to freedom of information requests although such requests must meet with the public interest measure.

8. Progressive publication

Womankind is committed to supporting trustees, staff and volunteers to value transparency and open information and to ensuring that we have cost-efficient systems in place to make information available, including an improved website. We are aware that we have to adopt an approach to transparency which is proportionate to our capacity and is sensitive to the nature of our work.

² Annual accounts and report sets up our objectives for the following year.

Therefore Womankind will follow a path of progressive publication, publishing what we can now and committing to publishing additional information by March 2016.

9. Circumstances under which we may be unable to provide information

If you request information from us, we may not be able to provide you with all the information you require. If all or part of the information you have requested falls under one of the following categories, we will write and let you know the reason why we will not share it. You will have the opportunity to appeal this decision through our feedback procedure for some categories (indicated). For information about the feedback procedure, please see section 11.

- **Ownership of the data:** you may ask us to disclose information that is not our right to disclose. This is outside of the scope of this policy and we will ask you to contact the partner organisation directly. This decision is not subject to appeal.
- **Privacy:** where disclosure would breach data protection legislation or an individual's right to privacy. For example, we will not share the personal details of our staff, volunteers or individual supporters. This decision is not subject to appeal.
- **Confidentiality:** the information is confidential on legal, business or contractual grounds. This decision is not subject to appeal. Where Womankind has grants that fall within this exclusion category, we are committed to working with our funders to move towards allowing us to share information with our stakeholders.
- **Intellectual Property Rights:** The IPR for a piece of work belongs to someone else and we cannot give permission for its use. This decision is not subject to appeal.
- **Security:** the disclosure of information may present a risk to the safety and security of staff and operations, either for Womankind or other organisations.
- **Cost:** the financial or time cost of disclosing the information would be unreasonably high. Womankind is a small organisation and we need to balance our commitment to transparency with our delivery of results, especially where it involves public or member funds. Appeal via complaints procedure.
- **Status:** The information is in draft state for staff review only, is an internal communication or an internal administrative or management document. Appeal via complaints procedure.
- **Vexatious, offensive or unreasonable requests:** we may decline to correspond if a person deliberately behaves in an offensive or abusive manner, aims to obtain information by deceit (for example by using false contact details or other misrepresentation) or otherwise engages in unreasonable conduct. Appeal via feedback procedure.
- **Historical information:** if the information requested is historical, it may be difficult and costly for Womankind to obtain archived material. Appeal via complaints procedure.

10. Copyright and legal information about this policy

This policy is for information only, and therefore is not a binding contract and does not confer legal rights on any person. Womankind reserves intellectual property rights for information and materials

11. How to make a request for information

All of the information listed in this policy is or will be openly available on our website. To request information that isn't listed, or to request a more accessible format, please use the contact details below.

We aim to respond initially within 5 working days, and respond fully within 14 working days of receipt of your request.

Email: info@womankind.org.uk

Postal address:
Womankind Worldwide
Development House
56-64 Leonard Street
London
EC1V 4LT

If you would like to appeal any response where the information you have requested is subject to exclusions, please follow the feedback procedure at <http://www.womankind.org.uk/contact-us/>