



Open Information Policy

1. Policy Statement

Gaia Education is committed to the principle of transparency in our operations. We believe that making information on our work publicly available is an important part of enhancing our accountability both to our stakeholders and beneficiaries with and for whom we work, and to those who provide us with the funding and other resources required to fulfil our mission.

We seek to make information available in order to enhance our own effectiveness in achieving our mission, to ensure consistency with our own programme activities. Where possible we aim to make this information accessible by as many people as possible and on social media sites. We also publish information on our projects in print media for those who do not have the ability to access it electronically.

We aim to increase our accountability by providing clear, consistent and relevant information in a timely manner. The information which we provide and the location of this information are outlined in this policy.

2. Implementation

Accountability for the implementation of this policy will lie with the Board of Directors. Compliance with this policy is the responsibility of all staff within Gaia Education. Gaia Education's Open Information Policy intends to ensure that all information concerning Gaia Education programmes and operations is publicly available. Confidential or sensitive information is excluded.

3. Information Open to Public

The following information is open to the general public:

- Organisational governance including mission, vision and values
- Annual Accounts
- Current activities and past events
- Project and programme information and reports
- Policies:
 - Anti-bribery and Corruption Controls and Procedures
 - Equal Opportunities and Diversity Policy
 - Anti- Harassment Policy
 - Business Conduct Declaration
 - Code of Governance
 - Corporate Sponsorship Policy
 - Equal Opportunities and Diversity Policy
 - IT Policy
 - Open Information
 - Procurement Policy
 - Safeguarding Policy
 - Whistleblowing Policy

4. Where we publish Information

Information regarding Gaia Education's programmes and operations is published on our website, on our Facebook page, YouTube channel, SlideShare and Twitter feed.

Gaia Education website: www.gaiaeducation.org

Gaia Education Newsletter *Geese In-Formation* (quarterly): <http://www.gaiaeducation.org/index.php/en/resources/publications/geese-information>

Gaia Education Facebook page: <https://www.facebook.com/GaiaEducation>

Gaia Education Twitter feed: <https://twitter.com/GaiaEducation>

Gaia Education YouTube channel: <https://www.youtube.com/user/gaiaeducation>

Gaia Education LinkedIn: <https://www.linkedin.com/company/5282588/admin/>

Gaia Education Instagram: <https://www.instagram.com/gaiaeducation/>

5. How can I use the information that Gaia Education discloses?

All of our publications apart from the Gaia Education Curriculum are subject to copyright law. The Curriculum is published under Creative Commons licence with some rights reserved. Any request to reproduce our material should be emailed to info@gaiaeducation.org

6. Exclusions

Whilst Gaia Education aims to maximise our transparency, there may be an occasion where particular information cannot be made available. In these cases, we will explain our reasons for the decision not to disclose. These could be reasons pertaining to:

Confidentiality: *the information is prohibited under legal grounds or a third party has asked for it to remain with the organisation.*

Data protection: *When publishing the information would breach the Data Protection Act 1998 and GDPR.*

Security: *When publishing the information would cause a risk to a member of staff, Board and volunteers, our beneficiaries or our stakeholders.*

Privacy: *Information which is personal or professional and which is handled on a strict need-to-know basis.*

Sensitivity: *Information which if disclosed could be used in a discriminatory way.*

Commercial sensitivity: *Information which would cause harm to the financial interests of the charity, or a partner.*

6.1 Data protection and privacy legislation

This policy is subject to United Kingdom and European Union data protection and privacy legislation. Therefore, we will not disclose data about individuals where this is prohibited under applicable law, nor will we disclose our mailing lists under any circumstances.



6.2 Progressive Publication

Gaia Education is committed to support all staff and volunteers to value transparency and open information, and to ensuring that cost-efficient systems are put in place to make information available. However, this takes time, and we therefore adhere to the principle of “publish what you can” and commit to continue publishing additional information as it becomes available.

7. Requests for Information

Public and stakeholders can make requests for information to the following email address: **info@gaiaeducation.org**, over phone on **+44(0)131 225 4814** or via mail to: **People Care Coordinator** Gaia Education 1 Summerhall Place, Edinburgh, EH9 1PL, Scotland.

We aim to respond to these requests within two weeks, although there may be times when this is not practical. If it is not possible to answer a request within two weeks, we commit to acknowledging the request and informing when a reply can be expected.

8. Appeals and Complaints

You may request a review of any decision to withhold information by writing to: **People Care Coordinator**, Gaia Education, 1 Summerhall Place, Edinburgh, EH9 1PL, Scotland.

If you consider that Gaia Education is acting illegally, you may forward your complain to the Scottish Charity Regulator (OSCR) at **<http://www.oscr.org.uk/complaints>**.

