

## Renewable World Open Information Policy

**Version 1.0 Approved by the Board of Renewable World on 21st August 2018**

### Scope and responsibilities

This policy sets out the information that **Renewable World** (Registered Charity no. 1119467) will make publicly available, both through our website and on request. It also sets out information that is excluded from this policy<sup>1</sup>, 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 where Renewable World is a registered charity in England & Wales. This includes:

- Charities Regulation Act 2008
- Charities Act 2011
- Data Protection Act and General Data Protection Regulations (GDPR)
- UK Aid Transparency Guarantee (for funding from DFID)
- International Aid Transparency Initiative (IATA)
- Statement of Recommended Practice (SORP) for charity accounting by Charities Commission
- Code of Fundraising Practice (issued by The Fundraising Regulator)

Overall accountability for the implementation of this policy will lie with the Chief Operating Officer (COO). Compliance with this policy is the responsibility of all staff within Renewable World. Specific accountabilities are as follows

- Publishing of information, responding to information requests, complaints procedure: COO.
- Provision of information for publication and information in response to requests: COO.
- Review and update of this policy: Finance Committee of the Board of Renewable World

### 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 information on our website at <https://renewable-world.org/contact-us/> or the address below.

We aim to respond initially within 20 working days and respond fully within 30 working days of receipt of your request.

Email: [getintouch@renewable-world.org](mailto:getintouch@renewable-world.org)

Postal address: Renewable World  
Community Base  
113 Queens Road  
Brighton, England  
BN1 3XG

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<sup>1</sup> There may be occasions when Renewable World 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.

If you would like to appeal any response where the information you have requested is subject to exclusions, please follow the complaints procedure in Appendix I. Please also note that some categories of exclusion are not open to appeal. See page 6 for more information.

### **Renewable World commitment to transparency**

Transparency lies at the core of our accountability towards our staff, our supporters and our beneficiaries. 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.

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

We will make information available to increase our transparency to our key stakeholders and to enhance our own effectiveness in achieving our mission. We will model best practice to others, including our supporters and those that 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 Open Information Policy sets out Renewable World’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.

### **Who are we transparent towards?**

Renewable World’s key stakeholders in terms of transparency are our trustees, staff and volunteers, our member organisations and our supporters including donors and partners and our beneficiaries.

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.

### **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. Renewable World may also share information not included on this list via our website <https://renewable-world.org/>.

	<b>Type of Information</b>	<b>Currently available</b>	<b>Available by</b>	<b>Exclusion categories that may apply (see page 5)</b>
<b>Organisation</b>	Mission, vision and purpose	<a href="https://renewable-world.org/">https://renewable-world.org/</a>	In place	None

	Type of Information	Currently available	Available by	Exclusion categories that may apply (see page 5)
	Memberships and affiliations	<a href="https://renewable-world.org/">https://renewable-world.org/</a>	In place	None
	Open information policy	<a href="https://renewable-world.org/organisa-tional-policies/">https://renewable-world.org/organisa-tional-policies/</a>	December 2018	None
	Contact details	<a href="https://renewable-world.org/contact-us/">https://renewable-world.org/contact-us/</a>	In place	None
	Complaint procedure	<a href="https://renewable-world.org/organisa-tional-policies/">https://renewable-world.org/organisa-tional-policies/</a>	December 2018	None
	Charity Commission number, link to CC webpage	Registered charity number 1119467  <a href="http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/CharityWithPartB.aspx?RegisteredCharityNumber=1119467&amp;SubsidiaryNumber=0">http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/CharityWithPartB.aspx?RegisteredCharityNumber=1119467&amp;SubsidiaryNumber=0</a>	In place	None
	Articles of association (or link to CC website as above)	About Us	December 2018	None
<b>Governance and structure</b>	Board of Trustees – people and roles in decision making process	<a href="http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/ContactAndTrustees.aspx?RegisteredCharityNumber=1119467&amp;SubsidiaryNumber=0">http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/ContactAndTrustees.aspx?RegisteredCharityNumber=1119467&amp;SubsidiaryNumber=0</a> <a href="https://renewable-world.org/who-we-are/our-trustees/">https://renewable-world.org/who-we-are/our-trustees/</a>	In place	Privacy (details of individuals)
	Annual summary of governance activities including Board and Committee meetings,	Within Governance section of Annual Review. <a href="https://renewable-world.org/who-we-are/our-trustees/">https://renewable-world.org/who-we-are/our-trustees/</a>	In place	Confidentiality; status.

	Type of Information	Currently available	Available by	Exclusion categories that may apply (see page 5)
	attendance and agenda topics reviewed.	are/reports-and-newsletters/ <a href="https://renewable-world.org/who-we-are/our-trustees/">https://renewable-world.org/who-we-are/our-trustees/</a>		
	Senior Staff - people and roles in decision making process	Annual Report and Accounts within: <a href="https://renewable-world.org/who-we-are/reports-and-newsletters/">https://renewable-world.org/who-we-are/reports-and-newsletters/</a>	In place	None
	Whistleblowing policy	<a href="https://renewable-world.org/organisa-tional-policies/">https://renewable-world.org/organisa-tional-policies/</a>	December 2018	None
	Equal Opportunities Policy	<a href="https://renewable-world.org/organisa-tional-policies/">https://renewable-world.org/organisa-tional-policies/</a>	December 2018	None
	Safeguarding vulnerable people policy	<a href="https://renewable-world.org/organisa-tional-policies/">https://renewable-world.org/organisa-tional-policies/</a>	December 2018	None
Finance and grants	Income and expenditure (annual accounts)	<a href="http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/DocumentList.aspx?RegisteredCharityNumber=1119467&amp;SubsidiaryNumber=0&amp;DocType=AccountList">http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/DocumentList.aspx?RegisteredCharityNumber=1119467&amp;SubsidiaryNumber=0&amp;DocType=AccountList</a>	In place	Details of funders, activities and amounts received which are subject to exclusion on the grounds of confidentiality. <sup>2</sup>
	International Aid Transparency Initiative data		2019	Data which falls under our IATI exclusion categories
	Anti-Bribery and Corruption Policy and fraud policy	<a href="https://renewable-world.org/organisa-tional-policies/">https://renewable-world.org/organisa-tional-policies/</a>	December 2018	None
	Procurement policy	<a href="https://renewable-world.org/organisa-tional-policies/">https://renewable-world.org/organisa-tional-policies/</a>	December 2018	None

<sup>2</sup> Bond is committed to working with our funders to encourage them to become more transparent.

	Type of Information	Currently available	Available by	Exclusion categories that may apply (see page 5)
	Fundraising policy	<a href="https://renewable-world.org/organisational-policies/">https://renewable-world.org/organisational-policies/</a>	December 2018	None
<b>Performance</b>	Strategy			None
	Annual summary of progress against our charitable objectives and strategy.	<a href="https://renewable-world.org/who-we-are/reports-and-newsletters/">https://renewable-world.org/who-we-are/reports-and-newsletters/</a>	In place	None
	Summary of annual objectives published at the start of each financial year.	<a href="https://renewable-world.org/who-we-are/reports-and-newsletters/">https://renewable-world.org/who-we-are/reports-and-newsletters/</a>	By April 2019	None
	Names, roles and contact details of the main partners we work with.	<a href="https://renewable-world.org/who-we-are/project-partners/">https://renewable-world.org/who-we-are/project-partners/</a>	In place	None
	Plans and results relating to those activities which are publicly (grant) funded.	<a href="https://renewable-world.org">https://renewable-world.org</a>	December 2018	Confidentiality; status.

### **Data protection and privacy**

Renewable World 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.

### **Freedom of Information**

As a charity, Renewable World is not a public body and therefore is not subject to the UK's *Freedom of Information Act 2000*. However, Renewable World is committed to working to increase the openness and availability of the information listed in this policy.

### **Progressive publication**

Renewable World 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. However, this will take time. Therefore, Renewable World will follow a path of progressive publication, publishing what we can now and committing to publishing additional information as time and resources allow.

## 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 we will not share it. You will have the opportunity to appeal this decision through our complaints procedure for some categories (indicated). For information about the complaints procedure, please see Appendix I.

- **Ownership of the data:** you may ask us to disclose information about a member that is not our right to disclose. This is outside of the scope of this policy and we will ask you to contact the member 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 Renewable World 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 Renewable World or other organisations. Appeal via complaints procedure.
- **Cost:** the financial or time cost of disclosing the information would be unreasonably high. Renewable World 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 complaints procedure.
- **Historical information:** if the information requested is historical, it may be difficult and costly for Renewable World to obtain archived material. Appeal via complaints procedure.

## 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. Renewable World reserves intellectual property rights for information and materials provided under this policy, including those materials distributed under an open license.

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## Renewable World **Complaints Procedure**

### **Right of complaint**

All Renewable World supporters, beneficiaries and the general public have the right of complaint in respect of Renewable World's activities and some categories of exclusions within Renewable World's open information policy.

### **Dealing with complaints**

All complaints, including complaints in relation to the categories of exclusion within Renewable World's open information policy shall be made in accordance with the complaints procedure available on the Renewable World website <https://renewable-world.org/organisational-policies/> and using the following link:

[https://renewable-world.org/app/uploads/2017/07/2016\\_03\\_22-RW-Complaints-Policy-and-Process-FINAL-.pdfhttps://renewable-world.org/organisational-policies/](https://renewable-world.org/app/uploads/2017/07/2016_03_22-RW-Complaints-Policy-and-Process-FINAL-.pdfhttps://renewable-world.org/organisational-policies/)