



Open Information Policy

This 'Open Information Policy' applies to the grant recipient named on the MOU. It also applies to any and all implementing partners, subcontractors or associates who are tasked by the grant recipient with being involved in any way with the project named on the MOU over the course of its duration.

Scope and responsibilities

This policy sets out the information that Al Madad Foundation (Registered Charity no. 1101574) will make publicly available, both through our website and on request. It also sets out information that is excluded from this policy, 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 Al Madad Foundation is a registered charity. This includes:

- The Freedom of Information Act
- Charities Regulation Act 2008
- Data Protection Act
- International Aid Transparency Initiative

Overall accountability for the implementation of this policy will lie with the Director of Operations. Compliance with this policy is the responsibility of all staff within Al Madad Foundation. The Director of Operations will be responsible for:

- Publishing of information, responding to information requests, complaints procedure
- Provision of information for publication and information in response to requests
- Review and update of this policy

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 www.almadadfoundation.org or the email address below.

We aim to respond initially within 2 working days and respond fully within 10 working days of receipt of your request.



Email: contact@almadadfoundation.org

Postal address:

Al Madad Foundation, 52 Mount Street London W1K 2SF

If you would like to appeal any response where the information you have requested is subject to exclusions, please email the Managing Director, Angie Garvich angie.garvich@almadadfoundation.org. Please also note that some categories of exclusion are not open to appeal.

Al Madad Foundation's commitment to transparency

Transparency lies at the core of our accountability towards our staff, our members and our supporters. 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. Our Board members, 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 Al Madad Foundation will share timely, relevant information to enable them to make informed decisions about AL Madad Foundation 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 will model best practice to others, including our members 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 Open Information Policy sets out Al Madad Foundation'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?



Al Madad Foundation's key stakeholders in terms of transparency are our Board and staff, our member organisations and our supporters including donors and partners. We also consider a key stakeholder group to be the people who are served through projects we fund or partnerships we form.

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. Al Madad Foundation may also share information not included on this list via our website www.almadadfoundation.org.

	Type of Information	Currently available	Available by
Organisation	Mission, vision, values	Website	
	Memberships and affiliations	Pending	
	Open information policy	Pending	
	Contact details and complaint procedure	Pending	
	Charity Commission number, link to CC webpage	Pending	
	Articles of association (or link	Pending	



Al Madad
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	Type of Information	Currently available	Available by
	to CC website as above)		
Governance and structure	Board of Trustees – people and roles in decision making process	Website	
	Minutes of quarterly Board meetings	No	
	Annual General meeting processes, Standing Orders	No	
	Staff - people and roles in decision making process	Website	
	Salary levels of highest paid staff	No	
	Whistleblowing policy	Website	
	Equal Opportunities Policy	Website	
	Safeguarding vulnerable people policy	Website	
	Environmental impact policy	Pending	



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	Type of Information	Currently available	Available by
Finance and grants	Income and expenditure (annual accounts)	Charity Commission website	
	International Aid Transparency Initiative data	Pending	
	Corruption and fraud policy	Pending	
	Procurement policy	Pending	
	Fundraising policy	Pending	
Performance	Strategy	Pending	
	Annual summary of progress against our charitable objectives and strategy.	website	
	Summary of annual objectives published at the start of each financial year.	Website	
	Regular summary of progress against objectives.	Website	



	Type of Information	Currently available	Available by
	Names, roles and contact details of the main partners we work with.	Website	
	Plans and results relating to those activities which are publicly (grant) funded.	Website	

Data protection and privacy

Al Madad Foundation 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, Al Madad Foundation is not a public body and therefore is not subject to the UK's *Freedom of Information Act 2000*. However, Al Madad Foundation is committed to working to increase the openness and availability of the information related to projects we fund.

Progressive publication

Al Madad Foundation is committed to supporting Board members and staff 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 Al Madad Foundation will follow a path of progressive publication, publishing what we can now and committing to publishing additional information by September 2025.

Circumstances under which we may be unable to provide information

If you request information from us, we may not be able to provide you will 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.

- **Privacy:** where disclosure would breach data protection legislation or an individuals' 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 Al Madad Foundation 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 Al Madad Foundation or other organisations.
- **Cost:** the financial or time cost of disclosing the information would be unreasonably high. Al Madad Foundation 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 Al Madad Foundation 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. Al Madad Foundation reserves intellectual property rights for



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information and materials provided under this policy, including those materials distributed under an open license.



APPENDIX I

AL Madad Foundation Complaints Procedure

Right of complaint

All AL Madad Foundation service users, as well as the general public, have the right of complaint in respect of AL Madad Foundation's services and activities.

Dealing with complaints

To the Managing Director in the first instance angie.garvich@almadadfoundation.org, escalating to the Board if necessary (contact details available via contact@almadadfoundation.org).