

# Open Information Policy

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## Document control

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## Document amendment history

<b>Version number</b>	<b>Date</b>	<b>Amendment summary</b>	<b>Approved by</b>
<b>1.0</b>	September 27 2016	Initial draft	Management
<b>1.1</b>	March 7 2019	Updated document template, added link to public policies.	Decision Support Manager

## Openness and transparency

As part of our commitment to positive global change, we share information about our work with the general public and our partners. This openness not only ensures that we are accountable to our staff, supporters, beneficiaries and partners, but it also facilitates development and progress in our sector.

## Accountable Now

Sightsavers is a signatory of Accountable Now (formerly the International Non-Governmental Organisations (INGO) Accountability Charter), which outlines our commitment to a high standard of transparency, accountability and effectiveness.

Accountable Now provide a framework, which enables member organisations to monitor, assess and improve their accountability practice. We report to Accountable Now on an annual basis, submitting full reports every two years and shorter summary reports in the interim years. The report details our approach to organisational governance, stakeholder engagement, programme effectiveness, financial management, human resources, environmental management, impact on society and ethical fundraising.

## International Aid Transparency Initiative

The International Aid Transparency Initiative (IATI) is a voluntary global campaign that aims to create transparency in how information about aid spending is communicated and used.

Sightsavers supports the IATI campaign by publishing IATI data on a quarterly basis, and has done since 2013.

## What information do we publish and where can it be found?

In keeping with our commitment to transparency, we publish the following information about our projects to the IATI Registry:

- Project name – including project codes where available
- Brief project descriptions
- Project sector – e.g. health or education
- Activity status – active or completed
- Project start and end dates
- Partners – a list of the partners involved in the projects, including the type (using IATI codelist), function (funding or implementation) and level of contribution for funding partners.
- Location – using longitudinal and latitudinal coordinates

- Strategic evaluations - including management responses where available
- Links to websites relating to the project – e.g. DFID’s Development Tracker
- Annual project budget and quarterly expenditure

The data listed above is published using the standardised IATI XML format, which allows for INGOs and projects to be compared across regions and sectors. We have published project data from 2012 onwards. A list of all data published to the IATI can be found at <https://iatiregistry.org/publisher/ss-org>

We are open about our operations and publish the following organisational information:

- Annual total budget
- Annual reports and reviews
- Policy documents
- Accountable Now – including panel feedback letters
- Strategic frameworks and summaries
- Our organisational strategy, implementation and monitoring chart (we call it the SIM card)

We maintain an archive of these documents on our websites:

### Research

[research.sightsavers.org](https://research.sightsavers.org)

### Publications

[research.sightsavers.org/publications/](https://research.sightsavers.org/publications/)

### Sightsavers policies

[www.sightsavers.org/how-were-run/accountability-and-transparency/](https://www.sightsavers.org/how-were-run/accountability-and-transparency/)

### SIM card

[www.sightsavers.org/wp-content/uploads/2017/09/Sightsavers-SIM-card-2017.pdf](https://www.sightsavers.org/wp-content/uploads/2017/09/Sightsavers-SIM-card-2017.pdf)

## How do I request information?

Requests for further information can be made using the details available on our **Contact Us** page. We will make a best effort to honour requests that we feel are in the public interest. [www.sightsavers.org/contact-us/](https://www.sightsavers.org/contact-us/)

## Data protection

Sightsavers is compliant with applicable United Kingdom and European Union data protection and privacy legislation. More information can be found in our privacy policy: [www.sightsavers.org/privacy-cookies/](https://www.sightsavers.org/privacy-cookies/)



[www.sightsavers.org](http://www.sightsavers.org)

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