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| Name of policy | Open information policy |
| Last updated | September 2016 |
| Update interval | Every 3 years |
| Authorised sign-off | Board of Trustees |



Open information policy

1 Introduction

Cyan International is committed to transparency in its work and accountability to its partners, donors, staff and beneficiaries. This is important for demonstrating the impact of our vision to see the lives of poor and disadvantaged communities transformed – from poverty to opportunity, inequality to justice and despair to hope.

This policy was developed in line with Bond's 'Developing an Open Information Policy: Guidance for NGOs' published in February 2012.

2 Information we publish

Cyan International aims to meet the transparency standards of the International Aid Transparency Initiative (IATI). The IATI aims to make information about aid spending easier to find, use and compare.

Becoming IATI compliant will involve a staged approach. Data from any DFID-funded projects will be published on the IATI website and Cyan website (www.cyaninternational.org), followed by other project data. This information will be updated quarterly.

Data publishing will keep in line with DFID's minimum level of disclosure, including project titles, descriptions, budget and financial transactions and key project documents.

2.1 Exclusions

There will be occasions where we will withhold information. These exclusions are based on key principles from the Freedom of Information Act:

- i. **International relations:** Information that may harm our relations with host governments or institutions.
- ii. **Security and safety:** Information that may pose a risk to the security or safety of any individual, including staff and beneficiaries.
- iii. **Personal information:** Information that intrudes on the privacy of a person or could contravene confidentiality.
- iv. **Commercially sensitive information:** Information that does harm to commercial or contractual interests.
- v. **Information that is exempt from disclosure under other policies or regulations,** such as child protection

3 Responsibilities/verification process

3.1 Partner organisations

Partner organisations approve all information related to their operations prior to publication to ensure that publication presents no risk to operations, staff, beneficiaries or future plans. Partner organisations are requested to provide reasons for non-disclosure.

3.2 Child protection

Prior to publication, information is cross-checked with Cyan’s Child & Vulnerable Adults Protection policy to ensure that information does not present a risk to the safety of children.

3.3 Data licensing

In order to protect our intellectual property rights and also to demonstrate the impact of our work, Cyan International data is licensed under the Open Data Commons – Attribution License (ODC-BY).

For users this means that you can:



Share – copy, use, and distribute the aid information to others



Create – make new works with the aid information



Adapt – modify or transform the aid information, change it into different formats, or combine it with other data sources.

The main restriction we ask is that you must:



Attribute – give credit to us when you publicly use the aid information, for example citing the use of Cyan International data with the following ‘Contains aid information from Cyan International which is made available under the Open Data Commons – Attribution License (ODC-BY)’.

Full details of your rights and obligations are at: Open Data Commons – Attribution: <http://www.opendatacommons.org/licenses/by/1.0/>

4 Requests for information

Requests for information can be made in writing to: Cyan International, 129 Broadway, Didcot, Oxfordshire, OX11 8XD; or by email to mail@cyanint.org.