



Brien Holden Foundation TRANSPARENCY POLICY

POLICY

Brien Holden Foundation (the Foundation) is committed to being transparent in our work and accountable to our stakeholders. We will share information with partner organisations and the general public.

The information we publish and make available is a key part of our accountability. We will proactively publish information, and on request will disclose information, or will provide reasons where information cannot be disclosed.

This Policy is subject to National Privacy Policy, Intellectual Property, Copyright Information and information that is exempt under other laws, policies and regulations.

AVAILABILITY OF INFORMATION

We make information available through:

- Our website: <https://brienholdenfoundation.org/>
- Newsletters - Email Updates
- Social Media
- Annual reports and reviews
- Presentations

Information can also be requested by contacting the Foundation.

Some information is subject to disclosure restrictions. The reason will be given if we cannot disclose information.

Reasons for not disclosing information include:

Privacy

Information private to individuals concerned, as outlined in the Foundation Privacy policy and National Privacy legislation.

Confidential Information

Information because of a legal, commercial or contractual reason, or issues under negotiation.

Intellectual Property and Copyright Information

In some cases we do not have the right to disclose information because it is someone else's copyright or provided to us under obligation of confidentiality.

Security

We will not disclose information where we consider it could jeopardize our ability to operate or the safety of our staff and that of our partners.

Harm to Operations

We will not disclose information that could compromise or harm our work.

Other

Information concerned entirely with internal administration or operating systems. Internal working papers that address future plans or drafts of work



APPROVAL PROCEDURES

The Foundation's Communications team provides: Website content, design and maintenance, media releases, public statements, publications, photography, video and multimedia materials to media, partners, stakeholders and direct to public under strict approval guidelines.

All material are approved by the Director, Chief Executive Officer, the relevant Manager and Country Representative, interviewees, and referenced partners, where appropriate

All information provided to media regarding individual patient cases are strictly controlled and released with the approval of the patient. A release form is required for interviews, images, videos and multi-media materials. The release form must be sighted and filed with the Foundations Communications Department before any material can be publicly released.

Statements regarding fundraising, sponsorship and funding are joint announcements made with full consultation and approval of partners.

Document Control

Date	Revision Description	Approved by Board	Next Review
Sep 2018	Updated By: Global Operations Support Officer Reviewed By: Global General Manager		Oct 2021
Feb 2021	Updated By: Global Project Officer, Compliance Rebrand of logo		