

Policy Number: **P03**

Policy Title: **Publicity
Public Communication**



Date of First Adoption: March 2012

Date of Amendment: May 2019

Date of next Review: May 2021

Portrayal of Local People

Respecting the dignity, culture and values of the communities that we work in is critical to the integrity of our work and the gospel that we hold to. In particular we must ensure that our use of images and messages portraying women and men, boys and girls respects the dignity, values, history, religion and culture of the people portrayed and protects their safety and rights.

This policy applies to all information, stories and images collected for research, evaluation, and donor and supporter purposes.

Specifically:

1. Images and messages of women and men, boys and girls will present them in a dignified, respectful manner, portraying them as equal partners in the development process.
2. Images and messages will honestly portray the diversity of local people including age, disability and other marginalised groups.
3. Images and messages will honestly convey the context and complexity of the situations in which local people live.
4. informed consent¹ will be obtained before filming or photographing individuals.
5. Origins of any images used will be known and any necessary permissions, including copyright releases, be held.
6. Care will be taken to ensure that the identification of or use of images of local people will not endanger the people they portray.

¹ Consent given after the proposed action and purpose is explained (in plain language and/or with the aid of printed/visual examples) and understood.

Collection and Storage of information, stories and images

GMP is committed to ensuring that the collection and storage of information, stories and images does not harm people or the environment. In addition to *Policy G11. Environmental Impact Reduction Strategy*, we will seek to implement the following.

In regards to people:

1. We will not seek to collect information, stories or images in ways that may endanger people or expose them to increased risk
2. People's privacy will be guarded. File labels, meta data or text descriptions will not reveal information that would embarrass or put them at risk when images are sent electronically or published in any form.
3. We only utilise technologies for collection and storage of information that meets current safety and environmental criteria

In regards to the environment:

1. We will continue to seek to use the latest digital technologies that reduce or eliminate the need for paper products.
2. Whist gathering information, stories or images we will conduct our activities in accordance with Policy G11 so as to reduce our environmental impact.

Recognition of partners

Respecting the role and value of our partners is critical to the integrity of our work and the gospel that we hold to. In our communication we will give due recognition of the role of our partner. **Transparency**

GMP is committed to transparency in its use of information. Documenting this commitment gives our stakeholders a degree of predictability in the information that they can expect from us, assists them in making informed decisions and builds trust, and confidence in our work.

Our presumption is that all information will be disclosed, unless there is a compelling reason for non-disclosure.

We will proactively make the following information public:

- a. Details of our mission, vision, values, goals and history.
- b. Details of our governance structure including names of Board Members and contact details of the Chair.
- c. Objectives, key activities and summary evaluations of projects.
- d. Contact details for staff.

- e. Annual financial statements and project reports.
- f. Strategic plans.
- g. Project news.

We will generally not make the following information public:

- a. Staff issues.
- b. Contractual information.
- c. Correspondence.
- d. Donor information.
- e. Information that would endanger staff, partners, project participants, third parties or contractors.
- f. Any information whose release would adversely affect an activity.

Stakeholders may make a request for information which has been withheld.

The following information will be released on the basis of a request:

- a. A signed detailed register of Board Members interests that are or could be perceived to be in conflict with those of the organisation.
- b. A list of any subcommittees with details of their purpose and composition.
- c. Minutes, agendas and other documents tabled at Board and Board sub-committee meetings.

Requests for other information must be in writing and directed to the Executive Officer, who will respond within two weeks. Where the response is to refuse the request, the response will include reasons for the refusal. If the stakeholder is not satisfied with the response, they may appeal to the Board Chair who will respond within two weeks, and whose response will be final.