



AMNESTY INTERNATIONAL INTERNATIONAL SECRETARIAT (IS) OPEN INFORMATION POLICY

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INTRODUCTION AND SCOPE OF POLICY

The Amnesty International IS open information policy guides our organization in the sharing of our current information with our supporters, others we work with and the wider public. The basic principle is that we will make information about our work available unless it falls under any of the non-disclosure reasons set out below.

This policy applies to finalised information produced by Amnesty International's International Secretariat. Amnesty International has a large number of affiliated organisations whose policies on sharing information may vary.

This policy only applies to current information. While will make reasonable efforts to deal with requests for historic information, such requests are outside the scope of this policy (but enquiries can be made via the same contact information given below).

PRINCIPLES

Where information is disclosed, we aim to do this in a timely and accurate manner, providing comprehensive and meaningful data.

Information will be made available in the most appropriate language and medium available, taking relevant resource and financial constraints into account.

INFORMATION ALREADY PUBLICLY AVAILABLE

Amnesty International publishes a lot of information on our website: www.amnesty.org so please check there before making a request.

Below is a list of the types of information you can find on our website:

- Public documents and published Amnesty International materials in other media including publicity merchandise.
- Basic information relating to the organization's infrastructure.
- The structure, role and composition of the main organizational decision-making bodies.

- Strategic plans which set priorities to guide each or all of the entities within the Amnesty International movement.
- Approved operational policies.
- Annual financial statements.
- Evaluations of and lessons learnt from Amnesty International's activities and campaigns.

REASONS WE MAY NOT BE ABLE TO DISCLOSE INFORMATION

We may refuse to disclose information for any of the following reasons:

Confidentiality: for legal, commercial or contractual reasons.

Safety: where disclosure could threaten the safety or security of our staff members, or the safety or security of those with whom or on whose behalf Amnesty International works .

Privacy / Data Protection: under the UK Data Protection Act 1998 Amnesty International has obligations to protect information it holds about individuals.

Copyright: where disclosure of information could violate other individuals' or organisations' copyright.

Internal Information: information pertaining to internal administrative matters, management or operating systems which has no direct effect outside the organization.

Resources: where resources (financial and time related) required to make disclosure are disproportionate to the request.

Harm to Operations: where disclosure of certain information could compromise our ability to carry out our work.

REQUESTING INFORMATION

If you cannot find the information you are looking for on our website, contact our Records Management team at amnestyis@amnesty.org or 020 7413 5500, or write to Amnesty International International Secretariat, Peter Benenson House, 1 Easton Street, London, WC1X 0DW. You can help us provide the right information by being as specific as possible in your requests.

We endeavour to respond to requests promptly and within 30 working days at the latest.

USE OF OUR INFORMATION

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