



# Information disclosure policy

## INTRODUCTION

WCVA is not legally required to adhere to the Freedom of Information Act (2000) that applies to public bodies except for instances where we provide services for public authorities.

We have voluntarily drawn up this information disclosure policy to explain to our members, stakeholders, interested organisations and members of the public what information we hold and can make available to them.

We are committed to being transparent both in our decision making processes and the implementation of these decisions, by making as much information and documentation available to our stakeholders as possible. To this end the policy is grounded in the presumption of disclosure – that information will be disclosed in the absence of a compelling reason for non-disclosure.

Information is only useful to stakeholders if they can access it and make sense of it. We are therefore committed to providing relevant information and documentation in a clear, easily understandable manner using the website as the main channel of information to stakeholders. Wherever possible, WCVA will respond to specific information requests in the format that is most appropriate for a stakeholder(s) to overcome barriers to access of information.

## WHAT WE WILL MAKE PUBLIC

WCVA is committed to making the following **general institutional information** and documentation publicly available:

- Details of WCVA's mission, vision, values, and goals
- Legal status
- Registered office addresses
- For WCVA projects, details of the project's objectives, key activities being pursued in the realisation of those objectives, and staff responsible for the project
- For WCVA grant schemes, details of the application procedure, guidelines for applicants, eligibility criteria, assessment criteria, terms and conditions of grant, and grant approvals

- Organisation policies and procedures including information disclosure, procedures for complaints, equal opportunities and diversity policies, Welsh language scheme, health and safety,
- Annual financial statements indicating income and expenditure
- Annual reports
- Strategic plans

We are committed to making the following information related to our **governance structures and decision making processes** publicly available:

- Names of members of the Board of Trustees along with the contact details of the Chair
- A signed detailed register of trustee and staff interests that are, or could be perceived to be, in conflict with those WCVA can be requested
- A list of any subcommittees with details of their purpose and composition

## **RESPONDING TO INFORMATION REQUESTS**

WCVA acknowledges that there might be gaps in what information it provides publicly. Stakeholders therefore need to be able to make requests for specific information, and procedures need to be in place to facilitate this.

We acknowledge however that not all information can be made publicly available. There are a number of limited circumstances in which we will not make information public, due to compelling reasons for non-disclosure, including:

- If the disclosure of information contravenes third party confidentiality
- If the disclosure of information undermines the safety or security of any individual, violate his or her rights, or invade his or her privacy
- If the disclosure of information breaches commercial confidentiality
- If the disclosure of information undermines contractual confidentiality
- If the disclosure of information could endanger an employee or partner of WCVA
- If the disclosure of information before a specific date could compromise the success, effectiveness and/or impact of an activity (eg an event, launch of a report, submission of a funding proposal.)
- If the information is intended to be published or made available in some form in the future
- If the disclosure of information would significantly and severely undermine WCVA's ability to achieve its objectives or maintain effective working relationships, or could cause unnecessary damage to the organisation.

WCVA will strive to be transparent and provide information in accessible ways, yet it does so within certain human and financial resource constraints. The costs of responding to specific information requests therefore will also need to be assessed within these constraints on a case by case basis.

All requests for information must be submitted in writing (email or letter) and sent to the Director of Operations who is the member of staff responsible for this policy, either

- By post to WCVA, One Canal Parade, Dumballs Road, Cardiff CF10 5BF, or
- By email to [help@wcva.cymru](mailto:help@wcva.cymru)

A reply will normally be made within 10 working days of the initial request, and will be made either in writing or via email as appropriate. If the request has been refused, the response will specify the grounds on which the refusal is based. Correspondence is welcome in both Welsh and English.

A person requesting information who is not satisfied with the response to their request can appeal by re-submitting the request to the Chief Executive, who will re-assess the information request in accordance with the policy. A reply will be sent out within two weeks of the Chief Executive's receipt of the request. This decision will be final.

## **POLICY IMPLEMENTATION**

To ensure the effective implementation of information disclosure procedures, and to ensure that a culture of transparency becomes embedded, the Board of Trustees and the Chief Executive have approved this policy. The implementation arrangements include, but are not limited to, the following:

- This policy will be made public and disseminated through WCVA's website and other documentation
- This policy will become part of staff induction and training
- Effective implementation of this policy will form part of the agreed tasks and appraisal of the member of staff responsible for the policy
- WCVA will collect comments and feedback on this policy and is committed to responding to what is raised
- A periodic evaluation of this policy will be undertaken based on internal and external comments, and on experience with requests received and responses given.

## **REVIEW**

**March 2022** (Review date: March 2024)

WCVA – Head Office  
One Canal Parade  
Dumballs Road  
Cardiff  
CF10 5BF

**Tel: 0300 111 0124**

**Email: [help@wcva.cymru](mailto:help@wcva.cymru)**

**[www.wcva.cymru](http://www.wcva.cymru)**

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