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Guidelines for sharing information

This document relates solely to the Church of Sweden's work in the international department on church cooperation, development cooperation, humanitarian support and lobbying work. However, throughout this document, we will use the Church of Sweden as the name of the operation to make the text shorter and less complicated.

The people and organisations that we are accountable to, and on whose support we rely, are entitled to receive information about the Church of Sweden. The Church of Sweden complies with the principle of transparency, which means that almost all information is made public and anyone is entitled to demand such information from us. However, there are a few exceptions. This document sets out the information that we share, and how and when we can choose not to share it with our partners, target groups, rights holders and other stakeholders. The Church of Sweden is convinced that transparency when sharing information is good practice, both for us in our efforts to improve mutual respect and accountability and our performance of tasks, and for those who wish to know more about the Church of Sweden.

Basic information on the Church of Sweden is available to the public, either on request, directly, or indirectly on the Church of Sweden website. This information is provided in Swedish, English and Spanish. It encompasses:

- basic facts about the Church of Sweden
- information on management and governance
- organisational guidelines
- strategies and plans
- guidelines and position papers
- information on our finances and operation
- mechanisms for how stakeholders can give feedback and submit complaints

(For a more comprehensive list of the documents included under the headings above, see the appendix to these guidelines.)

We also encourage our partners – local organisations and churches that we collaborate with – to make information accessible to target groups and rights holders. Our project agreements are crucial to ensuring a common understanding. When providing information, the security of the partner's staff and those affected by the project must be considered. In certain cases, it

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may be justified to communicate through the ACT Alliance or Lutheran World Federation instead of individual donors.

The Church of Sweden is responsible for expanding our partners' knowledge of the Church of Sweden by providing information on our organisation during our visits, and by introducing ourselves and our roles in the organisation to our partners, target groups and rights holders.

We encourage our partners to also share information with target groups and rights holders in languages and via channels that are accessible to the local population, e.g.:

- the partner's organisational background and task
- goals and time frames for the project
- information on financiers and all back donors to the project
- target group selection, the aim of the project, and how the target group is taking part in the project
- contact details for each project
- regular reports on project progress
- basic information on finances and regular financial reports
- place and date for important events that allow the target group to participate
- procedure for complaints management

As prescribed by the principle of transparency, the Church of Sweden wishes to make as much information as possible public. However, this does not apply to all information. The Church of Sweden may withhold information in a number of situations, depending on the circumstances. In many cases, personal details about e.g. employees may not be disclosed. In other situations in which the organisation, staff, partners or the people we wish to support are insecure, vulnerable or under threat, the Church of Sweden may elect not to disclose information on the Church's international partners. In each case of this kind, the management of the Church of Sweden's international department is responsible for the decision not to disclose information.

The Church of Sweden's Senior Management team is responsible for the content of these guidelines on sharing information, as well as for the operation complying with the guidelines and keeping them updated.

Appendices

- List of documents