

RULES FOR DISCLOSURE OF INFORMATION

The Finnish Red Cross (FRC) rules for disclosure of information are guided by the Code of Conduct and the Procedures on the Use of Electronic Mail and Internet-related tools of the International Federation.

All delegates should

- use information in an open and honest manner. The Red Cross always shares information and coordinates its operational activities openly, unless there are specific reasons for not doing so;
- handle sensitive information, especially information relating to individual persons, especially beneficiaries, including personal data, with utmost care. All efforts must be made to protect the identities of beneficiaries, including their names, faces and geographical locations;
- feel encouraged to actively cooperate with the media in an open manner. All contacts with media should be informed to the line manager and/or to the International Operations and Programmes of the Finnish Red Cross Headquarters. Every delegate is responsible for seeking guidance and advice from his/her line manager and/or Finnish Red Cross Headquarters when dealing with media, as needed;
- be careful with and aware of potential problems relating to sharing of material and information through public channels, such as blogs and internet communities. Information shared should be balanced and businesslike. Sharing of information, including photographs, relating to private life should be consistent with the Code of Conduct and considered in a broader context to ensure that the reputation and the public view of the International Red Cross and Red Crescent Movement (the Movement) is not compromised;
- be aware that s/he, while under contract, represents the Movement at all times and behave in an appropriate manner;
- and consider materials (including all notes, memoranda, records, audio or visual recordings, writings and designs) prepared as well as all data collected and processed in the course of any mission under the terms of the contract the property of the FRC. Such material and information cannot be used for any purpose without prior written permission from the FRC. The Finnish Red Cross has all intellectual property rights to job-related material prepared in the course of a mission. The material shall be handed over to the FRC from time to time on demand, and in any event, upon the termination of the employment contract.

The Delegates shall neither during nor after the termination of the employment contract without the prior written consent of the FRC

- disclose or communicate to any person except to other employees of the FRC on a need-to-know basis;

- use for her/his own purposes or for any purposes other than those of the FRC; or
- or through any failure to exercise all due care and diligence cause or allow any unauthorised disclosure of any secret, confidential, technical, commercial or private information of and belonging or relating to the FRC.

Care should be taken in both distributing and accessing information through the Internet. The image and reputation of the FRC must not be compromised through data exchange that might be considered in violation of the Fundamental Principles of the Movement. Any uses that are malicious, harmful, obscene or unethical or that violate the laws of the country of operations are not acceptable. It needs to be kept in mind that messages can be traced back to a FRC user. Security needs to be always kept in mind when communicating by e-mails. In times of conflicts, there might be limitations regarding use of e-mails.

The rules of the International Committee of the Red Cross are to be obeyed during the ICRC missions.