

IUCN UK PP Information Sharing Policy

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1. Purpose

This policy establishes the procedures for capturing and disseminating information within the IUCN UK Peatland Programme (IUCN UK PP), including information related to the Peatland Code.

1.2 Scope:

This policy applies to all staff and activities within the IUCN UK PP, which is hosted by the Royal Society for Wildlife Trusts (RSWT). Information and data shared must ensure that it is shared responsibly and in accordance with GDPR and RSWT policies.

1.3 Definitions

For the purpose of this policy the following definition apply:

Sensitive Information: This related to any Personal data, financial records, proprietary or commercially sensitive information.

Operational Information: This includes Project updates, internal reports, certain meeting minutes, certain policies and procedures.

Public Information: Marketing materials, press releases, public reports, Peatland Code normative documents and templates, Peatland Code project information on the UK Land Carbon registry and certain polices and procedures.

1.4 GDPR Compliance

All IUCN UK PP staff have completed GDPR training as part of the RSWT induction process. This policy supplements the RSWT Data Protection Policy (Annex 1), which all IUCN UK PP staff are required to adhere to and follow.

2. Information Classification

This section outlines the procedures for handling information within the IUCN UK Peatland Programme (IUCN UK PP) using the RSWT information classification system, with particular attention to Personally Identifiable Information (PII)

Information is classified based on its sensitivity and the potential impact on the IUCN UK PP if its confidentiality, integrity, or availability is compromised. The classification levels are as follows:

1. **Public:** Low sensitivity, minimal impact.
2. **Internal Only:** Moderate sensitivity, moderate impact.
3. **Strictly Confidential:** High sensitivity, serious impact.

The table below outlines the types of information that is consider low, medium and high impact based on the classifications above:

Information type	Public	Internal only	Strictly Confidential
IUCN UK PP Policies and Procedures	<p>Most of IUCN UK PP polices are available to download from the IUCN UK PP website.</p> <p>Conflict of Interest Policy</p> <p>Grievance and Appeals Policy</p> <p>Decision Making Policy</p> <p>Peatland Code Review Procedure</p> <p>Peatland Code normative documents</p> <p>Peatland Code templates</p>	<p>Work instructions</p> <p>Staff conflict of interest forms</p> <p>MoU's agreements</p>	<p>Work or research under an NDA agreement.</p>
Peatland Code Project Information	<p>The following documents are publicly available on the UK Carbon Land Registry:</p> <ul style="list-style-type: none"> - Project Map - Project Emission Calculator - Project Design Document (PDD), - Risk assessment - validation/verification statement 	<p>Funding information</p> <p>Grant information</p>	<p>Project additionality Calculator and any funding information provided that may contain commercially sensitive data.</p>
Meetings and Events	<p>Most IUCN UK PP events are open to the public and where possible will have a</p>	<p>Internal meetings and collaboration between partnerships</p>	<p>Any meetings which operate Chatham house rules. Line management</p>

	<p>hybrid option which will be uploaded to our website</p> <p>For transparency TAB Minutes are shared on our website</p>		meetings, PDR's, grievance hearings.
IUCN UK PP Reports	<p>IUCN UK PP Strategy Report</p> <p>Briefings</p> <p>Peatland Code Project Stats</p> <p>Scientific studies and reports used by the Peatland Code</p>	<p>Draft versions of Peatland Code methodologies or clarification not yet finished.</p> <p>Accreditation reports</p>	Business plans and funding agreements,

2.1 Information Sharing During Peatland Code Review Process

To ensure comprehensive technical and market input before the public consultation phase, different information is shared with the relevant parties during the Peatland Code review process:

Technical Experts: Technical Advisory Board Members (TAB): Receive detailed technical documents, including draft methodologies, scientific data and draft procedures to provide expert feedback on the technical aspects of the Peatland Code.

Market Stakeholders: Receive draft methodologies, Peatland Code version updates to ensure project development can input into the implementation of the new version on the ground.

Internal IUCN UK PP team Sharing internal documents, including draft versions of the Peatland Code, internal memos, and preliminary feedback from technical and market stakeholders to the wider programme team to ensure alignment and coherence before public release.

2.2 Information requests

If IUCN UK PP get request for information that is not already publicly available the staff member will assess the information requested and determine if this can be

shared following this procedure and approval from their line manager.

Exception related to the Peatland Code are:

Data for Government reporting: Providing no Personally Identifiable Information is included or any commercially sensitive information

Request for documentation from VVB's – The VVB's have an MoU in place with IUCN UK PP and should abide by the agreed data sharing agreements

3.Responsibilities

All IUCN UK PP staff are responsible for adhering to this policy and ensuring that information is handled in accordance with the specified classification levels and GDPR requirements.

4. Information Security Incident Management

In the event of an information security incident, the IUCN UK PP will follow the RSWT Information Security Incident Management process (Annex A). This ensures that all incidents are managed promptly and effectively, minimizing potential impacts and ensuring compliance with GDPR regulation.

Annex A

Quality control

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Created by	Garance Wood-Moulin
Role	Peatland Code Development Lead
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Related documents

RSWT [IT Information Security Policy.docx](#)