



AUSTRALIAN RESPIRATORY COUNCIL

ETHICAL COMMUNICATIONS POSITION STATEMENT

Background and Purpose

The Australian Respiratory Council (ARC) is committed to being transparent in its work by providing timely and accurate information about the organisation that is ethically sourced and presented in an accessible format.

The ARC uses a number of ways to provide detailed information to its stakeholders, donors, members, partners, supporters and the general public. This includes the publication of an annual report, sharing of information about projects, research funding and activities, materials and resources, operational and financial performance on its website, through social media platforms and in public presentations to stakeholders, partners, colleagues and the wider community.

The ARC uses the images, stories and reports of the people and partners that the organisation works with to communicate the importance and impact of its work, and to support awareness-raising, advocacy and fundraising efforts.

Information shared by ARC is in compliance with the Australian Council for International Development's (ACFID) code of conduct and in a manner that respects the dignity, values and culture of the people and information shared.

Responsibilities and Scope

The ARC's Executive Director in consultation with the Board of Directors is responsible for the implementation, monitoring, reporting and on-going review of this position statement.

The ARC's Board, staff, contractors, consultants, volunteers and associates of all partner organisations have a responsibility and obligation to follow the position statement and procedures in this document.

The ARC will ensure that staff, volunteers, consultants and contractors are aware of their obligations relating to this position statement. The implementation of this position statement will be built into project contracts and MOUs.

Requirements for gaining consent to use images, stories and information

Where ARC publishes or presents images, stories or the work of partners, projects and funding recipients consent must be obtained from the respective people, groups or organisations. Where the image or information to be presented relates to a person under the age of 18, consent is to be obtained from parents or guardians.

For consent to be informed, the person giving consent must understand what they are consenting to. This includes the person or organisation knowing the intended use of the

image or information, how the image or information will be stored, shared and distributed. People have the right to decline to have their images or information used.

Consent to use images, information and stories is to be obtained in writing. A translator may need to be involved to ensure that the person is able to give informed consent. Images, information and stories about people will be presented accurately, in a dignified and respectful manner.

The ARC will not use, publish, share or distribute any images, information or stories that endanger the people or organisations that are being presented. Identifying information about children or vulnerable people will not be utilised in ARC's materials or resources.

Ethical Decision-Making Framework

To assist and support staff, directors, volunteers, project partners and funding recipients a checklist has been developed to ensure that the ethical issues relating to the sharing of information and use of images in ARC materials, resources, communications, publications, website, and social media platforms has been developed. See Appendix A for further information.

Sharing of Information

The ARC is committed to sharing all relevant information with its stakeholders, partners and the community. The ARC will publish and share information online on the followings:

- **Financial statements** – ARC publishes a summary of the annual audited financial accounts. The published financial statements are prepared and reported in accordance with the Australian Charities and Not-for-Profit Commission's (ACNC) and the ACFID requirements
- **Governance** – ARC shares information about the organisation's structure, purpose, company and charitable status
- **Work and activities** – ARC publishes information about the work of the organisation, reports from research and project funding recipients and advocacy activities
- **Policies** – ARC shares its policies and position statements on the website for information and access of stakeholders, partners and the wider community.

Information that will not be Shared

The ARC will not disclose information for the following reasons:

- **Privacy:** this includes sharing information of personal and private nature about individuals, staff, project partners and funding recipients, commercial in confidence or contractual arrangements
- **Security:** ARC will not disclose information that could compromise the work and activities of the organisation or the safety of stakeholders, donors, members, partners, staff and funding recipients
- **Other:** The ARC will not disclose information that relates to internal administration or operating systems that are not relevant for external release.

Requesting Further Information

To request information about the work and activities of the ARC please contact the Executive Director of ARC in the following ways:

Email: arc@thearc.org.au

Telephone: + 61 2 9223 3166 or + 61 2 9223 3144

Website: <https://www.thearc.org.au/>

Letter: PO BOX 942 BROADWAY NSW 2007

All requests for information will be acknowledged and responded to in a timely manner.

Approved by ARC's Board of Directors: June 2022.

To be reviewed June 2025

Appendix A – Ethical Framework

Ethical Issues	Questions to consider
Connection to values	<ul style="list-style-type: none"> • Does the image, story or report presented uphold ARC's value of integrity and honesty? • Is the information presented accurate in the representation people, information and partner organisations involved? • Do the images, story or report respect the people, partners and organisations that ARC works with? • Has ARC ensured that the best interest of the people, the work presented and partner organisations are reflected in the images, story or report? • Has ARC treated the people involved in the images, story or report with dignity and fairness? • Has ARC considered and respected the personal freedom and privacy of people presented in the images and information published?
Protection	<ul style="list-style-type: none"> • Has ARC adequately considered and protected the rights of children, women, and people with a disability in the published information? • Is there any risk to individuals or partner organisations in sharing the images, stories or report?
Informed consent	<ul style="list-style-type: none"> • Has the necessary information been provided to people to make an informed decision about providing images, stories or reports for publication? • Have the correct people been consulted to obtain informed consent (guardians for minors and/or community leaders where appropriate)? • Does the person understand how their images, stories or reports are to be used? • Has the person or organisation been given time to adequately consider the risks and opportunities for publishing their image, story or reports? • Is there a process in place for a person/organisation to withdraw consent for use of their image, story or report at any stage?
Privacy	<ul style="list-style-type: none"> • Are the people or partner organisations adequately protected? • Where appropriate has identifying information about an individual been protected and kept private? • Is the personal and private information about individuals kept securely? • Has the person or organisation been advised about how their information is used, stored and accessed?
ARC contact person	<ul style="list-style-type: none"> • Are people and partner organisations aware that the ARC Executive Director is the contact within ARC for further information or to report an issue?