PARIRENYATWA GROUP OF HOSPITALS



INFORMATION DISCLOSURE POLICY

1. **PURPOSE AND OBJECTIVES**

This policy seeks to ensure that members of the public and stakeholders can access information about the hospital and its activities. This policy explains the procedures and principles of accessing the information which is in the custody and jurisdiction of the hospital.

1. **SCOPE OF THE POLICY**

This policy applies to all information; paper, electronic, sound, visual or audiovisual that is in the hospital’s custody.

1. **GENERAL PRINCIPLES OF ACCESS TO INFORMATION**

This policy is guided by the principles of transparency and accountability.

1. **CATEGORIES OF INFORMATION**

Parirenyatwa Group of Hospitals is committed to open and transparent disclosure of information. However, the institution shall recognize legal, operational and practical considerations necessary to protect the interests of the hospital, staff and third parties.

**Category 1** – publicly available information

This information is readily available on our website and regularly posted on our social media platforms. The hospital also issues out press releases and electronic interviews with the media. The hospital will ensure that information considered to be of public interest is timeously put in the public domain.

**Category 2** – Information availed on request

Individuals and organisations are free to request for any information from Parirenyatwa Group of Hospitals. Upon receipt of a request, the hospital shall determine whether or not to disclose the requested information after considering the following:

* Whether disclosure of such information will not endanger the life, health, safety or security of any individual.
* Whether disclosure of such information will not violate any individual’s rights or invade an individual’s privacy.
* Whether disclosure of such information will not compromise the security and safety of the hospital’s stakeholders.
* Whether the requested information is not already in the public domain.
* Whether the request is not frivolous or vexatious and whether it does not involve substantial and unreasonable diversion of resources.

**Category 3** – Confidential information

Information classified as confidential shall not be availed by the hospital either voluntarily or upon request. Such information include the following:

* Personal and confidential information about a third party, serve for situations provided for in Section 21 of the Freedom of Information Act.
* Commercial information of third party and private entity. Exceptions shall be as provided for in Section 22 and 23 of the Freedom of Information Act.
* Information likely to endanger the safety of individuals, the public and property.
* Information on legal proceedings.
* Legally privileged information unless consent is obtained or the privilege has been waived.
* Information that has a bearing on the international relations of the state.
* Information likely to prejudice the economic interests and financial welfare of the state and commercial interest of the hospital.
* Research information of third party and the hospital.
1. **PROCEDURE FOR MAKING REQUESTS FOR DISCLOSURE OF INFORMATION**

Any person who wishes to request access to information held by Parirenyatwa Group of Hospitals may apply in writing by completing the Request Form which is accessible from the hospital’s website or at the hospital.

1. **ENTRY INTO FORCE**

This policy shall enter into force on 14 March 2022.

1. **TIMEFRAMES**

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| **TYPES OF INFORMATION** | **TIME** |
| Information necessary to safeguard the life or liberty of a person  | 48 hours |
| Response to a request of other forms of information | 21 days |
| Extension of time | 14 days. |
| Notice of deferment of access to information  | 21 days |
| Making representations against a deferment | 14 days |
| Consideration of applicant’s representations | 5 days |
| Reverting to an applicant who has been notified that information cannot be found | 14 days |

1. **PAYABLE FEES**

The hospital shall charge a search fee to facilitate access to information in the hospital’s custody. The amount shall be determined from time to time.