

Industrial Development Corporation of Zimbabwe Limited (IDCZ)

Information Disclosure Policy 2022

1.0. Preamble

The Industrial Development Corporation of Zimbabwe Limited (IDCZ) being a state entity is committed to making information about its activities available to the public. The IDCZ considers public access to information a key component of effective engagement with all stakeholders in the fulfillment of its mandate.

2.0. Purpose and Objectives

This Information Disclosure Policy is intended to ensure that information concerning IDCZ activities is made publicly available, subject to the limitations set out in this Policy. To that end, this Policy explains principles, practices and procedures and defines clear categories of information according to their status with regards to public disclosure.

Information held by IDCZ is made available primarily through the IDCZ website and its Head Office.

3.0. Scope of this Policy

This policy applies to all information in the custody of IDCZ. For purposes of this Policy, "information" means any information disclosed by IDCZ or information which comes to the attention of the public, (whether disclosed in writing, orally or otherwise) that at the time of disclosure was marked as "confidential" or should have been reasonably understood by any person to be confidential. Such information include but is not limited to all data, financial statements, inventories of tangible and intangible assets, records, methods of operation, formulations, documentation, plans, programs, drawings, discoveries, inventions, models, all works of the IDCZ whether oral, written or graphic including any indications hereof or any modifications thereto and which does not form part of the public domain, financial and marketing policies and philosophies, financial position, business connections, control systems other matters which may relate to the business of the IDCZ in respect of which the information is not readily available in the ordinary course of business, any produced content, in any medium (paper, electronic or sound, visual or audiovisual recording) concerning a matter relating to IDCZ activities and all such information as is not excluded from Category 1,2,3 provided herein below under clauses 5.1, 5.2 and 5.3 respectively.

Information jointly owned with third parties, for example, memoranda of understanding, Non-Disclosure Agreements, Shareholder Agreements, and other contractual arrangements, will be made available on a case-by-case basis with the agreement of the parties concerned.

4.0. General principles of access to information

Information accessible to the public shall be made available, as far as reasonable and practical through the IDCZ website.

This Policy is guided by the principles of openness and transparency, such that any information concerning IDCZ is publicly accessible, or available upon request, unless one or more of the exceptions to the Policy, or another compelling reason, applies.

In terms of Section of the Freedom of Information Act (FOIA) (Chapter 10:33), every public entity, public commercial entity or statutory body is required to have a written Information Disclosure Policy through which it discloses information in the interests of the public accountability or that which is required for the exercise or protection of a right.

5.0. Categories of Information

IDCZ is committed to open and transparent disclosure of information. Nevertheless, there are legal, operational and other practical considerations that are necessary to preserve the interests of the Corporation and third parties with which IDCZ collaborates. The application of these considerations has resulted in some exceptions to the principle of disclosure. As such, IDCZ information is classified by reference to three broad categories: publicly available information, information available on request, and confidential information.

5.1. Category 1: Publicly available information

The IDCZ annual report, Board and Client Charters, funding applications

5.2. Category 2: Information available on request

Projects information

5.3. Category 3: Confidential information

The exceptions to disclosure reflect what is necessary to preserve legitimate public or private (including personal privacy) interests.

Decisions and resolutions of the Board, may contain information disclosure limitations.

6.0. Procedure for submitting requests for disclosure of information

Any individual or entity may request the disclosure of non-confidential information that is not otherwise available through IDCZ website. Requests for disclosure of information should be clearly formulated and as specific as possible, and should identify the individual or entity making the request, the information being requested and the time period covered by the request, where relevant.

This Policy does not apply to data existing only in raw form, either physically or electronically. IDCZ is not able to respond to request that require the selection and/or manipulation of data to produce content.

Requests for disclosure of information must be addressed to the General Manager/ Group Chief Executive Officer.

IDCZ will endeavour to process requests for disclosure of information as promptly as possible. Depending on the complexity of the request, IDCZ will seek to respond to requests within 7 days of receipt of the request.

7.0. Conditions

IDCZ may deny a request for disclosure of information, in whole or in part, if any of the following situations apply:

- if the request is deemed by IDCZ, in its sole discretion, to be an excessive demand upon IDCZ's resources, i.e., requiring a total of two or more days of full-time staff hours (or its equivalent)
- if, in the judgment of IDCZ, the request is unreasonable, repetitive, abusive or vexatious, or
- if the request is related to one or more similar request(s) that have been denied by IDCZ.

The implementation of this Policy is subject to the intellectual property and other proprietary rights of IDCZ and third parties, including but not limited to patents, copyrights, and trademarks, which may, inter alia, limit the right to reproduce or exploit information.

No representation is made or warranty given, express or implied, as to the completeness or accuracy of information made available by IDCZ. Moreover, IDCZ does not warrant that the use of any third-party- owned individual component contained in the requested information will not infringe on the rights of those third parties. The risk of claims resulting from such infringement rests solely with the requestor/user. It is the responsibility of the requestor/user to determine whether permission is needed for any use of the information and to obtain permission from the copyright holder. In no circumstances will IDCZ be liable for any direct or indirect loss arising from the use of information.

8.0. Entry into force and application of this Policy

This Policy shall enter into force on the date it is signed by the IDCZ Board Chairman. It applies to information created or coming into IDCZ's possession, after its entry into force.

Heads of IDCZ Divisions and Departments are responsible for ensuring compliance with this Policy, and for defining and periodically reviewing the classification of information for which they are responsible, in accordance with this Policy.
