



Communication and Publicity Policy

Communication and publicity Policy and Protocols

Creating Space For You CIC is committed to ensuring that all its publicity and published information, whether electronic or physical, is trustworthy, accurate and legal. To achieve this, senior staff will always scrutinise and approve all publicity and published information before publication.

General protocols:

- Any information that names or refers to a partner validating Creating Space For You CIC must be approved by the Director before publication.
- Any information that relates to equal opportunities legislation, disability discrimination or data protection legislation must be scrutinised and approved by the Director before publication.
- Publicity and published information that is primary and foundational – for example, a leaflet, public reports – will be scrutinised and approved by the Director.

Online information:

- The Creating Space For You website is maintained by administrative staff, who are supervised by the Director. The administrator will only publish information if it is sent by or has been authorised by the Director. Any other information received to go onto the website from staff, coaches, partners or clients must be referred to the Director for approval.

Printed published information:

- It is the primary responsibility of the Director to approve printed publicity and information.

Policy reviewed: 07/10/2024

Next review: 07/10/2025