



Media and research policy

A copy of this policy must be signed by any journalist, researcher or academic ('third party') wishing to carry out or use any interview, questionnaire or case study concerning one of Kalayaan's clients.

- Full anonymity must be provided. This includes changing names and (where required) nationalities. Anything which identifies the client or their employer must be removed.
- The client has the right to withdraw from the project or stop an interview at any point. Any data provided to the third party must be confidentially destroyed.
- The client has the right to review the final piece before it is published or transmitted. The client has the right to amend their contribution or withdraw their full involvement in the project.
- Interpreting costs will be covered by the third party. Travel expenses will also be covered by the third party.
- A member of Kalayaan staff will be present for the filming or interview.
- Kalayaan reserves the right to record and store a copy of the interview between the client and the third party.

I confirm I have read and understood the above points.

Signed by the third party:

Date:

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Name (print):

Role:

Organisation:

Name of project: