

Source Information Policy

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To aid navigation and reference, paragraph numbers have been added in grey at the beginning of each paragraph, this does not form part of the structure of this document that is organised in Parts, Sections and Subsections.

Part 1 - Purpose of this Document

1. This document explains how we handle any Information given to The EGXWinfo Group of Twitter Accounts. It is written primarily for those people providing Information or considering to provide Information but may also be useful if you would like to know what we do and do not share and why, therefore it is also written for any person.

Part 2 - Terminology used in this Document

2. Any person providing Information is referred to as a "Source."
3. The identity of this person will be referred to as "Source Identity"
4. The Information they give will be referred to as "Source Information"
5. The Owner of The EGXWinfo Group of Twitter Accounts will be referred to as such, "I" or "Me"
6. The People that help run the Group on a daily basis will be referred to as such
7. The People that help run the Group on a daily basis and The Owner of The EGXWinfo Group of Twitter Accounts will be collectively referred to as "we" or "us"

Part 3 - Our Overall Objective

8. This Group of Twitter Accounts our Website, Social Media Accounts and Online Tools have been set up to make sure as many people have access to aviation related Information as possible, in order for them to be aware of what is happening around them and potentially view it if they choose to.

Part 4 - Source Identity

9. Source Identity will never be passed on to anyone without the permission of the source. Protecting Source Identity is our highest priority and will never be made public unless the Source specifically requests to be publicly named or credited.

Part 5 - Source Information

10. All Source Information is graded as "**Public**" or "**Private**" by the Source, if a grading was not given at the time it will be graded as "Private" by default.

Section 1 - Private Information

11. "Private" Information is private by nature and this Information is protected as our second highest priority, second only to Source Identity and will only be known or available to the owner of The EGXWinfo Group of Twitter Accounts and the person/s that help run the account on a daily basis.

Section 2 - Public Information

12. "Public" Information is to be passed on to the public in general to avoid discrimination. It can be passed on by any means and made available at any time to the general public on our Social Media Accounts, Website, Online Diary and Online Tools.

Section 3 - Change of Source Information Grading

13. After the Source Information has been graded by the Source as "Private" the grading can only be changed by two people:
 - a) The Source for any reason.
 - b) The Owner of The EGXWinfo Group of Twitter Accounts but only if one of the circumstances (a or b) outlined in Part 5, Section 3, Subsection 1 apply.

Subsection 1 - Private Information being Made Public

14. The Source can specify conditions for when the “Private” Source Information can be automatically made “Public.” Normally this will be a time and date, however a time can be specified as an occurrence. For example: “Once X Aircraft has called up for Engine Start” or “Once X Aircraft has handed over to the local ATC Agency for Arrival”
15. The Owner of The EGXWinfo Group of Twitter Accounts can only change the grading of Source Information from “Private” to “Public” if:
 - a) Another source provides the same Information and has graded it as “Public”
 - b) The Owner of The EGXWinfo Group of Twitter Accounts finds the Information you have provided is already in the public domain, such as on Facebook, Twitter, Forums and Blogs
16. Wherever possible every effort will be made by The Owner of The EGXWinfo Group of Twitter Accounts to inform the Source that their Information they graded as “Private” has been graded as “Public” as soon as possible, and told which of the two criteria applied and why. However please appreciate that if things are developing quickly at the time it may not always be possible due to workload. If you see your Information you graded as “Private” being shared by us online without you changing the grading with us then one of the circumstances (a or b) in this subsection (Part 5, Section 3, Subsection 1) **must** have occurred as it cannot be shared for any other reason. As a source you can contact us at any time and you will receive a reply as soon as practicable.
17. Source Identities will never be revealed as part of this process.
18. If your Source Information contains individual items not meeting either criteria these parts will not be shared, only the parts of your Information meeting the criteria will be shared.

Subsection 2 - Public Information being made Private

19. Requests can be made by any official body or representative to remove any Source Information I have posted or I am likely to post soon. Requests can be made by any means including social media message however I do suggest that the conversation takes place in private.
20. I may choose to remove this Information with consideration of Subsection 3:
 - a) If I am convinced that in the balance of probability the Information concerned being “Public” is detrimental to the likelihood of the event going ahead, or is detrimental to the probability of further events going ahead.
 - b) If I am convinced that in the balance of probability the Information concerned being “Public” is detrimental to safety at the event, or is detrimental to safety in further events being planned.
 - c) If I am convinced that in the balance of probability the Information concerned being “Public” would seriously affect the Operational Security of Military Operations.
21. If I chose to remove Information that has been made “Public” by us we cannot control who has already seen the Information and I cannot control the Information if it has been shared on the internet or by individuals in any way.
22. Once Information is on the internet it is impossible to control by it’s very nature, although I will remove my posts if I believe any of the above criteria apply, any person requesting must appreciate this concept and that I can only do so much after the fact.
23. Therefore if any person is thinking of making a request I would encourage them to make it to me before I am likely to release the Information and not after I have made the Information “Public” as more control over it will be retained.

Subsection 3 - Requests for Public Information being made Private vs Our Overall Objective

24. This Group of Twitter Accounts and supporting Social Media Accounts has been set up to make sure as many people have access to aviation related Information as possible, in order for them to be aware what is happening around them and potentially view it if they choose to.

25. For The Owner of The EGXWinfo Group of Twitter Accounts to choose to not abide by our main goal any requests to remove Information for the reasons detailed in Subsection 2 will need to be:
 - a) Convincing
 - b) Sufficiently detailed
 - c) Suitably evidenced
26. Any details or discussions held about any request to remove Information will also be graded automatically as "Private"
27. If I choose to remove information under this rule I reserve the right to generally state "I have chosen to remove this Information", "I have chosen not to release Information" or any similar statement I feel is appropriate. I may also choose to reference this rule in our Source Information Policy in any statement that is made.
28. This subsection (Part 5, Section 3, Subsection 3) is not designed to be used regularly but only in the more extreme circumstances.

Part 6 - Why Information is critical

Section 1 - Public Information

29. "Public" Information is what we are all about, we try to Hoover up all the Information available on the internet, in public places and given by our sources, then put it back out in one location in a manner most people would understand. There are many items in our Private Diary that are waiting to be "unlocked" using either of the two rules in Part 5, Section 3, Subsection 1, so your report could potentially unlock some Information that would be very popular.
30. Be aware that if we cannot get any confirmation of Source Information from an Official Source, we will normally refer to the Source Information as "unconfirmed" or a "rumour" at the time of making the information "Public." Please be assured that it is not a measure of your credibility.

Section 2 - Private Information

31. "Private" Information is key for many reasons these include:
32. That it allows us to verify any Information we get, as stated we try to get two independent sources of Information. There are occasions where I would have not published Information from a new source if it was not for the confirmation I had already been given with a grading of "Private".
33. That it helps us plan our time, so I can arrange to be online cover so that we will be available awaiting an event, even though I cannot give prior warning until it is observable by public means.
34. That it helps us prepare Information, resources, graphics, posts and articles beforehand so that they can be ready and available to use when something happens, or when the grading of the Information is likely to change from "Private" to "Public."

Section 3 - Our Gratitude

35. We are incredibly grateful for every bit of Information, graded as "Public" or "Private", huge or tiny, it all helps. Gratitude is also regularly expressed by our followers. Putting all the Information together is like a huge jigsaw puzzle and you never know, you could be holding the vital piece.