

Guidelines

inside story commits to upholding its Mission by adhering to journalistic code of conduct and upholding editorial guidelines that underscore the core principles of journalism, including truth and accuracy, independence, fairness and impartiality, accountability and responsibility to society.

*For any questions on this document,
please contact the chief editor,
email: editors at insidestory.gr*

In this respect, **inside story** seeks to follow the [code of conduct of the Journalists' Union of Athens Daily papers](#) as well as the [International Federation of Journalists' Global Charter of Ethics for Journalists](#).

A. Editorial Guidelines

Our Editorial Guidelines provide an expansion and practical application of our principles. Their purpose is to protect and foster trust with our readers, and to protect the integrity of **inside story** and its journalism, in whatever format it is published.

The guidelines form a working tool and set out our expectations of the behaviour of our staff, contractors and all others who contribute to editorial content. They cover general newsroom management and practice, basic editorial rules, and conflicts of interest.

The guidelines apply to all staff and are implemented in accordance with the organisation's management structure. They are monitored by senior staff and the editor-in-chief.

By observing our guidelines and the core principles of journalism, journalists working for **inside story** will be protecting the independence, standing and reputation of themselves and their colleagues.

It is important that freelancers commissioned by the company also abide by these guidelines while on assignment for the company.

1. General practice

a) Anonymous contributions

Articles commissioned by **inside story** are published attributed to their actual author. Articles published anonymously or with pseudonyms are allowed only in exceptional circumstances, for example if the author's safety, privacy or livelihood is threatened, and then only with the permission of the responsible senior editor. In such cases, readers will be made aware that identities have been withheld and an explanation given. This provision need not apply to authors with established pseudonyms commissioned or hosted by **inside story** in that capacity.

b) Payments for Editorial Material

In general, we do not pay for stories, except from bona fide freelance sources. The responsible editor or his/her deputy must approve rare exceptions.

Staff should always discuss with the responsible editor beforehand or clarify policy with senior management if they are concerned that any payments might be inappropriate.

c) Freelance staff:

inside story supports good commissioning practice, including fair treatment of freelancers.

d) Confidentiality:

Responsible editors with access to personal information relating to other members of staff must treat such information as confidential and not disclose it to anyone except in the course of discharging formal responsibilities.

e) Copyright:

Journalists should not use content from non-authorised third-party sources - whether pictures, text or other media - without obtaining the necessary permissions. However, use of available copyrighted material under news access or criticism and review is acceptable.

There are limited legal situations where permission may not be needed but journalists must check with the responsible editors before using material without permission.

Journalists should especially familiarise themselves with rules regarding rights and use of content from public websites.

f) Errors:

It is our policy to identify and correct significant errors as soon as possible. Journalists have a duty to cooperate frankly and openly with the responsible editor and senior management and to report errors to them. All complaints should be recorded and brought to the attention of the responsible editor. The process of making and dealing with complaints should be made known to the public.

g) Legal Affairs:

The laws of defamation are complex and constantly developing. The consequences of court actions can be expensive and damaging for our reputation.

Staff should:

- i. familiarise themselves with the current state of the law and seek further information if they are uncertain about aspects of it;
- ii. consult our legal officers about specific concerns on stories;
- iii. brief themselves on national legal conditions and active cases relevant to their work.

h) Privacy:

We are committed to respecting people's privacy. Much journalism may be intrinsically intrusive but we should avoid invading anyone's privacy unnecessarily. There are times, when a clear public interest is to be served, that journalists may have to sacrifice privacy protection.

Proportionality and proper prior consideration are essential where privacy issues may be involved. Intrusion must be justified by the seriousness of the story and the public good that is likely to follow from publication. Where possible it should be authorised at a senior level.

Likewise, the grounds for investigation must be strong; we do not conduct speculative reporting expeditions unless the issue, suspicion and prospects of success are all serious.

Caution should also be exercised about reporting and publishing identifying details, such as street names and numbers that may enable others to intrude on the privacy or safety of people who have become the subject of media coverage.

i) Engagement with the Public:

Our most important relationship is the one we have with our readers and site users. Courtesy applies whether an exchange takes place in person, by telephone, letter or email.

inside story recognises that communication online, e.g. in blogs and social media domains, can be more informal, brisk and, where a debate is underway, combative — but journalists should be mindful of the guidelines on blogging and social media.

In using social media, journalists with a known association with **inside story** should not make public pronouncements that may compromise the integrity of **inside story**.

2. Editorial Rules

a) Accuracy and Verification:

Trust in the accuracy, authenticity and reliability of our information is essential.

Journalists should state the level of substantiation we have been able to achieve and indicate where we have been unable to verify the facts independently.

Where relevant we are open with readers in explaining what medium is used to conduct interviews and how we have verified information. Satisfaction with sources is the responsibility of editors as well as reporters and correspondents, and desk editors should be confident in challenging the dependability of information.

b) Attribution and Anonymous quotations:

People often speak more honestly if they can speak anonymously and non-attributed quotes can assist the reader towards a better understanding of a subject. But indiscriminate use of anonymous sources can be used to promote narrow undisclosed political, commercial or other special interests.

Staff must not reproduce other people's material without attribution, except in exceptional circumstances – for example where the source must be protected – and only then with the permission of a responsible senior editor.

c) Sources of Information:

Sources who give information and who put themselves at risk may be promised confidentiality. They should be protected at all costs. However, where possible, the sources of information should be identified as specifically as possible.

The source of published material obtained from another organisation should be acknowledged, including quotes taken from other newspaper articles.

Bylines should be carried only on material that is substantially the work of the named journalist.

d) Copy approval:

The general rule is that interviewees or third parties should not be given the right to copy approval. In certain circumstances we may allow people to see copy or quotes in the interests of accuracy but we are not required to alter copy.

Offering copy approval should be avoided as a method of securing interviews or co-operation.

e) Reporting Children:

The responsible editor must be informed when children are photographed or interviewed without the consent of a responsible adult or parent.

Consent to publication should be sought where the child is reasonably considered able to make an informed decision.

Journalists should not make significant intrusions into children's private lives without their understanding and consent. If this happens it must be accompanied by a strong public interest justification.

f) Direct quotations:

Journalists and editors should never change direct quotations to alter their context or meaning, although minor editing may be needed for clarity.

Quotations that include falsehoods should be qualified with additional language, particularly when used in headlines or excerpts in Social Media.

g) Endorsements:

Journalists should not agree to promote through copy, photographs or footnotes the financial interests of prospective interviewees or contributors, or their sponsors as a means of securing access to them. Promotional information about a subject should be included only where it is of genuine interest or assistance to the reader.

h) Fairness and Use of Language:

We aim to provide inclusive and fair reporting which seeks to give voice to people or groups in focus. The more serious the issues we are reporting the greater the obligation to allow the subject the opportunity to respond.

This right of response should be recognised for individuals and for groups, including minority groups.

Fairness does not mean equivalent reporting of all viewpoints. Where scientific or other evidence points to a certain conclusion beyond reasonable doubt, competing ones should not be presented as viable alternatives.

i) Grief:

People should be treated with sensitivity in reporting periods of grief and trauma.

j) Photographs, videos and images:

Altering pictures or distorting audio-visual material is generally unacceptable. Where it takes place there should be clear indication that the images have been changed and digitally enhanced or altered, images, montages and illustrations should be clearly labelled.

k) Ethnicity:

In general, we do not publish someone's race or ethnic background or religion unless that information is relevant to the story. We do not report the race of criminal suspects unless the ethnic background is part of a description that seeks to identify them or is important to the story (for example, in the case of hate crime).

l) Subterfuge:

Journalists should be frank and identify themselves as company employees when working on a story. There may be instances involving stories of exceptional public interest where this does not apply, but this needs the approval of the responsible editor. This applies to anything we publish, including any information obtained by the subterfuge of others. (See Privacy section above).

3. Conflicts of interest

inside story values our reputation for independence and integrity. Journalists clearly have lives, interests, hobbies, convictions and beliefs outside their work. We aim to ensure that outside interests do not come into conflict with our journalism or compromise our editorial integrity.

The following guidelines concern all active outside interests which, should they remain undeclared and become known, would cause a fair-minded reader to question the independence of our publications.

We recognise that objectivity is not a one-size-fits-all rule. A columnist, for instance, with views openly on display, may have more latitude than a staff reporter, who would be expected to bring rigorous qualities of objectivity to their work. If in doubt, journalists should consult a responsible editor or editor-in-chief.

a) Free gifts:

Staff should not be influenced by commercial considerations in the preparation of material.

No members of our staff, or freelancers with known connection to us, should use their position to obtain private benefit for themselves or others. We do not allow any payment, gift or other advantage to undermine the accuracy, fairness or independence of our journalism.

Any attempts to induce favourable editorial treatment through the offer of gifts or favours should be reported to the editor. Where relevant, payments, gifts or other advantages may be disclosed.

Staff members should not use their positions to seek any benefit or advantage in personal business, financial or commercial transactions not afforded to the public generally.

b) Commercial products:

No journalist or freelancer primarily associated with us should endorse commercial products unless with the express permission of the responsible editor or editor-in-chief

c) Outside Interests:

Staff journalists have the right to activities outside work (including holding office or being otherwise actively involved in organisations, companies or political parties). However, these may sometimes be perceived as influencing or conflicting with the integrity of our journalism.

Staff should inform the editor-in-chief about any outside personal, philosophical or financial interests that might conflict with their professional performance, or could be perceived as doing so.

d) Declarations of interest:

Journalists should declare an interest when they are writing about something with which they have a significant connection. This applies to both staff journalists and freelancers

Generally speaking, a journalist should not write about or quote a relative or partner in a piece, even if the relative or partner is an expert in the field in question. If, for any reason, an exception is made to this rule, the connection should be made clear.

Commissioning editors should ensure that freelancers are aware of the rules and are also bound where appropriate to make any necessary declaration.

e) Financial reporting:

While it is acceptable for journalists reporting on financial matters to own shares, it is not acceptable for them to be market traders on a regular basis. In any case, material financial interests that may cause or perceive to cause conflict of interest should be reported to the relevant editor and, if relevant, disclosed in the copy.

g) Outside engagements:

The company accepts the journalist's right to a private life and the right to take part in civic society. However, staff should inform the responsible editor or editor-in-chief if, in their capacity as an employee, they intend to:

- Give evidence to any court,
- Chair public forums or seminars arranged by professional conference organisers or commercial organisations,
- Undertake any outside employment likely to conflict with their professional duties,
- Chair public or political forums or appear on platforms,
- Make representations or give evidence to any official body in connection with material that has been published by the company.

Note: Where a journalist or editor has concerns about the ethical implications of behaviour or conduct in any aspect of editorial work, including issues raised in these guidelines, they should seek advice from the editor-in-chief or senior management of **inside story**. In certain cases, they may seek additional advice from appropriate industry bodies or experts (e.g. a press council or external ombudsman).

D. Community guidelines

Our community guidelines in Greek can be found online here: <https://insidestory.gr/community-guidelines>

E. Privacy & Personal Data Protection Policy

inside story respects the privacy and data protection rights of its subscribers, readers and employees, and abides by all applicable national and European legislation on the protection of the

individual personal data, as applicable, and particularly regarding GDPR (General Data Protection Regulation 2016/679) provisions.

Specifically regarding its website users, the following are set-out in the website:

The management and protection of the personal data of the visitors of **inside story** Website is subject to these Terms of Use, the Cookies Policy, as well as the provisions of the current national and European legislation on the protection of the individual from the processing of personal data, as applicable, and particularly regarding GDPR.

The Company collects through the Website personal data only of the Registered Users.

1. Specifically, the following data of the Registered Users are subject to collection and processing: a) name, b) e-mail address, c) Telephone number, under the terms and conditions described in these Terms of Use.

2. Users understand that this data is necessary to provide some of the services of the Website and consent to the creation of a file, collection, processing, categorization, etc. of this data. The Company may keep a record and process the above sensitive personal data of Users, for the purposes of managing its subscription, informative or advertising through the sending of e-mail (Newsletter) or correspondence, other than announcements / news to the Users. they expressly declare to the Company that they do not wish to send such promotional communication messages. Also, the Company may transmit, notify, notify and make available to third parties its operators who act on its behalf the above personal data for the above purposes as well as for the management and operation of certain functions of the Website that require the transmission of the above data. of users. The third partners of the Company may also be established outside the EU. The Company takes all the measures provided by law for the safe transfer and processing of personal data by its third partners.

3. The Company implements appropriate privacy and security policies intended to ensure, to the extent possible, the security and integrity of all our information, including the personal data of Users

4. Without prejudice to the provisions of the current legislation for the protection of personal data or any other obligations of the Company, the personal data of the Users will be kept and will be processed only for the period required to achieve the purpose for which they were collected and will be destroyed immediately upon completion of the above purpose; and the Company will not in any way disclose, disclose, transmit, disseminate or otherwise disclose any information that par. The User has without his consent unless otherwise provided by applicable law.

5. The Company reserves the right to collect non-personally identifiable information of users [browser type, browser type, computer, operating system, internet providers, etc.] and / or to monitor Internet Protocol (IP Address) addresses using appropriate technologies (cookies) . Cookies are small text files that are stored on the hard drive of each User without access to documents or files from the User's computer. They are used to facilitate the user's access when using specific services and / or pages of the Website, as well as for statistical purposes. For more information on cookies used by the Website, please visit the Cookies Policy page.

6. The data collected by Users will remain and be stored on a secure server within the European Union and the Company will take all reasonable steps to protect them. However, the transmission

of data over the Internet is not entirely secure or error-free, and the stored data may be exposed to malicious actions by third parties. Thus, the Company cannot guarantee that the level of security meets or exceeds any specific specifications. The Company cannot guarantee the security of the Website, databases or services, nor that the information transmitted to the Website via the Internet will not be compromised. Each transfer is the responsibility of the User. Upon receipt of this data, the Company will use technical and organizational security measures to prevent unauthorized access to this data.

7. The Company undertakes to protect the personal data provided by Users in accordance with the provisions of Law 2472/1997, as amended and in force, and to take the necessary security measures to strengthen the protection of such data against loss, bad use, unauthorized access, prohibited dissemination or transmission, modification, alteration or destruction.

8. Users are entitled to be informed about whether the personal data concerning them are the subject of processing by the Company and to object to the processing of personal data concerning them and in particular to request correction, temporary non-use, commitment , not transmitting or even deleting them.

9. Users may exercise the rights of access and objection in accordance with articles 12 and 13 of Law 2472/1997, by contacting Dimitris Xenakis by sending a written request, which will concern a specific request and / or action, to the following address hello@insidestory.gr. This application must state the contact details of the applicant and be accompanied by proof of payment of the amount specified in the Decisions of the Personal Data Protection Authority. The Company will respond in writing to the requests that will be submitted as above within the statutory deadline.