

MISSION STATEMENT

To work for all of the people of Bermuda to ensure full access to public records within the provisions of the Public Access to Information (PATI) Act 2010.

DEPARTMENT OBJECTIVES

- Promote positive cultural change within the public and public authorities in response to the rights created by the PATI Act
- Promote the effective and responsible use of PATI rights through public awareness and education for the public
- Encourage and enable public authorities to develop and achieve best practices in their PATI Act policies, procedures, and practices through a combination of oversight and guidance
- Conduct fair, just, and expeditious reviews of applications (appeals) made to the Information Commissioner that result in settlement or legally enforceable decisions
- Influence and support the development of Bermuda's information law and policy to ensure the effectiveness of the PATI regime as well as guide/comment on its interaction with other laws
- Act independently of the Executive for all areas covering our statutory mandate and continually strengthen our Office's independent functioning

HEAD 98 INFORMATION COMMISSIONER'S OFFICE

CURRENT ACCOUNT ESTIMATES

GENERAL SUMMARY

EXPENDITURE						DIFFERENCE	
PROG		2019/20	2020/21	2020/21	2021/22	2020/21	
BUSINESS UNIT	DESCRIPTION	ACTUAL	ORIGINAL	REVISED	ESTIMATE	vs	
(1)	(2)	(\$000)	(\$000)	(\$000)	(\$000)	2021/22	%
		(3)	(4)	(5)	(6)	(7)	(8)
9801	GENERAL						
	108000 ADMINISTRATION	914	1,015	943	917	(98)	(10)
	108010 APPLICATIONS (APPEALS)	48	20	42	30	10	50
	108020 COMPLIANCE/BEST PRACTICES	6	9	3	20	11	122
	108030 PUBLIC AWARENESS	24	17	25	23	6	35
	TOTAL	992	1,061	1,013	990	(71)	(7)

SUBJECTIVE ANALYSIS OF CURRENT ACCOUNT ESTIMATES

EXPENDITURE						DIFFERENCE	
		2019/20	2020/21	2020/21	2021/22	2020/21	
OBJECT CODE	DESCRIPTION	ACTUAL	ORIGINAL	REVISED	ESTIMATE	vs	
(1)	(2)	(\$000)	(\$000)	(\$000)	(\$000)	2021/22	%
		(3)	(4)	(5)	(6)	(7)	(8)
	SALARIES	651	733	688	684	(49)	(7)
	WAGES	23	0	0	0	0	0
	TRAINING	3	5	2	3	(2)	(40)
	TRAVEL	3	15	4	2	(13)	(87)
	COMMUNICATIONS	18	28	19	19	(9)	(32)
	ADVERTISING & PROMOTIONS	8	8	9	11	3	38
	PROFESSIONAL SERVICES	224	102	148	139	37	36
	RENTALS	6	108	74	74	(34)	(31)
	REPAIR AND MAINTENANCE	12	13	19	14	1	8
	ENERGY	1	7	7	8	1	14
	MATERIALS & SUPPLIES	21	17	17	13	(4)	(24)
	EQUIPMT. (MINOR CAPITAL)	14	18	22	19	1	6
	OTHER EXPENSES	8	7	4	4	(3)	(43)
	TOTAL	992	1,061	1,013	990	(71)	(7)

EMPLOYEE NUMBERS (FULL-TIME EQUIVALENTS)

BUSINESS UNIT		2019/20	2020/21	2020/21	2021/22	DIFFERENCE	
(1)	DESCRIPTION	ACTUAL	ORIGINAL	REVISED	ESTIMATE	2020/21	vs
		(3)	(4)	(5)	(6)	2021/22	%
						(7)	(8)
108000	ADMINISTRATION	5	6	5	6	0	0
	TOTAL	5	6	5	6	0	0

HEAD 98 INFORMATION COMMISSIONER'S OFFICE - continued

Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2019/20	ORIGINAL FORECAST 2020/21	REVISED FORECAST 2020/21	TARGET OUTCOME 2021/22
BUSINESS UNIT: 108000 ADMINISTRATION				
Publish and file with the Legislature the ICO's s.58 Annual Report by 31 March	Achieved	Lay before Parliament by 31 March 2021	Achieved	Lay before Parliament by 31 March 2022
Complete yearly review of internal guides, procedures, and policy manuals and publish revised editions by 31 December	Not achieved due to COVID	31 March 2021	31 March 2021	31 March 2022
ICO to host 3 volunteers, interns, and/or work shadow candidates per year	0	3	0	1
Conduct monthly internal education sessions on best practices, information rights principles, or other professional development topics	7	12	3	10
Receive unqualified audit and publish Financial Statements	FY 2018-2019 tabled November 2020	FY 2019-2020 published by March 2021	FY 2019-2020 tabled by June 2021	FY 2020-2021 tabled by June 2022
Document application of new skill, knowledge or other value obtained from conferences and training attended by Information Commissioner and staff	Achieved	100%	100%	100%
Comply with statutory timeframes in responding to PATI requests	New Measure	100%	100%	100%
Submit timely ICO Annual Return with annual updates	New Measure	31 December	Achieved	31-Dec
BUSINESS UNIT: 108010 APPLICATIONS (APPEALS)				
Acknowledge receipt of applications for review within 5 days	100%	100%	95%	100%
Complete validation of applications for review within 3 weeks	97%	85%	50%	75%
Compete and close valid applications within 4 months	43%	50%	15%	50%
Publish Information Commissioner's decisions on www.ico.bm website within 10 days of being issued	100%	100%	100%	100%
Number of judicial review cases appealed against decisions by the Information Commissioner	3%	10%	10%	10%
Maintain strict confidentiality with respect to the ICO's work on reviews and comply with statutory confidentiality obligations	100%	100%	100%	Discontinue

HEAD 98 INFORMATION COMMISSIONER'S OFFICE - continued

Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2019/20	ORIGINAL FORECAST 2020/21	REVISED FORECAST 2020/21	TARGET OUTCOME 2021/22
BUSINESS UNIT: 108020 COMPLIANCE/BEST PRACTICES				
Conduct audit review for compliance of Information Statements by 28 February	Not achieved	85%	50%	85%
Complete investigations under s.57 within 4 months	Not applicable	95%	50%	Discontinue
Complete yearly review of existing ICO guidelines on the application of the PATI Act exemptions and other PATI Act provisions and publish revised editions by 31 March	Not achieved	Complete by 31 March 2021	Complete by 31 March 2021	Complete by 31 March 2022
Organise and deliver quarterly best practice, leadership, and/or good governance events for public authorities	Achieved	4	4	4
Respond to enquiries from public authorities on general questions about the PATI Act and its provisions	over 100	50	30	50
Provide official comment or consultation on draft legislation, statutory provisions and practice codes which impact PATI Act or Regulations, or the right to access public records	Ongoing	Ongoing	Ongoing	Ongoing
Propose beneficial legislative amendments to strengthen the PATI Act and Regulations	Ongoing	Ongoing	Ongoing	Ongoing
BUSINESS UNIT: 108030 PUBLIC AWARENESS				
Conduct general public education sessions on using the PATI Act (outside of Right to Know Day activities)	1	1	1	1
Conduct targeted education sessions to interest groups	1	10	1	2
Collaborate with local charities/advocacy organisations to co-sponsor public awareness event on information rights	0	1	0 Due to COVID	1
Feedback from education sessions rated good or excellent	90%	90%	90%	90%

HEAD 98 INFORMATION COMMISSIONER'S OFFICE - continued

Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2019/20	ORIGINAL FORECAST 2020/21	REVISED FORECAST 2020/21	TARGET OUTCOME 2021/22
BUSINESS UNIT: 108030 PUBLIC AWARENESS - cont.				
Conduct public educational events to commemorate Right to Know Day on 28 September	9	8	1	3
Conduct media interviews to commemorate Right to Know Day on 28 September	2	3	1	2
Sponsor secondary school essay, photo, or video contest for Right to Know Day	0	1	0 - Due to COVID	Discontinue
Social media ad campaigns outreach	12,496 people	30,000 people	160,000 post/page reaches	100,000 post/page reaches
Social media ad post engagements	950 engagements	400 engagements	8,500 engagements	6,000 engagements
Number of Google analytic sessions on ICO website	4,000	5,500	3,600	3,000
Average duration of Google analytic sessions on ICO website	2:02 minutes	2:00 minutes	2:00 minutes	2:00 minutes
Translate our public guides and flyers into Portuguese	Ongoing	Ongoing	Ongoing	Ongoing
Annual research survey shows increase in public's awareness of PATI rights	1% decrease	2% increase	2% increase	2% increase
Respond to enquiries from the public on questions concerning the PATI Act and their rights	50	75	30	30
Develop and produce public awareness videos on PATI rights	1	2	4	1
Develop and publish educational materials on information rights for primary, middle, and secondary school students (with a set of learning materials for each age grouping)	Ongoing	Ongoing	Ongoing	Ongoing