

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. We achieve this by promoting awareness of and safeguarding the public's right to access, ensuring public authorities' compliance with the PATI Act, conducting appeals against decisions made by public authorities and issuing legally enforceable decisions. We carry out our mission guided by principles of independence, integrity, and fairness.

DEPARTMENT OBJECTIVES

- Promote positive cultural change within the public and public authorities in response to the changes created by the PATI Act
- Promote the effective and responsible use of PATI rights through public awareness, education, and support
- Encourage and enable public authorities to develop and achieve best practices in their PATI Act policies, procedures, and practices through a combination of oversight, advice, and assistance
- 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

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**CURRENT
ACCOUNT
ESTIMATES**

GENERAL SUMMARY

EXPENDITURE		2014/15 ACTUAL (\$000)	2015/16 ORIGINAL (\$000)	2015/16 REVISED (\$000)	2016/17 ESTIMATE (\$000)	DIFFERENCE	
PROG	DESCRIPTION					2015/16 vs 2016/17 (\$000)	%
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
9801	GENERAL						
	108000 ADMINISTRATION	0	666	565	734	68	10
	108010 APPLICATIONS (APPEALS)	0	0	0	75	75	0
	108020 COMPLIANCE/BEST PRACTICES	0	0	0	14	14	0
	108030 PUBLIC AWARENESS	0	0	0	41	41	0
	TOTAL	0	666	565	864	198	30

SUBJECTIVE ANALYSIS OF CURRENT ACCOUNT ESTIMATES

EXPENDITURE		2014/15 ACTUAL (\$000)	2015/16 ORIGINAL (\$000)	2015/16 REVISED (\$000)	2016/17 ESTIMATE (\$000)	DIFFERENCE	
OBJECT CODE	DESCRIPTION					2015/16 vs 2016/17 (\$000)	%
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	SALARIES	0	371	371	602	231	62
	TRAINING	0	6	3	10	4	67
	TRAVEL	0	29	3	22	(7)	(24)
	COMMUNICATIONS	0	21	21	12	(9)	(43)
	ADVERTISING & PROMOTIONS	0	25	14	30	5	20
	PROFESSIONAL SERVICES	0	25	65	101	76	304
	RENTALS	0	150	22	0	(150)	(100)
	REPAIR AND MAINTENANCE	0	0	2	42	42	0
	ENERGY	0	9	9	20	11	122
	MATERIALS & SUPPLIES	0	30	41	20	(10)	(33)
	EQUIPMT. (MINOR CAPITAL)	0	0	14	2	2	0
	OTHER EXPENSES	0	0	0	3	3	0
	TOTAL	0	666	565	864	198	30

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**CURRENT
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ESTIMATES**

EMPLOYEE NUMBERS (FULL-TIME EQUIVALENTS)

BUSINESS UNIT (1)	DESCRIPTION (2)	2014/15 ACTUAL (3)	2015/16 ORIGINAL (4)	2015/16 REVISED (5)	2016/17 ESTIMATE (6)	DIFFERENCE	
						2015/16 vs 2016/17 (7)	% (8)
108000	ADMINISTRATION	0	3	3	5	2	67
	TOTAL	0	3	3	5	2	67

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2014/15	ORIGINAL FORECAST 2015/16	REVISED FORECAST 2015/16	TARGET OUTCOME 2016/17
BUSINESS UNIT: 108000 ADMINISTRATION				
Publish and file with the Legislature the ICO's s.58 Annual Report by 31 March 2017				Lay before Parliament by 31 March 2017
Complete yearly review of internal guides, procedures, and policy manuals and publish revised editions by 31 December 2016				Complete by 31 December 2016
Information Commissioner to attend 3 overseas training/conferences/meetings per year <ul style="list-style-type: none"> · Records Management Training/Conference · Information rights law conference · Management/information rights training 				To be completed or attended before year end
Operational staff to attend one overseas training/conference/meeting per year <ul style="list-style-type: none"> · Information rights training · Records Management Training · Mediation/investigation training · Information rights law conference 				To be completed or attended before year end
ICO to host 3 volunteers, interns, and/or work shadow candidates per year				3
Complete electronic and security audit by 31 September 2016				Complete by 31 September 2016
Conduct monthly internal education sessions on best practices, information rights principles, or other professional development topics				12
BUSINESS UNIT: 108010 APPLICATIONS (APPEALS)				
Requesters make appeals to the Information Commissioner of negative decisions by the heads of authority				60%
Acknowledge receipt of applications for review within 5 days				100%
Complete validation of applications for review within 3 weeks				95%
Compete and close valid applications within 4 months				95%
Publish Information Commissioner's decisions on www.ico.bm website within 10 days of being issued				100%
Number of judicial review cases appealed against decisions by the Information Commissioner				10% of total IC decisions
Reduce the number of invalid applications submitted to the Information Commissioner				50% reduction
Maintain strict confidentiality with respect to the ICO's work on reviews and comply with statutory confidentiality obligations				100%
BUSINESS UNIT: 108020 COMPLIANCE/BEST PRACTICE				
Publish all current 2016 Information Statements in publicly available database on www.ico.bm website by 1 August 2016				100%
Conduct audit review for compliance of Information Statements by 28 February 2017				95%
Complete investigations under s.57 within 4 months				95%
Complete project plan for the ICO's s.57(1) report on two-year review and investigation into general operation of the PATI Act across public authorities by 31 September 2016				Complete by 31 September 2016

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2014/15	ORIGINAL FORECAST 2015/16	REVISED FORECAST 2015/16	TARGET OUTCOME 2016/17
BUSINESS UNIT: 108020 COMPLIANCE/BEST PRACTICE - cont.				
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 2017				Complete by 31 March 2017
Organise and deliver quarterly best practice, leadership, and/or good governance events for public authorities				4
Conduct and complete a voluntary compliance audit of 1 public authority				Complete 1 by 31 August 2016
Respond to enquiries from public authorities on general questions about the PATI Act and its provisions				100
Provide official comment on any draft Bills which impact/impede PATI Act provisions				Ongoing
Propose beneficial legislative amendments to strengthen the PATI Act and Regulations				Ongoing
BUSINESS UNIT: 108030 PUBLIC AWARENESS				
Conduct general public education sessions on using the PATI Act (outside of Right to Know Day activities)				4 by 31 March 2017
Conduct targeted education sessions to interest groups				22 by 31 March 2017
Collaborate with local charities/advocacy organisations to co-sponsor public awareness event on information rights				1 by 31 March 2017
Feedback from education sessions rated good or excellent				80%
Conduct public educational events to commemorate Right to Know Day on 28 September through 1 October 2016				3
Conduct media interviews to commemorate Right to Know Day on 28 September through 1 October 2016				2
Sponsor secondary school essay, photo, or video contest for Right to Know Day				1
Engage in media interviews by Information Commissioner to promote awareness of PATI Act				20 by 31 March 2017
Social media ad campaigns outreach				30,000 people by December 2016
Social media ad post engagements				750 people by 31 December 2016
Unique visitors to our website, www.ico.bm				300 by 31 December 2016
Offer late opening hours at least 1 day per week				100%
Translate our public guides and flyers into Portuguese				Ongoing

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2014/15	ORIGINAL FORECAST 2015/16	REVISED FORECAST 2015/16	TARGET OUTCOME 2016/17
BUSINESS UNIT: 108030 PUBLIC AWARENESS - cont.				
Increase number of PATI requests year-over-year				↑ 30% by 31 December 2016
Respond to enquiries from the public on questions concerning the PATI Act and their rights				250
Develop and produce public awareness videos on PATI rights				2
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)				To be completed before year end