

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 reviews of 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 new 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		2017/18	2018/19	2018/19	2019/20	2018/19	
BUSINESS UNIT	DESCRIPTION	ACTUAL	ORIGINAL	REVISED	ESTIMATE	vs	
(1)	(2)	(\$000)	(\$000)	(\$000)	(\$000)	2019/20	%
		(3)	(4)	(5)	(6)	(7)	(8)
9801	GENERAL						
	108000 ADMINISTRATION	843	823	926	885	62	8
	108010 APPLICATIONS (APPEALS)	0	56	34	50	(6)	(11)
	108020 COMPLIANCE/BEST PRACTICES	0	59	60	7	(52)	(88)
	108030 PUBLIC AWARENESS	3	19	17	15	(4)	(21)
	TOTAL	846	957	1,037	957	0	0

SUBJECTIVE ANALYSIS OF CURRENT ACCOUNT ESTIMATES

EXPENDITURE						DIFFERENCE	
		2017/18	2018/19	2018/19	2019/20	2018/19	
OBJECT CODE	DESCRIPTION	ACTUAL	ORIGINAL	REVISED	ESTIMATE	vs	
(1)	(2)	(\$000)	(\$000)	(\$000)	(\$000)	2019/20	%
		(3)	(4)	(5)	(6)	(7)	(8)
	SALARIES	521	608	575	735	127	21
	TRAINING	5	25	29	4	(21)	(84)
	TRAVEL	14	18	19	9	(9)	(50)
	COMMUNICATIONS	10	25	25	22	(3)	(12)
	ADVERTISING & PROMOTIONS	3	19	8	8	(11)	(58)
	PROFESSIONAL SERVICES	239	186	291	116	(70)	(38)
	RENTALS	1	0	5	7	7	0
	REPAIR AND MAINTENANCE	17	26	19	12	(14)	(54)
	ENERGY	1	8	2	7	(1)	(13)
	MATERIALS & SUPPLIES	27	34	27	16	(18)	(53)
	EQUIPMT. (MINOR CAPITAL)	6	2	30	16	14	700
	OTHER EXPENSES	2	6	7	5	(1)	(17)
	TOTAL	846	957	1,037	957	0	0

EMPLOYEE NUMBERS (FULL-TIME EQUIVALENTS)

BUSINESS UNIT (1)	DESCRIPTION (2)	2017/18	2018/19	2018/19	2019/20 ESTIMATE (6)	DIFFERENCE	
		ACTUAL (3)	ORIGINAL (4)	REVISED (5)		2018/19 vs 2019/20 (7)	% (8)
108000	ADMINISTRATION	5	5	6	6	1	20
	TOTAL	5	5	6	6	1	20

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2017/18	ORIGINAL FORECAST 2018/19	REVISED FORECAST 2018/19	TARGET OUTCOME 2019/20
BUSINESS UNIT: 108000 ADMINISTRATION				
Publish and file with the Legislature the ICO's s.58 Annual Report by 31 March	Laid before Parliament in July 2018	Lay before Parliament by 31 March 2019	Lay before Parliament by 31 March 2019	Lay before Parliament by 31 March 2020
Complete yearly review of internal guides, procedures, and policy manuals and publish revised editions by 31 December	Not Achieved	31 December 2018	31 March 2019	31 December 2019
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 	1 Conference Attended	31 March 2019	2 Conferences Attended	3 Attended
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 	Achieved	31 March 2019	Achieved	Achieve by 31 March 2020
ICO to host 3 volunteers, interns, and/or work shadow candidates per year	0	3	1	3
Complete electronic and security audit by 31 September 2016	Not Achieved	Complete by 31 March 2019	Discontinue	Discontinue
Conduct monthly internal education sessions on best practices, information rights principles, or other professional development topics	6	12	6	12
Receive unqualified audit and publish Financial Statements	New measure	New measure	New measure	FY 2018-19 published by October 2020
Document application of new skill, knowledge or other value obtained from conferences and training attended by Information Commissioner and staff	New measure	New measure	New measure	100%
BUSINESS UNIT: 108010 APPLICATIONS (APPEALS)				
Requesters make appeals to the Information Commissioner of negative decisions by the heads of authority	90%	60%	60%	70%
Acknowledge receipt of applications for review within 5 days	100%	100%	100%	100%
Complete validation of applications for review within 3 weeks	65%	95%	75%	85%
Compete and close valid applications within 4 months	0%	80%	25%	40%
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	0%	10%	10%	10%
Reduce the number of invalid applications submitted to the Information Commissioner		Discontinued		
Maintain strict confidentiality with respect to the ICO's work on reviews and comply with statutory confidentiality obligations	100%	100%	100%	100%

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2017/18	ORIGINAL FORECAST 2018/19	REVISED FORECAST 2018/19	TARGET OUTCOME 2019/20
BUSINESS UNIT: 108020 COMPLIANCE/BEST PRACTICES				
Publish all current Information Statements in publicly available database on www.ico.bm website by 1 August	100%	100%	100%	100%
Conduct audit review for compliance of Information Statements by 28 February	Not Achieved	95%	Not Achieved	75%
Complete investigations under s.57 within 4 months	Not Applicable	95%	95%	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		Discontinued		
Begin ICO's review and investigation into general operation of the PATI Act across public authorities as required by s. 57(1) two years after Act comes into operation		Discontinued		
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		Complete by 31 March 2018	Complete by 31 March 2019	Complete by 31 March 2020
Organise and deliver quarterly best practice, leadership, and/or good governance events for public authorities	0	4	4	4
Develop self-assessment tool for public authorities to improve their Information Statements	New Measure	Publish by 31 March 2018	Publish by 31 March 2019	Discontinue
Respond to enquiries from public authorities on general questions about the PATI Act and its provisions	30	100	40	100
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	2	1	1
Conduct targeted education sessions to interest groups	1	10	5	10
Collaborate with local charities/advocacy organisations to co-sponsor public awareness event on information rights	1	1	0	1
Feedback from education sessions rated good or excellent	95%	90%	90%	90%

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2017/18	ORIGINAL FORECAST 2018/19	REVISED FORECAST 2018/19	TARGET OUTCOME 2019/20
BUSINESS UNIT: 108030 PUBLIC AWARENESS - cont.				
Conduct public educational events to commemorate Right to Know Day on 28 September	1	4	0	1
Conduct media interviews to commemorate Right to Know Day on 28 September	0	4	0	2
Sponsor secondary school essay, photo, or video contest for Right to Know Day	0	1	0	1
Engage in media interviews by Information Commissioner to promote awareness of PATI Act		Discontinued		
Social media ad campaigns outreach	13,500 people	60,000 people	15,000 people	50,000 people
Social media ad post engagements	200 engagements	800 engagements	300 engagements	800 engagements
Number of Google analytic sessions on ICO website	5,718	7,000	1,500	7,000
Average duration of Google analytic sessions on ICO website	2:21 minutes	2:30 minutes	2:30 minutes	2:30 minutes
Translate our public guides and flyers into Portuguese	Ongoing	Ongoing	Ongoing	Ongoing
Conduct annual research survey of public's awareness of PATI rights	1	1	1	Discontinue
Annual research survey shows increase in public's awareness of PATI rights	New measure	New measure	New measure	5% increase
Respond to enquiries from the public on questions concerning the PATI Act and their rights	30	100	40	100
Develop and produce public awareness videos on PATI rights	0	1	0	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

**CAPITAL ACCOUNT ESTIMATES
SCHEDULE C**

CAPITAL ACQUISITIONS

BUSINESS UNIT	DEPARTMENT/PROJECT/NOTE		ACTUAL 2017/18 (\$000) (3)	ORIGINAL ESTIMATE 2018/19 (\$000) (4)	REVISED ESTIMATE 2018/19 (\$000) (5)	ESTIMATE 2019/20 (\$000) (6)
(1)	(2)					
NON-MINISTRY DEPARTMENTS						
LEGISLATURE						
76407	AUDIO SYSTEM	R	12	0	0	0
76614	OFFICIAL PORTRAIT PAINTINGS	N	19	0	0	0
76661	DESKTOP PC AND PRINTER	N	23	0	0	0
76715	SECURITY SYSTEM	N	21	0	16	0
76767	COMPUTERIZED HANSARD	N	9	0	0	0
76894	WEBSITE	U	23	0	0	0
			107	0	16	0
OFFICE OF THE AUDITOR						
76605	COMPUTER EQUIPMENT	R	47	0	0	23
76615	OFFICE FURNITURE	R	22	0	0	0
			69	0	0	23
HUMAN RIGHTS COMMISSION						
76428	OFFICE FURNITURE	M	0	0	0	4
			0	0	0	4
PARLIAMENTARY REGISTRAR						
76844	OFFICE FURNITURE & EQPMT.	R	0	0	10	21
			0	0	10	21
OMBUDSMAN'S OFFICE						
76725	OFFICE FURNITURE & EQPMT.	N	11	16	16	0
76726	PHOTOCOPIER	R	0	0	0	4
76773	COMPUTER EQUIPMENT	R	0	0	0	1
			11	16	16	5
INFORMATION COMMISSIONER'S OFFICE						
76873	FURNITURE	N	0	0	0	10
76898	TELEPHONE SYSTEM	R	0	0	0	9
			0	0	0	19
			187	16	42	72
CABINET OFFICE DEPARTMENTS						
CABINET OFFICE						
76340	PHOTOCOPIER	R	0	0	1	0
			0	0	1	0
POST OFFICE						
76010	CANCELLING MACHINES	R	0	19	0	20
76013	CYCLES	R	0	12	12	0
76014	VAN	R	47	38	0	0
76395	POST OFFICE IT DEVELOPMENTS	U	186	0	0	0
76663	COMPUTER EQUIPMENT	R	23	9	8	24
			256	78	20	44
DEPT. OF STATISTICS						
76664	DESKTOP PC	N	0	0	0	6
			0	0	0	6
DEPT. OF HUMAN RESOURCES						
76781	OFFICE FURNITURE & EQPMT.	N	0	9	9	7
			0	9	9	7