

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		2016/17	2017/18	2017/18	2018/19	2017/18 vs 2018/19	
BUSINESS UNIT	DESCRIPTION	ACTUAL	ORIGINAL	REVISED	ESTIMATE	(\$000)	%
(1)	(2)	(\$000)	(\$000)	(\$000)	(\$000)	(7)	(8)
		(3)	(4)	(5)	(6)		
9801	GENERAL						
	108000 ADMINISTRATION	637	751	841	823	(18)	(2)
	108010 APPLICATIONS (APPEALS)	13	75	5	56	51	1,020
	108020 COMPLIANCE/BEST PRACTICES	0	96	85	59	(26)	(31)
	108030 PUBLIC AWARENESS	15	35	26	19	(7)	(27)
	TOTAL	665	957	957	957	0	0

SUBJECTIVE ANALYSIS OF CURRENT ACCOUNT ESTIMATES

EXPENDITURE						DIFFERENCE	
		2016/17	2017/18	2017/18	2018/19	2017/18 vs 2018/19	
OBJECT CODE	DESCRIPTION	ACTUAL	ORIGINAL	REVISED	ESTIMATE	(\$000)	%
(1)	(2)	(\$000)	(\$000)	(\$000)	(\$000)	(7)	(8)
		(3)	(4)	(5)	(6)		
	SALARIES	460	599	466	608	142	30
	WAGES	25	0	0	0	0	0
	TRAINING	31	15	15	25	10	67
	TRAVEL	22	34	34	18	(16)	(47)
	COMMUNICATIONS	4	11	17	25	8	47
	ADVERTISING & PROMOTIONS	16	22	15	19	4	27
	PROFESSIONAL SERVICES	64	204	333	186	(147)	(44)
	RENTALS	13	3	3	0	(3)	(100)
	REPAIR AND MAINTENANCE	14	35	30	26	(4)	(13)
	ENERGY	1	8	8	8	0	0
	MATERIALS & SUPPLIES	8	19	25	34	9	36
	EQUIPMT. (MINOR CAPITAL)	0	3	4	2	(2)	(50)
	OTHER EXPENSES	7	4	7	6	(1)	(14)
	TOTAL	665	957	957	957	0	0

EMPLOYEE NUMBERS (FULL-TIME EQUIVALENTS)

BUSINESS UNIT (1)	DESCRIPTION (2)	2016/17	2017/18	2017/18	2018/19 ESTIMATE (6)	DIFFERENCE		
		ACTUAL (3)	ORIGINAL (4)	REVISED (5)		2017/18 vs 2018/19 (7)	% (8)	
108000	ADMINISTRATION		5	5	4	5	1	25
	TOTAL		5	5	4	5	1	25

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2016/17	ORIGINAL FORECAST 2017/18	REVISED FORECAST 2017/18	TARGET OUTCOME 2018/19
BUSINESS UNIT: 108000 ADMINISTRATION				
Publish and file with the Legislature the ICO's s.58 Annual Report by 31 March	Lay before Parliament by 31 March 2018	Lay before Parliament by 31 March 2018	Lay before Parliament by 31 March 2018	Lay before Parliament by 31 March 2019
Complete yearly review of internal guides, procedures, and policy manuals and publish revised editions by 31 December	Not achieved	31 March 2018	31 March 2018	31 December 2018
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 	Achieved	31 March 2018	Achieved	31 March 2019
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 2018	Achieved	31 March 2019
ICO to host 3 volunteers, interns, and/or work shadow candidates per year	0	1	0	3
Complete electronic and security audit by 31 September 2016	Moved to next budget year	Complete by 31 March 2018	Moved to next budget year	Complete by 31 March 2019
Conduct monthly internal education sessions on best practices, information rights principles, or other professional development topics	6	12	5	12
BUSINESS UNIT: 108010 APPLICATIONS (APPEALS)				
Requesters make appeals to the Information Commissioner of negative decisions by the heads of authority	Data forthcoming	60%	Data forthcoming	60%
Acknowledge receipt of applications for review within 5 days	92%	100%	100%	100%
Complete validation of applications for review within 3 weeks	40%	95% - All posts will be filled by 31 December 2017	72%	95%
Compete and close valid applications within 4 months	20%	95% - All posts will be filled by 31 December 2017	20%	80%
Publish Information Commissioner's decisions on www.ico.bm website within 10 days of being issued	100%	90%	100%	100%
Number of judicial review cases appealed against decisions by the Information Commissioner	0%	10% of total IC decisions	0%	10%
Reduce the number of invalid applications submitted to the Information Commissioner	50% reduction	50% reduction	Achieved	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 2016/17	ORIGINAL FORECAST 2017/18	REVISED FORECAST 2017/18	TARGET OUTCOME 2018/19
BUSINESS UNIT: 108020 COMPLIANCE/BEST PRACTICE				
Publish all current Information Statements in publicly available database on www.ico.bm website by 1 August	100%	100%	100% by 31 March 2018	100%
Conduct audit review for compliance of Information Statements by 28 February	Moved to next budget year	95%	Moved to next budget year	95%
Complete investigations under s.57 within 4 months	N/A - no formal investigations opened	95% - All posts will be filled by 31 December 2017	N/A - no formal investigations opened	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	Ongoing	N/A to fiscal year 2017/18	Completed by 31 January 2018	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	New Measure	1	Achieved	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	Not achieved	Complete by 31 March 2018	Expected to be achieved	Complete by 31 March 2018
Organise and deliver quarterly best practice, leadership, and/or good governance events for public authorities	1	4	1	4
Conduct and complete a voluntary compliance audit of 1 public authority	Not achieved	N/A measure captured below	Discontinued - measure captured below	Discontinued - measure captured below
Develop self-assessment tool for public authorities to improve their Information Statements	New Measure	Publish by 31 March 2018	Moved to next budget year	Publish by 31 March 2018
Respond to enquiries from public authorities on general questions about the PATI Act and its provisions	92	100	25	100
Provide official comment on any draft Bills which impact/impede PATI Act provisions	Ongoing	N/A measure captured below	Discontinued - measure captured below	Discontinued - measure captured below
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

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2016/17	ORIGINAL FORECAST 2017/18	REVISED FORECAST 2017/18	TARGET OUTCOME 2018/19
BUSINESS UNIT: 108030 PUBLIC AWARENESS				
Conduct general public education sessions on using the PATI Act (outside of Right to Know Day activities)	0	2	1	2
Conduct targeted education sessions to interest groups	22	15	3	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	97%	80%	90%	90%
Conduct public educational events to commemorate Right to Know Day on 28 September	4	4	1	4
Conduct media interviews to commemorate Right to Know Day on 28 September	4	4	0	4
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	5	20	5	Discontinued
Social media ad campaigns outreach	76,722 people	60,000 people	30,000 people	60,000 people
Social media ad post engagements	584 engagements as of 31 March 2017	2000 engagements	750 engagements	800 engagements
Unique visitors to our website, www.ico.bm	3,586 visitors	Discontinued	Discontinued	Discontinued
Number of Google analytic sessions on ICO website	New measure	3,500	6,000	7,000
Average duration of Google analytic sessions on ICO website	New measure	2:30 minutes	2:20 minutes	2:30 minutes

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2016/17	ORIGINAL FORECAST 2017/18	REVISED FORECAST 2017/18	TARGET OUTCOME 2018/19
BUSINESS UNIT: 108030 PUBLIC AWARENESS - cont.				
Offer late opening hours at least 1 day per week	90%	95%	Discontinued	Discontinued
Translate our public guides and flyers into Portuguese	Ongoing	Ongoing	Ongoing	Ongoing
Increase number of PATI requests year-over-year	Achieved	Discontinue	Discontinued	Discontinued
Conduct annual research survey of public's awareness of PATI rights	New measure	1	Achieved	1
Respond to enquiries from the public on questions concerning the PATI Act and their rights	90	250	25	100
Develop and produce public awareness videos on PATI rights	1	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

CAPITAL ACQUISITIONS

SCHEDULE C

BUSINESS UNIT	DEPARTMENT/PROJECT/NOTE		ACTUAL 2016/17 (\$000) (3)	ORIGINAL ESTIMATE 2017/18 (\$000) (4)	REVISED ESTIMATE 2017/18 (\$000) (5)	ESTIMATE 2018/19 (\$000) (6)
(1)	(2)					
NON-MINISTRY DEPARTMENTS						
GOVERNOR AND STAFF						
76878	OFFICE FURNITURE & EQPMT.	R	13	0	0	0
			13	0	0	0
LEGISLATURE						
76661	DESKTOP PC AND PRINTER	N	0	28	28	0
76715	SECURITY SYSTEM	N	25	0	2	0
76767	COMPUTERIZED HANSARD	N	0	100	0	0
76879	OFFICE FURNITURE & EQPMT.	R	15	0	0	0
			40	128	30	0
OFFICE OF THE AUDITOR						
76605	COMPUTER EQUIPMENT	N	6	0	0	0
76615	OFFICE FURNITURE	R	1	22	22	0
			7	22	22	0
HUMAN RIGHTS COMMISSION						
76429	OFFICE EQUIPMENT	M	14	0	0	0
			14	0	0	0
PARLIAMENTARY REGISTRAR						
76675	DESKTOP PC AND PRINTER	N	0	4	0	0
76844	OFFICE FURNITURE & EQPMT.	R	16	0	0	0
			16	4	0	0
OMBUDSMAN'S OFFICE						
76725	OFFICE FURNITURE & EQPMT.	N	0	11	0	16
			0	11	0	16
INFORMATION COMMISSIONER'S OFFICE						
76873	FURNITURE	N	0	3	0	0
76874	COMPUTER SOFTWARE	N	27	0	0	0
			27	3	0	0
PRIVACY COMMISSIONER'S OFFICE						
76882	OFFICE FURNITURE & EQPMT.	N	0	37	0	0
76883	COMPUTER EQUIPMENT	N	0	60	0	0
			0	97	0	0
			117	265	52	16
CABINET OFFICE DEPARTMENTS						
CABINET OFFICE						
76340	PHOTOCOPIER	R	4	0	6	0
			4	0	6	0
POST OFFICE						
76010	CANCELLING MACHINES		0	0	0	19
76013	CYCLES	R	15	0	0	12
76014	VAN	R	0	42	42	38
76395	POST OFFICE IT DEVELOPMENTS	U	17	25	25	0
76663	COMPUTER EQUIPMENT	R	9	35	0	9
			41	102	67	78
DEPT. OF STATISTICS						
76811	PHOTOCOPIER	R	17	0	0	0
			17	0	0	0
DEPT. OF HUMAN RESOURCES						
76781	OFFICE FURNITURE & EQUIPMENT		0	0	0	9
			0	0	0	9