

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

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CURRENT ACCOUNT ESTIMATES

GENERAL SUMMARY

EXPENDITURE						DIFFERENCE	
PROG		2018/19	2019/20	2019/20	2020/21	2019/20	
BUSINESS UNIT	DESCRIPTION	ACTUAL	ORIGINAL	REVISED	ESTIMATE	vs	
(1)	(2)	(\$000)	(\$000)	(\$000)	(\$000)	2020/21	%
		(3)	(4)	(5)	(6)	(7)	(8)
9801	GENERAL						
	108000 ADMINISTRATION	884	885	927	1,015	130	15
	108010 APPLICATIONS (APPEALS)	18	50	7	20	(30)	(60)
	108020 COMPLIANCE/BEST PRACTICES	36	7	7	9	2	29
	108030 PUBLIC AWARENESS	9	15	16	17	2	13
	TOTAL	947	957	957	1,061	104	11

SUBJECTIVE ANALYSIS OF CURRENT ACCOUNT ESTIMATES

EXPENDITURE						DIFFERENCE	
		2018/19	2019/20	2019/20	2020/21	2019/20	
OBJECT CODE	DESCRIPTION	ACTUAL	ORIGINAL	REVISED	ESTIMATE	vs	
(1)	(2)	(\$000)	(\$000)	(\$000)	(\$000)	2020/21	%
		(3)	(4)	(5)	(6)	(7)	(8)
	SALARIES	511	735	696	733	(2)	(0)
	WAGES	63	0	23	0	0	0
	OTHER PERSONNEL COSTS	47	0	0	0	0	0
	TRAINING	21	4	4	5	1	25
	TRAVEL	19	9	6	15	6	67
	COMMUNICATIONS	18	22	19	28	6	27
	ADVERTISING & PROMOTIONS	0	8	9	8	0	0
	PROFESSIONAL SERVICES	184	116	144	102	(14)	(12)
	RENTALS	3	7	6	108	101	1,443
	REPAIR AND MAINTENANCE	14	12	12	13	1	8
	ENERGY	1	7	1	7	0	0
	CLOTHING, UNIFORMS & LAUNDRY	1	0	0	0	0	0
	MATERIALS & SUPPLIES	19	16	14	17	1	6
	EQUIPMT. (MINOR CAPITAL)	23	16	14	18	2	13
	OTHER EXPENSES	23	5	9	7	2	40
	TOTAL	947	957	957	1,061	104	11

EMPLOYEE NUMBERS (FULL-TIME EQUIVALENTS)

BUSINESS UNIT		2018/19 ACTUAL	2019/20 ORIGINAL	2019/20 REVISED	2020/21 ESTIMATE	DIFFERENCE 2019/20 vs 2020/21 %	
(1)	DESCRIPTION (2)	(3)	(4)	(5)	(6)	(7)	(8)
108000	ADMINISTRATION	6	6	6	6	0	0
TOTAL		6	6	6	6	0	0

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2018/19	ORIGINAL FORECAST 2019/20	REVISED FORECAST 2019/20	TARGET OUTCOME 2020/21
BUSINESS UNIT: 108000 ADMINISTRATION				
Publish and file with the Legislature the ICO's s.58 Annual Report by 31 March	Laid before Parliament by 31 March 2019	Lay before Parliament by 31 March 2020	Lay before Parliament by 31 March 2020	Lay before Parliament by 31 March 2021
Complete yearly review of internal guides, procedures, and policy manuals and publish revised editions by 31 December	Not Achieved	31 December 2019	31 March 2020	31 March 2021
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 	2 Attended	3 Attended	Discontinue	Discontinue
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	Achieve by 31 March 2020	Discontinue	Discontinue
ICO to host 3 volunteers, interns, and/or work shadow candidates per year	1	3	0	3
Conduct monthly internal education sessions on best practices, information rights principles, or other professional development topics	6	12	10	12
Receive unqualified audit and publish Financial Statements	New measure	FY 2018-19 published by October 2020	FY 2018-2019 published by July 2020	FY 2019-2020 published by March 2021
Document application of new skill, knowledge or other value obtained from conferences and training attended by Information Commissioner and staff	New measure	100%	100%	100%
Comply with statutory timeframes in responding to PATI requests	New measure	New Measure	New Measure	100%
Submit timely ICO Annual Return with annual updates	New measure	New Measure	New Measure	31 December
BUSINESS UNIT: 108010 APPLICATIONS (APPEALS)				
Requesters make appeals to the Information Commissioner of negative decisions by the heads of authority	60%	70%	70%	Discontinue
Acknowledge receipt of applications for review within 5 days	100%	100%	100%	100%
Complete validation of applications for review within 3 weeks	73%	85%	93%	85%
Compete and close valid applications within 4 months	40%	40%	46%	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	8%	10%	10%	10%
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 2018/19	ORIGINAL FORECAST 2019/20	REVISED FORECAST 2019/20	TARGET OUTCOME 2020/21
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%	Discontinue	Discontinue
Conduct audit review for compliance of Information Statements by 28 February	Not Achieved	75%	50%	85%
Complete investigations under s.57 within 4 months	Not applicable	95%	Not applicable	95%
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 2020	Complete by 31 March 2020	Complete by 31 March 2021
Organise and deliver quarterly best practice, leadership, and/or good governance events for public authorities	Achieved	4	4	4
Develop self-assessment tool for public authorities to improve their Information Statements	Achieved	Discontinue	Discontinue	Discontinue
Respond to enquiries from public authorities on general questions about the PATI Act and its provisions	40	100	50	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	5	10	4	10
Collaborate with local charities/advocacy organisations to co-sponsor public awareness event on information rights	1	1	1	1
Feedback from education sessions rated good or excellent	90%	90%	90%	90%

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2018/19	ORIGINAL FORECAST 2019/20	REVISED FORECAST 2019/20	TARGET OUTCOME 2020/21
BUSINESS UNIT: 108030 PUBLIC AWARENESS - cont.				
Conduct public educational events to commemorate Right to Know Day on 28 September	0	1	8	8
Conduct media interviews to commemorate Right to Know Day on 28 September	0	2	3	3
Sponsor secondary school essay, photo, or video contest for Right to Know Day	0	1	0	1
Social media ad campaigns outreach	8,305	50,000 people	30,000 people	30,000 people
Social media ad post engagements	102 engagements	800 engagements	400 engagements	400 engagements
Number of Google analytic sessions on ICO website	4,074	7,000	5,000	5,500
Average duration of Google analytic sessions on ICO website	1:56 minutes	2:30 minutes	2:00 minutes	2:00 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	Discontinued	Discontinued	Discontinued
Annual research survey shows increase in public's awareness of PATI rights	6% increase	5% increase	5% increase	2% increase
Respond to enquiries from the public on questions concerning the PATI Act and their rights	40	100	50	75
Develop and produce public awareness videos on PATI rights	0	1	1	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)	Ongoing	Ongoing	Ongoing	Ongoing