# HEAD 98 INFORMATION COMMISSIONER'S OFFICE

**CURRENT ACCOUNT ESTIMATES**

## 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 PROG BUSINESS UNIT | DESCRIPTION | 2020/21 ACTUAL ($000) | 2021/22 ORIGINAL ($000) | 2021/22 REVISED ($000) | 2022/23 ESTIMATE ($000) | DIFFERENCE 2021/22 vs 2022/23 ($000) | DIFFERENCE 2021/22 vs 2022/23 % |
|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| **9801** | **GENERAL** | | | | | | |
| | 108000 ADMINISTRATION | 778 | 917 | 885 | 1,017 | 100 | 11 |
| | 108010 APPLICATIONS (APPEALS) | 9 | 30 | 30 | 30 | 0 | 0 |
| | 108020 COMPLIANCE/BEST PRACTICES | 0 | 20 | 5 | 0 | (20) | (100) |
| | 108030 PUBLIC AWARENESS | 13 | 23 | 15 | 1 | (22) | (96) |
| | **TOTAL** | **800** | **990** | **935** | **1,048** | **58** | **6** |

## SUBJECTIVE ANALYSIS OF CURRENT ACCOUNT ESTIMATES

| EXPENDITURE OBJECT CODE | DESCRIPTION | 2020/21 ACTUAL ($000) | 2021/22 ORIGINAL ($000) | 2021/22 REVISED ($000) | 2022/23 ESTIMATE ($000) | DIFFERENCE 2021/22 vs 2022/23 ($000) | DIFFERENCE 2021/22 vs 2022/23 % |
|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| | SALARIES | 550 | 684 | 631 | 823 | 139 | 20 |
| | TRAINING | 2 | 3 | 2 | 0 | (3) | (100) |
| | TRAVEL | 0 | 2 | 0 | 0 | (2) | (100) |
| | COMMUNICATIONS | 13 | 19 | 18 | 18 | (1) | (5) |
| | ADVERTISING & PROMOTIONS | 2 | 11 | 8 | 1 | (10) | (91) |
| | PROFESSIONAL SERVICES | 112 | 139 | 146 | 87 | (52) | (37) |
| | RENTALS | 71 | 74 | 71 | 60 | (14) | (19) |
| | REPAIR AND MAINTENANCE | 17 | 14 | 15 | 22 | 8 | 57 |
| | ENERGY | 5 | 8 | 8 | 8 | 0 | 0 |
| | MATERIALS & SUPPLIES | 8 | 13 | 11 | 7 | (6) | (46) |
| | EQUIPMT. (MINOR CAPITAL) | 20 | 19 | 24 | 21 | 2 | 11 |
| | OTHER EXPENSES | 0 | 4 | 1 | 1 | (3) | (75) |
| | **TOTAL** | **800** | **990** | **935** | **1,048** | **58** | **6** |

## EMPLOYEE NUMBERS (FULL-TIME EQUIVALENTS)

| BUSINESS UNIT (1) | DESCRIPTION (2) | 2020/21 ACTUAL (3) | 2021/22 ORIGINAL (4) | 2021/22 REVISED (5) | 2022/23 ESTIMATE (6) | DIFFERENCE 2021/22 vs 2022/23 (7) | % (8) |
|---|---|---|---|---|---|---|---|
| 108000 | ADMINISTRATION | 6 | 6 | 7 | 7 | 1 | 17 |
| | **TOTAL** | **6** | **6** | **7** | **7** | **1** | **17** |

## HEAD 98 INFORMATION COMMISSIONER'S OFFICE - continued

### Performance Measures

| MEASURE/INDICATOR | ACTUAL OUTCOME 2020/21 | ORIGINAL FORECAST 2021/22 | REVISED FORECAST 2021/22 | TARGET OUTCOME 2022/23 |
|---|---|---|---|---|
| **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 2021 | Lay before Parliament by 31 March 2022 | Lay before Parliament by 31 March 2022 | Lay before Parliament by 31 March 2023 |
| Complete yearly review of internal guides, procedures, and policy manuals and publish revised editions by 31 December | Ongoing | 31 March 2022 | 31 March 2022 | 31 March 2023 |
| ICO to host 3 volunteers, interns, and/or work shadow candidates per year | 0 | 1 | 0 | 1 |
| Conduct monthly internal education sessions on best practices, information rights principles, or other professional development topics | 10 | 10 | 10 | 10 |
| Receive unqualified audit and publish Financial Statements | Achieved | FY 2020-2021 tabled by June 2022 | FY 2020-2021 tabled by June 2022 | FY 2020-2021 tabled by June 2023 |
| 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 | 100% | 100% | 100% | 100% |
| Submit timely ICO Annual Return with annual updates | Achieved | 31-Dec | 31-Dec | 31-Dec |
| **BUSINESS UNIT: 108010 APPLICATIONS (APPEALS)** | | | | |
| Acknowledge receipt of applications for review within 5 days | 92% | 100% | 90% | 100% |
| Complete validation of applications for review within 3 weeks | 72% | 75% | 75% | 75% |
| Compete and close valid applications within 4 months | 18% | 50% | 35% | 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 | 10% | 10% | 10% | 10% |
| Maintain strict confidentiality with respect to the ICO's work on reviews and comply with statutory confidentiality obligations | 100% | Discontinue | Discontinue | Discontinue |

## HEAD 98 INFORMATION COMMISSIONER'S OFFICE - continued

### Performance Measures

| MEASURE/INDICATOR | ACTUAL OUTCOME 2020/21 | ORIGINAL FORECAST 2021/22 | REVISED FORECAST 2021/22 | TARGET OUTCOME 2022/23 |
|---|---|---|---|---|
| **BUSINESS UNIT: 108020 COMPLIANCE/BEST PRACTICES** | | | | |
| Conduct audit review for compliance of Information Statements by 28 February | Not achieved | 85% | 85% | 85% |
| Complete investigations under s.57 within 4 months | Not achieved | Discontinue | Discontinue | 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 2022 | Complete by 31 March 2022 | 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 | 40 | 50 | 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 | 1 | 2 | 2 | 3 |
| Collaborate with local charities/advocacy organisations to co-sponsor public awareness event on information rights | 1 | 1 | 1 | 2 |
| Feedback from education sessions rated good or excellent | 100% | 90% | 90% | 90% |

## HEAD 98 INFORMATION COMMISSIONER'S OFFICE - continued

### Performance Measures

| MEASURE/INDICATOR | ACTUAL OUTCOME 2020/21 | ORIGINAL FORECAST 2021/22 | REVISED FORECAST 2021/22 | TARGET OUTCOME 2022/23 |
|---|---|---|---|---|
| **BUSINESS UNIT: 108030 PUBLIC AWARENESS - cont.** | | | | |
| Conduct public educational events to commemorate Right to Know Day on 28 September | 1 | 3 | 3 | 3 |
| Conduct media interviews to commemorate Right to Know Day on 28 September | 2 | 2 | 2 | 2 |
| Sponsor secondary school essay, photo, or video contest for Right to Know Day | Not achieved | Discontinue | Discontinue | Discontinue |
| Social media ad campaigns outreach | 192,300+ reaches | 100,000 post/page reaches | 100,000 post/page reaches | 100,000 post/page reaches |
| Social media ad post engagements | 9,100+ engagements | 6,000 engagements | 6,000 engagements | 6,000 engagements |
| Number of Google analytic sessions on ICO website | 6,067 | 3,000 | 3000 | 3000 |
| Average duration of Google analytic sessions on ICO website | 0:52 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 | Stayed the same | 2% increase | 2% increase | 2% increase |
| Respond to enquiries from the public on questions concerning the PATI Act and their rights | 27 | 30 | 30 | 30 |
| Develop and produce public awareness videos on PATI rights | 4 | 1 | 1 | 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) | Not achieved | Ongoing | Ongoing | Ongoing |