BE informed!

BE included!

BE involved!

Make a PATI request!

Information Commissioner's Office
Maxwell Roberts Building, 4th Floor
One Church Street
Hamilton, HM 11

info@ico.bm | 543-3700

www.ico.bm

The Information Commissioner's Office (ICO) is an independent public office that promotes and oversees the use of the Public Access to Information (PATI) Act 2010 in Bermuda.

Information Commissioner's Office ICO

I WANT TO KNOW!

HOW TO MAKE A PATI REQUEST

Information Commissioner's Office ICO

WHAT IS A PATI REQUEST?

A PATI request is a written request for access to a record held by a public authority.

WHAT RECORDS DO YOU WANT?

Think about the information you are looking for and how a public authority documents that information. It may be in a report, policy memo, manual, budget, procurement document, letter, meeting minutes, email, bank statement, map or diagram, film or microfilm, videotape or sound recording.

DECIDE WHICH PUBLIC AUTHORITY PROBABLY HAS THE RECORDS THAT YOU WANT.

A list of the 200+ public authorities can be found at www.ico.bm.
No need to worry if you are unsure. Public authorities have a duty under the PATI Act to assist requesters to find the right office or to transfer a request to the correct office.

SUBMIT YOUR WRITTEN PATI REQUEST TO THE PUBLIC AUTHORITY.

The PATI request should be in writing. It can be given to anyone in that public authority, but directing it to the public authority's Information Officer will make your request easier to track.

WHEN YOU GET YOUR DECISION – WHAT NOW?

If you receive a record under the PATI Act, it can be used and shared as public information for everyone. A disclosure under the PATI Act is a disclosure to the world.

If you disagree with the initial decision, you have the right to:

- An internal review by the head of the public authority;
- An independent review by the Information Commissioner; and
- Seek leave for judicial review by the Supreme Court.

THE 1-2-3 OF SUBMITTING A PATI REQUEST

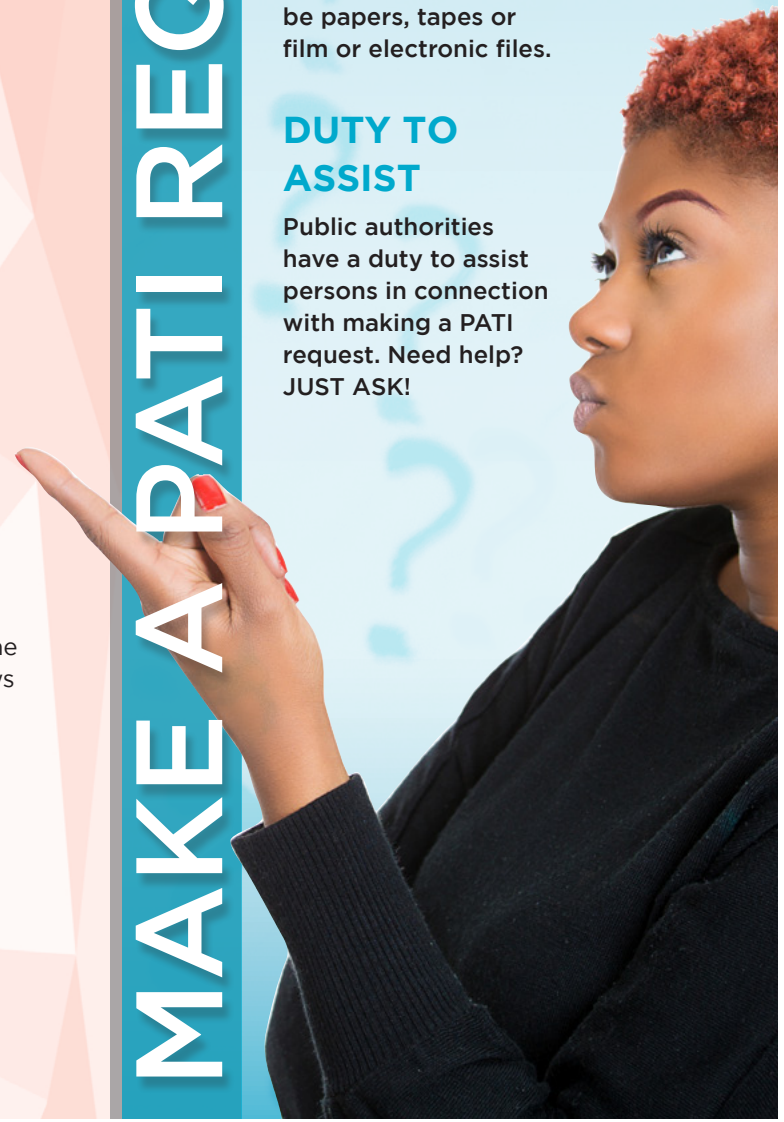
1. **Put it in writing.** *(email and letters are fine)*
2. **Be specific** and describe the records enough so the Information Officer knows what you are looking for.
3. **Say how you want to receive** the information. *(electronic copies are free)*

www.ico.bm

MAKE A PATI REQUEST

WHAT IS A 'RECORD'?

A 'record' under the PATI Act includes information recorded in any format. It can be papers, tapes or film or electronic files.

DUTY TO ASSIST

Public authorities have a duty to assist persons in connection with making a PATI request. Need help? JUST ASK!