STAFF MEETING MINUTES	
IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); LaKai Dill (LD), Acting Deputy Information Commissioner; Answer Styannes (AS), Senior Investigation Officer; Tikitta Suhartono (TS), Manager – Finance & Administration; Sheena Bassett (SB), Project Officer; Ian Cameron (IAN), T/A Investigation Officer; Caitlin Conyers (CC), T/R Investigation Officer | **ABSENT:** Kentisha Tweed (KT), Investigation Officer	**DATE:** Wednesday, 6 December 2023 **TIME:** 9:40am – 11:00am **TAKEN BY:** LD

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	GG led a holiday event game with small token gifts for everyone.	None
2. Staff Meeting Minutes	1. The November meeting minutes were approved by email. 2. The October minutes were prepared for SB to publish, and LD would confirm when the November minutes were ready.	• Publish Oct-Nov by 15 Dec • Draft Dec by 8 Dec
3. Review Team	1. Review statistics as of 30 November 2023 were as follows: ▪ Total applications: 295 ▪ Pending investigations: 47 ▪ Pending validation: 3 ▪ Closed – decided: 175 ▪ Closed – resolved: 32 ▪ Closed – invalid: 31 ▪ Closed – abandoned: 7 ▪ Decisions pending compliance: 11 [updated 7 Dec] In November 2023, the ICO: ▪ received 5 new applications ▪ issued 5 decisions ▪ resolved 1 case ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. No matters were under judicial review. 3. Decision 40/2023 highlighted how a PATI request for someone's own personal information could involve other individual's personal information and under PATI the person might not be entitled to all of the record. The BPS complied shortly after the Order.	None

	4. The background to Decision 41/2023 was of significant public interest about the government's strategy on property purchases and 'fronting' non-Bermudians. In this case, a property had been gifted to the BHC for them to benefit from ownership and rent. The IC considered whether to release the identity of the owner and purchaser in the records. The requester raised public interest arguments about learning why a case had not been prosecuted. A newspaper article reported on it today. The Decision will be posted on our website today. 5. Decision 42/2023 dealt with the exemption on secrecy provisions for a PATI request about betting entities. Most entities were no longer operating but in tax arrears. The IC upheld the OTC's decision to not release more records due to a secrecy provision. The OTC had already released total values of betting tax arrears but had not specified the portions per entity. 6. Decision 43/2023 was about a PATI request for the requester's own personal information. Notably, the request was not framed clearly enough, and the BPS had not consulted with the requester. The requester had an email they wanted released under PATI, and once the ICO understood this, the ICO did a supervised search. The BPS will issue a new initial decision shortly, as required by the Order. 7. The review team were actively working to progress the backlog.	
4. Finance/Administration	1. An update to the building security system was discussed. 2. Staff were asked to review their leave balances that TS will provide and return them signed by the end of the year. This was in support of the ICO's audit requirements. 3. An update on the FY2024-25 budget process was given. It will be online. Next Wednesday TS and GG would be out for most of the day to input the ICO's budget onto the ZBB website using a government-networked computer at the HRC. LD would join in the afternoon for training. 4. An extension for the rental lease will be sought to cover the fiscal year. 5. For the teambuilding event last month, SB asked for staff to send her any photos taken.	None
5. Human Resources	1. An Administrative Assistant post has been advertised and applications being accepted, with a target to have the new staff in place by the end of the fiscal year. 2. The hiring of a non-ministry comptroller has been finalised. The postholder was currently in the Accountant General's Department and likely in place by April. They have offered to assist on budget and audit queries.	None
6. Compliance	1. For the annual return, all the public authorities have received the initial email with the package. An FAQ was set up on our 'annual return' webpage and would be updated as queries come in. Staff were reminded that all queries related to annual return should be sent to SB (and if by email to stats@). The A/DIC managed the process with SB. The IC also commended LD and SB for simplifying the form with some new useful requests (e.g., the authority should say whether the PATI request being reported was a transfer or received directly from the requester). GG, LD and SB also had discussed our 'best practice' queries on multi-year contracts with OPMP's	None

	Director, which helped with updating our annual return guidance for public authorities. The updated package and guidance were posted on our website. 2. An in-person IC quarterly briefing, on consulting requesters, will be held tomorrow, and about 20 persons were expected to attend. The review team were stood down on attending to progress cases.	
7. Outreach/Education	1. For the annual report, SB has begun to plan for a shorter process due to the earlier April legislative break. Staff were asked to be flexible if asked to assist. The staff photo would be rescheduled for January. 2. A combined press release for Decisions 41-43/2023 was being prepared to issue tomorrow. SB noted that the newspaper had already released information about Decision 41/2023. 3. A holiday card was being prepared to the usual distribution list.	None
8. IC Update	1. An update on the cyberattack impact on the government's operations was discussed. A query was received about the government's capacity for making good decisions in response to PATI requests about the cyberattack (i.e., how to prevent sensitive material being released where the decision maker might not have the expertise to assess risks in disclosure). 2. The IC noted that this month was very busy for her on progressing matters related to all areas of the IC's mandate. A fuller IC update would be shared in due course.	None
9. A.O.B.	None	None
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Review Team	[redacted]	None
Human Resources	[redacted]	None

	[redacted]	
Outreach/Education	[redacted]	None