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	2022/23 ACTUAL ($000)	2023/24 ORIGINAL ($000)	2023/24 REVISED ($000)	2024/25 ESTIMATE ($000)	DIFFERENCE 2023/24 vs 2024/25 ($000)	DIFFERENCE 2023/24 vs 2024/25 %
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
9801	GENERAL						
108000	ADMINISTRATION	991	1,069	1,225	1,100	31	3
108010	APPLICATIONS (APPEALS)	152	0	41	0	0	0
108020	COMPLIANCE/BEST PRACTICES	0	1	6	10	9	900
108030	PUBLIC AWARENESS	6	8	6	7	(1)	(13)
	TOTAL	**1,149**	**1,078**	**1,278**	**1,117**	**39**	**4**

SUBJECTIVE ANALYSIS OF CURRENT ACCOUNT ESTIMATES

EXPENDITURE OBJECT CODE	DESCRIPTION	2022/23 ACTUAL ($000)	2023/24 ORIGINAL ($000)	2023/24 REVISED ($000)	2024/25 ESTIMATE ($000)	DIFFERENCE 2023/24 vs 2024/25 ($000)	DIFFERENCE 2023/24 vs 2024/25 %
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	SALARIES	783	860	909	965	105	12
	WAGES	0	0	60	0	0	0
	TRAINING	0	5	9	0	(5)	(100)
	TRAVEL	3	0	10	5	5	0
	COMMUNICATIONS	16	18	19	19	1	6
	ADVERTISING & PROMOTIONS	6	3	2	2	(1)	(33)
	PROFESSIONAL SERVICES	219	54	100	56	2	4
	RENTALS	71	71	92	8	(63)	(89)
	REPAIR AND MAINTENANCE	16	22	24	22	0	0
	ENERGY	8	9	11	9	0	0
	MATERIALS & SUPPLIES	9	11	11	9	(2)	(18)
	EQUIPMT. (MINOR CAPITAL)	17	23	26	15	(8)	(35)
	OTHER EXPENSES	1	2	5	7	5	250
	TOTAL	**1,149**	**1,078**	**1,278**	**1,117**	**39**	**4**

EMPLOYEE NUMBERS (FULL-TIME EQUIVALENTS)

BUSINESS UNIT (1)	DESCRIPTION (2)	2022/23 ACTUAL (3)	2023/24 ORIGINAL (4)	2023/24 REVISED (5)	2024/25 ESTIMATE (6)	DIFFERENCE 2023/24 vs 2024/25 (7)	% (8)
108000	ADMINISTRATION	7	8	9	9	1	13
	TOTAL	**7**	**8**	**9**	**9**	**1**	**13**

HEAD 98 INFORMATION COMMISSIONER'S OFFICE - continued

Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2022/23	ORIGINAL FORECAST 2023/24	REVISED FORECAST 2023/24	TARGET OUTCOME 2024/25
BUSINESS UNIT: 108000 ADMINISTRATION				
Publish and file with the Legislature the ICO's s.58 Annual Report by 31 March	Achieved	Lay before Parliament by 31 March 2024	Lay before Parliament by 31 March 2024	Lay before Parliament by 31 March 2025
Complete yearly review of internal guides, procedures, and policy manuals and publish revised editions by 31 March	Not achieved	31 March 2024	31 March 2024	31 March 2025
Host 3 volunteers, interns, and/or work shadow candidates per year	1	1	2	1
Conduct monthly internal education sessions on best practices, information rights principles, or other professional development topics	7	10	10	10
Receive unqualified audit and publish Financial Statements	FY 2021-2022 audit was ongoing	FY 2022-2023 tabled by June 2024	FY 2021-2022 tabled by 31 March 2024	FY 2022-2023 and 2023-2024 tabled by 31 March 2025
Document application of new skill, knowledge or other value obtained from conferences and training attended by Information Commissioner and staff	100%	100%	100%	100%
Comply with statutory timeframes in responding to PATI requests	94%	100%	100%	100%
Submit timely ICO Annual Return with annual updates	Achieved within grace period (10 January 2023)	31 December 2023	2 January 2024	31 December 2024
BUSINESS UNIT: 108010 APPLICATIONS (APPEALS)				
Acknowledge receipt of applications for review within 5 days	86%	100%	100%	100%
Complete validation of applications for review within 3 weeks	76%	80%	80%	80%
Complete and close valid applications within 4 months	28%	50%	50%	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	0%	10%	10%	10%

HEAD 98 INFORMATION COMMISSIONER'S OFFICE - continued

Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2022/23	ORIGINAL FORECAST 2023/24	REVISED FORECAST 2023/24	TARGET OUTCOME 2024/25
BUSINESS UNIT: 108020 COMPLIANCE/BEST PRACTICES				
Conduct audit review for compliance of Information Statements by 28 February	Not achieved	20%	20%	20%
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	Achieved in part	Complete by 31 March 2024	Complete by 31 March 2024	Complete by 31 March 2025
Organise and deliver quarterly best practice, leadership, and/or good governance events for public authorities	4	4	4	4
Respond to enquiries from public authorities on general questions about the PATI Act and its provisions	23 (100% responded to in 3 working days)	Discontinued	Discontinued	Discontinued
Respond to enquiries from public authorities on general questions about the PATI Act and its provisions within 3 working days	New measure	100% of enquiries	90% of enquiries	100% of enquiries
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	Consulted on PATI/PIPA harmonising	Ongoing	Ongoing	Ongoing
Propose beneficial legislative amendments to strengthen the PATI Act and Regulations	Proposed for PATI Act and Regulations amendments	Ongoing	Consulted on agreed PATI Act and Regulations amendments	Ongoing
BUSINESS UNIT: 108030 PUBLIC AWARENESS				
Conduct general public education sessions on using the PATI Act (outside of Right to Know Day activities)	2	1	2	1
Conduct targeted education sessions to interest groups	2	3	3	3
Collaborate with local charities/advocacy organisations to co-sponsor public awareness event on information rights	0	2	1	2
Receive feedback from education sessions rated good or excellent	100%	90%	90%	90%

Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2022/23	ORIGINAL FORECAST 2023/24	REVISED FORECAST 2023/24	TARGET OUTCOME 2024/25
BUSINESS UNIT: 108030 PUBLIC AWARENESS - cont.				
Conduct public educational events to commemorate Right to Know Day on 28 September	1	3	1	1
Conduct media interviews to commemorate Right to Know Day on 28 September	3	2	2	2
Social media ad campaigns outreach	117,000 post/page reaches	100,000 post/page reaches	100,000 post/page reaches	100,000 post/page reaches
Social media ad post engagements	2,700 engagements	6,000 engagements	6,000 engagements	6,000 engagements
Number of sessions on ICO website	7,800	3,000	10,000	10,000
Average duration of sessions on ICO website	2:03 minutes	2:00 minutes	3:00 minutes	3:00 minutes
Translate our public guides and flyers into Portuguese	2	1	1	1
Respond to enquiries from the public on questions concerning the PATI Act and their rights within 3 working days	100% of 41 enquiries	100% of enquiries	90% of enquiries	100% of enquiries
Develop and produce public awareness videos on PATI rights	1	Discontinued	Discontinued	Discontinued
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	Discontinued	Discontinued	Discontinued