## **ICO 2023 Annual Return**

Public authority: Office of the Privacy Commissioner

Submitted by: Georgia Fevriere, Information Officer, Assistant Commissioner (Operations),

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### PART 1) I CONFIRM THAT MY PUBLIC AUTHORITY...

# **PATI** requests

- 1. Received new PATI requests this year: No
- 2. Had pending PATI requests carried over from 2022 with outcomes reported in 2023: No
- 3. Can show a list of all our PATI requests received if someone asked to view it today: No, because no PATI requests were ever received
  - We track our PATI requests by using: a digital tracker housed on our system (out of IDT's control)

## **Expenses**

- 4. Has put in the Official Gazette all required details for all qualifying contracts with a total value of \$50k and more: Not yet, but we sent them for the Cabinet Office to gazette and I enclose the draft copy as proof | sign-off: As support, I enclose our accounting officer's email that affirms, to the best of their knowledge, the status of our contract gazette notices is accurately stated here
  - notice IDs: Click or tap here to enter text.
  - other: Click or tap here to enter text. Can make available our latest quarterly expenditures if someone
    asked to view them today: Yes, but first I need to compile them in a format for public viewing

#### **General information**

- 5. Ensured our Information Statement:
  - a. Was reviewed at least once this year to check its contents were current: Yes, and I enclose the latest copy
  - b. Described our current structure and organisation: Yes, and our org. chart was included
  - c. Described our current governing legislation (and any other relevant law): Yes
  - d. Described our current functions, powers and duties: Yes
  - e. Acknowledged our PATI obligations: Yes, based on what the ICO's information statement guidance stated at para.20
  - f. Summarised our services and ongoing programmes: Yes
  - g. Described the classes of records we hold (in sufficient detail): Yes
  - h. Described all administrative and operational manuals we use to carry out our activities and deliver our services: Yes
  - Described all decision-making documents (policy, rules, guidelines) we use: No, because we have no written ones
  - j. Described anything else to support the public's right to access our information: No, because it was covered in other parts
  - k. Gave our designated Information Officer's contacts: Yes
- 6. Made our updated Information Statement available this year:
  - a. Via our online presence: Yes, and it's on our website www.privacy.bm/pati
  - b. To the ICO: Yes, and I enclose the latest copy
  - c. For anyone to inspect in-person at our office: Yes
    - The street address of our main office is: I Church Street, Hamilton
  - d. By sending it to the Bermuda National Library: Yes
  - e. By sending it to the Bermuda Archives: Yes
  - f. By ensuring all current locations to view it has been gazetted: No, but I commit to do so by 31-Mar-24 Click or tap here to enter text.
- 7. Has voluntarily informed the general public about our activities and functions this year, beyond what the law says we must do: Yes, and it's on our website

www.privacy.bm

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Alexander White, HoD 28 Dec 2023