

Information Statement

Public Authority: Bermuda Dental Board

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Introduction to Your Rights under Public Access to Information

This document is the Information statement for the Bermuda Dental Board (the Board). In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority, and a right to amend their personal information held by a public authority if it is incorrect or misleading. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

How to make a request

Requests for information, or to amend your personal information, must be made using the application form, and submitted in person to the Ministry Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines.

Key, including definitions

- Board means the Bermuda Dental Board
- Ministry means the Ministry of Health and Seniors
- PATI means Public Access To Information
- Square brackets [], refer to sections of the PATI Act, unless another Act is indicated

Section A: Structure, Organization and Governing Legislation [s5(1)a]

Governing Legislation:

Dental Practitioners Act, 1950. The Board is established and governed by legislation under the Ministry responsible for Health.

Structure of Authority (text, and figure if latter useful):

The Board consists of seven members, of whom five are registered dental practitioners, one is a registered dental hygienist, and one is a barrister/attorney. One of the five registered dental practitioners is the Senior Dental Officer who is the executive officer of the Board.

[Dental Practitioners Act, s5(3)]

Please see the Government website for the list of current members at <https://www.gov.bm/government-boards-and-committees>; then select current Boards and Committees and then search for the Bermuda Dental Board.

Section B1: Legislated functions, powers, duties of the Authority [s5(1)b]

Functions of the Board under the Dental Practitioners Act [sections 5(1A), 8(1-6), 9(1-2), 13-17] are:

The general function of the Board shall be to ensure high standards of professional competence and conduct in the practice of dentistry in Bermuda. Specific duties include, to:

- a. establish qualification and training requirements for the registration of practitioners;
- b. recommend the registration of individuals who meet the established qualifications and training requirements for registration in the professions dentistry, dental technology, dental hygiene and dental assisting.
- c. appoint examiners, as required, for persons applying for registration as dental practitioners, dental technicians, dental hygienists, or dental assistants.
- d. recommend the registration of individuals, as specialists, who meet the established qualifications and training requirements for registration in the accepted specialties of dentistry.
- e. decide actions to be taken in cases of professional misconduct which have been referred for action by the Dental Professions Complaints Committee.
- f. decide conditions to be met in cases where individuals have applied for restoration of registration.
- g. to establish the following documents: A statement of Conduct [s12B, the Act] for practitioners to abide by; an annual report [s27A, the Dental Practitioners Act].

Section B2: Obligations under PATI Act [s5(1)b]

(same for all public authorities)

Obligations of the Authority under the PATI Act

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - a. General information, e.g. activities of the Authority
 - b. Log of all information requests and their outcome
 - c. Quarterly expenditure (upon request) [s6(5)]
 - d. Contracts valued at \$50,000 or more.

3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
7. To conduct an **internal review** if formally requested [part 5]
8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. To **do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
 - a. **Managing Fees** for Requests for information
 - b. Management and maintenance of **records**
 - c. **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
12. To **designate an officer** to be the person to whom requests are directed [s62]

Section C: Services and Programmes provided [s5(1)c]

Insert a summary of services and programmes provided by the authority:

Services

1. The registration of dental practitioners (dentists, hygienists, and technicians). As described in section B1(b) above
2. Investigation of complaints against practitioners (dentists, hygienists, and technicians). As described in section B1(be) above

Programmes. Not applicable - the Board has no programmes.

Section D: Records held [s5(1)d]

Insert list and description of the classes of records held by the authority:

Registration Records

1. *The Dental Practitioners Register.* (Gazetted annually). Government of Bermuda. (Public Access). The Register is a list of practitioners authorized to practice in Bermuda. It is an electronic database, an official copy of which is Gazetted every year.
2. *Registration Applications.* (Exemption section 23 – Personal Information). Records application information such as qualifications and work experience.

Activities of the Board

3. *Meeting minutes of the Board.* (2009 to current). Bermuda Dental Board. (Public Access with personal identifiers redacted). Records the business addressed and attendance.
4. *Annual Report of the Board.* (2011 to current). Bermuda Dental Board. (Public Access with personal identifiers redacted). Summarizes the activities of the Board for the preceding year including attendance.

Section E: Administration manuals [s5(1)e]

Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:

1. *Bermuda Dental Board Examination Manual* (2011). Bermuda Dental Board. (Public Access). Describes the process and requirements for examination of dentists, hygienists, and technicians. It is intended for use by dentists, hygienists, and technicians in preparation for qualifying examinations.
2. *Registration and Re-registration Guidelines* (Oct, 2009). (Public Access). Describes the process for applicants to register with the Board. It is intended for use by the applicants.

Section F: Decision-making documents [s5(1)f]

Insert list and description of all policies and guidelines for decision making in respect to any person:

1. The following legislation governs the powers, functions and procedures of the Board. These documents are available online: www.bermudalaws.bm
 - a. *Dental Practitioners Act* (1950). Government of Bermuda. (Public Access). The legislation that governs the power, functions and procedures of the Board.
 - b. *Dental Practitioners (Registration) Regulations* (1950). Government of Bermuda. (Public Access).
 - c. *Dental Hygienists Regulations* (1950). Government of Bermuda. (Public Access).
 - d. *Dental Technicians Regulations* (1962). Government of Bermuda. (Public Access).
2. *Standards of Practice for Dental Practitioners* (2014). Bermuda Dental Board. (Public Access). Describes the ethical and practice standards to which practitioners are required to abide.

Section G: How to Contact the Information officer and Make a Request [s5(1)g and (h)]

Insert name and contact information:

How to make a request for information, or to amend your personal information

Requests must be made using the application form and submitted in person to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

Contact	PATI Information Officer, Dr. Peek-Ball c/o Administration Assistant Ministry of Health and Seniors Office of the Chief Medical Officer <i>Re: Dental Board</i>
Hand deliver to	Continental building, 25 Church Street, Hamilton
Mail*	PO Box HM 380, Hamilton HM BX, Bermuda
Email*	OfficeofCMO@gov.bm Add subject line: <i>PATI request re Dental Board</i>
Telephone	278-4904/ 278-4968

* Note requests for information will only be accepted for submissions made in-person so as to verify the requestor's identity

Section H: Further Information [s5(1)h]

Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:

1. **About us** is available on the Bermuda Health Council's website at: <http://www.bhec.bm/professionals/professional-bodies/> select Dentistry. This includes the list of registered practitioners..
2. The **legislation** listed may be found at Bermuda Laws Online www.bermudalaws.bm.
3. **Financial Information.** As with all statutory boards, the fees for services and the remuneration of board members for service is governed by the following legislation:
 - a. Government Fees Act, 1965; and the Government Fees Regulations, 1976. The Act governs the charging of fees to applicants for services. The Regulations lists the fees for the services.
 - b. Government Authorities (Fees) Act, 1971. The Act governs the remuneration of body members for services. In brief: the Chair receives \$100, and other members receive \$50, per meeting. Public Officers receive no monies.

Section I: Other Information As Prescribed [s5(1)i]

At Aug 2016 the Regulations do not specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)]. Note for this authority, there is no power to enter into any contracts.
3. **Expenditure:** Quarterly expenditure will be provided upon request. Other than remuneration to members for attending meetings, as described in section H (3) above, the Authority has no expenses.
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(2-5), PATI Act]:

Locations of Information Statement (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bdlg, 25 Church st, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
 - PATI website <https://www.gov.bm/public-access-information-pati> Y
 - Authority's website – there is no website for the authority n/a
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

Date Information Statement was updated:

Date: 1st November 2016

Sign:



Name:

C. Nzabalinda,

Post:

Ex Officio, Bermuda Dental Board

Ends