



**GOVERNMENT OF BERMUDA**

**NON-MINISTRY  
GOVERNMENT HOUSE**

**PATI Information Statement**

**Name of Public Authority:** The Office of the Governor, including the Deputy Governor's Office

**Introduction:**

The Public Access to Information 2010 (PATI) legislation was designed to make central Government, and the larger public sector, more open and accountable by giving the public the legally enforceable right to request and access information subject to limited and prescribed exemptions. Each public authority is required to produce an information statement that gives the public an overview of the types of information accessible through the public authority. This information statement provides information on the functions and services of the Office of the Governor and the classes of records held.

Through this Information Statement the Office of the Governor hopes to provide assurance to the public that it is operating in line with best practices both locally and internationally.

The following information is not accessible, due to requirements of security or confidentiality, or exemption under the PATI Act 2010:

Information held in personnel files, unless that information is requested by the person themselves (subject to certain instances where disclosure may be allowed);

Exemptions according to the Act:

**Health or safety:** where disclosure would endanger the physical or mental health or the safety of an individual

**Information received in confidence**

**Cabinet documents**

**Ministerial responsibility:** where disclosure of records could undermine free and frank discussion and advice between Ministers, or between Ministers and public officers, in the course of their public duties

**Deliberations of public authorities:** where disclosure could undermine free and frank discussion and advice during the course of the deliberative process

**Operations of public authorities:** where disclosure could prejudice the effectiveness of operations of public authorities

Records for which disclosure could have an adverse effect on the **financial and economic interests** of Bermuda

**National security, defence and international relations** (e.g. Bermuda Regiment Aide Memoirs, Standard Operating Procedures)

**Governor’s responsibilities and communications with the United Kingdom**

**Law enforcement records:** where disclosure of certain types of information would prejudice law enforcement efforts or would endanger a person’s life or safety

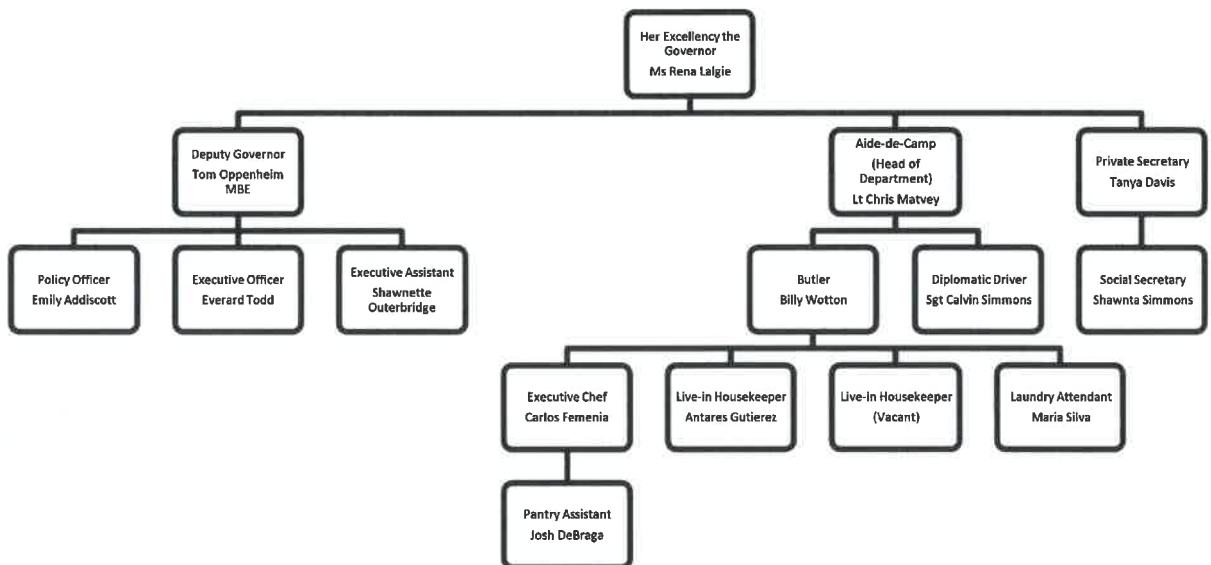
**Legal professional privilege:** where disclosure of records would be exempt from production in legal proceedings on the basis of legal professional privilege

Records for which disclosure would be in **contempt of court or a breach of parliamentary privilege**

**Disclosure prohibited by other legislation**

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

### The Office of the Governor Organisational Chart Jan 2024



## Legislation

Main legislation: The Bermuda Constitution 1968, sections 17 to 25.

Secondary legislation: See list at appendix A

## Section B: 1) Functions, powers, duties of the Authority [s5(1)b]

The **Mission Statement** of the Office of the Governor is to work in partnership with other Government Departments and the community for a stable, prosperous and well-governed Bermuda.

The **Governor of Bermuda** is appointed by His Majesty The King on the advice of the British Prime Minister. He/she is responsible for the matters set out in the Bermuda Constitution, and for such other matters as The King, through his Ministers in London, assigns to him/her.

The Constitution reserves to the Governor responsibility for external affairs, defence (including the armed forces), internal security and the police, except insofar as he/she chooses to delegate. The Governor is the Commander-in-Chief of the Royal Bermuda Regiment and is also responsible for certain public appointments: the Attorney General, the Chief Justice, members of the Judiciary, the Secretary to the Cabinet, the Auditor General, the Director of Public Prosecutions, the Ombudsman, the Commanding Officer of the Royal Bermuda Regiment, the Commissioner of Police and the Deputy Commissioner of Police, the Information Commissioner and the Privacy Commissioner.

British Ministers expect Governors to ensure, in all the Overseas Territories, high standards of probity, governance and adherence to international obligations and to protect key values, such as the independence of the judiciary, the political impartiality of the public service, and integrity in the administration of justice. All Governors in the Overseas Territories are expected to work in close partnership with the locally elected Governments.

The **Deputy Governor** is appointed by the Governor in pursuance of instructions given by His Majesty The King through a Secretary of State. The Deputy Governor acts as Governor during the Governor's absences assuming his/her full constitutional and other responsibilities.

The Deputy Governor assists the Governor in the exercise of his/her functions relating to matters for which he/she is constitutionally responsible namely, the selection process for certain public appointments, external affairs, defence (including armed forces), internal security, and the police. In particular, the Deputy Governor chairs or is a member of various

committees charged with work under these broad headings. He/She represents the Governor on the Emergency Measures Organization Executive Committee.

As a member of the Foreign, Commonwealth and Development Office (FCDO), the Deputy Governor is responsible to the Governor for ensuring that Bermuda meets the international obligations which the UK has assumed on its behalf, such as in relation to marine, aviation, environment and human rights issues. He/She also processes applications for naturalisation and registration as British Overseas Territories Citizens.

### Section B: 2) Obligations under PATI Act [s5(1)b]

To provide an **information statement** for the public and promulgate it [s5],

- 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:
  - General information, e.g. activities of the Authority
  - Log of all information requests and their outcome
  - Quarterly expenditure (upon request) [s6(5)]
  - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- 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]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
  - **Fees** for Requests for information
  - Management and maintenance of **records**
  - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

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

#### **Services:**

- Naturalisations and Registrations
- Presentation of King's Certificates and Badges of Honour and Long-Service Awards to Police, Fire, Corrections and Regiment
- Housing of overseas guests (Government officials, members of the Royal Family, Foreign, Commonwealth and Development Office officials)

### **Section D: Records and documents held [s5(1)d]**

Employee personnel files

Vendor Files

Files relating to various matters held by the Deputy Governor's office

### **Section E: Administration (all public access) manuals [s5(1)e]**

Conditions of Employment and Code of Conduct

Employment Act 2000

Public Service Superannuation Act 1981

Financial Instructions

BPSU Collective Agreement

BIU Collective Agreement

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

Legislation as per Section A above

### **Section G: The Information officer [s5(1)g]**

Deputy Governor

Government House

11 Langton Hill

Pembroke HM 13

Bermuda

Tel: (441) 292 3600

Email: [governmenthouse@gov.bm](mailto:governmenthouse@gov.bm)

**Section H: Any Other Information [s5(1)h]**

The Office of the Governor, in addition to being an integral part of the Government of Bermuda, is also the Foreign, Commonwealth & Development Office’s representation in Bermuda. United Kingdom Government documents are not covered by PATI legislation; the UK does however have its own legislation: Freedom of Information Act 2000 (<http://www.legislation.gov.uk/ukpga/2000/36/contents>)

**Section I: Any Other Information To be Provided? [s5(1)i]**

**Further information** can be found on the Government House portal page –[The Governor of Bermuda | Government of Bermuda](#)

**Legislation** listed may be found at Bermuda Laws Online – [www.bermudalaws.bm](http://www.bermudalaws.bm)

**Annual expenditure** for the past fiscal year can be found in the online Budget Book at [70686\\_Budget Book 2023-2024 final pdf \(www.gov.bm\)](#): then search for “Governor and Staff”.

**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(1-5), PATI Act]:

**Date Information Statement was updated:** 10 January 2024

**Locations of Information Statement:**

*Confirm copies of Information Statement are available at the following sites:*

- Your principal office: [The Office of the Governor](#) Y/N
- The Bermuda National Library; Y/N
- The Bermuda Archives; Y/N
- Available electronically, Y/N
- Website for public authority  
([www.gov.bm/governor-bermuda](http://www.gov.bm/governor-bermuda) or  
[www.gov.bm/public-access-information-pati](http://www.gov.bm/public-access-information-pati)). Y/N
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y/N
- With the Information Commissioner. Y/N

**Sign and Date:**



12/1/24