



GOVERNMENT OF BERMUDA
MINISTRY OF NATIONAL SECURITY

PATI Information Statement

Name of Public Authority: Ministry of National Security Headquarters

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 Ministry of National Security Headquarters and the classes of records held.

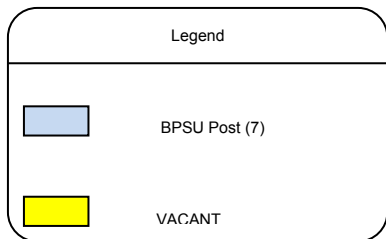
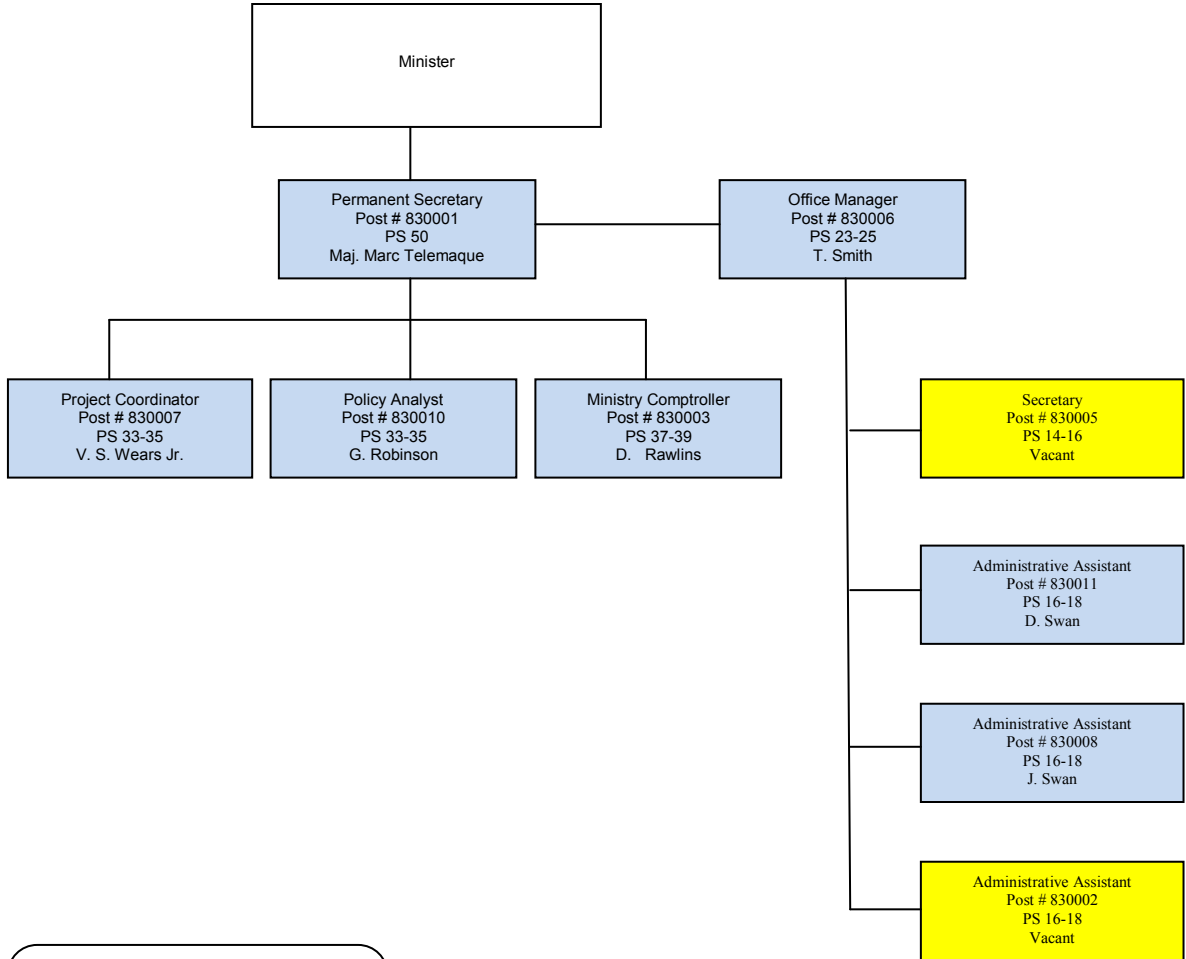
Section A: Structure, Organization and Legislation [s5(1)a]

The Ministry of National Security comprises several departments and agencies, including Ministry Headquarters, the Department of Border Control, the Bermuda Fire and Rescue Service, the Bermuda Post Office, the National Drug Commission and delegated responsibilities for the Bermuda Police Service and the Bermuda Regiment.

The department heads report directly to the Secretary for National Security. In addition, the Ministry has responsibility for any statutory bodies or committees that may be appointed by the Minister from time to time. These boards report to the Minister through the Secretary.

The Ministry of National Security Headquarters is the coordinating body for the Departments that fall under the National Security banner. The Ministry Headquarters executes its duties by employing seven full-time employees.

MINISTRY OF NATIONAL SECURITY HEADQUARTERS – HEAD 83 ORGANISATION CHART



Legislation

Bermuda Constitution 1968

Police Act 1974

Defence Act 1965

Bermuda Fire and Rescue Service Act 1982

Criminal Code 1907

Proceeds of Crime Act 1997

Police Complaints Authority Act 1998

Police and Criminal Evidence Act 2006

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

The mission of the Ministry of National Security is, “To protect and enhance the welfare of our community effectively, efficiently and equitably.” In pursuit of this mission, the Ministry develops programmes and provides services that relate to public safety and border control in Bermuda.

The Ministry of National Security provides leadership, oversight and coordination in the: development of traditional and innovative approaches to address Ministry business; programme management and departmental operations within the Ministry; and, formulation and implementation of policy and legislation within the Ministry.

Roles and Responsibilities

The Ministry of National Security Headquarters is responsible for providing advice on the formulation of policy within the Departments and public bodies regulated by the Ministry. Headquarters must also direct and coordinate operations and the activities within the Ministry including Public Safety, and Border Control.

The primary objectives of the Ministry of National Security are:

- To provide secure, efficient and sensitive border control; and,
- To support the Bermuda Police Service in their efforts to decrease crime and combat the rise in anti-social behaviour in our community.

Related Organizations

Government departments and agencies which fall under the Ministry of National Security include:

- The Bermuda Post Office,
- The National Drug Commission,
- The Department of Border Control; and,
- The Bermuda Fire and Rescue Service.

Additionally, the Ministry has delegated responsibility for:

- The Bermuda Police Service;
- Police Complaints Authority; and,
- The Bermuda Regiment.

To learn more about any of the public bodies for which this Ministry has responsibility, refer to the Information Statement published by the respective organization. Information Statements can be found online or at the physical address of the public body. They are also published yearly in the Official

Gazette.

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 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]

The Ministry of National Security Headquarters does not have traditional programmes and services. However, it does have oversight on a number of programmes and services from the departments within its remit which can be reviewed on each department's information statements.

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

FILE NO.	TITLE
83	File List – Ministry Headquarters
83-1	Acting Appointment (Minister)
83-1a	Acting Appointments (staff)
83-2	Minister & Permanent Secretary (Leave)
83-3	Cost of Overseas Trips for Min. & PS
83-4	Approval for Travel (staff)

83-5	Invitations to Minister
83-5a	Invitations to Permanent Secretary
83-6	General Correspondence
83-7	Misc.
83-9	Bills / Regulations / Legislation
83-10	Press Statements / Remarks
83-11	Ministerial Statements / Briefs / Motions
83-12	Parliamentary Questions
83-13	Legislative Agenda
83-15	Budget
83-16	Budget Briefs
83-17	Zero Based Budgeting
83-18	Business Plans
83-19	Performance Appraisals & Job Forward Plans
83-20	Probation Reports
83-21	Position ID Forms
83-22	New Appointment Forms
83-23	Job Descriptions / Evaluations
83-24	Security Vetting Procedures
83-25	Vacant Posts
83-26	Heads of Department Minutes
83-27	Minutes of Other Meetings
83-28	Boards & Committees (appointment)
83-28(1)	Parole Board
83-28(2)	Treatment of Offenders Board
83-28(3)	Police Complaints Authority
83-28(4)	Fire Service Advisory Board
83-28(5)	Stamp Design Advisory Committee
83-28(6)	War Veterans Commission
83-29	Uniform Services / Joint Services
83-30	Contracts (Consultants)
83-31	Civil Service Executive (CSE)
83-32	Staff Training/Courses (Learning Labs, etc.)
83-33	Reports (prepared by Ministry)
83-34	Public Safety
83-35	Resume & Letters
83-36	Office Equipment - Manuals, Brochures, Contracts, Service Agreements
83-40	Card Access Forms
83-41	Network Access Forms
83-42	Legal Matters
83-43	Speech from the Throne
83-45	Subscriptions
83-49	Human Resources – Job Applications / Temporary Relief / Recommendations / Review Committee
83-51	Legislation Committee Meetings
83-52	PATI – Public Access to Information
83-53	Gangs / Anti Crime / Cease Fire / Street Safe
83-54	Vacation Leave Tracking
83-56	Accident Investigation Reports
83-57	NAMLC – National Anti Money Laundering Committee

83-58	Parliamentary Joint Select Committee
83-60	Maritime Security
83-61	Congratulatory / Obituary Statements
83-62	Security and Defence Review
83-63	House of Assembly
83-64	Bar Owners
83-65	Marijuana
83-66	Cash for Gold

BOARDS

83-BD1	Government Boards & Committees Forms
83-BD3	Police Complaints Authority – Correspondence
83-BD4	Fire Service Advisory Board – Correspondence
83-BD5	Bermuda Regiment – Defence Board
83-BD6	Permanent Police Tribunal
83-BD9	National Security Council
83-BD10	Parole Board
83-BD11	Treatment of Offenders Board
83-BD12	Prison Officers Association

BERMUDA FIRE SERVICE – HEAD 45

45	Bermuda Fire Service – General Correspondence
45-1	Bermuda Fire Service – Capitol Development
45-2	Bermuda Fire Service – Budget
45-3	Bermuda Fire Service – Amalgamation
45-4	Discipline Regulations
45-5	National Fire & Rescue Service
45-6	Fire Service Amendment Act 2007
45-7	Hamilton Fire Service Lease Agreement
45-8	Bermuda’s Emergency Service System

BERMUDA POLICE SERVICE – HEAD 07

07	Bermuda Police Service – General Correspondence
07-1	Bermuda Police Reports
07-2	Bermuda Police Service – Capitol Development
07-3	Bermuda Police Service – Budget
07-4	Bermuda Police Association
07-5	Sexual Assault Response Team (SART)
07-6	Negotiations
07-7	Association of Caribbean Commissioners of Police
07-8	Financial Intelligence Unit
07-9	Neighbourhood Watch
07-10	Electronic Monitoring

BERMUDA REGIMENT – HEAD 06

06	Bermuda Regiment – General Correspondence
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- 06-1 Bermuda Regiment – Band
- 06-2 Bermuda Regiment – Budget
- 06-3 Bermuda Regiment – Capitol Development
- 06-4 Bermuda Regiment – Manpower
- 06-5 Bermuda Regiment – Overseas Camps
- 06-6 Bermuda Regiment – World Cup of Cricket
- 06-7 Bermuda Volunteer (Reserve Force) Act 1939
- 06-8 War Veterans / Pensions
- 06-9 Defense

DEPARTMENT OF CUSTOMS – HEAD 12
(Border Control)

- 12 Dept. of Customs (Border Control)

DEPARTMENT OF CORRECTIONS – HEAD 25

- 25 Department of Corrections – General Correspondence
- 25-1 Inmate files
- 25-2 Repatriation

BERMUDA POST OFFICE HEAD 13

- 13 Bermuda Post Office – General Correspondence

NATIONAL DRUG COMMISSION – HEAD 88

- 88 National Drug Commission – General Correspondence

GOVERNMENT MINISTRIES / DEPARTMENTS

- Head 08 Public Service Commission
- Head 09 Cabinet Office
- Head 10 Ministry of Finance
- Head 11 Accountant General's Department
- Head 12 Customs
- Head 14 Department of Statistics
- Head 16 Ministry of Education
- Head 19 Archives
- Head 21 Ministry of Health
- Head 23 Child & Family Services
- Head 26 Department of Human Resources
- Head 29 Registry General
- Head 32 Department of Planning
- Head 33 Tourism
- Head 34 Transport Control Department
- Head 48 Ministry of Transport
- Head 38 Office of the Tax Commissioner
- Head 51 Department of Communications & Information
- Head 56 Department of Human Affairs

Head 74	Court Services
Head 71	Ministry of Youth, Families, Sport & Community Development
Head 75	Department of Public Prosecutions (DPP)
Head 82	Works & Engineering
Head 87	Ministry of Justice
Head 94	Ministry of Economy, Trade & Industry

QUASI-GOVERNMENT AGENCIES & OTHER COMPANIES

100-1	Bermuda Ombudsman
100-2	West End Development Corporation (WEDCO)
100-3	Hamilton Bermuda At Its Best (Corporation of Hamilton)
100-4	Corporation of St. George's
100-5	Commonwealth Parliamentary Association (CPA)
100-6	Youth Net
100-7	Emergency Measures Organisation
100-8	Disaster Preparedness
100-9	Caribbean Community Secretariat - National Security and Law Enforcement
100-10	BIBA
100-11	PRIDE
100-12	Bermuda Employers' Council
100-13	CARICOM – IMPACS
100-14	Leadership by Design
100-15	Mason Communications
100-16	BLERG (Bermuda Law Enforcement Review Group)
100-17	Crime Stoppers
100-18	Bermuda Chamber of Commerce
100-19	Adult Education
100-21	Bermuda Cricket Board
100-22	Government House

ACTS

ACT – 1	Defence Act 1965
ACT – 2	Fire Services Act
ACT – 3	Parole Board Act
ACT – 4	Police Act 1974
ACT – 5	Prison Act 1979
ACT - 6	Liquor Licence Amendment Act 1997
ACT - 7	The Explosive Substances Act 1974
ACT – 8	Police Complaints Authority 1998

BILLS

Code	
BILL – 1	Payments (misc.)
BILL – 3	Bermuda Waterworks
BILL – 4	Complete Office
BILL – 5	Office Solutions
BILL – 6	World View Travel

BILL – 7	Bermuda Security Group
BILL – 8	Computer City
BILL – 10	Subsistence / hotel / travel / reimbursement (staff)
BILL – 12	Coffee Works
BILL – 13	Cell One
BILL – 14	Police Complaints Authority (fees)
BILL – 15	AF Smith Trading
BILL – 17	Digicel
BILL – 18	Budget Virements
BILL – 19	Tops
BILL – 21	Thermax Bermuda Ltd
BILL – 22	TBI
BILL – 24	Bermuda Press
BILL – 26	Market Place
BILL – 27	Marc Telemaque (misc. travel)
BILL – 29	Bermuda Broadcasting
BILL – 32	WOW
BILL – 34	Telco – fax
BILL – 35	Public Transportation Board
BILL – 36	Barnes Locksmith
BILL – 38	TOOB
BILL – 39	Parole Board
BILL – 40	Gas Mileage
BILL – 44	Credit Card Statements

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

The Ministry of National Security Headquarters holds a final copy of each department’s policy and procedure manuals which can be reviewed on each department’s information statements.

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

Depending on the scope of the decision to be made, the Ministry Headquarters will use one of the following methods to reach a decision.

Boards or Committees – Normally used when the policy or initiative considered has a number of stakeholders across several departments. Boards and committees are appointed by the Minister and report to the Minister through the Secretary for National Security. Current boards include:

- Inter-Agency Gang Task Force

Public Consultation – Normally used when input from the public is essential in the decision making process. Public consultation is especially useful when the subject matter is of heightened public interest. Opinions from the public can be fielded through written submissions or from public meetings. Recent instances of public consultation include:

- Community Action in Gang Prevention
- East End Fire Safety meeting

Decisions by Cabinet – Where a decision requires a financial outlay of more than \$50,000, the decision

must be agreed by Cabinet. Likewise, decisions that are cross-Ministry or that have a far-reaching effect on the public must be considered by Cabinet. The deliberations of the Cabinet are confidential and exempt from the Public Access to Information law.

Internal review – Normally used when the Government is seeking to be proactive regarding new policies or initiatives, or amendments to existing policies or initiatives. The results of these reviews often lead to further decision making methods as outlined above. Recent internal reviews include:

- Defence Act Review
- Fire Service Review
- Gang interdiction

In all cases, the Ministry of National Security Headquarters must adhere to Government wide manuals and guidance regarding decision making processes.

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

Information Officer:
Ms. Toniiae Smith

Physical Address:
Ministry of National Security
1st Floor
Government Administration Building
30 Parliament Street
Hamilton, HM12
Bermuda

Mailing Address:
P.O. Box HMI364
Hamilton
HMFY
Bermuda

Telephone:
441-297-7819

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441-295-4780

Web Address:
www.gov.bm

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tnsmith@gov.bm

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

Classes Of Information Not Generally Disclosed

While the primary objective of PATI legislation is to promote a culture of openness and transparency

within central government, there is certain information that will not be released to the public.

The Ministry of National Security will not release to the public any information that could compromise security or confidentiality requirements or information that is exempt from disclosure under PATI legislation subject to a public interest test. Such information exemptions include:

- a. Health or safety, where disclosure would endanger the physical or mental health or the safety of an individual;
- b. Personal information, subject to certain instances where disclosure may be allowed;
- c. Commercial information, for example trade secrets or contractual negotiations;
- d. Information received in confidence;
- e. Cabinet documents, including official records of deliberations or decisions;
- f. 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;
- g. Deliberations of public authorities, where disclosure could undermine free and frank discussion and advice during the course of the deliberative process;
- h. Operations of public authorities, where disclosure could prejudice the effectiveness of operations of public authorities e.g. with respect to negotiating positions and industrial relations, or in relation to investigations, inquiries or audits conducted by public authorities;
- i. Records for which disclosure could have an adverse effect on the financial and economic interests of Bermuda;
- j. National security, defence, and international relations;
- k. Governor's responsibilities and communications with the United Kingdom;
- l. Law enforcement records for which disclosure of certain types of information would prejudice law enforcement efforts or would endanger a person's life or safety;
- m. Legal professional privilege, where disclosure of records would be exempt from production in legal proceedings on the basis of legal professional privilege;
- n. Records for which disclosure would be in contempt of court or a breach of parliamentary privilege; and
- o. Disclosure prohibited by other legislation.

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

The Ministry of National Security Headquarters has a vast amount of information on its website, www.gov.bm We urge the public in their quest for information or data to make the above stated website their starting point.

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: *March 16, 2015*

Locations of Information Statement:

Copies of Information Statement are available at the following sites:

Your principal office: (Ministry of National Security Headquarters)	Y/N
The Bermuda National Library;	Y/N
The Bermuda Archives;	Y/N

Available electronically,	Y/N
Website for public authority (www.gov.bm).	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: