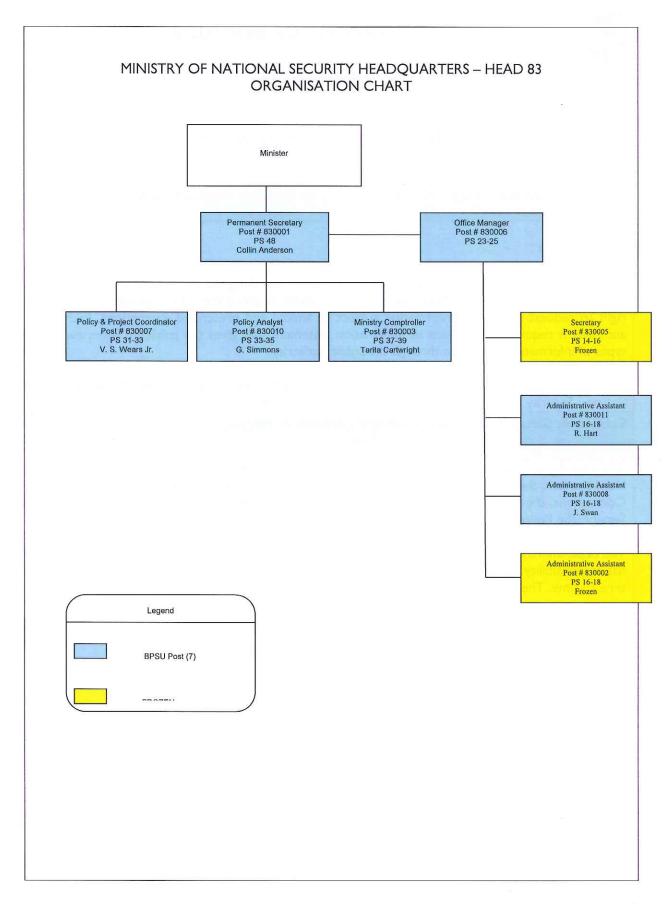


GOVERNMENT OF BERMUDA MINISTRY OF NATIONAL SECURITY

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 Customs, the Bermuda Fire and Rescue Service, the Department of Corrections, the Department of Immigration, and delegated responsibilities for the Bermuda Police Service, the Police Complaint Authority, and the Royal 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.



Legislation

Bermuda Constitution 1968

Police Act 1974

Defence Act 1965

Bermuda Fire and Rescue Service Act 1982

Bermuda Immigration And Protection Act 1956

Criminal Code 1907

Proceeds of Crime Act 1997

Police Complaints Authority Act 1998

Police and Criminal Evidence Act 2006

Prison Act 1974

Prison Rules 1979

Section B: 1) 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:

- Department of Corrections;
- Department of Customs;
- Department of Immigration; and
- The Bermuda Fire and Rescue Service.

Additionally, the Ministry has delegated responsibility for:

- The Bermuda Police Service;
- Immigration Appeals Tribunal;
- Board of Immigration;
- The Parole Board;

- The Treatment of Offenders Board;
- War Veterans Commission;
- Police Complaints Authority; and
- The Royal 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]

MINISTRY - NATIONAL SECURITY **FILING LIST** MINISTRY HEADQUARTERS - HEAD 83 FILE NO. TITLE 83 File List - Ministry Headquarters Acting Appointment (Minister) 83-I 83-1a Acting Appointments (staff) Minister & Permanent Secretary (Leave) 83-2 Cost of Overseas Trips for Min. & PS 83-3 83-4 Approval for Travel (staff) / Overseas Travel Expense Claim Form 83-5 Invitations to Minister Invitations to Permanent Secretary 83-5a 83-6 General Correspondence 83-7 Misc. 83-9 Bills / Regulations / Legislation Press Statements / Remarks 83-10 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 Performance Appraisals & Job Forward Plans 83-19 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 83-27(a) Cabinet Cybersecurity Committee meeting 83-28 Boards & Committees (forms) Parole Board 83-28(1) Treatment of Offenders Board 83-28(2) 83-28(3) Police Complaints Authority 83-28(4) Fire Service Advisory Board War Veterans Commission 83-28(6) E Commerce Advisory Board 83-28(7) 83-28 (8) Board of Immigration 83-28 (9) Immigration Tribunal Appeal 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)

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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 / Secondments
83-51 Legislation Committee Meetings
83-52 PATI – Public Access to Information
83-53 Gangs / Anti Crime / Cease Fire / Street Safe, G.R.E.A.T.
83-54 Vacation Leave Tracking
83-56 Accident Investigation Reports
83-57 NAMLC - National Anti Money Laundering Committee
83-57(a) NAMLC - Cabinet Committee meetings
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 drug forms
83-66 Cash for Gold
83-67 Confiscated Assets Fund/Cash Back / Proceeds of Crime
83-68 Annual Report of Accidents/Occupational Illness
83-69 Cybersecurity
83-69(a) Cabinet Cybersecurity Committee
83-69(b)
               Crypto Currency
83-69(c)
               FinTech / Hub Culture (Cyber Currency)
83-70 Ministerial Gift & Hospitality Disclosure Form
83-71
       PeaceBuilders
Updated: February 2019
File:psafety/ts/documents:filelist updated February 2019
BOARDS
83-BD1 Rota Visits (Corrections)
83-BD2
83-BD3 Police Complaints Authority - Correspondence
83-BD4 Fire Service Advisory Board – Correspondence
83-BD5 Bermuda Regiment - Defence Board
83-BD6 Permanent Police Tribunal
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83-BD9 National Security Council						
83-BD10	Parole Board – Misc.					
83-BD10(a)	Parole Board (Westgate) Parole Consideration Hearing					
83-BD10(b)	Parole Board (Prison Farm & Co-Ed) Parole Consideration Hearing					
83-BD10(c)	Parole Board – Parole Review Hearing					
83-BD11	Treatment of Offenders Board – Misc.					
83-BD11(a)	TOOB (Westgate) Parole Consideration Hearing					
83-BD11(b)	TOOB (Prison Farm & Co-Ed) Parole Consideration Hearing					
83-BD12	Prison Officers Association					
BERMUDA	FIRE SERVICE – HEAD 45					
45 Bei	Bermuda Fire Service – General Correspondence					
45-I Bei	Bermuda Fire Service – Capitol Development					
45-2 Bei	Bermuda Fire Service – Budget					
45-3 Be	Bermuda Fire Service – Amalgamation					
45-4 Dis	Discipline Regulations					
45-5 Na	National Fire & Rescue Service					
45-6 Fire	Fire Service Amendment Act 2007					
45-7 Ha	Hamilton Fire Service Lease Agreement					
45-8 Be	Bermuda's Emergency Service System					
BERMUDA POLICE SERVICE – HEAD 07						
07 Be	Bermuda Police Service – General Correspondence					
07-1 Be	Bermuda Police Reports					
07-2 Be	Bermuda Police Service – Capitol Development					
07-3 Be	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				
DEPAR	TMENT OF CORRECTIONS – HEAD 25				
25	Department of Corrections – General Correspondence				
25-1	Inmate Files				
25-2	Repatriation				
25-3	Budget				
BERMU	JDA REGIMENT – HEAD 06				
06	Bermuda Regiment – General Correspondence				
06-1	Bermuda Regiment – Band				
06-1a	Bermuda Regiment Tattoo				
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	Defence				

06-10 Bermuda Regiment - Maritime

06-11 Budget

DEPARTMENT OF CUSTOMS - HEAD 12

(Border Control)

12 Dept. of Customs (Border Control) – General Correspondence

12-1 Morgan Point

DEPARTMENT OF IMMIGRATION – HEAD 27

67 Department of IMMIGRATION – General Correspondence

GOVERNMENT MINISTRIES / DEPARTMENTS

Head 04Attorney General

Head 08Public Service Commission

Head 09Cabinet Office

Head 10Ministry of Finance

Head I Accountant General's Department

Head 12Customs

Head 14Department of Statistics

Head 16Ministry of Education

Head 19Archives

Head 20Dept. of Youth and Sport

Head 21 Ministry of Health

Head 23Child & Family Services

Head 26Department of Human Resources

Head 27Dept. of Immigration

Head 29Registry General

Head 32Department of Planning

Head 33Tourism

Head 34Transport Control Department

Head 48Ministry of Transport

Head 38Office of the Tax Commissioner

Head 51Department of Communications & Information

Head 56Department of Human Affairs

Head 74Court Services

Head 71 Ministry of Youth, Families, Sport & Community Development

Head 72Dept. of Environment & Protection

Head 75Department of Public Prosecutions (DPP)

Head 82Works & Engineering

Hood 97Ministry of lusting							
Head 87Ministry of Justice							
Head 94Ministry 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 100-20 PAI - Public Administration International 100-21 Bermuda Cricket Board 100-22 Government House 100-23 Family Centre 100-24 Coalition for the Protection of Children 100-25 Mirrors 100-26 Bda. Football Association 100-26 Mirrors 100-27 Mirrors 100-28 Mirrors 100-28 Mirrors 100-28 Mirrors 100-29 Mirrors 100-20 Mirrors 100-20							
ACTS							
ACT-1 Defence Act 1965 ACT-2 Fire Services Act 1982 Bermuda Fire & Rescue Services Act 1982 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 ACT-9 Treatment of Offenders Board Act 1979 ACT-10 Bermuda Immigration & Protection Act 1956							
Vendor # Object							
Vendor # Object							

7								
Code								
	BILL – I Payments (misc.)							
BILL – 2Account Agreements / Contracts								
BILL – 3 Bermuda Waterworks 223191 5841								
BILL – 4Complete Office 226624								
BILL – 5 Office Solutions								
Artcetera								
Chameleon 38	38236							
648341								
464657								
BILL - 6World Vie	ew Travel 597652 5060							
BILL – 7Bermuda	Security Group 21070)2						
BILL - 8Computer	r City 583023							
BILL – 10 Su	ubsistence / hotel / travel / re	eimbursement (staff)						
BILL – I2 C	onvenience Coffee 88012	24 5840						
BILL – I3 O	ne Communication (Cell Or	ne) 818671 5115						
BILL – 14 Po	olice Complaints Authority (fees)						
BILL – I5 A	F Smith Trading 20857	73						
BILL – I7 D	igicel 688677 5115							
BILL – 18 Bi	udget Virements / Journals							
BILL - 19 T	ops 361295							
BILL – 21 T	hermax Bermuda Ltd 76293	37 5585						
BILL – 22 T	BI 474791 5120							
BILL – 24 Be	ermuda Press 211406							
BILL – 26 M	larket Place 227096							
BILL – 28 C	onsultants 2011							
BILL - 29 Be	ermuda Broadcasting 21064	19 5246/5235						
l .	VOW 737061 5470							
BILL – 34 T	elco – fax 211684 5140							
BILL – 35 Pt	ublic Transportation Board	5715						
A CONTRACTOR OF THE CONTRACTOR	ООВ							
BILL – 39 Pa	arole Board							
BILL – 40 G	as Mileage Claims							
	redit 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.

Decisions by Cabinet – Where a decision requires a financial outlay of more than \$100,000, the decision must be agreed by Cabinet. Likewise, decisions that are cross-Ministry or that have a farreaching 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]

Acting Information Officer Ms. Donna Jacobs Acting Office Manager

Physical Address: Ministry of National Security Third Floor Global House 43 Church Street Hamilton, HM12 Bermuda

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

Telephone: 441-297-7819

Web Address: www.gov.bm

Email: nationalsecurity@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, immigration and international relations;
- k. Governor's responsibilities and communications with the United Kingdom;
- I. 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: February 1, 2019

Locations of Information Statement:

Copies of Information Statement are available at the following sites:

Ministry of National Security Headquarters; The Bermuda National Library; The Bermuda Archives; and

Available electronically Online at www.gov.bm

At the Office of the Information Commissioner.

Sign and Date: 5/feb/2019 UST