



GOVERNMENT OF BERMUDA
MINISTRY OF HOME AFFAIRS

PATI Information Statement

Name of Public Authority: Ministry of Home Affairs Headquarters (MoHA HQ)

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 MoHA HQ and the classes of records held.

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

The Ministry of Home Affairs comprises:

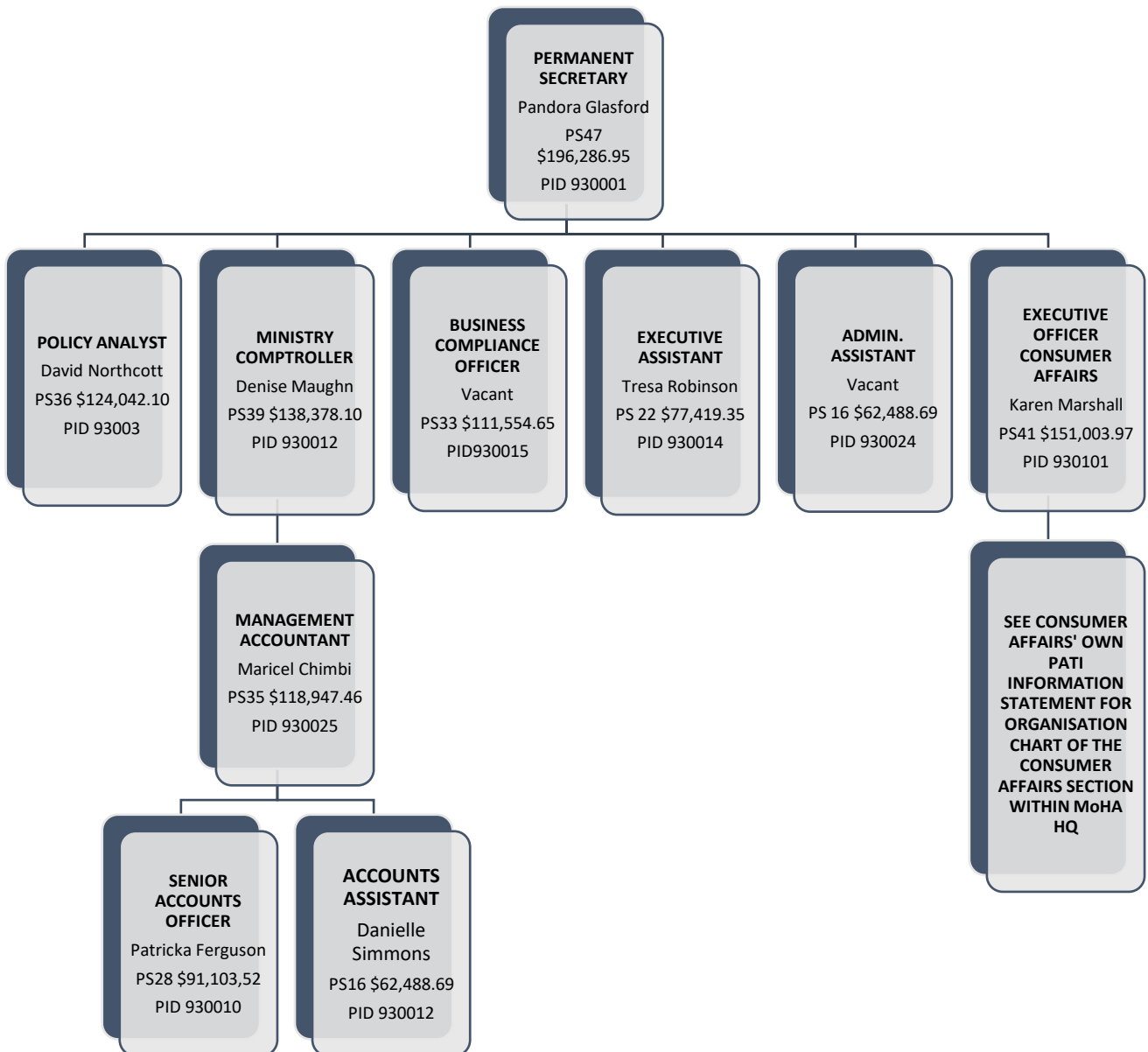
- **Ministry Headquarters (HQ)**. The Department of MoHA HQ is the coordinating body for two government departments that fall under the Home Affairs banner. There are also two business units, or sections, within the MoHA HQ, namely Administration and Consumer Affairs, both of which report to the Permanent Secretary for Home Affairs. The MoHA HQ also has administrative responsibility for one quango, as well as for any statutory bodies or committees that may be appointed by the Minister from time to time (with these boards reporting to the Minister through the Permanent Secretary).
- **Two government departments**. The heads of departments both report directly to the Permanent Secretary for Home Affairs:
 - the Department of Energy; and
 - the Department of Land Title and Registration.
- **One quango**. The Ministry has administrative responsibility for:
 - the Regulatory Authority of Bermuda

The Ministry HQ executes its duties with a total of seventeen full-time employees. These consist of nine employees within the Administration business unit section and eight within Consumer Affairs business unit section. All, except for one within the Administration unit, report to the Permanent Secretary.

The nine employees in the Administration section consist of: an Executive Assistant to the Minister and Permanent Secretary, a Ministry Comptroller, a Management Accountant, a Senior Accounts Officer, an Accounts Assistant, a Policy Analyst, a Business and Compliance Officer (currently vacant), and an Administrative Assistant (currently vacant). There is also a Special Advisor post appointed by the Minister, who does not report to the Permanent Secretary, but rather to the Minister directly.

The eight employees within the Consumer Affairs section are: the Executive Officer, three Enforcement Inspectors, a Community and Business Liaison Officer, a Case Management Support Officer, and two Administrative Assistants.

The following is the organisational chart for the Administrative section of the MoHA HQ:



Additional post: SPECIAL ADVISOR TO THE MINISTER
LaToya Smith
PS35 equivalent \$115,605.09
PID 930026A

Legislation

The Department of Energy

- [Electricity Act 2016](#)
- [Electronic Communications Act 2011](#)
- [Regulatory Authority Act 2011](#)
- [Telecommunications Act 1986](#)

The Department of Land Title and Registration

- [Land Title Registration Act 2011](#)
- [Land Title Registration Rules 2018](#)
- [Land Title Registration \(Referral to Adjudicator\) Rules 2018](#)
- [Land Title Registration \(Adjudication\) Rules 2018](#)

Consumer Affairs section

- [Consumer Protection Act 1999](#)
- [Copyright and Design Act 2004](#)
- [Cost of Living Commission Act 1974](#)
- [Debt Collection Act 2018](#)
- [Landlord and Tenant Act 1974](#)
- [Rent Apportionment Act 1880](#)
- [Rent Increases \(Domestic Premises\) Control Act 1978](#)
- [Rent Increases \(Domestic Premises\) Control Rules 1972](#)
- [Sale of Goods Act 1978](#)
- [Supply of Services \(Implied Terms\) Act 2003](#)
- [Vacation Rental \(Application and Registration\) Fee Act 2023](#)

Quango (administrative responsibility only)

Regulatory Authority of Bermuda

- [Regulatory Authority Acts and Regulations](#)

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

Ministry of Home Affairs Mission Statement and Objectives

The mission statement of the Ministry of Home Affairs is "**We protect Bermuda's resources.**" Consistent with other Ministries HQ's, the MoHA HQ is responsible for directing and coordinating the activities of its departments as well as drive any policy or legislative change. The MoHA HQ has the following objectives:

- To fulfil the Ministry's mandate via collaboration / consultations with various government departments and public sector stakeholders
- To provide logistical, financial and administrative support to the Ministry HQ and its constituent departments

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 PATI 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 [s 19]
- 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 PATI Act
 - To **train staff and make arrangements** so as to facilitate compliance with the PATI 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 MoHA HQ does not have traditional programmes and services. However, it does have oversight on a number of programmes and services from the departments and the section within its remit which can be reviewed on each of their respective information statements. The Ministry HQ does not currently have any contracts valued at over \$50,000.

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

- Administrative (which may include job descriptions and reviews of the Ministry by the Management Services Section)
- Advisory
- Financial (including budget statements, approved estimates and expenditure, ministerial travel and financial statements)
- Legislative
- Ministerial Statements and press releases
- Policy

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

Administrative Guidelines

- Various human resources policies
- Guidance issued by the Department of Employee and Organisational Development.

Data Protection Guidelines

- Computer security instructions published by the Department of Information and Digital technologies (IDT)
- Information sharing and data protection policy statement issued by IDT
- Electronic Records Management System: Government Records Centre issued by the Govt.. Archivist

Financial Guidelines

- Financial Instructions issued by the Ministry of Finance
- Budget Preparation Manual issued by the Ministry of Finance

Health and Safety

- Health and Safety Policy issued by the Cabinet Office.

Policy Development Guidelines

- The Legislative Process Guidance Notes issued by the Cabinet Office
- The Preparation of Cabinet Memoranda Guidance Notes issued by the Cabinet Office
- Making Policy Happen in Bermuda Guidance Notes issued by the Cabinet Office

Other Guidance notes

- Election Guidance Notes issued by the Cabinet Office

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

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

Boards or Committees - Normally used when the policy or initiative considered has several stakeholders across several departments. Boards and committees are appointed by the Minister and report to the Minister through the Permanent Secretary for Home Affairs. Current boards include:

Statutory Government Boards

- Broadcasting Commission
- Consumer Affairs Statutory Board
- Cost of Living Commission
- Debt Licensing Authority
- Regulatory Authority Board
- Rent Advisory Panel
- Rent Advisory Panel Tribunal
- Telecommunications Commission

Non-Statutory Government Boards

- None

Quango

- Regulatory Authority Commissioners

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, when the Ministry had responsibility for the Department of the Environment and natural Resources, include:

- Single-use plastics
- Bermuda Ocean Prosperity Programme (BOPP)
- Marine Spatial Plan

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.

In all cases, the MoHA HQ must adhere to Government wide manuals and guidance regarding decision making processes.

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

Information Officer:

Mr. David Northcott

Email: danorthcott@gov.bm

Telephone: 441-444-1398

Ministry of Home Affairs Headquarters Details

Physical Address:

Ministry of Home Affairs

Government Administration Building 1st Floor

30 Parliament Street

Hamilton HM 12

Bermuda

Telephone:

441-294-9059

Web Address:

Ministry of Home Affairs [webpage](#).

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 may not be released to the public.

The MoHA HQ 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. Governor's responsibilities and communications with the United Kingdom;
- k. Legal professional privilege, where disclosure of records would be exempt from production in

- legal proceedings on the basis of legal professional privilege;
- l. Records for which disclosure would be in contempt of court or a breach of parliamentary privilege; and
- m. Disclosure prohibited by other legislation.

Section I: Any other information to be provided? [s5(1)i]

The MoHA HQ has a further information on its [website](#). 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:

4th April 2025

Locations of Information Statement:

Copies of Information Statement are available at the following sites:

Your principal office: (Ministry of Home Affairs Headquarters)	Y
The Bermuda National Library;	Y
The Bermuda Archives;	Y
Available electronically,	Y
Website for public authority (www.gov.bm).	Y
Have you published a notice in the Gazette indicating the places where the information statement is available for the public?	Y
With the Information Commissioner.	Y



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MINISTRY OF HOME AFFAIRS

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Name of Public Authority: Ministry of Home Affairs Headquarters

Signed: David Northcott, Information Officer

Dated: 4th April 2025