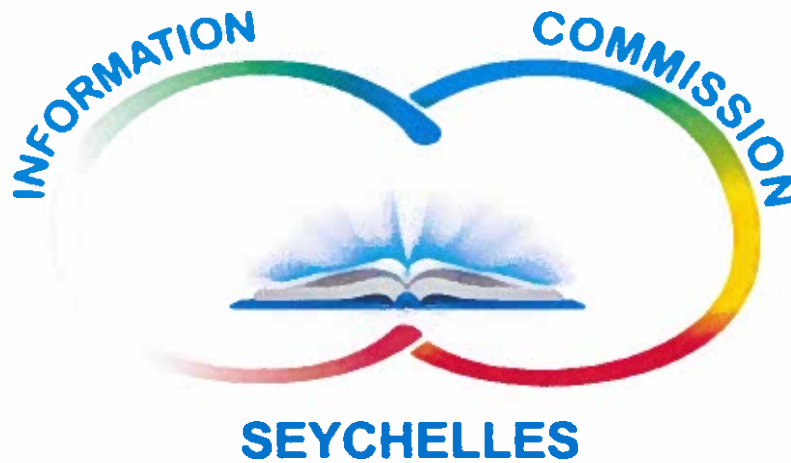


# INFORMATION COMMISSION



## PUBLICATION INFORMATION MANUAL

**Prepared in terms of Section 53 of the Promotion of Access to  
Information Act 2018**

**DATE OF COMPILATION: 24.10.2023  
DATE OF REVISION: 20.03.2024**

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## 1. List of Acronyms and Abbreviations

1.1	“HOIH”	Head of Information Holder
1.2	“INFOCOM”	Information Commission
1.3	“IO”	Information Officer
1.4	“ATIA”	Access to Information Act
1.5	“DPA”	Data Protection Act

## 2. Purpose of Publication Manual

This Publication Manual is useful for the public to:

1. Check the nature of the records which may already be available at the Information Commission, without the need for submitting a formal ATIA request;
2. Have an understanding of how to make a request for access to a record of the Information Commission;
3. Access all the relevant contact details of the persons who will assist the public with the records they intend to access;
4. Know all the remedies available from the Information Commission regarding request for access to the records, before approaching the Information Commission;
5. The description of the services available to members of the public from the Information Commission, and how to gain access to those services;
6. A description of the guide on how to use ATIA, as updated by the Information Commission and how to obtain access to it;
7. If the body will process personal information, the purpose of processing of personal information and the description of the categories of data subject and of the information or categories of information relating thereto;
8. Know if the Information Commission has planned to transfer personal information outside the Republic of Seychelles and the recipients or categories of recipients to whom the personal information may be supplied; and
9. Know whether the Information Commission has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information, which is to be processed.

### 3. Establishment of the Information Commission

The Information Commission was established under the Access to Information Act 2018 as per section 48 of the Act.

#### 3.1. Objectives / Mandate

##### 3.1.1 Access to Information Act 2018

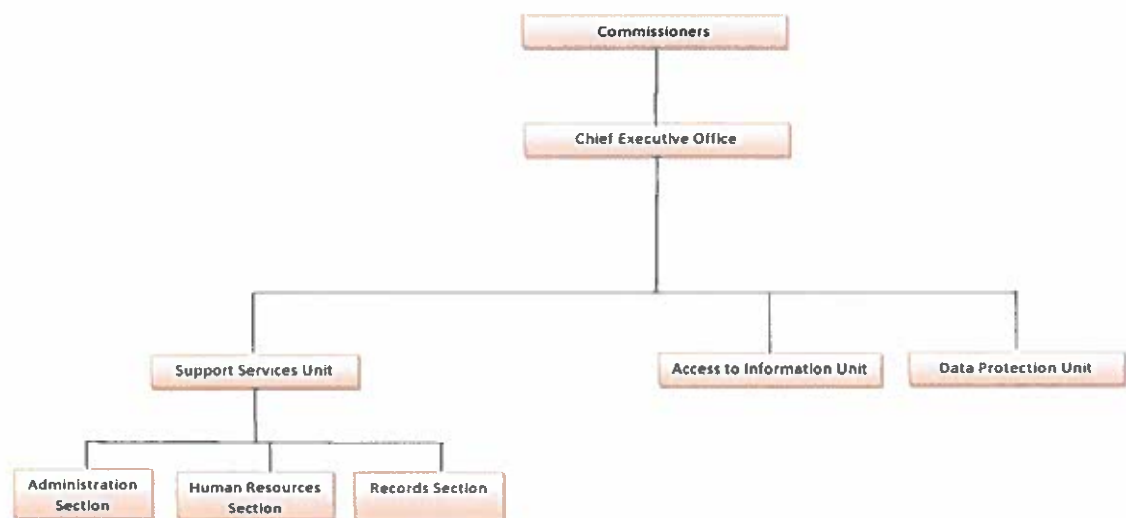
To foster good governance through enhancing transparency, accountability, integrity in public service and administration, participation of persons in public affairs, including exposing corruption, to recognise the right of access to information envisaged in Article 28 of the Constitution and for matters connected therewith and incidental thereto.

##### 3.1.2 Data Protection Act, 2023

To provide for the protection of individuals with regards to the processing of personal data and to recognise the right to privacy envisaged in Article 20 of the Constitution. To promote and facilitate responsible and transparent flow of information by private and public entities and to provide for other related matters.

### 4. Structure of the Information Commission and functions

#### 4.1. Structure



*Updated organizational structure.*

## 4.2. Functions

The Information Commission has the power to determine the nature, process and undertakings necessary to discharge its mandate in terms of this Act, including all work necessary for the promotion, monitoring and protection of the right of access to information and data protection.

## 5. Key contact details for Access to Information of the Information Commission

### 5.1 Information Officer

**Name:** Mrs. Dina Antoine  
**Tel:** 4303188/2823797  
**Email:** dantoine@infocom.sc

### 5.2 Head of Information Holder

**Name:** Ms. Thereza Dogley  
**Tel:** 4303188/2823777  
**Email:** tdogley@infocom.sc

### 5.3 Head Office Contact

**Postal Address:** P.O Box: 1342  
**Physical Address:** KLA Residence, Mont-Fleuri, Room 9  
**Telephone:** +248 4303188  
**Email:** enquiries@infocom.sc  
**Website:** www.infocom.sc

## 6. Description of all remedies available in respect of an ATIA or failure to act by the Information Commission

### Remedies:

1. Functional and updated website.
2. Social media presence.
3. Outreach to post-secondary schools and various public bodies.
4. Training of Information Officers on a regular basis.
5. Annual convention for Information Officers.
6. Distribution of educational materials.

**7. Categories of records of the Information Commission which are available without a person having to request access**

Categories	Document Type	Available on website	Available upon ATIA request
Manual	<ul style="list-style-type: none"> <li>- Publication Information Manual</li> <li>- How to manual</li> <li>- Procedures manual</li> </ul>	X	X
Legislations / Regulations	Access to Information Act 2018	X	X
Strategic Documents (Plans and Reports)	<ul style="list-style-type: none"> <li>- Annual Reports</li> <li>- Strategic Plan</li> <li>- Statistical Report</li> <li>- Audit Report</li> </ul>	X	X
Forms	Complaint form	X	X
Statutory Instruments	<ul style="list-style-type: none"> <li>- Statutory Instruments of 27 of 2019.</li> <li>- Statutory Instruments of 18 of 2023.</li> </ul>	X	X
Directory of IO's & HOIH	List of Information Officers	X	X

## **8. Services Available to members of the public from the Information Commission and how to gain access to those services.**

### **8.1. Services available**

#### **➤ Complaint**

Members of the public which notices a malpractice related to the ATIA can contact our office for further assistance. The officers of the Information Commission will then ask the complainant to fill in a complaint form to obtain further details and carry out an investigation if necessary.

#### **➤ Appeal**

A requestor or a third party may appeal against the decision of the HOIH in writing to the Information Commission if the timeframe to provide the information has elapsed and/or an unsatisfactory response was received. The 'How to Manual' on our website provides further information on the procedures needed before an appeal is submitted to our office. Further help may be obtained on <https://www.infocom.sc/how-to-manual/>

#### **➤ Access to Information request.**

##### **1) Write to the Information Officer**

*Write to the Information Officer directly. Expect a reply in writing within 21 days unless it relates to information, which reasonably appears to be necessary to safeguard the life or liberty of a person, then the Information Officer shall reply within 48 hours.*

##### **2) Apply for review to the Head of the Information Holder**

*Not satisfied? Apply to The Head of the Information Holder for review of a decision of the Information Officer. Expect a reply within 15 days.*

##### **3) Appeal to the Information Commission**

*Still not satisfied? Appeal to the Information Commission.*

## **9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by the Information Commission.**

Members of the public and the parliament were involved in the initial discussion stages of the formulation of the ATIA.

## 10. Availability of the Manual

This Manual is made available in the following official language -

1. English

A copy of this Manual or the updated version thereof, is also available as follows-

1. On [www.infocom.sc](http://www.infocom.sc) of the Information Commission's website.
2. At the head office of the Information Commission for public inspection during normal business hours: 8 a.m. - 4 p.m.
3. To any person upon request.
4. To the Information Commission upon request.

## 11. Updating of the Manual

The Information Commission will, if necessary, update and publish this Manual annually.

Issued by:

Dina Antoine



Information Officer

20/03/2024

Date

Thereza Dogley



Head of Information Holder

20/03/2024

Date



OFFICIAL STAMP