

**SECTION: 252**  
**TITLE: FREEDOM OF INFORMATION PROCESS**  
**SUPERCEDES/RESCINDS:**  
**EFFECTIVE: 13 February 2009**

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The Cayman Islands Emergency Communications & Electronic Monitoring Department will comply with all aspects of the Freedom of Information Law, 2007.

**REQUESTOR'S RESPONSIBILITIES**

Requestor should look at the [www.911.gov.ky](http://www.911.gov.ky) website under [document library](#) and [disclosure log](#) to see if the information they seek has already been published.

Requestor can either contact the CIEC911 Assistant Manager who acts as the Department's Freedom of Information Manager or submit a request online at the FOI Unit website.

Requests must be in writing (letter, email or facsimile) and must include name and an address (either postal or e-mail). A telephone number is optional but recommended.

Requests should be as specific as possible about the information requested.

**CIEC911 FOI MANAGER RESPONSIBILITIES**

The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. The CIEC911 Information Manager will acknowledge receipt of an FOI request immediately and provide the requested information as soon as possible within the Law's established timeframe, unless the release of the record is exempt.

**EXEMPTIONS**

The FOI Law exempts some information from release. CIEC911 will protect official records from release based on these common exemption categories:

- Prejudice the security or defense
- Endanger any person's life or safety
- Affect the conduct of an investigation or prosecution
- Confidential source of information
- Reveal lawful methods or procedures for preventing, detecting, investigation or dealing with criminal activity

- Facilitate the escape of a person from lawful detention
- Jeopardize the security of prison
- Disclosure of personal information

## **FEES**

There is no application fee and no fee for going to a public authority and looking at a record requested by FOI. However, a requester may be required to pay copying or change of format fees.

Fees related to release are as follows:

- Black and white copy - \$1.00 per page
- Color copy - \$1.50 per page
- Conversion of a record to PDF (emailed)
  - First request – no charge
  - Second and subsequent requests - \$20.00
- Conversion of an audio recording to MP3 (emailed)
  - First request – no charge
  - Second and subsequent requests - \$20.00
- Conversion of an audio recording to CD - \$25.00
- Transcripts of audio recording - \$85.00 per hour (1 hour minimum)

Check the website [www.foi.gov.ky](http://www.foi.gov.ky) for complete information on the Freedom of Information Law.

A Freedom of Information **DISCLOSURE LOG** will be maintained on the [www.911.gov.ky](http://www.911.gov.ky) website. Requestor's names will be redacted prior to publication on the website.