



# 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.

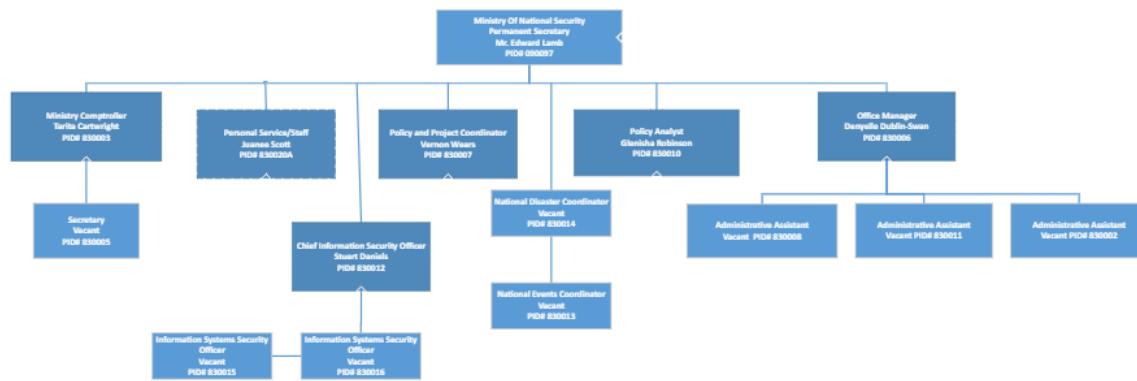
#### Section A: Structure, Organization and Legislation [s5(1)a]

The Ministry of National Security comprises several departments and agencies, including: Ministry Headquarters, the Department of Customs, the Bermuda Fire and Rescue Service, and delegated responsibilities for the Bermuda Police Service, the Police Complaints 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.

#### MINISTRY OF NATIONAL SECURITY HEADQUARTERS ORGANISATION CHART



**Legislation**

*Bermuda Constitution 1968*

*Police Act 1974*

*Defence Act 1965*

*Bermuda Fire and Rescue Service Act 1982*

*Proceeds of Crime Act 1997*

*Police Complaints Authority Act 1998*

*Police and Criminal Evidence Act 2006*

*The Explosive Substances Act 1974*

**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:

- Department of Customs;
- The Bermuda Fire and Rescue Service;
- The Bermuda Police Service;
- The Royal Bermuda Regiment; and
- The Gang Violence Reduction Team.

Additionally, the Ministry has delegated responsibility for:

- Cybersecurity Governance Board;
- War Veterans Commission;
- Fire Service Advisory Board, and
- Police Complaints Authority.

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 OF NATIONAL SECURITY HEADQUARTERS - HEAD 83
  - Acting Appointment (Minister)
  - Acting Appointments (staff)
  - Minister & Permanent Secretary (Leave)
  - Travel Trips for Min. & PS
  - Approval for Travel (staff) / Overseas Travel Expense Claim Form
  - Invitations to Minister
  - Invitations to Permanent Secretary

- General Correspondence
- Miscellaneous.
- Bills / Regulations / Legislation
- Press Statements / Remarks
- Ministerial Statements / Briefs / Motions
- Parliamentary Questions
- Legislative Agenda
- Budget
- Budget Briefs
- Zero Based Budgeting
- Business Plans
- Performance Appraisals & Job Forward Plans
- Probation Reports
- Position ID Forms
- New Appointment Forms
- Job Descriptions / Evaluations
- Security Vetting Procedures
- Vacant Posts
- Heads of Department Minutes
- Minutes of Other Meetings
- Boards & Committees (forms)
- Police Complaints Authority
- Fire Service Advisory Board
- War Veterans Commission
- Uniform Services / Joint Services
- Contracts (Consultants)
- Reports (prepared by Ministry)
- Public Safety
- Resume & Letters
- Office Equipment - Manuals, Brochures, Contracts, Service Agreements
- Card Access Forms
- Network Access Forms
- Legal Matters
- Speech from the Throne
- Subscriptions
- Human Resources – Temporary Relief / Reassignments + Secondments
- Legislation Committee Meetings
- PATI – Public Access to Information
- Gangs / Anti-Crime / Cease Fire / Street Safe, G.R.E.A.T.
- Vacation Leave Tracking
- Accident Investigation Reports
- NAMLC – National Anti-Money Laundering Committee
- NAMLC – Cabinet Committee meetings
- Parliamentary Joint Select Committee
- Security and Defence Review
- House of Assembly
- Confiscated Assets Fund / Cash Back / Proceeds of Crime
- Annual Report of Accidents / Occupational Illness

- Cybersecurity
- Cabinet Cybersecurity Committee
- Ministerial Gift & Hospitality Disclosure Form
- BOARDS and COMMITTEES:
  - Police Complaints Authority
  - Fire Service Advisory Board
  - War Veterans Commission
- DEAPARTMENTS:
  - BERMUDA FIRE SERVICE – HEAD 45
  - BERMUDA POLICE SERVICE – HEAD 07
  - BERMUDA REGIMENT – HEAD 06
  - DEPARTMENT OF CUSTOMS – HEAD 12
- ACCOUNTS:
  - Vendor Payments
  - Account Agreements / Contracts
  - Subsistence / hotel / travel / reimbursement (staff)
  - Board Member Quarterly payments (fees)
  - Budget Virements / Journals
  - Consultants
  - Gas Mileage Claims
  - 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.

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 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:

Denyelle Dublin-Swan  
Project Officer – Special Project

Physical Address:

**Bermuda Fire & Rescue Service**

Headquarters | 15 Wallers Point Road | Southside St. David's DD03

Mailing Address:

Ministry of National Security  
Global House – 3<sup>rd</sup> Floor | 43 Church Street | Hamilton HM12

Telephone:

441-292-5555 ext. 206

Email: ddublinswan@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;
- 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](http://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:**

*13<sup>th</sup> January 2026*

**Locations of Information Statement:**

*Copies of Information Statement are available at the following sites:*

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

*Sign and Date:*



*13<sup>th</sup> January 2026*