

ICO 2024 Annual Return: Part 1 – Proactive disclosure report

Public authority: [Police Complaints Authority](#) | Date completed: 13-Jan-25
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I CONFIRM THAT MY PUBLIC AUTHORITY...

PATI requests

- 1. Received new PATI requests this year (from 1-Jan-24 to 31-Dec-24): [Yes, and I have filled in the ICO's PATI request report](#)
- 2. Had pending PATI requests carried over from 2023 with outcomes in 2024: [No](#)
- 3. Can show a list of all our PATI requests received if someone asked to view it today: [Yes, it is already on-hand](#)
 - We track our PATI requests by using: [a document \(e.g., Word or Excel\) saved in our files](#)

Expenses

- 4. Has published in the Official Gazette all required details for all qualifying contracts with a total value of \$50k or more: [N/a, because our public authority does not have its own budget](#) | sign-off: [Choose an item.](#) | name & role of responsible person: [Click or tap here to enter text.](#)
 - notice IDs: [list all notice IDs here, or delete](#)
 - other: [explain here if details of any qualifying contract were exempt from disclosure \(see the ICO Annual Return Guidance at paras.19-20\); or delete](#)
- 5. Can make available our latest quarterly expenditures if someone asked to view them today: [No, because our public authority does not have its own budget](#) | name & role of responsible person: [n/a](#)

General information

- 6. Ensured our Information Statement:
 - a. Was reviewed at least once this year (from 1-Jan-24 to 31-Dec-24) to check its contents were current: [Yes, and I have sent you a copy already](#)
 - b. Described our current structure and organisation: [Yes, and our body's members list was included](#)
 - c. Described our current governing legislation (and any other relevant law): [Yes](#)
 - d. Described our current functions, powers and duties: [Yes](#)
 - e. Acknowledged our PATI obligations: [Yes, based on what the ICO’s Information Statement Guidance stated at para.20](#)
 - f. Summarised our services and ongoing programmes: [Yes](#)
 - g. Described the classes of records we hold (in sufficient detail): [Yes](#)
 - h. Described all administrative and operational manuals we use to carry out our activities and deliver our services: [No, because we have no written ones](#)
 - i. Described all decision-making documents (policy, rules, guidelines) we use: [No, because we have no written ones](#)
 - j. Described anything else to support the public’s right to access our information: [No, because it was covered in other parts](#)
 - k. Gave our designated Information Officer’s contacts: [No, but an interim contact person was listed](#)
- 7. Made our updated Information Statement available this year:
 - a. Via our online presence: [No, but I commit to do so by 31-Mar-25 – \[www.pca.bm\]\(http://www.pca.bm\)](#)
 - b. To the ICO: [Yes, and I have sent you a copy already](#)
 - c. For anyone to inspect in-person at our office: [No, but I commit to do so by 31-Mar-25](#)
 - The street address of our main office is: [awaiting allocation](#)
 - d. By sending it to the Bermuda National Library: [No, but I commit to do so by 31-Mar-25](#)
 - e. By sending it to the Bermuda Archives: [No, but I commit to do so by 31-Mar-25](#)
 - f. By ensuring all current locations to view it have been gazetted: [No, but I commit to do so by 31-Mar-25](#)
- 8. Has voluntarily informed the general public about our activities and functions this year, beyond what the law says we must do: [Yes, and it is on our website](#)
[Click or tap here to enter text.](#)