

What is the cost to the applicant?

A fee of \$10.00 per copy is applicable for the reproduction of any official document, in keeping with the Access to Information (Cost for Reproduction of Official Documents) Regulations, 2003. Payment is not required for inspecting a document (in OSC's case, a personal file).

What appeal rights does the applicant have under the Act?

The applicant has a right to appeal with respect to:

- Refusal of a grant of access.
- The grant of access to only some of the documents requested.
- Deferral of the grant of access.
- Refusal to amend or annotate a personal record.
- The charging of a fee.

An appeal must be made in writing. The request may be first made for an internal review consequent on a decision made (that may be regarded as unfavourable), then to the Appeal Tribunal, if still not satisfied.

Contact Us

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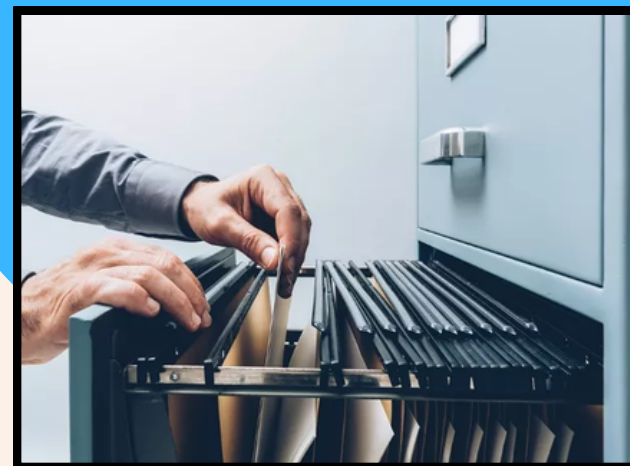


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Office of the Services Commissions (OSC)



Access to Information (ATI)

FAQs

Access to
Information Act,
2002

What is Access to Information (ATI)?

It is an individual's legal right to obtain and use information collected or generated by others.

What is the Objective of the Access to Information (ATI) Act, 2002?

The objective of the ATI Act is to reinforce certain fundamental principles under the Constitution that grants the public a general right of access to certain official documents held by public authorities, except those that are subject to exemption in keeping with the relevant sections of the Act.

What type of information is requested from/shared by the Office of the Services Commissions (OSC)?

The OSC is the custodian of personal files for officers employed by the Central Government Service. The OSC assists with locating information related to the employment history of employees from the time they entered the Service until separation. Circulars developed by this Office are also shared as requested.

How is an ATI application made?

Having identified the document or information needed, an application may be made in writing (letter or electronic mail), or via telephone. (S.7) to the Chief Personnel Officer or the ATI Responsible Officer for processing. An application form is completed by the applicant or the ATI Responsible Officer to start the process.

What happens when the OSC receives a request?

The ATI Responsible Officer will:

- Inform the applicant that the request is received within two (2) days of receipt
- Attend to the application as quickly as possible (in keeping with OSC Citizen's Charter) and inform the applicant of any difficulties being experienced
- Inform the applicant within 30 days of receipt of the application whether or not the information will be disclosed or grant of access is denied; and where grant of access is denied, inform the applicant of the right to appeal
- Provide instructions for collection of the reproduced documents

How is Access Granted?

Under the Act, the applicant is entitled to view, listen, inspect or have a copy or transcript made of the document requested.

What is the turnaround time for processing a request?

Following the acknowledgement of receipt of the request, a response is to be provided as soon as practicable but not later than 30 days after the receipt of the application. However, the time may be extended by a further period not exceeding 30 days in cases where there is a reasonable cause for same. (S.7 (4))

Method(s) of Delivery

Photocopied documents are delivered, duly stamped as certified copies to the relevant entities. If requested, they may be scanned and sent via electronic mail. Reproduced copies are collected by individuals after payment has been made.

What information is exempt from disclosure?

Exempted documents are those which:

- Are subject to Legal privilege, etc (S.17)
- Affect Personal Privacy (S.22)
- Relate to Business Affairs of others (S. 20)
- Reveal Government's Deliberative Processes (S.19)
- Minutes and Extracts from Service Commission Meetings