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RIGHT TO ACCESS INFORMATION COMMISSION ANNUAL COMPLIANCE REPORT TEMPLATE

Name of MDA:

Head of MDA:

Address:

Report Submitted by:

Designation:

Date:

Year under Review: 2024

FREEDOM OF INFORMATION REQUESTS AND COMPLAINTS

Name of Requester	Date of Request Received	Nature of Information Requested	Response by Public Authority to the Request (YES/NO)	Was the Information Provided (YES/NO)	Date of response (If any)	Reason(s) for not responding to the request and/or providing the information

TOTAL NUMBER OF REQUESTS RECEIVED

TOTAL NUMBER OF REQUESTS RECEIVED FROM FEMALES

TOTAL NUMBER OF REQUESTS WHEREIN THE INFORMATION WAS PROVIDED

TOTAL NUMBER OF PENDING CASES

TOTAL NUMBER OF REQUESTS DENIED

TOTAL NUMBER OF FOI COMPLAINTS

TOTAL NUMBER OF FOI COMPLAINTS RESOLVED

TOTAL NUMBER OF FOI COMPLAINTS PENDING

TOTAL NUMBER OF FOI COMPLAINTS UNRESOLVED

(TICK WHERE APPLICABLE)

RECORDS MANAGEMENT AND DOCUMENTATION UNIT/DEPARTMENT: DOES YOUR PUBLIC AUTHORITY HAVE THIS? (YES/NO)

PUBLIC INFORMATION OFFICER/INFORMATION OFFICER: DOES YOUR PUBLIC AUTHORITY HAVE THIS? (YES/NO)

If yes please indicate number

Please indicate number of female(s)

INFORMATION, COMMUNICATION, AND TECHNOLOGY (ICT) DEPARTMENT/UNIT: DOES YOUR PUBLIC AUTHORITY HAVE THIS? (YES/NO)