

**Areas of Responsibilities for
Access to Information Officer**

The Access to Information Officer is responsible for promoting and co-ordinating efforts within the Land Registry in meeting the requirements of the Code. Specifically, he/she is responsible for :

- (1) ensuring that an administrative system, including a set of guidelines for the implementation of the Code, is in place;
- (2) ensuring that all requests for information under the Code are handled promptly and helpfully;
- (3) ensuring that the administrative procedures for handling requests as set out in the Code are being observed;
- (4) ensuring that all requests are met within the response time limits, as set out in the Code, and bringing to the attention of the senior management those cases where such targets cannot be met;
- (5) where appropriate, making recommendations for a decision by the relevant division head on the release/refusal of release of information which does not fall within Part 2 of the Code;
- (6) ensuring that all staff concerned are aware of their roles and responsibilities in the compliance with the Code;
- (7) assisting in handling requests for internal review and complaint lodged by the applicant to The Ombudsman;
- (8) overseeing the maintenance/compilation of statistics relating to requests for information under the Code; and
- (9) coordinating staff training on all aspects of the Code.