



BERMUDA BUSINESS DEVELOPMENT AGENCY

PATI Information Statement

Name of Authority: Bermuda Business Development Agency (BDA)

Introduction:

The general purpose of the Public Access to Information (Bermuda) Act 2010 (the Act) is to:

- a) Give the public the right to obtain access to information held by entities that are substantially funded by monies authorized by the Legislature to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others;
- b) Increase transparency, and eliminate unnecessary secrecy, with regard to information held by entities that are substantially funded by monies authorized by the Legislature;
- c) Increase the accountability of entities that are substantially funded by monies authorized by the Legislature;
- d) Inform the public about the activities of entities that are substantially funded by monies authorized by the Legislature, including the manner in which they make decisions; and
- e) Have more information placed in the public domain as a matter of routine.

Every entity that is substantially funded by monies authorized by the Legislature is required to have an information statement under the Act. This information statement provides a description of the BDA and its functions and structures, a summary of services, and descriptions of the classes of records held. Brief summaries of administrative manuals, policies, rules and guidelines are also provided.

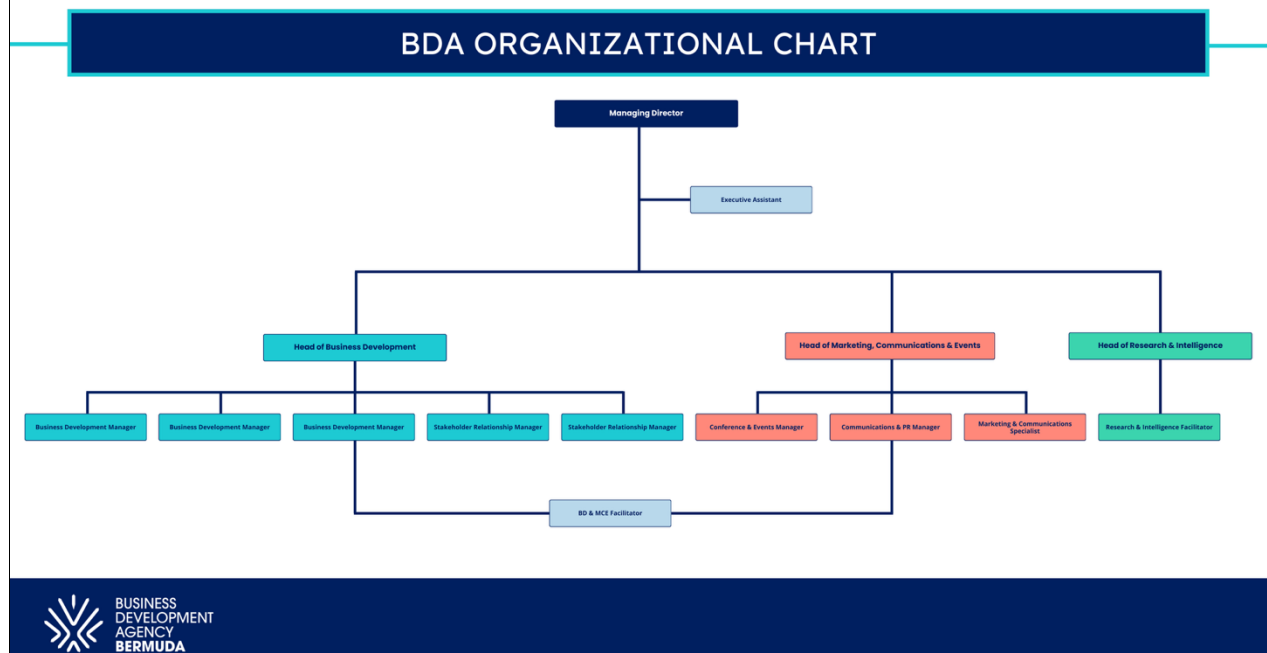
Under the Act, Bermudians and Bermuda residents have the right to request and have access to any record held by a public authority, other than an exempt record. Some records fall within Part 4 of the Act, such as information received in confidence pursuant to Section 26 and information related to the deliberative process pursuant to Section 29. Therefore, not all records can be accessed. Each entity is required to make a determination as to whether a record must be released, in whole or in part, or is exempt from disclosure in accordance with the Act and the Regulations.

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

The Bermuda Business Development Agency is an independent public-private partnership funded by a combination of Government grant funding and private-sector stakeholder contributions.

The Agency is governed by a Board of Directors comprised of senior industry professionals representing the diversity of Bermuda's international business sector. One Board member is appointed by the Bermuda Government. The Board provides strategic oversight, approves policies, and ensures the Agency operates in accordance with its mandate.

The Agency is led by a Managing Director and is organised into functional teams responsible for business development, marketing and communications, stakeholder engagement, operations, and research and intelligence.



Legislation

The BDA is incorporated under the Companies Act 1981. In carrying out its public functions, the Agency is subject to the Public Access to Information (Bermuda) Act 2010 and other applicable laws of Bermuda, including employment, occupational safety, and data protection legislation.



Section B: 1) Functions, powers, duties of the Authority [s5(1)b]

The BDA encourages direct investment and supports companies seeking to establish, relocate or expand operations in Bermuda. The Agency connects prospective businesses with industry professionals, regulatory officials and key contacts within the Bermuda Government to facilitate informed jurisdictional decision-making.

The BDA carries out proactive, targeted marketing and business development strategies to stimulate growth in the Bermuda economy and to support job creation and long-term economic sustainability.

The Agency engages industry focus groups and advisory panels comprised of sector representatives who provide insight and guidance in the development of strategies aligned with Bermuda's economic priorities.

Section B: 2) Obligations under PATI Act [s5(1)b]

The BDA's obligations under the Public Access to Information Act include:

- Maintaining and publishing an information statement [s5];
- Providing information proactively so that the public has minimal need to rely on formal PATI requests [s6], including:
 - General information about the Agency's activities;
 - A log of PATI requests and outcomes;
 - Quarterly expenditure information upon request [s6(5)];
 - Contracts valued at \$50,000 or more;
- Responding to information requests in a timely manner [ss12–16];
- Maintaining records of requests and reporting this data to the Information Commissioner;
- Cooperating with reviews or investigations by the Information Commissioner [s9];
- Correcting personal information where it is inaccurate or misleading [s19];
- Conducting internal reviews when formally requested [Part 5];
- Providing evidence where required for reviews by the Information Commissioner or for judicial review [s49];
- Submitting an annual report on PATI requests to the Information Commissioner [s58(3)];
- Ensuring appropriate systems, training and procedures are in place to facilitate compliance with the Act [s61];
- Designating an officer responsible for receiving and processing PATI requests [s62].



Section C: Services and Programmes [s5(1)c]

Services:

The BDA provides information, guidance and facilitation services to support companies in making informed decisions about doing business in Bermuda. Services include investor concierge support, coordination with regulatory bodies, and access to industry networks.

The Agency delivers ongoing programmes in international marketing, sector-specific promotion, stakeholder engagement, and business development initiatives designed to advance Bermuda's economic development strategy. All services are provided on a complimentary basis.

Section D: Records and documents held [s5(1)d]

The BDA has established a set of records which will facilitate the exercise of the right of access under PATI. Such records are governed and maintained in accordance with applicable legislation as well as common corporate practice. The records held are classified as:

- 1) Human Resources and Personnel Records for previous and current employees
- 2) Business Research and Intelligence
- 3) Salaries, Benefits and Other Administrative Operating Costs
- 4) Conferences and Events
- 5) Stakeholder Funding
- 6) Communications and Marketing
- 7) Business Development
 - a) Asset Management
 - b) High Net Worth Services
 - c) Risk Solutions
 - d) Technology

Section E: Administration (all public access) manuals [s5(1)e]

The BDA maintains written policies, procedures and manuals, and operates in accordance with applicable legislation, which together guide its daily operations and the delivery of its services.

These include, but are not limited to:

Internal manuals, policies and procedures

1. **Employee Handbook and Code of Conduct**
The BDA's compilation of policies, procedures, working conditions, and behavioural expectations that guide employee conduct and workplace standards.
2. **Procurement Policy**
The BDA's policies and procedures for obtaining goods and services, ensuring fairness, value for money and appropriate governance.
3. **Financial Management and Internal Controls Procedures**
Guidelines governing budgeting, expenditure approvals, financial reporting and internal controls.
4. **Records Management and Data Governance Guidelines**
Procedures for the creation, storage, retention and disposal of records, including the handling of personal and confidential information.
5. **Information Technology and Cybersecurity Policies**
Policies governing acceptable use of systems, information security, and protection of digital assets.
6. **PATI Procedures**
Internal procedures for receiving, processing and responding to Public Access to Information requests in accordance with the Act.
7. **Safety and Health Policy**
The BDA's policy for maintaining safe and healthy working conditions in compliance with the Occupational Safety and Health Act 1982.

Applicable legislation informing operations

In addition to internal manuals and procedures, the BDA carries out its activities in accordance with relevant Bermuda legislation, including but not limited to:

- **Employment Act 2000**, which establishes minimum employment standards and protections;
- **Occupational Safety and Health Act 1982**, which governs workplace health and safety;
- **Public Access to Information (Bermuda) Act 2010**, which governs access to information held by the Agency.
- **Personal Information Protection Act 2016 (PIPA)**, which governs the collection, use, disclosure, safeguarding and retention of personal information, and supports the Agency's data protection and privacy obligations.

These materials and legal frameworks are used in administering and carrying out the programmes, mandates and daily activities of the BDA.



Section F: Decision-making documents [s5(1)f]

The BDA utilises a range of formal documents that guide decision-making, including:

- Board-approved strategic and business plans
- Corporate governance policies and Board committee terms of reference
- Delegation of authority and financial approval frameworks
- Marketing and sector development strategies
- Stakeholder funding and partnership guidelines (*currently being updated*)
- Risk management and compliance policies

Section G: The Information officer [s5(1)g]

Information Officer Name: Olivia Joell
Title: Stakeholder Relationship Manager
Telephone Number: +1 (441) 278-6558
Electronic Mail: privacy@bda.bm, olivia@bda.bm

Section H: Any Other Information [s5(1)h]

The BDA is committed to providing the public with access to its information to the greatest extent possible, subject to lawful exemptions. The Agency regularly communicates its activities through press releases, public announcements, stakeholder updates, and its website at www.bda.bm. Senior executives participate in public forums and engage openly with members of the public to explain the Agency's work and decision-making processes.



Section I: Any Other Information To be Provided? [s5(1)i]	
The BDA's hours of operation are Monday to Friday, 9:00 a.m. to 5:00 p.m., excluding Bermuda Government public holidays.	
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: January 1, 2026	
Locations of Information Statement:	
<i>Confirm copies of Information Statement are available at the following sites:</i>	
<ul style="list-style-type: none"> Your principal office: (Maxwell Roberts House, No. 1 Church Street, Ham.) The Bermuda National Library; The Bermuda Archives; Available electronically, Website for Entity (www.bda.bm). Have you published a notice in the Gazette indicating the places where the information statement is available for the public? With the Information Commissioner. 	<p>Y/N</p> <p>Y/N</p> <p>Y/N</p> <p>Y/N</p> <p>Y/N</p> <p>Y/N</p> <p>Y/N</p>
Sign and Date:	
<i>Olivia Joell</i>	
Olivia Joell	
January 1, 2026	