

Information already published:

ESO publications are released on paper and as PDF files on the ESO website, www.eso.ky. The PDF versions can be downloaded free of charge from the website. Paper versions can be read in the ESO library free of charge or be bought from ESO.

The following paper publications are also available for sale:

Cayman Islands Compendium of Statistics
(US\$60 or CI\$50)

1999 Cayman Islands Census
(US\$60 or CI\$ 50)

Annual Economic Report (US\$ 60 or CI\$ 50)

Quarterly Economic Report (US\$30 or CI\$25)

Labour Force Report (US\$30 or CI\$25)

Consumer Price Index (US\$30 or CI\$25)

Overseas Trade Report (US\$30 or CI\$25)

All of ESO's recent publications, since about 2000, can be found on the website. There are also some older ones. For older publications not found on the website please contact ESO at infostats@gov.ky.

www.eso.ky

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**Classes of
ESO Information**

**Making an
FOI Request**

**Making an
FOI Appeal**



Classes of Information Held

A class of information is a way of collecting together similar types of information. The ESO has grouped its classes of information into broad categories (or functions) which reflect the ESO outputs. If you intend to make a request, the following classes of information should give you an indication of where the information may be found.

Administration

- Quarterly and annual reports of ESO
- Standard HR documentation
- Strategic plan

Production of Official Statistics

- Manuals
- Questionnaires
- Letters requesting data
- Statistical reports:
 - Population Censuses
 - Consumer Price Index
 - Foreign Trade Statistics
 - Labour Force Surveys
 - Compendium of Statistics
 - Production Accounts (starting in 2009)
 - Balance of Payments (starting in 2009)
- Minutes from the Census Advisory Committee meetings
- Documents concerning the planning of the 2010 Census

Economic Reporting

- Annual and quarterly economic reports
- Cabinet papers on economic issues
- Presentations on economic performance

Provision of Technical Assistance to Government Agencies

- Terms of reference
- Contracts
- Mission reports

Marketing ESO

- Brochures
- Articles
- Press releases

How to Make a FOI Request

You must submit your request in writing (letter, email or facsimile) to the ESO. Please be as specific as possible about the information you would like, as this will help a prompt response. Where possible, please include a contact telephone number so that you can be contacted if it is necessary to further discuss your request.

The Statistics Law(1996 Revision) treats all identifiable data from survey returns confidential hence, these cannot be shared to third parties.

ESO will respond to your request promptly and within 30 calendar days. The FOI law allows ESO to extend this deadline for an additional 30 calendar days. ESO will always acknowledge receipt of FOI requests and will let you know if the deadline needs to be extended. For more information on procedures and timeliness that apply to an information request, visit the FOI website www.foi.gov.ky

There is no application fee and no fee for going to a public authority and looking at a record requested by FOI. However, a requester may be required to pay copying or change of format fees. Details concerning costs and payments are contained in the FOI Regulations which are available on the FOI website www.foi.gov.ky.

Note: Before submitting a FOI request, please check the ESO website, www.eso.ky, to see if the information you may wish to request is already publicly available.

FOI contacts:

- ✦ **ESO Information Manager** Andrelene Royal
email: andrelene.royal@gov.ky
- ✦ **ESO Deputy Information Manager** Selburn Christian
email: selburn.christian@gov.ky
- ✦ **Link to FOI website:** www.foi.gov.ky

How to Make a FOI Appeal

Internal Review

If you make a request under the FOI law and are not satisfied with our response, you are entitled to an internal review. If you believe you are entitled to an internal review, please put your appeal in writing and either e-mail or post it to the Information Manager. Include your name, address, telephone number and the reference number at the top of our letter or e-mail to you. You have 30 calendar days from the date of receipt of a refusal to request an internal review. Please explain why you would like us to review our original response.

Under Section 33 of the FOI Law, an applicant may request an Internal Review of an authority's decision on an FOI request in the following instances:

- a. Access to a record or information was refused;
- b. Partial access was granted to the requested record(s);
- c. The request was deferred;
- d. A request to amend or annotate an official document containing personal information was refused; or
- e. A fee was charged for action taken or if an applicant disagrees with the amount of the fee charged, and that decision was made by a person other than the responsible minister, chief officer or principal officer of the public authority.

Appeal to the Office of the Ombudsman

Where an applicant is either dissatisfied with the outcome of an internal review or where an internal review was not available, an applicant can seek an appeal from the Office of the Ombudsman at rene.lynch@ombudsman.ky or 345-946-6283.