

## KEY FACTS TO KNOW ABOUT THE RIGHT TO INFORMATION

### **Know who to contact when you want to make a request within an organization**

- The Information Officer or Designated Information Officer an institution

### **Know the time limits**

- An information Officer has within Fourteen (14) days to determine whether or not you are entitled to receive that information and when you will receive that information.
- When access to information is denied, seek internal review from the head of institution within Thirty (30) days.
- A person who is dissatisfied with a decision of a public institution may apply to the RTI Commission for a review of the decision.
- An applicant refused access to information by an institution and then by the RTI Commission may apply to the High Court for judicial review of the decision within twenty- one (21) days .

