



TAITA TAVETA UNIVERSITY

ACCESS TO INFORMATION PROCEDURE

1.1 PURPOSE

The purpose of this procedure is to assist people wishing to access information in terms of Access to information Act NO: 31 of 2016, from Taita Taveta University.

1.2 SCOPE:

This procedure refers to all University records.

1.3 REFERENCES

- Access to Information Act N0: 31 2016
- CAJ Guidelines

1.4 TERMS AND DEFINATIONS

- a) VC – Vice-Chancellor
- b) University – Taita Taveta University
- c) CAJ – Commission on Administrative Justice.

1.5 INPUTS

- Requests for access to Information
- Request to access of information form

1.6 PRINCIPAL RESPONSIBILITY

The Complaint Officer shall ensure that this procedure is adhered to and maintained.

1.7 RESOURCES

- Visitors Book
- Reception Area
- Human resources
- Stationery
- Communication medium

2.0 METHOD

2.1 Request to Access to Information

- 2.1.1 This shall start with the Complaint Officer receiving a written request for access to information (other than information freely available to the public) from a public entities as detailed in request form (Annexure 1) of this procedure.
- 2.1.2 Upon receipt, Complaint Officer shall analyze, validate, record the request in the Access to information register and forward to the Vice – Chancellor for approval.
- 2.1.3 Upon approval the Complaint Officer shall in writing respond to the requestor within 21 days of such receipt or 48 hours if it concerns the life or liberty of a person of the following when the request has been granted or denied:
 - i. Whether or not the University holds the information sought,
 - ii. Whether the request for information has been approved,
 - iii. If the request is declined the reasons for making such decisions and,
 - iv. If the request is declined, a statement about how the requestor may appeal to the Commission.
- 2.1.4 In the event the application refers to information held by another public institution, Complaint Officer, Vice- Chancellor’s Office shall transfer the request to that public institution within 5 days from the date of receipt and information of the referral communicated to the applicant/requestor.
- 2.1.5 The Complaint Officer, Vice- Chancellor’s Office shall submit monthly reports on the status of access to information requests received to the Chairman ,Complaint Committee
- 2.1.6 Upon receipt of monthly report, the Chairman shall update the Access to information register.
- 2.1.7 The Chairman shall submit quarterly reports to the Commission on Administrative Justice (CAJ).



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REQUEST TO ACCESS OF INFORMATION FORM

Personal Information of requestor:

Name	
Surname	
ID Number	
Address	
Contact Number(s)	

Is this request made on the behalf of a third party:

Yes / No

If Yes:

Capacity you are	
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acting	
Name	
Surname	
ID Number	
Address	
Contact Number(s)	

What record is required?:

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What form of access do you require?:

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Information regarding the right that is to be protected:

Manner in which you would like to be informed of the decision on the request:

Requestor's Signature: _____

Date: _____

For official use:

Date Received: _____

Received by whom: _____