

Department of Environment 580 North Sound
Road, 2nd Flr George Town, Grand Cayman,
Cayman Islands

Tel: (345) 949-8469 Fax: (345) 949-4020

Mailing Address:
P.O. Box 486 Grand Cayman KY1-1106



Function of Department:

The Cayman Islands Department of Environment's mission is to facilitate responsible management and sustainable use of the natural environment and resources of the Cayman Islands through a variety of environmental protection and conservation strategies and programmes.

Head of Department: Gina Ebanks-Petrie
Gina.ebanks-petrie@gov.ky

Information Manager: Margaret (Maggie) Buchanan
Margaret.buchanan@gov.ky

Records Officer: Tracy Galvin
Tracy.galvin@gov.ky

Freedom of Information email: foi.env@gov.ky

Business Hours: 8:30 a.m. to 5:00 p.m. Mon-Fri. excluding Public Holidays
(with the exception of Marine Enforcement Officers on Patrol)

Governing Ministry: Tourism, Environment, Investment & Commerce

Please note that questions concerning solid waste and rodent infestations should be directed to the Department of Environmental Health on 949-6696 or foi.evh@gov.ky

General Public

The Freedom of Information Law gives the public a new legal right to see or obtain copies of records held by public authorities in the Cayman Islands. The Law's objectives are to promote accountability and transparency in Government decision-making and public participation.

How do I make a Request?

Freedom of Information requests must be made in writing (letter, fax, prescribed form) including in electronic form. Email requests are also acceptable. You don't have to give a reason why you want the information, however, your request should be specific.

Remember that a public agency may not be able to respond to a vague or voluminous request if it may strain available resources. Specific requests will help you get what you want, so try to provide as much information as possible: what kind of document it is, what format is the information in, what date or year was it produced.

Can anybody use the Law to get information?

Yes, everyone has the right to information and anyone can use the Law even if you are not a resident or citizen of Cayman. The law applies to all persons.

What if I don't feel satisfied?

If a decision is made to refuse the request, or fail to provide the information on time, grant access to only part of the records requested or you have a dispute in relation to the fees charged, the Information Manager will be required to advise the requestor of the reasons for refusal and what he or she can do to appeal the decision by Internal Review (Chief Officer, Ministry of Tourism, Environment, Investment & Commerce) or thereafter, appeal to the Information Commissioner.

Schedule of Fees

1. Photocopy Black & White (all sizes) - \$1.00 per page; Photocopy Color (all sizes) - \$1.50 per page
2. Photographs:
 - (a) Black & White / Colour (digital photographic print from digital file, scanned hardcopy of existing negative);
 - i) 8 _ x 11 (or smaller) - \$5.00
 - ii) 8 1/21 x 14 - \$7.50
 - iii) 11 x 17 - \$10.00
 - (b) Black and white (photocopy or standard print-out) - \$1.00
 - (c) Colour (photocopy or standard print-out) - \$1.50
3. Conversion of an analogue audio or video record (e.g., tape or reel to reel) into digital MP3 or DivX file format; an amount that does not exceed the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
4. Transcripts – an amount that does not exceed the actual costs incurred by the authority based on hourly rates of staff undertaking the transcription.
5. Blue print reproduction - \$3.00 per sheet.
6. Maps and plans - \$5.00 per page
7. Print-out of a digital document or database report Black & White copy (all sizes) -\$1.00 per page.
8. Provision of a digital record (text or image) in standard PDF, JPEG or TIF file format:
 - (a) by email – no charge;
 - (b) on compact disc or DVD - \$2.00.
9. Conversion of a paper record (text or image) into PDF, JPEG or TIF file format; the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
10. Digital text files converted to audio formats for visually impaired – the actual costs incurred by the Computer Services Department, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium.
11. Posting of record: Where access to the record to which the request relates is to be given in the form of the provision of a copy of the record and the copy provided is, at the request of the applicant, to be sent by post or courier, a charge in respect of the posting or delivery of the copy not exceeding the actual cost of post or delivery.
12. Shipping cost – the actual cost of shipping method chosen by applicant and a preparation charge of \$20.00.
13. Expedited service: \$50.00 non refundable payable on making application.