

# Responsibilities of Public Authorities

**Regularly classify, update, publicize, and disseminate information**



**Make information easily accessible to the public**



**Conduct operations openly and transparently**



**Arrange appropriate training and education for their employees**

**Appoint an information officer for the purpose of disseminating information**



**Establish an information branch as necessary to disseminate information through various national languages and mass media**



**Safeguard personal information to prevent unauthorized publication and dissemination**



**Provide requested information related to public positions if requested by an individual holding a public position**

**Provide information related to an official if requested**

