

# RESPONSIBILITIES OF THE CHIEF INFORMATION OFFICER



**Regularly provide information to the information officer**

**Accept applications to correct incorrect information about the office, investigate, and correct it within 7 days, inform the applicant**



**Investigate complaints about not receiving information or receiving partial/incorrect information within 7 days of the complaint**



**Order the information officer to provide the requested information within 7 days if it is found that the information officer did not provide, partially provided, or provided incorrect information**



**If it is found that information cannot be provided, make a decision accordingly and inform the applicant**



**Take departmental action against the information officer if it is found that they deliberately or maliciously did not provide information, refused to provide, partially provided, or provided incorrect information**

