



Radio Cayman

Publication Scheme

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1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits *Radio Cayman* to making information available to the public as part of its normal business activities.

Radio Cayman will:

- Specify the information held by the authority, which falls within the seven (7) categories below;

- Proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- Describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- List any fees charged for access to information described in this scheme;
- Publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- Make this publication scheme available to the public;
- Regularly review and update the information made available under this scheme.

2. Information that may be withheld

Radio Cayman will generally not publish:

- Information in draft form;
- Information that is not held by *Radio Cayman*, or which has been disposed of in accordance with a legally authorised disposal schedule;
- Information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- Information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm *Radio Cayman's* (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at **www.radiocayman.gov.ky**. If you are still having trouble locating information listed under our scheme, please contact Martha Watler at 345-949-7799.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email Martha Watler at *foi.rcy@gov.ky* to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call 345-949-7799 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Martha Watler
Information Manager
P.O. Box 1110
Grand Cayman KY1-1102
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Martha Watler.

Radio Cayman will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Radio Cayman is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. Radio Cayman strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

Radio Cayman will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when Radio Cayman has received your payment.

5. Requests for information outside the Publication Scheme

Information held by Radio Cayman that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

Send request to:

Martha Watler
Information Manager
P.O. Box 1110
Grand Cayman KY1-1102
CAYMAN ISLANDS
Email: foi.rcy@gov.ky
Phone: 949-7799

Or-

Kadie Ebanks
Information Manager (Designate)
P.O. Box 1110
Grand Cayman KY1-1102
CAYMAN ISLANDS
Email: foi.rcy@gov.ky
Phone: 949-7799

6. Complaints

Radio Cayman aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Martha Watler at 949-7799, or email foi.rcy@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from www.radiocayman.gov.ky

You have legal rights to access information under this scheme, and a right to complain to the Office of the Ombudsman if you are dissatisfied with our response.

Office of the Ombudsman,
3rd floor, Anderson Square
64 Shedden Road
George Town
Grand Cayman, Cayman Islands
P.O. Box 2252
Grand Cayman, KY1-1107
CAYMAN ISLANDS
Telephone: 345 946 6283
Email: info@ombudsman.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority: RADIO CAYMAN

Radio Cayman's first broadcast was during Easter of 1976 and the official broadcast began on 12 December 1976. Forty Two years later, it remains one of the Cayman Islands' most respected stations.

In the 1980s Radio Cayman started providing the Cayman Islands with a choice of two services, Radio Cayman 89.9 on Grand Cayman and 91.9 on Cayman Brac and Little Cayman and Breeze 105.3FM on Grand Cayman and 93.9FM on Cayman Brac and Little Cayman.

Radio Cayman provides the islands with a 24 hour broadcast service daily, including BBC World Service Programming, between midnight and 6am on Radio Cayman 89.9FM and a magical mix of music on Breeze 105.3FM. The station also delivers the most extensive and credible local, regional and international newscasts in the Cayman Islands.

Radio Cayman is the "Community Station" and provides extensive coverage of national events, such as the Queen's Birthday Parade in June, Pirates Week Festival activities in November, the Remembrance Day Service in November, National Heroes Day Celebrations in January and other community activities including the broadcast of proceedings in the Legislative Assembly, when the House is in session.

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General Contact Information

Phone Lines

Administration

(345) 949-7799

Accounts

(345) 244-2192

News Reporters

(345) 244-2187, (345) 244-2186, (345) 244-2185, and (345) 244-2181

Commercial Sales

(345) 244- 2136, (345) 244- 2183 and (345) 244-2193

Request Line

(345) 949-6990

Email

News Room

rcnews@gov.ky

Sales Dept

rcsales@gov.ky

Talk Today

talktoday@candw.ky

For The Record

fortherecord@candw.ky

Mailing Address

Radio Cayman

P.O. Box 1110

Grand Cayman KY1-1102

CAYMAN ISLANDS

Job Opportunities - Whenever jobs become available at Radio Cayman it is posted on our website, on www.careers.gov.ky and in the newspapers.

News Desk (Radio Cayman's News is available online at www.radiocayman.gov.ky or by listening to Radio Cayman frequencies at 89.9FM & 105.3 FM in Grand Cayman and 93.9FM & 91.9FM in Cayman Brac and Little Cayman.)

Portfolio

Cabinet Office

Government Administration Building, 133 Elgin Ave, George Town, Grand Cayman
Mailing Address: Cayman Islands Government, Government Administration Building, Elgin Ave, George Town, Grand Cayman KY1-9000

Principal Officers

Norma McField, Director
P.O Box 1110, Grand Cayman KY1-1102, Cayman Islands

Paulette Conolly-Bailey, Deputy Director
P.O. Box 1110, Grand Cayman, KY1-1102, Cayman Islands

Information Manager

Martha Watler
P.O. Box 1110, Grand Cayman KY1-1102, Cayman Islands

Information Manager Designate

Kadie Ebanks
P.O. Box 1110, Grand Cayman KY1-1102, Cayman Islands

Engineer

Dean Bremmer
P.O. Box 1110, Grand Cayman KY1-1102, Cayman Islands

News Director

April Cummings
P.O. Box 1110, Grand Cayman KY1-1102, Cayman Islands

Organisation and functions

Radio Cayman is the "Community's Station" we provides the islands with a 24 hour broadcast service daily, including BBC World Service Programming, between midnight and 6am on Radio Cayman One and a magical mix of music on Breeze FM. The station also delivers the most extensive and credible local, regional and international newscasts in the Cayman Islands.

Location and hours	Matters handled
Physical address: 111 Elgin Avenue, George Town, Grand Cayman. Hours of Work: 8:30am to 5pm	Functions of Public Authority: Provides broadcast of current affairs, entertainment (music) and educational programmes to the people of the Cayman Islands

Frequently Asked Questions:**▪ When was Radio Cayman's first broadcast?**

Radio Cayman's first official broadcast was on 12 December 1976, but testing began during Easter of 1976.

- **What are the frequencies of Radio Cayman?**

The frequencies in Grand Cayman are Radio Cayman 1 89.9 and Breeze FM 105.3 on Cayman Brac and Little Cayman RC 1 is 93.9 and Breeze FM is 91.9

- **Where does Radio Cayman get its funding?**

Radio Cayman is partially funded by the Government of the Cayman Islands and also earns revenue from commercial sales.

- **What forms of payment are accepted at Radio Cayman for commercial orders?**

Radio Cayman accepts payment by Cash, cheque and Visa or Master debit and credit cards

- **What is the staff complement at Radio Cayman?**

The staff complement at Radio Cayman is 20

- **How many songs are in Radio Cayman's Music Library?**

Radio Cayman has approximately eleven thousand CDs, six thousand LP albums, and ten thousand 45rpm records.

- **What genre of music does Radio Cayman play?**

Mainly Pop, R&B, Soca, Calypso, Reggae, Country, Classical, and Jazz

STRATEGIC MANAGEMENT

Governance

- Public Service Management Law, (2018 Revision).Personnel Regulations (2022 Revision).
- National Archive and Public Records Law 2015 Revision.
- Freedom of Information Act (FOIA) (2021 Revision).
- Ombudsman Law 2017. Ombudsman Act (Revision 2021)
- Data Protection Act (2021 Revision), Data Protection Regulation 2018,
- Information and Communication Technology Authority Law (2006 Revision)
- The Public Management and Finance Law (2018 Revision) Financial Regulations (2018 Revision).
- Radio Cayman's Workplace Rules.

Corporate Management

Radio Caymans plans for business continuity, hazard management and disaster recovery (Hard copy can be obtained from Radio Cayman)

FINANCE & ADMINISTRATION

Financial Management.

Annual budget *copies can be obtain from www.gov.ky.*

Administration

Job vacancies; career opportunities
Job Opportunities

Staff grading structures (hard copy can be obtained at Radio Cayman)

POLICIES & PROCEDURES

Complaints-handling procedure
Radio Cayman COMPLAINTS POLICY (*Hard Copy available at Radio Cayman*)

Operating policies and procedures; Standards of service
Radio Cayman's Credit Policy (*Hard Copy available at Radio Cayman*)

OUR SERVICES

Radio Cayman provides news, information and music for the listeners of the Cayman Islands. Our services are available by calling Radio Cayman at 949-7799, email radiocayman@gov.ky or by logging on to our website at www.radiocayman.gov.ky.