

UNIVERSITY OF BENIN



POLICY ON PUBLIC INFORMATION
MANAGEMENT

EXECUTIVE SUMMARY

The University of Benin Public Information Management Policy (UNIBEN PIMP) epitomises Management's responsibility to amplify the translucency of its activities and promote all-inclusiveness in the management of the University.

THE MANDATE OF THE UNIVERSITY

The mandate of the University of Benin is as entrenched in its Mission Statement: **To develop the human mind to be creative, innovative, competent in areas of specialization, knowledgeable in entrepreneurship and Dedicated Service.**

The University believes that this mandate can only be achieved through transparency and good governance and by pursuing activities that will continue to promote public confidence in the University.

PREAMBLE

The University of Benin (Transitional Provisions) Act, the legal foundation of our existence, requires the University to be always accountable. The Senate of the University, at its meeting of -----, approved the policy on public information management, which defines the nature of the information the University is required to place in the public domain.

Our policy on public information management is founded on five (5) fundamental principles of **proactiveness** (non-reactive in the disclosure of relevant information concerning the activities of the university), **equality** (non-discriminatory access to public information, irrespective of ethnicity, religion, political affiliation, race and sexuality), **transparency** (unless the information is disclosure exempt, there is unrestricted access to information concerning the activities of the University of Benin), **confidentiality** (the policy recognises the confidentiality of all information arising from the contractual relationship between the University and other stakeholders), **event-driven** (public information may be driven by circumstances in the university environment)

POLICY SCOPE

In the context of this policy, the word information management has to do with all relevant, hard, or soft copies of comprehensible and transmissible information at the disposal of the Vice-Chancellor of the University of Benin.

The University's policy on public information management does not prejudice the provisions of the Nigerian Freedom of Information Act (FOIA) 2011, which is concerned mainly with the right to access or request any information or record that is in the custody or possession of any public institution or private organisation.

The policy focuses on information relating to:

Academic Programmes

The University of Benin's Policies
The University of Benin Services
The University of Benin's Strategies (both local and regional)
Third-party Contracts
Collaborative Partnerships.

PROACTIVE DISCLOSURE OF INFORMATION

The University shall proactively disclose even-driven information that bothers on the conventional, routine programmes of the university such as:

Convocation ceremonies
Matriculation ceremonies
Inaugural lectures
Valedictory lectures
Others

REQUEST FOR INFORMATION

The university is a custodian of the personal data of both staff and students. As a custodian, working with the personal data of diverse groups within the system, we are obligated to maintain a high level of secrecy about the information at our disposal and ensure that the sharing of such privileged information, if expressly required, is done in line with the provisions of the Nigerian Data Protection Regulation (NDPR) of 2019.

Being a public institution in relation to the Freedom of Information Act (FOIA) of 2011, the University of Benin is expected to comply with any valid request for information from the public except where such information is disclosure exempt.

THE FREEDOM OF INFORMATION ACT (FOIA) 2011

The Act was passed by the Nigerian National Assembly on the 24th day of May 2011. The Act applies to public institutions and the private organisation providing public services, utilising public funds, and performing public functions.

For purposes of transparency and accountability, the University of Benin publishes a wide range of information concerning its activities on the website <https://www.uniben.edu> for ease of access to the public. If the required information is not on the website of the University and provided the information is not disclosure exempt, a written request for such information can be made to the Registrar of the University through the email registrar@uniben.edu.

However, the university reserves the right to refuse to respond to a request for information exempt from disclosure or to a repeated request for the same information, in which case, the requestor shall be notified through writing.

THE UNIVERSITY OF BENIN POLICIES

The University of Benin's policies provide the principles and procedures adopted by the University in service delivery in the different aspects of its activities, with emphasis on:

- (1). Admission
- (2) Quality control
- (3) Students' admission
- (4)

EXCEPTIONS TO DISCLOSURE REQUIREMENTS

The University of Benin's policy on information management recognises the need to protect the confidentiality of the personal information of all stakeholders. In this regard, the followings are exceptions to the disclosure requirements of the University:

Information that would compromise the integrity of the University.

Information that would compromise the administrative machinery and the decision-making processes of the University.

Information that would compromise the national, regional, and global competitiveness of the University.

Information that would compromise the confidentiality and the physical or mental safety of all the stakeholders of the University.

REPORTING REQUIREMENTS

The Vice-Chancellor shall provide to the Senate of the University, an annual report on the implementation of policy, with emphasis on disclosure appeals and their final settlement by the Vice-Chancellor.

IMPLEMENTATION

The Vice-Chancellor shall ensure strict adherence to the policy through a circular to that effect and shall set up a committee for the effective and efficient implementation of the policy.