

## KENYA BUREAU OF STANDARDS

### ACCESS TO INFORMATION POLICY

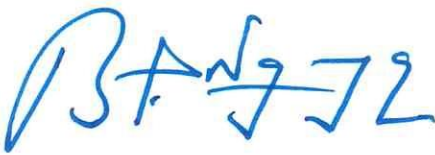
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## PREAMBLE

Access to information is guaranteed under Article 35 of the Constitution of Kenya 2010, which is operationalized through the Access to information Act No. 31 of 2016. The Commission on Administrative Justice (CAJ), established under the Commission on Administrative Justice Act, 2011, has been mandated to oversee and enforce the Access to information Act 31, 2016.

This policy on Access to Information has been established to provide a framework for implementation of the Access to Information Act.

KEBS is committed to effecting the objectives and purpose of the access to information Act.



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**Ag. MANAGING DIRECTOR**

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## 1. INTRODUCTION

- 1.1. **KEBS Mission:** To provide standards based solutions that promote innovation, trade and quality life.
- 1.2 **KEBS Vision:** To be a global leader in standards based solutions that deliver quality and confidence.
- 1.3 To accomplish its Mission and Vision, KEBS requires all employees to practice its core values: integrity, customer focus, excellence and sustainability.

## 2. SCOPE

This policy shall apply to access to information held by Kenya Bureau of Standards (KEBS) including, but not limited to:

- a) All data and information held in computer systems, including mobile computing devices, telecommunications equipment, networks, printers and servers.
- b) All information from electronic communications equipment and services, including telephones, PABXs, radio communicators, voice-mail, voice recorders, cameras, CCTV system, e-mail, fax machines, wired or wireless services, website, internet and intranet and other on-line services.
- c) All information held in hardcopies and archived records.

## 3. PURPOSE

The purpose of this policy is to guide KEBS in providing the public with information in accordance with the Access to Information Act 31 of 2016. It outlines the responsibility of KEBS regarding access to information.

## 4. ACRONYMS AND DEFINITIONS

### 4.1 Acronyms

- 4.1.1 **KEBS** Kenya Bureau of Standards
- 4.1.2 **CS** Cabinet Secretary
- 4.1.3 **MD** Managing Director
- 4.1.4. **AIO** Access to Information Officer

### 4.2 Definitions

- 4.2.1 **Commission** refers to the Commission on Administrative Justice
- 4.2.2 **Interested party** is a person who has an identifiable stake or legal interest in the proceedings before the court but is not a party to the proceedings or may not be directly involved in the litigation.
- 4.2.3 **National Security** is the protection against internal and external threats to Kenya's territorial integrity and sovereignty, its people, their rights, freedoms, property, peace, stability and prosperity, and other national interests.