

## HOW TO REQUEST INFORMATION

To request information, follow these steps:

1. Submit a written request to the designated RTI Officer using the Application for Access to Information form or a handwritten/typed application.

2. Ensure your application includes a clear description of the requested information, your name, a copy of your national identification card and contact details.

Submit your application to:

The Information Officer  
RTI Unit Office  
Rm G24  
GCTU – Tesano

The Information Officer  
RTI Unit Office  
GCTU – Abeka Campus

Or send an email to:

[right-to-information@gctu.edu.gh](mailto:right-to-information@gctu.edu.gh)

3. Pay the prescribed fee (if applicable).

## TIMELINE FOR RESPONSE

The RTI Officer will respond within 14 days of receiving your request. For complex requests, an additional 7 days may be required, with notification.

## RTI RESPONSE & APPEAL PROCEDURES

If your request is approved, the RTI Officer will provide the requested information. If denied, a written explanation will be provided, including reasons for denial, relevant sections of the RTI Act, and appeal procedures.

## TYPES OF INFORMATION AVAILABLE

The GCTU RTI Manual, available on the university website, provides a guide on rights and access to information. Types of information available include:

- Academic records and policies
- Financial reports and budgets
- Administrative procedures and guidelines
- Research and publications.

### Exemptions

Access to information is not absolute and is subject to exemptions necessary for protecting the public interest, as stipulated in the Act (Sections 5-17). These exemptions include:

- **Information on the President or Vice-President**
- **Information that compromises national security**
- **Personal data (without consent)**
- **Information under court order or parliamentary privilege**

Kindly Scan With Your Phone For Access.



Right To Information Act,  
2019  
(Act 989)



Standard Right to  
Information Application  
Form



GHANA COMMUNICATION  
TECHNOLOGY UNIVERSITY



# RIGHT TO INFORMATION COMMISSION



## ABOUT RTI

The Right To Information (RTI) Act, passed in 2019, is a law that allows the general public to access information held by public institutions, including Ghana Communication Technology University (GCTU). This law promotes transparency, accountability and good governance.

The Right to Information (RTI) Commission is the oversight body for implementing the RTI Act (989). Its roles include:

**- Promoting  
the right to  
information**

**- Monitoring  
compliance**

**- Protecting  
and enforcing  
the right to  
information**

## EMPOWERING TRANSPARENCY AND ACCOUNTABILITY

The RTI Act is important for several reasons:

### **-Promotes Transparency and Accountability**

RTI enables citizens to access information, holding public institutions accountable for their actions and decisions, and promoting transparency in governance.

### **-Empowers Citizens**

RTI gives citizens the power to make informed decisions, participate in governance, and demand better services and policies.

### **-Fights Corruption**

RTI helps uncover corruption, mismanagement, and abuse of power by providing access to information on government spending, contracts, and decision-making processes.

### **-Enhances Good Governance**

RTI promotes good governance by ensuring accountability, transparency, and participation, leading to more effective and responsive public institutions.



## RTI @GCTU

At GCTU, the Right-to-Information (RTI) Unit falls under the Office of the Registrar. The Registrar provides oversight, and the unit is staffed by two Information Officers from the Information Services Department (ISD).