

## **Appendix 2**

### **Act of 31 October 1991, containing regulations governing public access to government information**

As applicable on 9 September 2015

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We Beatrix, by the grace of God, Queen of the Netherlands, Princess of Orange-Nassau, etc., etc., etc.

Greetings to all who see or hear these presents! Be it known:

Whereas We have considered that, in view of article 110 of the Constitution, it has proved desirable, in the interests of effective, democratic governance, to amend the rules concerning openness and public access to government information and to incorporate these rules in statute law wherever possible;

We, therefore, having heard the Council of State, and in consultation with the States General, have approved and decreed as We hereby approve and decree:

#### **Chapter I. Definitions**

##### **Section 1**

The definitions employed in this Act and the provisions deriving from it are as follows:

- a. document: a written document or other material containing data which is deposited with an administrative authority;
- b. administrative matter: a matter of relevance to the policies of an administrative authority, including the preparation and implementation of such policies;
- c. internal consultation: consultation concerning an administrative matter within an administrative authority or within a group of administrative authorities in the framework of their joint responsibility for an administrative matter;
- d. independent advisory committee: a committee appointed by the government to advise one or more administrative authorities, the members of which do not include any civil servants who advise the administrative authority to which they are responsible on the subjects put before the committee. A civil servant who is the secretary or an advisory member of such a committee is not regarded as a member for the purposes of this provision;

- e. civil service or mixed advisory committee: a committee responsible for advising one or more administrative authorities, which is composed partly or wholly of civil servants whose duties include advising the administrative authority to which they are responsible on the subjects put before the committee;
- f. personal opinion on policy: an opinion, proposal, recommendation or conclusion of one or more persons concerning an administrative matter and the arguments they advance in support thereof;
- g. environmental information: that which is defined as such in section 19.1a of the Environmental Management Act.

## **Section 1a**

1. This Act applies to the following administrative authorities:
  - a. Our Ministers;
  - b. the administrative authorities of provinces, municipalities, water authorities and regulatory industrial organisations;
  - c. administrative authorities whose activities are subject to the responsibility of the authorities referred to in subsection 1 (a) and (b);
  - d. such other administrative authorities as are not excluded by order in council.
2. Notwithstanding subsection 1 (d), this Act applies to the administrative authorities exempted under that provision in so far as it relates to the provision of environmental information.

## **Chapter II. Public Access**

### **Section 2**

1. An administrative authority shall, in the exercise of its functions, disclose information in accordance with the present Act, without prejudice to provisions laid down in other Acts of Parliament, on the basis that it is in the public interest to do so.
2. The administrative authority shall do everything in its power to ensure that the information that it discloses in accordance with the present Act is up to date, accurate and comparable.

## **Chapter III. Information on application**

### **Section 3**

1. Anyone may apply to an administrative authority or to an agency, service or company carrying out work for which it is accountable to an administrative authority for information contained in documents concerning an administrative matter.
2. The applicant shall specify the administrative matter or the document relevant to it about which he wishes information.
3. The applicant is not required to declare an interest in the application.
4. If the wording of an application is too general, the administrative authority shall as soon as possible ask the applicant to make his application more specific and shall help him do so.
5. An application for information shall be granted with due regard for the provisions of sections 10 and 11.

### **Section 4**

If the application concerns documents held by an administrative authority other than that to which the application has been submitted, the applicant shall, if necessary, be referred to that authority. If the application was made in writing, it shall be forwarded and the applicant shall be notified accordingly.

### **Section 5**

1. The decision on an application for information shall be given verbally or in writing.
2. The applicant shall receive written notification of a refusal to disclose all or part of the information for which he applied in writing. If the application was made verbally, the applicant shall receive, on request, written notification of the refusal. This option shall be brought to the attention of the applicant.
3. The decision shall likewise be given in writing if the application for information concerns a third party and said third party has applied for this information. In such a case, the decision and the information relevant to the third party shall be sent to him.

## **Section 6**

1. The administrative authority shall decide on the application for information at the earliest possible opportunity, and in any event within four weeks, calculated from the day after that on which the application is received.
2. The administrative authority may defer the decision for no more than a further four weeks. The applicant must be notified in writing, with reasons, of the deferment before the first period has elapsed.
3. Without prejudice to section 4:15 of the General Administrative Law Act, the period for giving a decision in an individual case is suspended from the day following that on which the administrative authority informs the applicant that section 4:8 of the General Administrative Law Act has been applied until the day on which the interested party or parties have presented their views or the prescribed period has elapsed.
4. If the suspension referred to in subsection 3 ends, the administrative authority must notify the applicant of this as quickly as possible and indicate within what period the decision must now be given.
5. If the administrative authority decides to provide information, the information must be provided together with the notification of the decision, unless an interested party is likely to object, in which case information must be disclosed no sooner than two weeks after the decision is made known.
6. In so far as the application relates to the provision of environmental information:
  - a. notwithstanding subsection 1, a decision must be given within two weeks if the administrative authority intends to provide the environmental information and an interested party is likely to object;
  - b. the decision may be deferred under subsection 2 only if this is warranted by the volume or complexity of the environmental information;
  - c. subsections 3 and 4 do not apply.

## **Section 7**

1. The administrative authority shall provide information concerning the documents which contain the information required by:
  - a. issuing a copy of the documents or conveying their exact substance in some other form;
  - b. permitting the applicant to take note of the contents of the documents;
  - c. supplying an extract from the documents or a summary of their contents, or

- d. supplying information contained in the documents.
2. The administrative authority shall provide the information in the form requested by the applicant, unless:
  - a. it cannot reasonably be expected to provide the information in that form;
  - b. the information is already available to the public in another form which is easily accessible to the applicant.
3. If the application concerns environmental information as referred to in section 19.1a, subsection 1 (b) of the Environmental Management Act, the administrative authority shall, if necessary, also provide information, if available, about the methods used to compile the said information.

## **Chapter IV. Information provided without an application**

### **Section 8**

1. The administrative authority directly concerned shall provide, of its own accord, information on its policy and the preparation and implementation thereof, whenever the provision of such information is in the interests of effective, democratic governance.
2. The administrative authority shall ensure that the information is supplied in a comprehensible form and in such a way as to reach the interested party and as many interested members of the public as possible at a time which will allow them to make their views known to the administrative authority in good time.

### **Section 9**

1. The administrative authority directly concerned shall ensure that the policy recommendations which the authority receives from independent advisory committees, together with the requests for advice and proposals made to the advisory committees by the authority, shall be made public where necessary, possibly with explanatory notes.
2. The recommendations shall be made public no more than four weeks after they have been received by the administrative authority. Their publication shall be announced in the Netherlands Government Gazette or in some other periodical made generally available by the government. Notification shall be made in a similar manner of non-publication, either total or partial.
3. The documents referred to in subsection 1 may be made public by:

- a. including them in a publication which is generally available;
- b. publishing them separately and making them generally available, or
- c. depositing them for public inspection, providing copies or making them available on loan.

## **Chapter V. Exceptions and restrictions**

### **Section 10**

1. Disclosure of information pursuant to this Act shall not take place in so far as:
  - a. this might endanger the unity of the Crown;
  - b. this might damage the security of the State;
  - c. the data concerned relate to companies and manufacturing processes and were furnished to the government in confidence by natural or legal persons;
  - d. it concerns personal data within the meaning of division 2 of chapter 2 of the Personal Data Protection Act, unless the disclosure manifestly does not constitute a breach of privacy.
2. Nor shall disclosure of information take place in so far as its importance does not outweigh one of the following:
  - a. relations between the Netherlands and other states or international organisations;
  - b. the economic and financial interests of the State, other bodies constituted under public law or the administrative authorities referred to in section 1a (c) and (d);
  - c. the investigation of criminal offences and the prosecution of offenders;
  - d. inspection, control and oversight by administrative authorities;
  - e. respect for personal privacy;
  - f. the importance to the addressee of being the first to note the information;
  - g. the prevention of disproportionate advantage or disadvantage to the natural or legal persons concerned or to third parties.
3. Subsection 2, opening words and (e) does not apply in so far as the person concerned has consented to the disclosure.
4. Subsection 1, opening words, (c) and (d), subsection 2, opening words and (e), and subsection 7, opening words and (a) do not apply in so far as the disclosure concerns environmental information related to environmental emissions. Notwithstanding subsection 1, opening words and (c) disclosure of environmental information shall not take place if the interests of disclosure do not outweigh the interests stated there.
5. Subsection 2, opening words and (b) applies to the disclosure of environmental information concerning confidential procedures.

6. Subsection 2, opening words and (g) does not apply to the disclosure of environmental information.

7. Disclosure of environmental information pursuant to this Act shall not take place if the interests of disclosure do not outweigh the following interests:

- a. the protection of the environment to which this information relates;
- b. the security of companies and the prevention of sabotage.

8. If subsection 4, first sentence does not apply, the application of subsections 1, 2 and 7 to environmental information shall take account of whether or not the information concerns environmental emissions.

## **Section 11**

1. Where an application concerns information contained in documents drawn up for the purpose of internal consultation, no information shall be disclosed concerning personal opinions on policy contained therein.

2. Information on personal opinions on policy may be disclosed, in the interests of effective, democratic governance, in a form that cannot be traced back to any individual. If those who expressed the opinions in question or who supported them agree, information may be disclosed in a form that may be traced back to individuals.

3. Information concerning the personal opinions on policy contained in the recommendations of a civil service or mixed advisory committee may be disclosed if the administrative authority directly concerned informed the committee members of its intention to do so before they commenced their activities.

4. Notwithstanding subsection 1, in the case of environmental information the interests of protecting personal opinions on policy shall be weighed against the interests of disclosure. Information concerning personal opinions on policy may be disclosed in a form that cannot be traced back to any individual. Subsection 2, second sentence applies *mutatis mutandis*.

## **Chapter V-A. Re-use [Repealed as of 18 July 2015]**

### **Section 11a [Repealed as of 18 July 2015]**

### **Section 11b [Repealed as of 18 July 2015]**

### **Section 11c [Repealed as of 18 July 2015]**

**Section 11d** [Repealed as of 18 July 2015]

**Section 11e** [Repealed as of 18 July 2015]

**Section 11f** [Repealed as of 18 July 2015]

**Section 11g** [Repealed as of 18 July 2015]

**Section 11h** [Repealed as of 18 July 2015]

**Section 11i** [Repealed as of 18 July 2015]

## **Chapter VI. Other provisions**

### **Section 12**

Rules applicable to central government may be laid down by or pursuant to order in council concerning charges for copies of documents made and extracts from or abstracts of documents supplied in response to applications for information.

### **Section 13**

Publication of advisory opinions issued by the Council of State or independent advisory committees before 1 May 1980 shall not be compulsory under the present Act.

### **Section 14**

Further rules concerning the implementation of provisions laid down by or pursuant to the present Act may be laid down:

a. for central government, by or pursuant to an order by Our Prime Minister in accordance with the views of the Cabinet;



b. for provinces, municipalities, water authorities and the other administrative authorities referred to in section 1a (c) and (d), by their executive bodies.

**Section 15** [Repealed as of 1 January 1994]

**Section 16** [Repealed as of 1 January 1994]

**Section 17**

Our Prime Minister and Minister of General Affairs, and our Minister of the Interior shall, within five years of the entry into force of the present Act, report to the States General on its application.

## **Chapter VII. Amendments to certain Acts of Parliament**

**Section 18**

[Contains amendments to other legislation.]

**Section 19**

The statutory provisions that were applicable to advisory opinions, recommendations and proposals issued by the Council of State on the day before the present Act entered into force shall continue to apply.

**Section 20**

[Contains amendments to other legislation.]

**Section 21**

Restrictions on access imposed before the entry into force of the present Act continue to apply to applications pursuant to the 1962 Public Records Act (Bulletin of Acts and Decrees 1962, no. 313) for consultation or use of documents which had been deposited in a repository before the entry into force of the present Act.

## **Section 22**

[Contains amendments to other legislation.]

## **Section 23**

[Contains amendments to other legislation.]

## **Section 24**

[Contains amendments to other legislation.]

## **Chapter VIII. Concluding provisions**

## **Section 25**

The 1978 Government Information (Public Access) Act (Bulletin of Acts and Decrees 1978, no. 581) is repealed.

## **Section 26**

This Act enters into force on a date to be determined by Royal Decree.

## **Section 27**

This Act may be cited as the Government Information (Public Access) Act.

We order and command that this Act shall be published in the Bulletin of Acts and Decrees and that all ministerial departments, authorities, bodies and officials whom it may concern shall diligently implement it.

Done at The Hague, 31 October 1991

Beatrix

R.F.M. Lubbers  
Prime Minister,  
Minister of General Affairs

C.I. Dales  
Minister of the Interior

Published on the thirty-first of December 1991

E.M.H. Hirsch Ballin  
Minister of Justice