

Annual Report on the *Access to Information Act* and the *Privacy Act*

2012–13



Office of the Auditor General of Canada
Bureau du vérificateur général du Canada



Auditor General of Canada
Vérificateur général du Canada

28 June 2013

The Honourable Andrew Scheer, M.P.
Speaker of the House of Commons
House of Commons
Ottawa, Ontario K1A 0A6

Office of the Auditor General of Canada
2012–13 Annual Report on the *Access to Information Act*
and the *Privacy Act*

Dear Mr. Speaker:

In accordance with section 72 of both the *Access to Information Act* and the *Privacy Act*, and for reference to the Standing Committee of Justice and Human Rights, please find attached the Office of the Auditor General of Canada's 2012–13 Annual Report on the *Access to Information Act* and the *Privacy Act*.

Yours sincerely,

Michael Ferguson, FCA
Auditor General of Canada

Enclosure

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**Annual Report on
the *Access to Information Act*—2012–13**

Introduction

When the *Federal Accountability Act* was enacted in 2006, amendments were made to the *Access to Information Act* and the *Privacy Act*, both of which came into force in 1983. The scope of application of these laws was expanded, and the Office of the Auditor General of Canada (OAG) became subject to the *Access to Information Act*.

The *Access to Information Act* gives Canadian citizens and permanent residents, and any person and corporation present in Canada, the right to access information contained in government records, subject to certain specific and limited exceptions.

Section 72 of the Act requires that the head of every government institution prepare an annual report on the administration of the Act within the institution and that they submit the report to Parliament.

This annual report on the administration of the *Access to Information Act* at the OAG describes how we administered our responsibilities under the Act during the 2012–13 fiscal year.

If you require more information or wish to make a request under the *Access to Information Act* or the *Privacy Act*, please direct your inquiries to the following:

Coordinator
Access to Information and Privacy
Office of the Auditor General of Canada
240 Sparks Street
Ottawa, Ontario K1A 0G6

Tel.: 613-952-0213 (ext. 6455)
Fax: 613-941-8284
Email: atip-aiprp@oag-bvg.gc.ca

Who we are

The Office of the Auditor General of Canada (OAG) audits federal government operations and provides Parliament with independent information, advice, and assurance regarding the federal government's stewardship of public funds. While the OAG may comment on policy implementation in an audit, it does not comment on policy itself.

We are in the business of legislative auditing. We conduct

- performance audits of federal departments and agencies;
- annual financial audits of the government's financial statements;
- special examinations and annual financial audits of Crown corporations; and
- audits of the governments of Nunavut, Yukon, and the Northwest Territories.

Since 1995, the OAG has also had a specific environmental and sustainable development mandate, which was established through amendments to the *Auditor General Act*.

The Auditor General of Canada is the designated head of the institution for the *Access to Information Act* as well as the *Privacy Act*. Pursuant to section 73 of both acts, the Auditor General has delegated full authority to the Access to Information and Privacy Coordinator.

Access to Information and Privacy Office

The Access to Information and Privacy (ATIP) Coordinator is accountable for the development and implementation of effective policies, guidelines, systems, and procedures to ensure that the OAG meets its responsibilities under the *Access to Information Act* and the *Privacy Act*.

The main activities of the ATIP Coordinator include

- monitoring compliance with the acts, regulations, and relevant procedures and policies;
- processing requests under both acts;
- developing and maintaining policies, procedures, and guidelines to ensure that the OAG respects the acts;
- promoting awareness of the acts within the OAG to ensure that employees are aware of their responsibilities;
- preparing annual reports to Parliament and other statutory reports, as well as other material that may be required by central agencies;
- representing the OAG in dealings with the Treasury Board of Canada Secretariat, the information and privacy commissioners, and other government departments and agencies to determine how the acts apply to the OAG; and
- helping the OAG meet its commitments to ensure openness and transparency, through proactive and informal disclosure of information.



Office of the Auditor General of Canada
Bureau du vérificateur général du Canada

DELEGATION ORDER

ACCESS TO INFORMATION ACT

I, Michael Ferguson, Auditor General of Canada, pursuant to Section 73 of the *Access to Information Act*, hereby authorize the Access to Information and Privacy Coordinator to exercise signing authorities or perform any of my powers, duties or functions as head of the Office of the Auditor General, specified in all sections and subsections of the *Access to Information Act*.

22 June 2012

ARRÊTÉ AUTORISANT LA DÉLÉGATION DE POUVOIRS PRÉVUS DANS LA LOI SUR L'ACCÈS À L'INFORMATION

Je soussigné, vérificateur général du Canada, autorise, en vertu de l'article 73 de la *Loi sur l'accès à l'information*, le Coordonnateur de l'Accès à l'information et de la protection des renseignements personnels à exercer, en mon nom, les pouvoirs de signer ou d'accomplir les attributions, les fonctions et les pouvoirs du responsable du Bureau de vérificateur général, détaillés dans tous les articles et paragraphes de la *Loi sur l'accès à l'information*.

Le 22 juin 2012

Michael Ferguson, FCA
Auditor General of Canada
Vérificateur général du Canada

340 rue Sparks Street, Ottawa, Ontario K1A 0G6

Highlights and accomplishments for the 2012–13 fiscal year

Raising awareness

During this reporting period, nine awareness-building sessions were held with over 180 employees (about 30 percent of the total OAG staff). Access to information and privacy awareness continues to be part of the mandatory employee orientation course for all new OAG staff.

Parliamentary Privilege

The Office received a request pursuant to the *Access to Information Act* in April 2012 for “...all e-mails pertaining to the Auditor General appearing in front of a Parliamentary Committee from 17 Jan 2012 to 17 Apr 2012.” Included in the relevant documentation retrieved for this request was correspondence with the clerks of the various House of Commons standing committees and Senate standing committees before which the Auditor General was either scheduled to appear or had already appeared. In accordance with section 27 of the Act, the OAG consulted both the House of Commons and the Senate regarding the information pertaining to their standing committees. Officials from the House of Commons responded that, in their opinion, the information was subject to parliamentary privilege and should not be disclosed to the requester.

The OAG recognized the possibility that the House of Commons or the Senate could decide to claim that parliamentary privilege applied to the records. Parliamentary privilege, however, is not an exemption contained in the *Access to Information Act*. Accordingly, the OAG sent a notice pursuant to section 44 of the Act advising of its intent to release the records to the requester. This matter was finally resolved by a resolution of the House of Commons to waive the claim of parliamentary privilege in this particular case. The interaction of parliamentary privilege and the *Access to Information Act* was studied by the House of Commons Standing Committee on Procedure and House Affairs.

Publication of summaries

In accordance with the Directive on the Administration of the *Access to Information Act*, the Office has regularly posted summaries of completed access to information requests on the OAG’s website. Four (4) informal requests for previously released packages have been processed as a direct result of these postings.

Administration of the *Access to Information Act*

Requests under the *Access to Information Act*

Received during the reporting period:	16
Outstanding from the previous period:	<u>3</u>
Total:	19

Sources of requests received

The majority of requests received in the 2012–13 fiscal year were from the media (9), followed by business (private sector) (3), and organizations (2). The remaining requests came from academia (1) and the general public (1).

Disposition of completed requests

The Office of the Auditor General (OAG) finalized 18 requests in the 2012–13 fiscal year:

- Six requests resulted in partial disclosure.
- Three requests resulted in all related documentation being exempted.
- Six requests could not be processed because no relevant records existed.
- Two requests were abandoned by the requester.
- One request was transferred to an institution with a greater interest.

Exemptions invoked

The Appendix indicates the number of requests where specific types of exemptions were invoked. For example, if in processing a request the OAG applied five different exemptions, one exemption under each relevant section is reported—for a total of five. If the same exemption was claimed several times for the same request, it is reported only once.

As noted, the OAG invoked exemptions under sections 16(2)(c), 16.1(1)(a), 19(1), 20(1)(b), 20(1)(c), 20(1)(d), 21(1)(a), 21(1)(b), and 23 of the *Access to Information Act*.

Exclusions cited

The Appendix indicates the number of exclusions cited during the reporting period, including two cases in which section 68(a) of the *Access to Information Act* was invoked.

Extension of time limits

Section 9 of the Act provides for the extension of the statutory time limits, if consultations are necessary or if a large number of records have been requested and processing the request within the original time limit would unreasonably interfere with OAG operations. During the reporting period, six requests were extended for less than 30 days under 9(1)(a) and four requests were extended for more than 30 days under 9(1)(c).

Completion time

Of the 18 requests completed during the reporting period,

- 9 were completed within the original 30-day deadline,
- 6 required up to an additional 30 days, and
- 3 required between 61 and 180 days.

Method of access

Electronic copies of documents were provided for six requests where the relevant documents were given in part.

Fees

The fees collected during the reporting period totalled \$75.00. In accordance with government policy, the OAG's practice is to waive photocopy or search fees when the total per request is less than \$25.00. In all, fees amounting to \$10.00 were waived for the 2012–13 fiscal year.

Costs

The costs directly associated with administration of the *Access to Information Act* for the 2012–13 fiscal year are estimated to be \$80,586 for salaries and \$11,875 for goods and services, including professional services contracts—for a total of \$92,461.

Complaints and investigations

The OAG received no new complaints in the 2012–13 fiscal year. One outstanding complaint received during the 2011–12 fiscal year is currently under investigation by the Office of the Information Commissioner.

Appendix: Report on the Access to Information Act



Statistical Report on the Access to Information Act

Name of institution: Office of the Auditor General of Canada

Reporting period: 01/04/2012 to 31/03/2013

PART 1 – Requests under the Access to Information Act

1.1 Number of Requests

	Number of Requests
Received during reporting period	16
Outstanding from previous reporting period	3
Total	19
Closed during reporting period	18
Carried over to next reporting period	1

1.2 Sources of requests

Source	Number of Requests
Media	9
Academia	1
Business (Private Sector)	3
Organization	2
Public	1
Total	16

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	3	1	2	0	0	6
All exempted	1	0	2	0	0	0	0	3
All excluded	0	0	0	0	0	0	0	0
No records exist	1	5	0	0	0	0	0	6
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	0	1	1	0	0	0	0	2
Treated informally	0	0	0	0	0	0	0	0
Total	3	6	6	1	2	0	0	18

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(c)	1	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	2
13(1)(e)	0	16.1(1)(a)	6	18.1(1)(a)	0	21(1)(b)	2
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	5	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	2
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	1	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	2		
16(1)(b)	0	17	0	20(1)(d)	1		
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	2	69(1)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	6	0
Total	0	6	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	0	0	0
Disclosed in part	2934	1167	6
All exempted	53	0	3
All excluded	0	0	0
Request abandoned	0	0	2

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	4	739	1	352	1	76	0	0
All exempted	3	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	2	0	0	0	0	0	0	0	0	0
Total	5	0	4	739	1	352	1	76	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	4	0	1	2	7
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	4	0	1	2	7

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
2	0	1	0	1

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	1	1
31 to 60 days	0	1	1
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	2	2

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	4	0	0	4
All exempted	2	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	6	0	0	4

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	6	0	0	0
31 to 60 days	0	0	0	4
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	6	0	0	4

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	15	\$75	2	\$10
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	15	\$75	2	\$10

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	66	1314	0	0
Outstanding from the previous reporting period	2	28	0	0
Total	68	1342	0	0
Closed during the reporting period	62	1011	0	0
Pending at the end of the reporting period	6	331	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
Disclose entirely	37	7	1	0	0	0	0	45
Disclose in part	6	11	0	0	0	0	0	17
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	43	18	1	0	0	0	0	62

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	1	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	1	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$80,586
Overtime		\$0
Goods and Services		\$11,875
• Professional services contracts	\$11,875	
• Other	\$0	
Total		\$92,461

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.50	0.00	0.50
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.25	0.25
Total	0.50	0.25	0.75

**Annual Report on
the *Privacy Act*—2012–13**

Introduction

The *Privacy Act* gives individuals the right to access information about themselves that is held by the Office of the Auditor General of Canada, subject to certain specific and limited exceptions. The *Privacy Act* also protects the privacy of individuals by giving them substantial control over the collection, use, and disclosure of their personal information and by preventing others from having access to that information.

Section 72 of the Act requires that the head of every government institution prepare an annual report on the administration of the Act within the institution and that they submit the report to Parliament.

This annual report on the administration of the *Privacy Act* at the OAG describes how we administered our responsibilities under the Act during the 2012–13 fiscal year.

If you require more information or wish to make a request under the *Access to Information Act* or the *Privacy Act*, please direct your inquiries to the following:

Coordinator
Access to Information and Privacy
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Ottawa, Ontario K1A 0G6

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- performance audits of federal departments and agencies;
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Since 1995, the OAG has also had a specific environmental and sustainable development mandate, which was established through amendments to the *Auditor General Act*.

The Auditor General of Canada is the designated head of the institution for the *Access to Information Act* as well as the *Privacy Act*. Pursuant to section 73 of both acts, the Auditor General has delegated full authority to the Access to Information and Privacy Coordinator.

Access to Information and Privacy Office

The Access to Information and Privacy (ATIP) Coordinator is accountable for the development and implementation of effective policies, guidelines, systems, and procedures to ensure that the OAG meets its responsibilities under the *Access to Information Act* and the *Privacy Act*.

The main activities of the ATIP Coordinator include

- monitoring compliance with the acts, regulations, and relevant procedures and policies;
- processing requests under both acts;
- developing and maintaining policies, procedures, and guidelines to ensure that the OAG respects the acts;
- promoting awareness of the acts within the OAG to ensure that employees are aware of their responsibilities;
- preparing annual reports to Parliament and other statutory reports, as well as other material that may be required by central agencies;
- representing the OAG in dealings with the Treasury Board of Canada Secretariat, the information and privacy commissioners, and other government departments and agencies to determine how the acts apply to the OAG; and
- helping the OAG meet its commitments to ensure openness and transparency, through proactive and informal disclosure of information.



Office of the Auditor General of Canada
Bureau du vérificateur général du Canada

DELEGATION ORDER

PRIVACY ACT

I, Michael Ferguson, Auditor General of Canada, pursuant to Section 73 of the *Privacy Act*, hereby authorize the Access to Information and Privacy Coordinator to exercise signing authorities or perform any of my powers, duties or functions as head of the Office of the Auditor General, specified in all sections and subsections of the *Privacy Act*.

22 June 2012

ARRÊTÉ AUTORISANT LA DÉLÉGATION DE POUVOIRS PRÉVUS DANS LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Je soussigné, vérificateur général du Canada, autorise, en vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Coordonnateur de l'Accès à l'information et de la protection des renseignements personnels à exercer, en mon nom, les pouvoirs de signer ou d'accomplir les attributions, les fonctions et les pouvoirs du responsable du Bureau de vérificateur général, détaillés dans tous les articles et paragraphes de la *Loi sur la protection des renseignements personnels*.

Le 22 juin 2012

Michael Ferguson, FCA
Auditor General of Canada
Vérificateur général du Canada

240 rue Sparks Street, Ottawa, Ontario N1A 0G6

Highlights and accomplishments for the 2012–2013 fiscal year

Raising awareness

During this reporting period, nine awareness-building sessions were held with over 180 employees (about 30 percent of the total OAG staff). Access to information and privacy awareness continues to be part of the mandatory employee orientation course for all new OAG staff.

Looking ahead

While no new privacy policies were formally approved in the 2012–13 fiscal year, the OAG's ATIP Office brought in a consultant to help finalize the OAG Privacy Impact Assessment Framework. This work has been substantially completed. This framework also provides a privacy protocol as required under section 6.2.15 of the Policy on Privacy Protection. The OAG privacy protocol outlines the privacy protection principles and procedures that the OAG commits to following when collecting, using, or disclosing personal information for a non-administrative purpose. A non-administrative purpose is defined as a purpose that is not related to any decisions made about the individuals named in the information, for example, using personal information in social media, research, statistics, audits, and evaluations.

Administration of the *Privacy Act*

Requests under the *Privacy Act*

Received during the reporting period:	3
Outstanding from the previous period:	<u>1</u>
Total:	4

Disposition of completed requests

The OAG finalized four requests in the 2012–13 fiscal year. One request was disclosed in part, one was abandoned by the requester, and the final two had no existing records.

Exemptions invoked

The Appendix indicates the number of requests where specific types of exemptions were invoked. For example, if, in processing a request, the OAG applied five different exemptions, one exemption under each relevant section is reported—for a total of five. If the same exemption was claimed several times for the same request, it is reported only once.

As noted, the OAG invoked exemptions under section 26 of the *Privacy Act*.

Exclusions cited

No exclusions were cited.

Completion time

Of the three requests completed during the reporting period,

- two were completed within the original 30-day deadline, and
- one required an additional 30 days to complete due to a necessary consultation under 15(a)(ii).

Extension of time limits

During the 2012–13 fiscal year, one request was extended for a maximum of 30 days due to a necessary consultation under 15(a)(ii).

Method of access

Copies of the records were provided.

Costs

The costs directly associated with administration of the *Privacy Act* for the 2012–13 fiscal year are estimated to be \$40,570 for salaries and \$18,127 for goods and services, including contracts for privacy impact assessments, professional services contracts, and other administrative expenses—for a total of \$58,697.

Complaints and investigations

The OAG did not receive any complaints pursuant to the *Privacy Act* during this reporting period, and no investigations regarding the OAG were carried out.

Disclosure of personal information under section 8(2)

During the reporting period, the OAG

- did not disclose personal information pursuant to section 8(2)(m)(i) of the *Privacy Act*; and
- did not disclose personal information pursuant to sections 8(2)(e), 8(2)(f), and 8(2)(g).

Appendix: Report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: Office of the Auditor General of Canada

Reporting period: 01/04/2012 to 31/03/2013

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	3
Outstanding from previous reporting period	1
Total	4
Closed during reporting period	4
Carried over to next reporting period	0

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	0	0	0	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	0	0	0	0	0	0	2
Request abandoned	1	0	0	0	0	0	0	1
Total	3	0	1	0	0	0	0	4

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	1
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
69(1)(a)	0	70(1)(a)	0	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	0	70(1)(f)	0
				70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	1	0	0
Total	1	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	0	0	0
Disclosed in part	2	2	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	1

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	2	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	1	0	0	0	0	0	0	0	0	0
Total	2	2	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	1	0	0	0	1

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Disclosures under subsection 8(2)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Total
0	0	0

PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	0

PART 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	1	0

5.2 Length of extensions

Length of extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	1	0
Total	0	0	1	0

PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 7 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		\$40,570
Overtime		\$0
Goods and Services		\$18,127
• Contracts for privacy impact assessments	\$5,415	
• Professional services contracts	\$11,875	
• Other	\$837	
Total		\$58,697

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.50	0.00	0.50
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.25	0.25
Total	0.50	0.25	0.75

