



Government of Canada
Privy Council Office

Gouvernement du Canada
Bureau du Conseil privé

2013–2014

ANNUAL REPORT TO PARLIAMENT

ON THE *PRIVACY ACT*

PRIVY COUNCIL OFFICE

APRIL 1, 2013 to MARCH 31, 2014

Canada



Annual Report to Parliament on the *Privacy Act* 2013-2014 Privy Council Office

Table of Contents

Introduction	3
Governance and accountability	5
Privy Council Office delegation order	5
Access to Information and Privacy (ATIP) Division	5
Education and training activities	6
Privacy-related policies, guidelines, and procedures	7
a) Advice and guidance	7
Other activities	7
a) General operations	7
b) Lean government initiative	7
c) Data matching and sharing	7
Complaints and investigations	8
a) Complaints received	8
b) Types of complaints	8
Privacy Impact Assessments (PIAs)	8
Interpretation of the Statistical Report	8
Part 1: Requests under the <i>Privacy Act</i>	8
Part 2: Requests closed during the reporting period	9
2.1) Disposition and completion time	9
2.2) Exemptions	9
2.3) Exclusions	10
2.4) Format of information released	10
2.5) Complexity	10
2.5.1) Relevant pages processed and disclosed	10
2.5.2) Relevant pages processed and disclosed by size of requests	10
2.5.3) Other complexities	10

2.6) Deemed refusals	11
2.7) Requests for translation	11
Part 3: Disclosures under s. 8(2).....	11
Part 4: Requests for correction of personal information and notations.....	11
Part 5: Extensions.....	11
5.1) Reasons for extensions and disposition of requests	11
5.2) Length of extensions.....	12
Part 6: Consultations received from other institutions and organizations.....	12
Part 7: Completion time of consultations on Cabinet confidences	12
Part 8: Resources related to the <i>Privacy Act</i>	12
Supplementary Statistical Reporting Appendix.....	13
Appendices.....	14
Appendix A: Delegation order	15
Appendix B: 2013-2014 Statistical Report on the <i>Privacy Act</i>	17
Appendix C: Supplementary Statistical Reporting Appendix	23

Introduction

The Privy Council Office (PCO) reports directly to the Prime Minister and is headed by the Clerk of the Privy Council and the Secretary to the Cabinet. PCO is both the Cabinet secretariat and the Prime Minister's source of public service advice across the entire spectrum of policy questions and operational issues facing the Government. As the hub of non-partisan, public service support to the Prime Minister, Cabinet and its decision-making structures, PCO ensures that the Government and Canadians are served by the highest quality public service.

PCO also provides support to the Minister of Intergovernmental Affairs, Leader of the Government in the House of Commons, Minister of State and Chief Government Whip, and Minister of State (Democratic Reform).

The Privy Council Office has three main roles:

Advice to the Prime Minister - PCO brings together quality, objective policy advice, analysis and information to support the Prime Minister, the ministers within the Prime Minister's portfolio and Cabinet. This includes:

- bringing together non-partisan advice, analysis and information from across the Public Service;
- consulting and collaborating with international and domestic partners inside and outside of government (including provincial and territorial governments);
- gathering information on the priorities of Canadians;
- supporting and advising on the development and implementation of the Government's Parliamentary and legislative programs and democratic reform agenda; and
- advising on Canada's Westminster style of government, on government structure and organization, and on Governor in Council appointments.

Secretariat to Cabinet - PCO facilitates the smooth, efficient and effective functioning of Cabinet and the Government of Canada on a day-to-day basis. This includes:

- managing the Cabinet's decision-making system;
- coordinating departments' policy and legislative proposals to Cabinet, with supporting policy analysis;
- scheduling and providing support services for meetings of Cabinet and Cabinet committees;
- advancing the Government's agenda across federal departments and agencies and with external stakeholders;
- advising on Governor in Council appointments, including directing and coordinating selection and recruitment processes for leadership and full-time Governor in Council positions across the public sector and supporting Cabinet in decision-making related to Governor in Council appointments;
- preparing Orders in Council and other statutory instruments to give effect to Government decisions; and
- providing administrative services to the Prime Minister's Office, portfolio ministers and commissions of inquiry.

Public Service Leadership - PCO supports the development and maintenance of a high quality public service that meets the highest standards of accountability, transparency and efficiency, one that is able to deliver the best advice to the Government and excellent services to Canadians. This includes:

- managing the recruitment and appointment process for senior positions in federal departments and agencies;
- guiding policy on people management issues and public service renewal; and
- building the capacity of the public service to meet emerging challenges and the changing responsibilities of government.

This is the 31st *Annual Report to Parliament* on the administration of the *Privacy Act* (PA) by PCO, submitted as required by section 72(1) of the PA. This report covers the reporting period of April 1, 2013 to March 31, 2014.

Additional copies of this report may be obtained from:

Access to Information and Privacy Division
Privy Council Office
55 Metcalfe Street, Room 1500
Ottawa, Ontario K1A 0A3

Governance and accountability

PCO provides support to the Prime Minister, and to the ministers within his portfolio, including: the Minister of Intergovernmental Affairs; the Leader of the Government in the House of Commons; the Minister of State and Chief Government Whip; and the Minister of State (Democratic Reform).

Reporting to the Prime Minister, the Clerk of the Privy Council has three main roles: Deputy Minister to the Prime Minister; Secretary to the Cabinet; and Head of the Federal Public Service. PCO's Corporate Services Branch, which reports directly to the Clerk, has six divisions, including Access to Information and Privacy (ATIP). The ATIP Division has three functional areas of responsibility: ATIP Policy and Processes; Operations; and Client Services.

Privy Council Office delegation order

The Minister heading each government institution is responsible for the implementation of the PA within his/her institution. The Prime Minister, as the Head of the Privy Council Office and pursuant to section 73 of the PA, is responsible for the implementation of the Act within PCO. Through PCO's delegation order, the Prime Minister designated the Director, Access to Information and Privacy (ATIP), as the individual within PCO to perform the powers, duties, functions, or administrative tasks pertaining to the PA. PCO Secretariats, or Offices of Primary Interest (OPI), holders of the information identified in a privacy request, approve the release of information to requesters and application of exemptions or exclusions and supporting rationales. This shared delegation of authority for the disposition of information is exercised diligently within PCO, and recorded formally at appropriate stages in the process. The PCO delegation order is shown at Appendix A.

Access to Information and Privacy (ATIP) Division

The *Privacy Act* protects the privacy of personal information held by the Government of Canada. The PA ensures the protection of that information against unauthorized use and disclosure, and provides individuals with the right of access to, and a means to correct, their personal information.

The ATIP Division is the focal point for access to information and privacy within PCO. The Division is responsible for managing requests for departmental or personal information, ensuring corporate understanding and compliance with the *Access to Information Act* and the PA, and fostering corporate awareness of access and privacy rights and responsibilities. On matters of access and privacy, the ATIP Division also acts as a primary liaison with the Office of the Information Commissioner (OIC), the Office of the Privacy Commissioner (OPC), the Treasury Board of Canada Secretariat (TBS), and partner departments.

The ATIP Division has a personnel complement totalling 27 full-time equivalents that are organized into three functional areas of responsibility.

1) ATIP Policy and Processes

- provides expertise in access to information and privacy policy;
- optimizes operations performance; and
- researches trends and best practices in access to information and privacy.

2) Operations

- processes access to information and privacy requests;
- oversees the collection and release of personal and/or business information; and
- maintains dialogue with PCO secretariats and other federal or provincial institutions.

3) Client Services

- produces training and promotional products;
- develops and delivers ATIP training programs;
- develops ATIP awareness messaging;
- coordinates responses to Parliamentary questions and petitions; and
- provides database administration.

The ATIP Division also provides a Reading Room where the public may examine requested departmental records, manuals, and publications related to privacy. This is in compliance with s. 17(1) of the PA, which states: “Subject to any regulations made under paragraph 77(1)(o), where an individual is to be given access to personal information requested under subsection 12(1), the government institution shall (a) permit the individual to examine the information in accordance with the regulations; or (b) provide the individual with a copy thereof.”

Education and training activities

PCO promotes ATIP imperatives in face-to-face meetings, presentations, special events, learning products, on the intranet and through its training program. It fosters responsible working relationships with clients, and operates under a clearly elaborated timeline.

In 2013-2014, PCO delivered ATIP training or awareness sessions to 225 employees through a total of 28 training events during the reporting year. Of these training events, 18 were training sessions presented jointly with PCO’s Corporate Information Services Division (responsible for PCO’s information management). These joint sessions formed an integral part of the orientation program for new employees to PCO.

To promote understanding of access and privacy responsibilities, the PCO Executive Committee was briefed by the ATIP Director on access and privacy statistics, performance and compliance. ATIP senior staff met with senior officials in PCO Secretariats to clarify roles and strengthen the working relationship. Throughout 2013-2014, PCO ATIP analysts liaised with clients to explain the five-stage request timeline, train on processes such as the search for records, assist with records review, and explain their working role. On a quarterly basis during the reporting year, ATIP learning content on the internal PCO website was updated to reflect current business practices and contacts for support.

PCO personnel are provided with multiple channels to information on access and privacy, such as an ATIP instruction booklet, an e-mailbox for questions, takeaway learning tools, and comprehensive electronic content on PCO's intranet.

Privacy-related policies, guidelines, and procedures

a) Advice and guidance

On a regular basis, PCO ATIP provides advice and guidance to the PCO central tasking authority regarding written questions tabled in the House of Commons and the Senate of Canada. These questions may request personal information that is protected by the principles of the PA. PCO ATIP duly ensures that such protection is advised in the tasking directive or afforded to the final PCO response, in compliance with the PA. PCO ATIP also routinely advises departmental personnel on the privacy dimensions of information holdings, proactive disclosure content, internal or external communications, and e-mails from the public.

Other activities

a) General operations

PCO ATIP provides support to requesters not captured by statistics. For example, routine inquiries about privacy and personal information matters are received which, whenever possible, are treated informally and to the satisfaction of the requesters. In addition, PCO receives privacy requests from applicants who assume the institution holds all government information of a personal nature, or whose requests should be addressed to provincial governments. In these cases, a letter to the requester is written explaining the nature and role of PCO and the privacy application process. On a case-by-case basis, the requester is referred to the appropriate federal authority for more information.

b) Lean government initiative

In 2013, the ATIP Division of PCO undertook a Lean government "Kaizen", a five-day, team-based, problem-solving activity designed to improve service to clients. Changes were then introduced across the PCO ATIP work process to improve timeliness, reduce errors and paper use, and lessen demands on records-holders. During the reporting year, the ATIP Division continued to leverage the principles of Lean to improve its work process. For example, PCO revised its request intake process to streamline the tasking for records and strengthen liaison between the ATIP Division and records holders.

c) Data matching and sharing

For the 2013-2014 reporting period, PCO did not establish any new systems or processes which led to data matching or sharing of personal information, either within the Department or with any external sources. The Department was not involved in any data matching activities.

Complaints and investigations

a) Complaints received

To promote the improved client service that mitigates complaints, PCO continues to optimize its work processes, develop expertise, and staff appropriately. PCO also dedicates discrete resources to the resolution of complaints, and works in close cooperation with the Office of the Privacy Commissioner as required.

In 2013-2014, PCO received 4 complaints pursuant to the PA, versus no complaints in 2012-2013.

b) Types of complaints

In the reporting period, 2 complaints were due to time extensions taken, 1 centered on delay in providing a response, and 1 complaint concerned exemptions invoked under the PA.

Privacy Impact Assessments (PIAs)

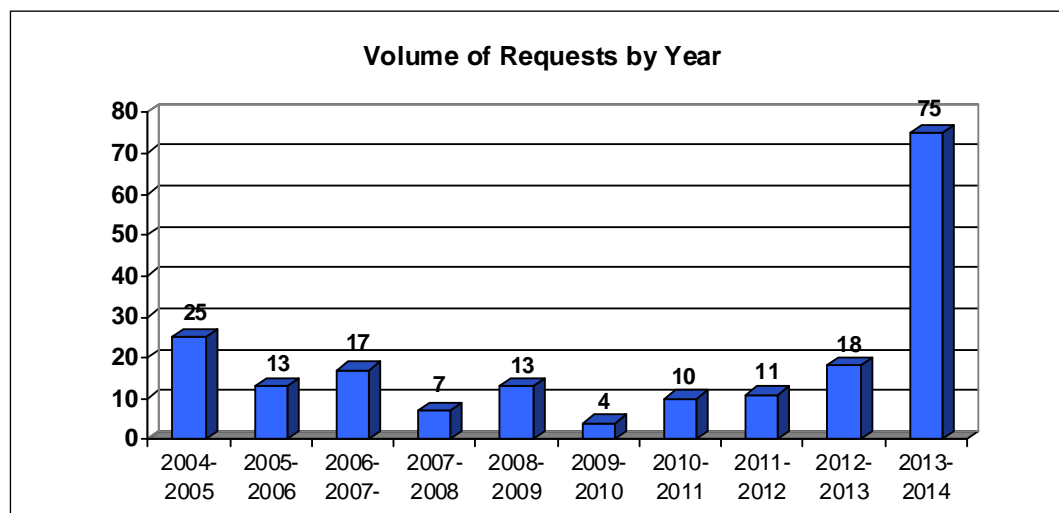
As reported at Appendix C, Supplementary Statistical Reporting Appendix, PCO completed no Privacy Impact Assessments during the 2013-2014 reporting period.

Interpretation of the Statistical Report

The Statistical Report on the PA is shown at Appendix B.

Part 1- Requests under the *Privacy Act*

Between April 1, 2013 and March 31, 2014, PCO received 75 requests for personal information under the PA, compared to 18 received the previous year. This represents a volume increase of 317% from 2012-2013. A total of 62 requests were from one requester.



Part 2 - Requests closed during the reporting period

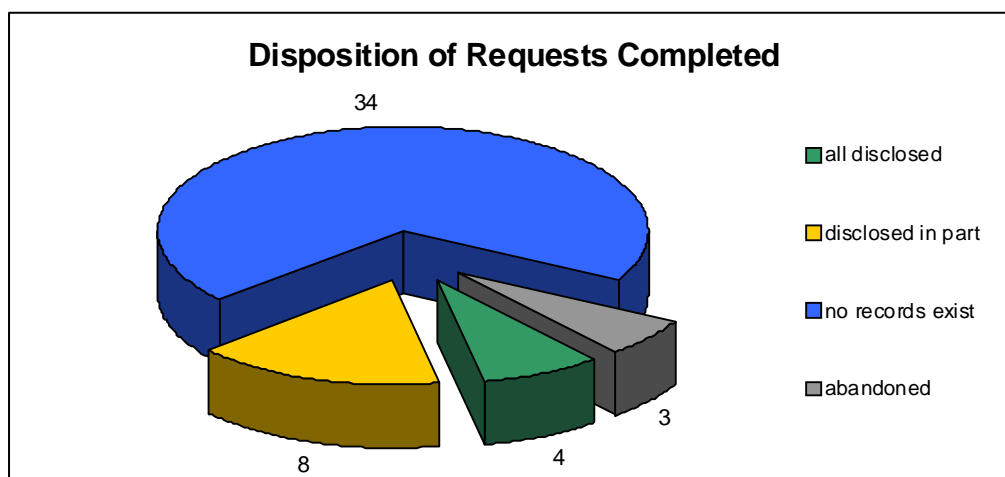
2.1 Disposition and completion time

In 2013-2014, PCO completed 49 requests for personal information under the PA, a significant increase over the 17 requests completed in 2012-2013. The disposition of completed privacy requests was as follows:

- 4 all disclosed;
- 8 disclosed in part;
- 34 for which no records exist; and
- 3 requests abandoned.

No privacy requests closed by PCO were all exempted or all excluded.

A total of 34 requests remained active and were carried over into 2014-2015.



In 2013-2014, 30 requests, or 61% of all requests, were completed in 30 days or less. There are certain circumstances in which a privacy request may require more than 30 days to complete, such as the necessity to consult with external organizations or to solicit legal advice. During the reporting year, 11 requests were completed in 31 to 60 days. Three requests were completed in the 61 to 120 day time frame, 2 in 121 to 180 days, 1 in 181 to 365 days, and 2 requests required more than 365 days to complete. This equates to an 84% rate of response within 60 days or less.

2.2 Exemptions

There are instances where information qualifies for necessary protection under the PA. Exemptions to information in privacy requests were invoked for a total of 11 requests during 2013-2014:

- 1 under s. 22(1)(b) – pertaining to law enforcement and investigation;
- 7 under s. 26 – information about another individual; and
- 3 under s. 27 – information subject to solicitor-client privilege.

2.3 Exclusions

The PA does not apply to certain information described by s. 69(1) and s. 69(2) of the PA, or to confidences of the Queen's Privy Council for Canada pursuant to s. 70(1). During this reporting period, s. 69 was not cited and s. 70(1)(a) and s. 70(1)(c) were both cited once.

2.4 Format of information released

Currently, PCO provides records in hardcopy only, though it is exploring technology options to release records in a digital format. Applicants have the option of receiving their response by mail or picking it up in person. In 2013-2014, PCO gave copies of relevant documents to requesters for all 12 privacy requests for which records existed. No requesters asked to examine documents on site during the reporting period.

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

In 2013-2014, the disposition of the majority of requests for which records existed was disclosed in part and all disclosed. In total, 689 pages were processed, of which 573 were disclosed. This equates to a release rate of 83%, lower than the 92% release rate of 2012-2013, where 1,028 pages were processed and 947 pages were disclosed.

2.5.2 Relevant pages processed and disclosed by size of requests

The majority of completed requests were low in page volume. Of the 12 privacy requests that were all disclosed or disclosed in part, 11 requests had less than 100 pages to process. A total of 238 pages were disclosed for these 11 requests. One request involved the processing of between 101 and 500 pages, from which 335 pages were disclosed.

It should be noted that the number of pages is not an accurate measure of the complexity of a privacy request, or the resources required to process it. The personal information held by PCO receives thorough, comprehensive review and consultation prior to release, efforts that are often disproportionate to the volume of records.

2.5.3 Other complexities

The complex interdepartmental nature of information in many records under the control of PCO continues to necessitate external consultations and legal advice. This requirement is the principal reason why some requests take an extended length of time to process. During the reporting year, 2 privacy requests required consultations with other government institutions. One request involved interwoven information, i.e., personal information about another individual that was blended or intermixed with the personal information of the requester. In all 3 cases, the records were disclosed in part. Note that totals correspond to the number of requests and not to the number of complexities relating to a request.

2.6 Deemed refusals

During the 2013-2014 fiscal year, 16 requests did not meet the statutory deadline for completion, due to workload, external or internal consultations, or other reasons. Eight requests were completed between 1 to 15 days past deadline, for which no extension was taken; one request for which no extension was taken was completed in 121 to 180 days. Of the 7 requests where an extension was taken, 3 requests were completed within 30 days past deadline, 2 were completed between 61 and 120 days past deadline and 2 were completed more than 365 days past deadline.

2.7 Requests for translation

The PA states at s. 17(2) that “where access to personal information is to be given under this Act and the individual...requests that access be given in a particular one of the official languages of Canada, (a) access shall be given in that language, if the personal information already exists; and (b) where the personal information does not exist in that language, the head of the government institution...shall cause it to be translated or interpreted...” if it would enable the individual to understand the information. During this reporting period, there were no translations requested.

Part 3 - Disclosures under s. 8(2)

The PA sets out specific circumstances at s. 8(2) in which government institutions may disclose personal information without the individual’s consent. S. 8(2)(e) of the PA permits the disclosure of personal information “to an investigative body specified in the regulations, on the written request of the body, for the purpose of enforcing any law of Canada or a province or carrying out a lawful investigation, if the request specifies the purpose and describes the information to be disclosed”. No disclosures were made by PCO under sections 8(2)(e) and 8(2)(m) of the PA during the reporting period.

Part 4 - Requests for correction of personal information and notations

The PA specifies at s. 12(1) that any Canadian citizen or permanent resident of Canada has a right to and shall, on request, be given access to any personal information about the individual found in a personal information bank and personal information under the control of a government institution. An individual should be entitled to correction of personal information where there is an error or omission, a request that a notation be attached, and assurance that any party who has requested the information within the last 2 years be notified of the correction and make changes to their copies. There were no requests for correction of personal information and notations made during the reporting period.

Part 5 - Extensions

5.1 Reasons for extensions and disposition of requests

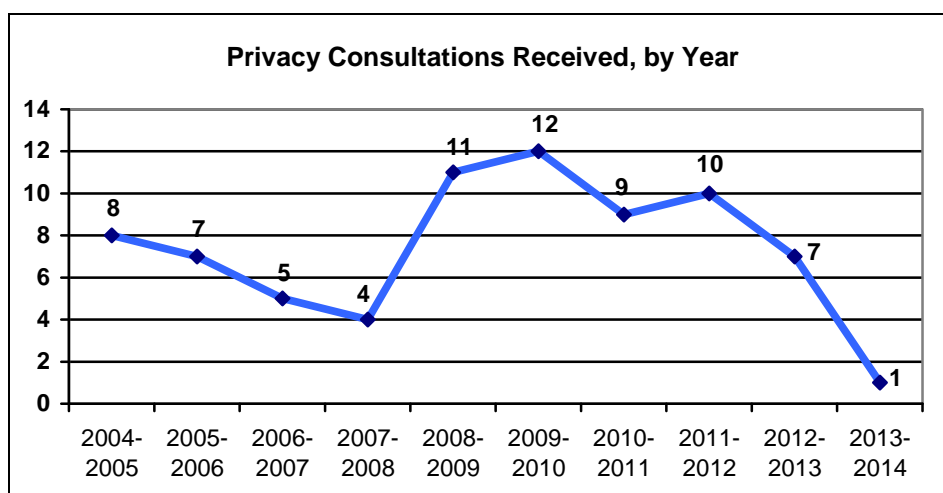
The PA provides for extensions to the legislated 30-day time limit, for consultations, or if meeting the original time limit would unreasonably interfere with the operations of the government institution. In the 2013-2014 fiscal year, PCO took 9 extensions to accommodate operations under s. 15(a)(i), and 1 extension to complete consultations under s. 15(a)(ii). In all 10 cases where extensions were taken, the records were all disclosed or disclosed in part.

5.2 Length of extensions

PCO took 10 extensions between 16 and 30 days; 9 extensions to accommodate operations under s. 15(a)(i), and 1 extension to complete consultations under s. 15(a)(ii).

Part 6 - Consultations received from other institutions and organizations

PCO received and closed 1 privacy consultation from other government institutions in the 2013-2014 fiscal year, totalling 5 pages. No consultations were received from other organizations. As shown in the chart below, this is the lowest consultation volume in the last ten years. Up until 2013-2014, PCO averaged 7 privacy consultations per year. Consultation requests are a factor in workload, as their processing requires resources at a level similar to the processing of privacy requests.



The records in the consultation from another government institution were recommended to be disclosed in part. The consultation was completed in 1 to 15 days.

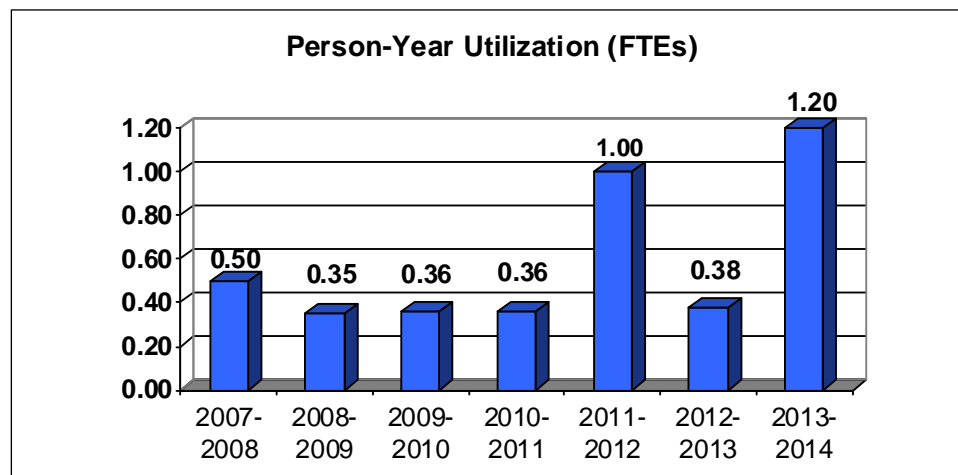
Part 7 - Completion time of consultations on Cabinet confidences

As reported at Part 2.3, 2 exclusions under s. 70 - confidences of the Queen's Privy Council for Canada - were cited, both within the same privacy request. One consultation on Cabinet confidences was undertaken regarding these exclusions. The completion time for the consultation was 1 to 15 days.

Part 8 - Resources related to the *Privacy Act*

In the 2013-2014 reporting period, the total salary costs associated with administering the PA were \$105,544, up \$73,324 from the previous year, and in correlation with the increase in request volume. Goods and services costs amounted to \$21,847, up from \$2,260 in 2012-2013. Total cumulative costs amounted to \$129,641, an increase of \$94,935 from 2012-2013.

The associated person-year resource utilization for the 2013-2014 reporting period was 1.20 full-time equivalents (FTE).



Note that in 2011-2012, the Statistical Report on the PA did not permit the reporting of person-year utilization in fractions.

Supplementary Statistical Reporting Appendix

The Supplementary Statistical Reporting Appendix is shown at Appendix C. As indicated, over the course of 2013-2014, PCO completed no Privacy Impact Assessments (PIAs). One consultation on Cabinet confidences under the PA was submitted by PCO ATIP to PCO Cabinet Confidences Counsel (CCC). It was completed in 1 to 15 days and resulted in the disclosure of 33 pages.

Note that in regard to ATIP, PCO consults only with PCO Legal representatives. Therefore, no data appears in the table entitled "Completion Time of Consultations on Cabinet Confidences under the ATIA [*Access to Information Act*] - Requests with Legal Services" and the table entitled "Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Legal Services".

Completion times of consultations on Cabinet confidences under the ATIA, requests with the Privy Council Office, are reported in the PCO 2013-2014 Annual Report to Parliament on the ATIA.

Appendices

Appendix A: Delegation order

Appendix B: 2013-2014 Statistical Report on the *Privacy Act*

Appendix C: Supplementary Statistical Reporting Appendix

Appendix A: Delegation order

Privacy Act

DELEGATION ORDER

The Prime Minister, as head of the Privy Council Office and pursuant to section 73 of the *Privacy Act*^a, hereby designates the officers or employees holding the positions set out in the schedule hereto, and any persons acting in those positions, to exercise or perform the powers, duties and functions of the Prime Minister as the head of a government institution under the sections of the *Act* and the regulations opposite each position in the schedule.

This delegation order supercedes all previous delegation orders.

Loi sur la protection des renseignements personnels

ARRÊTÉ DE DÉLÉGATION

Le Premier ministre, en sa qualité de responsable du Bureau du Conseil privé et conformément à l'article 73 de la *Loi sur la protection des renseignements personnels*^a, délègue aux titulaires des postes énumérés en annexe, et à toutes autres personnes agissant dans ces postes de façon intérimaire, ses attributions à titre de responsable d'une institution fédérale aux termes des articles de la *Loi* et du règlement figurant en regard de chaque poste à l'annexe.

Le présent arrêté de délégation remplace et annule tout arrêté qui le précède.



Prime Minister / Premier ministre

June 13, 2008
Date

^a R.S. 1985, c. P-21 / L.R. 1985, ch. P-21

SCHEDULE / ANNEXE

Position / Poste	Sections of the Privacy Act^a / Articles de la Loi sur la protection des renseignements personnels^a	Sections of the Privacy Regulations^b / Articles du Règlement sur la protection des renseignements personnels^b
1. Clerk of the Privy Council and Secretary to the Cabinet. / <i>Greffier du Conseil privé et Secrétaire du Cabinet.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
2. Any senior management position within the Privy Council Office that reports directly to the position set out in paragraph 1 above. / <i>Tout poste de la haute gestion au sein du Bureau du Conseil privé, qui se rapporte directement au poste indiqué au paragraphe 1 ci-dessus.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
3. All Assistant Secretaries and Assistant Deputy Ministers within the Privy Council Office. / <i>Tous les Secrétaires adjoints et les Sous-ministres adjoints au sein du Bureau du Conseil privé.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
4. Any management position that is responsible for a unit within the Privy Council Office and that reports directly to a position covered by paragraph 2 above other than the Assistant Deputy Minister of Corporate Services Branch. / <i>Tout poste de gestionnaire qui est responsable pour une unité au sein du Bureau du Conseil privé et qui se rapporte directement à un poste envisagé au paragraphe 2 ci-dessus autre que le Sous-ministre adjoint de la Direction générale des services ministériels.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
5. Privacy Coordinator within the Privy Council Office. / <i>Coordonateur/trice de la protection des renseignements personnels au sein du Bureau du Conseil privé.</i>	8(4); 8(5); 9(1); 9(4); 10(1); 14; 15; 16; 17; 19; 35(4).	7; 9; 11(2); 11(4).

^a R.S. 1985, c. P-21 / L.R. 1985, ch. P-21

^b SOR/83-508 / DORS/83-508

Appendix B: 2013-2014 Statistical Report on the *Privacy Act*



Government
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Statistical Report on the *Privacy Act*

Name of institution: Privy Council Office

Reporting period: 2013-04-01 to 2014-03-31

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	75
Outstanding from previous reporting period	8
Total	83
Closed during reporting period	49
Carried over to next reporting period	34

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	1	3	0	0	0	4
Disclosed in part	0	0	3	0	2	1	2	8
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	16	11	7	0	0	0	0	34
Request abandoned	3	0	0	0	0	0	0	3
Total	19	11	11	3	2	1	2	49

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)	1	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	7
19(1)(f)	0	22.1	0	27	3
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)	1	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	1	70(1)(f)	0
				70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	4	0	0
Disclosed in part	8	0	0
Total	12	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	6	6	4
Disclosed in part	683	567	8
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	3

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	4	6	0	0	0	0	0	0	0	0
Disclosed in part	7	232	1	335	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	3	0	0	0	0	0	0	0	0	0
Total	14	238	1	335	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	2	0	1	0	3
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	2	0	1	0	3

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
16	6	1	7	2

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	8	0	8
16 to 30 days	0	3	3
31 to 60 days	0	0	0
61 to 120 days	0	2	2
121 to 180 days	1	0	1
181 to 365 days	0	0	0
More than 365 days	0	2	2
Total	9	7	16

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	4	0	0	0
Disclosed in part	5	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	9	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	9	0	1	0
Total	9	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	1	5	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	1	5	0	0
Closed during the reporting period	1	5	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	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1

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	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 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		\$105,544
Overtime		\$2,250
Goods and Services		\$21,847
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$20,330	
• Other	\$1,517	
Total		\$129,641

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.60	0.00	0.60
Part-time and casual employees	0.30	0.00	0.30
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.12	0.00	0.12
Students	0.18	0.00	0.18
Total	1.20	0.00	1.20

Appendix C: Supplementary Statistical Reporting Appendix

Appendix A

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Privy Council Office	652

Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
Privy Council Office	Nil

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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
1 to 15	48	280	11	413	2	119	1	595	0	0
16 to 30	16	105	2	16	1	639	0	0	0	0
31 to 60	4	71	1	5	1	639	0	0	0	0
61 to 120	2	15	1	0	2	555	1	595	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	1	13	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	70	0	16	0	6	0	2	0	0	0

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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
1 to 15	1	33	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	1	33	0	0	0	0	0	0	0	0