



Treasury Board of Canada  
Secrétariat

Secrétariat du Conseil du Trésor  
du Canada



*Better government: with partners, for Canadians*



## **2010–11 Annual Reports on the *Access to Information Act* and the *Privacy Act***



Canada

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## 1. Report on the *Access to Information Act*

### Introduction

The *Access to Information Act* gives Canadian citizens, as well as people and corporations present in Canada, the right to access to federal government records that are not of a personal nature. The Act complements but does not replace other procedures for obtaining Government information. It is not intended to limit in any way the access to Government information that is normally available to the public upon request.

This report is prepared in accordance with section 72 of the *Access to Information Act*.

### Mandate of the Treasury Board of Canada Secretariat

As the administrative arm of the Treasury Board, the Secretariat has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfill the statutory responsibilities of a central Government agency. It is headed by a Secretary who reports to the President of the Treasury Board.

The Secretariat is tasked with providing advice and support to Treasury Board ministers in their role of ensuring value-for-money and providing oversight of the financial management functions in departments and agencies.

The Secretariat makes recommendations and provides advice to the Treasury Board on policies, directives, regulations and program expenditure proposals with respect to the management of the Government's resources. Its responsibilities for the general management of the Government affect initiatives, issues and activities that cut across all policy sectors managed by federal departments and organizational entities (as reported in the Main Estimates). The Secretariat is also responsible for the comptrollership function of the Government.

Under the broad authority of sections 5 to 13 of the *Financial Administration Act*, the Secretariat supports the Treasury Board in its role as the general manager and employer of the Public Service.

### Tabling of Annual Report

Note that this annual report is tabled in Parliament in accordance with section 72 of the *Access to Information Act*.

## Organization

The Access to Information and Privacy (ATIP) Office is part of the Ministerial Services Division of the Strategic Communications and Ministerial Affairs Sector. The ATIP Office has nine full-time equivalents to fulfill the Secretariat's obligations under the Access to Information and Privacy acts. The staff in the ATIP Office in 2010–11 consisted of seven employees: the Director and six officers at various levels. The ATIP officers' work ranges from processing complex and/or voluminous files to more routine, straightforward requests. Some staffing actions were completed during this reporting period and others have been carried forward to 2011–12.

## Delegation Orders

Delegation orders set out what powers, duties and functions for the administration of the *Access to Information Act* have been delegated by the head of the institution, and to whom. The President of the Treasury Board has delegated to the ATIP Director and the Senior Director, Ministerial Services, Strategic Communications and Ministerial Affairs, authority to oversee the administration of the *Access to Information Act* and the *Privacy Act* within the Secretariat, and to ensure compliance with both acts. Copies of the approved Secretariat delegation orders can be found in Appendix C.

## Statistical Report

The statistical report is attached as Appendix A.

## Interpretation of the Statistical Report for Requests under the *Access to Information Act*

During the reporting period from April 1, 2010 to March 31, 2011, the Secretariat received a total of 303 new requests under the *Access to Information Act*. This represents an increase of 72 requests (31 percent) from last year's total of 231. A total of 67 requests were carried forward from 2009–10.

Of the 303 new requests, 107 (35 percent) were either transferred or redirected to other federal institutions or could not be processed. A total of 196 requests involved Secretariat records.

The public made up the largest of the Secretariat's access client groups. Of the 303 requests received during the 2010–11 reporting period, 132 (44 percent) came from this group.

The substance of the requests were often complex and covered the entire range of matters issuing from the Treasury Board's role as the Government's management board, the Government's budget office and the employer of the federal public service. Requests were made for statistics on the Integrated Relocation Program and grievances and harassment cases across government, and for information relating to the strategic review exercises and the legislative development of the *Public Sector Equitable Compensation Act*. As well, information was requested on general management policies and directives pertaining to such matters as contracting, classification standards and employee benefits.

There was an increase in the number of pages reviewed from those of the previous year. Responding to formal access to information requests involved the review of more than 30,414 pages, of which more than 18,422 were recommended for release. A total of 111 requestors wanted copies of the information requested and two requestors chose to examine the information and select specific copies. Requestors continue to have the option of receiving information on CD-ROM at no extra charge, thereby eliminating the costs for photocopies.

### **Overview of *Access to Information Act* Requests**

| <b>Fiscal Year</b> | <b>Requests Received</b> | <b>Requests Completed</b> | <b>Number of Pages Processed</b> | <b>Number of Pages Released</b> | <b>On-time Compliance Rate</b> |
|--------------------|--------------------------|---------------------------|----------------------------------|---------------------------------|--------------------------------|
| 2010-11            | 303                      | 271                       | 30,414                           | 18,422                          | 97%                            |
| 2009–10            | 231                      | 241                       | 24,937                           | 12,279                          | 98%                            |

### **Other Requests**

During this same period, the Secretariat received 180 *Access to Information Act* consultation requests from other departments involving Secretariat records or issues, an increase of 22 such requests (14 percent) from the previous year.

As a result of the posting of summaries of completed *Access to Information Act* requests, there was a significant increase of informal requests for previously released information. The ATIP Office processed 123 informal requests (not subject to the Act), as compared to 14 requests in the previous year. These informal requests are done in support of the Secretariat's broader objective of providing Canadians with relevant information on an informal and timely basis. This number does not include the numerous emails or telephone calls from potential applicants who were redirected through informal routes.

The ATIP Office acted as a resource for Secretariat officials, offering advice and guidance on the provisions of the legislation. It was consulted on the disclosure and collection of data on a wide range of matters. These included surveys and forms, proactive disclosures on travel and hospitality, Round VII Management Accountability Framework assessments, information management issues, security of information and the review of audits to be posted on the Internet.

In 2010, Sun Life Financial introduced positive enrolment for all federal public servants and retirees covered by the Public Service Health Care Plan (PSHCP). With positive enrolment, Sun Life Financial ensures that it has up-to-date information to process claims and administer the plan. Due to the nature of the Secretariat's role with the PSHCP, there were numerous enquiries made to the ATIP Office. Public servants and retirees were concerned about the personal information being collected by Sun Life Financial and the required deadline for the completion of their positive enrolment form. Officials of the ATIP Office worked closely with representatives of the Privacy Office at Sun Life Financial to ensure that these individuals' concerns were addressed.

## Disposition of Completed Requests

In 2010–11, 271 requests were completed. The disposition of the completed requests was as follows:

- ▶ 40 were fully disclosed (15 percent);
- ▶ 73 were partially disclosed (27 percent);
- ▶ 5 were excluded in entirety (2 percent);
- ▶ 6 were exempted in entirety (2 percent);
- ▶ 3 were transferred to another institution (1 percent);
- ▶ 35 were abandoned by applicants (13 percent);
- ▶ 104 could not be processed (38 percent); and
- ▶ 5 were treated informally (2 percent).

## Completion Time and Extensions

The 271 requests completed in 2010–11 were processed in the following time frames:

- ▶ 193 within 30 or fewer days (71 percent);
- ▶ 16 within 31 to 60 days (6 percent);
- ▶ 26 within 61 to 120 days (10 percent); and
- ▶ 36 in 121 or more days (13 percent).



Of the 271 requests, 264 (97 percent) were completed within allowable time limits. This represents a slight decrease from last year (98 percent) in the Secretariat's overall performance in this area. Several factors continue to contribute to the Secretariat's successful performance and on-time response rate over the past couple of fiscal years. These include weekly statistical performance reports at the sector level, strong case file management and information sessions with Secretariat officials and sector contacts.

In 72 instances, the Secretariat found it necessary to seek extensions to the prescribed time limits in order to consult with other Government institutions or third parties.

## Exemptions Invoked

The Secretariat invoked exemptions under the *Access to Information Act* a total of 274 times, as follows:

- ▶ Section 13, exempting records obtained in confidence from other levels of government (1);
- ▶ Section 15, exempting records expected to be injurious to the conduct of international affairs and the defence of Canada (1);
- ▶ Section 16, exempting records containing law enforcement and investigation information (5);
- ▶ Section 18, exempting records expected to prejudice the economic interests of Canada (19);
- ▶ Section 19, exempting records containing personal information (48);
- ▶ Section 20, exempting records containing third-party business information (41);
- ▶ Section 21, exempting records containing information relating to the internal decision-making processes of government (117);
- ▶ Section 22, exempting records containing audit and test procedures (10);
- ▶ Section 23, exempting records related to solicitor-client privilege (30); and
- ▶ Section 26, exempting records where information is to be published within 90 days (2).

## Exclusions Cited

Exclusions were invoked one time under section 68 for published material or material available for purchase, and a total of 57 times under section 69 for confidences of the Queen's Privy Council for Canada. Because the Secretariat provides administrative support to the Treasury Board, which is a Cabinet committee, it controls a large number of documents classified as Cabinet confidences.

## Education and Training

During 2010–11, the ATIP Office continued to conduct training sessions for employees on a regular basis. Specifically, 12 sessions were offered to over 209 participants. They were provided with an overview of the acts and a better understanding of their obligations with respect to the ATIP process at the Secretariat. Upon request, customized sessions were given to divisional teams and individual sectors.

## Policies, Guidelines and Procedures

No new policies or guidelines were established for this reporting period. However, the ATIP Office began posting the Secretariat's Access to Information requests on the Secretariat's website on a monthly basis to promote transparency. An internal process was established for this monthly posting, as well as for the processing of informal requests for previously released information.

The ATIP Office has a variety of tools in place to ensure that ATIP sector contacts are well informed about their roles and responsibilities with regard to coordinating ATIP requests in their sectors. These tools include checklists on the steps to follow and an ATIP process flow chart. ATIP officers also hold face-to-face meetings to share these tools with the new contacts and to ensure that they are aware of their roles and responsibilities.

## Information Holdings

*Info Source* is a series of publications containing information about, and/or collected by, the Government of Canada. The primary purpose of *Info Source* is to assist individuals in exercising their rights under the *Access to Information Act* and the *Privacy Act*. *Info Source* also supports the federal government's commitment to facilitate access to information regarding its activities.

A description of the Secretariat's functions, programs, activities and related information holdings can be found in the following *Info Source* publication: *Sources of Federal Government and Employee Information 2009*. *Info Source* also provides private individuals and federal government employees (current and former) with the information required to access their personal information held by Government institutions that are subject to the *Privacy Act*.

During this reporting period, the ATIP Office re-organized the content of its *Info Source* chapters, including the descriptions of its information holdings, by institutional functions, programs and activities. The Secretariat's chapter is now laid out in line with the Secretariat's Program Activity Architecture. Under this approach, all classes of records and personal information banks are directly linked to the relevant institutional program and/or activity. In addition, this year's update to the *Info Source* chapters reflects the merging of the former Canada Public Service Agency's chapters with the Secretariat's.

The Secretariat does not have any exempt banks.

All Info Source publications are available free of charge on the Internet at: [www.infosource.gc.ca](http://www.infosource.gc.ca). To purchase a copy of *Info Source: Sources of Federal Government and Employee Information* on CD-ROM, please contact:

Publishing and Depository Services  
Public Works and Government Services Canada  
Ottawa, Ontario K1A 0S5

## Reading Room

A reading room is available in the Secretariat's library for individuals who wish to review Secretariat publications, call-ups for temporary help services and other public materials. Individuals may contact library personnel to use the room, which is located at:

L'Esplanade Laurier,  
East Tower, 11th Floor  
140 O'Connor Street  
Ottawa ON K1A 0R5  
Telephone: 613-996-5491

## Complaints, Investigations and Federal Court Cases

Clients of the Secretariat filed 26 new complaints with the Information Commissioner in 2010–11, an increase of 8 complaints from a total of 18 in 2009–10.

The reasons for the complaints were as follows:

- ▶ 4 related to time limits in processing or time extensions;
- ▶ 13 concerned the exemption or exclusion of information;
- ▶ 2 concerned missing information; and
- ▶ 7 related to the fees assessed.

All of the complaints received dealt with responses to requests.

During this fiscal year, 21 complaint investigations were completed. The conclusions were as follows:

- ▶ 1 complaint was resolved;
- ▶ 7 complaints were determined to be not well-founded;
- ▶ 5 complaints were well-founded and resolved without recommendations; and
- ▶ 8 complaints were discontinued.

All but two complaints completed dealt with responses to requests. These two complaints concerned the Secretariat's decision to rescind the policy requirement to upload information to the Coordination of Access to Information Requests System, also known as CAIRS. While the Information Commissioner found the complaints not well-founded, she recommended to the President of the Treasury Board that institutions post on their websites in both official languages a monthly list of Access to Information requests they receive. Officials of the Information and Privacy Policy Division of the Secretariat have been examining the implementation of this recommendation.

There were no new court cases in 2010–11.

## Fees

During the reporting period, fees collected were \$1,090 in application fees, \$195 in search fees and \$500 in computer-processing fees. No fees were collected for reproduction and preparation time.

## Costs

During 2010–11, the ATIP Office incurred an estimated \$346,162 in salary costs and \$26,267 in administrative costs to administer the *Access to Information Act*.

These costs do not include resources expended by the Secretariat's program areas to meet the requirements of the acts.

## 2. Report on the *Privacy Act*

### Introduction

During their day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act* gives Canadian citizens and people present in Canada the right to access their personal information held by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the Government will collect, use, store, disclose and dispose of any personal information.

This report is prepared in accordance with section 72 of the *Privacy Act*.

### Mandate of the Treasury Board of Canada Secretariat

As the administrative arm of the Treasury Board, the Secretariat has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfill the statutory responsibilities of a central Government agency. It is headed by a Secretary who reports to the President of the Treasury Board.

The Secretariat is tasked with providing advice and support to Treasury Board ministers in their role of ensuring value-for-money and providing oversight of the financial management functions in departments and agencies.

The Secretariat makes recommendations and provides advice to the Treasury Board on policies, directives, regulations and program expenditure proposals with respect to the management of the Government's resources. Its responsibilities for the general management of the Government affect initiatives, issues and activities that cut across all policy sectors managed by federal departments and organizational entities (as reported in the Main Estimates). The Secretariat is also responsible for the comptrollership function of the Government.

Under the broad authority of sections 5 to 13 of the *Financial Administration Act*, the Secretariat supports the Treasury Board in its role as the general manager and employer of the public service.

### Tabling of Annual Report

Note that this annual report is tabled in Parliament in accordance with section 72 of the *Privacy Act*.

## Organization

The Access to Information and Privacy (ATIP) Office is part of the Ministerial Services Division in the Strategic Communications and Ministerial Affairs Sector. The ATIP Office has nine full-time equivalents to fulfill the Secretariat's obligations under the Access to Information and Privacy acts. The staff in the ATIP Office in 2010–11 consisted of seven employees: the Director and six ATIP officers at various levels. The ATIP officers' work involves processing complex, voluminous files as well as routine, straightforward requests. Some staffing actions were completed during the 2010–11 reporting period while others have been carried forward to 2011–12.

## Delegation Orders

Delegation orders set out what powers, duties and functions for the administration of the *Privacy Act* have been delegated by the head of the institution, and to whom. The President of the Treasury Board has delegated to the ATIP Director and the Senior Director, Ministerial Services, Strategic Communications and Ministerial Affairs, authority to oversee the administration of the *Access to Information Act* and the *Privacy Act* within the Secretariat, and to ensure compliance with both acts. Copies of the approved Secretariat delegation orders can be found in Appendix C.

## Statistical Report

The statistical report is attached as Appendix B.

## Interpretation of the Statistical Report for Requests under the *Privacy Act*

During the reporting period from April 1, 2010 to March 31, 2011, the Secretariat received a total of 79 new requests under the *Privacy Act*. This represents an increase of 7 requests (9 percent) from the previous year's total of 72. A total of 3 requests were carried forward from 2009–10.

Of the 79 new requests, 57 (72 percent) were either transferred or redirected to other federal institutions or could not be processed. Twenty-two requests involved Secretariat records.

The privacy client group for the Secretariat consists mostly of current and former federal public service employees. Requests were related to personnel or staff relations issues that required Secretariat involvement.

There was a significant increase in the number of pages reviewed over last year. Responding to formal requests involved the review of more than 12,081 pages, of which more than 10,611 were recommended for release.

## Overview of *Privacy Act* Requests

| Fiscal Year | Requests Received | Requests Completed | Number of Pages Processed | Number of Pages Released | On-time Compliance Rate |
|-------------|-------------------|--------------------|---------------------------|--------------------------|-------------------------|
| 2010-11     | 79                | 78                 | 12,081                    | 10,611                   | 97%                     |
| 2009–10     | 72                | 72                 | 2,879                     | 1,351                    | 100%                    |

## Other Requests

During this same period, the Secretariat responded to 15 *Privacy Act* consultation requests from other departments involving Secretariat records or issues.

The ATIP Office acted as a resource for Secretariat officials, offering advice and guidance on the provisions of the legislation. It was consulted on the disclosure and collection of data on a wide range of matters. These included surveys, information management issues, privacy impact assessments, security of information and privacy caveats for various forms and questionnaires.

In 2010, Sun Life Financial introduced positive enrolment for all federal public servants and retirees covered by the Public Service Health Care Plan (PSHCP). With positive enrolment, Sun Life Financial ensures that it has up-to-date information in order to process claims and administer the plan. Due to the nature of the Secretariat's role with the PSHCP, there were numerous enquiries made to the ATIP Office. Public servants and retirees were concerned about the personal information being collected by Sun Life Financial and the required deadline for the completion of their positive enrolment form. Officials of the ATIP Office worked closely with representatives of the Privacy Office at Sun Life Financial to ensure that these individuals' concerns were addressed.

## Disposition of Completed Requests

A total of 78 requests were completed in 2010–11. Four requests have been carried forward to the 2011–12 fiscal year.

The disposition of the completed requests was as follows:

- ▶ 6 were all disclosed (8 per cent);
- ▶ 14 were partially disclosed (18 per cent);
- ▶ 2 were transferred or redirected to another institution (3 per cent);
- ▶ 55 could not be processed (70 per cent); and
- ▶ 1 was abandoned by the applicant (1 per cent).

## Completion Time and Extensions

The 78 requests completed in 2010–11 were processed in the following time frames:

- ▶ 65 within 30 or fewer days (83 per cent);
- ▶ 9 within 31 to 60 days (11 per cent);
- ▶ 2 within 61 to 120 days (3 per cent); and
- ▶ 2 within 121 days or more (3 per cent).

Of the 78 requests, 76 (97 per cent) were completed within the allowable time limits. This represents a slight decrease from last year in the Secretariat's performance in this area. The legislated time frames for some of the requests were challenging to meet because of the large volume of records associated with these requests.

In 13 instances, the Secretariat found it necessary to seek extensions to the prescribed time limits to consult with other Government institutions.

## Exemptions Invoked

The Secretariat invoked exemptions under the *Privacy Act* a total of 25 times as follows:

- ▶ Section 22, exempting personal information containing law enforcement and investigation information (4);
- ▶ Section 26, exempting personal information about individuals other than the requestor (13); and
- ▶ Section 27, exempting personal information related to solicitor-client privilege (8).

## Exclusions Invoked

Exclusions were invoked twice under section 70 for confidences of the Queen's Privy Council for Canada.

## Education and Training

During 2010–11, the ATIP Office continued to conduct training sessions for employees on a regular basis. Specifically, 12 sessions were offered to over 209 participants. They were provided with an overview of the acts and a better understanding of their obligations with respect to the ATIP process at the Secretariat. Upon request, customized sessions were given to divisional teams and individual sectors.



## Policies, Guidelines and Procedures

No new policies or guidelines were established for this reporting period. However, the ATIP Office began posting the Secretariat's Access to Information requests on the Secretariat's website on a monthly basis to promote transparency. An internal process was established for this monthly posting, as well as for the processing of informal requests for previously released information.

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## Information Holdings

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The Secretariat does not have any exempt banks.

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Public Works and Government Services Canada  
Ottawa, Ontario K1A 0S5

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East Tower, 11th Floor  
140 O'Connor Street  
Ottawa ON K1A 0R5  
Telephone: 613-996-5491

## Complaints, Investigations, and Federal Court Cases

No new complaints were registered with the Privacy Commissioner in 2010–11 and no complaints have been carried forward to 2011–12.

There were no new court cases for 2010–11.

## Privacy Impact Assessments

No new Preliminary Privacy Impact Assessments (PPIA) or Privacy Impact Assessments (PIA) were initiated or completed for 2010–11.

## Data Matching and Sharing Activities

There were no data matching and sharing activities undertaken for 2010–11.

## Disclosures under Paragraph 8(2)(m) of the *Privacy Act*

Paragraph 8(2)(m) allows for the disclosure of personal information when the public interest clearly outweighs any invasion of privacy or when the disclosure would benefit the individual. There were no disclosures pursuant to paragraph 8(2)(m) for the 2010–11 period.

## Costs

During 2010–11, the ATIP Office incurred an estimated \$86,540 in salary costs and \$6,567 in administrative costs to administer the *Privacy Act*.

These costs do not include resources expended by the Secretariat's program areas to meet the requirements of the acts.

# Appendix A—Statistical Report on the Access to Information Act

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## Additional Reporting Requirements – *Access to Information Act*

In addition to the reporting requirements addressed in form TBS/SCT 350-62 "Report on the *Access to Information Act*", institutions are required to report on the following using this form:

### Part III – Exemptions invoked

|                          |
|--------------------------|
| Paragraph 13(1)(e): 0    |
| Subsection 16.1(1)(a): 0 |
| Subsection 16.1(1)(b): 0 |
| Subsection 16.1(1)(c): 0 |
| Subsection 16.1(1)(d): 0 |
| Subsection 16.2(1): 0    |
| Subsection 16.3: 0       |
| Subsection 16.4(1)(a): 0 |
| Subsection 16.4(1)(b): 0 |
| Subsection 16.5: 0       |
| Subsection 18.1(1)(a): 0 |
| Subsection 18.1(1)(b): 0 |
| Subsection 18.1(1)(c): 0 |
| Subsection 18.1(1)(d): 0 |
| Subsection 20(1)(b.1): 0 |
| Subsection 20.1: 0       |
| Subsection 20.2: 0       |
| Subsection 20.4: 0       |
| Subsection 22.1(1): 0    |

### Part IV – Exclusions cited

|                       |
|-----------------------|
| Subsection 68.1: 0    |
| Subsection 68.2(a): 0 |
| Subsection 68.2(b): 0 |
| Subsection 69.1(1): 0 |

Appendix B—Statistical Report on the *Privacy Act*

Government of Canada  
Gouvernement du Canada

## REPORT ON THE PRIVACY ACT

RAPPORT CONCERNANT LA LOI SUR LA PROTECTION  
DES RENSEIGNEMENTS PERSONNELS

|   |  |  |  |
|---|--|--|--|
| Institution<br><b>Treasury Board of Canada Secretariat / Secrétariat du Conseil du Trésor du Canada</b> |  | Reporting Period / Période visée par le rapport<br><b>2010-04-01 to/à 2011-03-31</b> |  |
|---|--|--|--|

  

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|---|----|--|---|--|---|
| <b>I</b> Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels |    | <b>IV</b> Exclusions cited / Exclusions citées |   | <b>VII</b> Translations / Traductions          |   |
| Received during reporting period / Reçues pendant la période visée par le rapport                                     | 79 | S Art. 69(1)(a)                                | 0 | Translations requested / Traductions demandées | 0 |
| Outstanding from previous period / En suspens depuis la période antérieure  | 3  | (b)  | 0 | Translations prepared / Traductions préparées  | 0 |
| TOTAL   | 82 | S Art. 70(1)(a)                                | 1 | English to French / De l'anglais au français   | 0 |
| Completed during reporting period / Traitées pendant la période visée par le rapport                                  | 78 | (b)  | 0 | French to English / Du français à l'anglais    | 0 |
| Carried Forward / Reportées   | 4  | (c)  | 0 |  |   |
|   |    | (d)  | 0 |  |   |
|   |    | (e)  | 1 |  |   |
|   |    | (f)  | 0 |  |   |

  

|   |    |  |    |  |    |
|---|----|--|----|--|----|
| <b>II</b> Disposition of requests completed / Disposition à l'égard des demandes traitées |    | <b>V</b> Completion time / Délai de traitement |    | <b>VIII</b> Method of access / Méthode de consultation |    |
| 1. All Disclosed / Communication totale   | 6  | 30 days or under / 30 jours ou moins           | 65 | Copies given / Copies de l'original                    | 20 |
| 2. Disclosed in part / Communication partielle  | 14 | 31 to 60 days / De 31 à 60 jours               | 9  | Examination / Examen de l'original                     | 0  |
| 3. Nothing disclosed (excluded) / Aucune communication (exclusion)                        | 0  | 61 to 120 days / De 61 à 120 jours             | 2  | Copies and examination / Copies et examen              | 0  |
| 4. Nothing disclosed (exempt) / Aucune communication (exemption)                          | 0  | 121 days or over / 121 jours et plus           | 2  |  |    |
| 5. Unable to process / Traitement impossible  | 55 |  |    |  |    |
| 6. Abandoned by applicant / Abandon de la demande   | 1  |  |    |  |    |
| 7. Transferred / Transmision  | 2  |  |    |  |    |
| TOTAL   | 78 |  |    |  |    |

  

|  |    |  |                                    |   |   |
|--|----|--|------------------------------------|---|---|
| <b>III</b> Exemptions invoked / Exemptions invoquées |    | <b>VI</b> Extensions / Prorogations des délais             |                                    | <b>IX</b> Corrections and notation / Corrections et mention |   |
| S Art. 16(2)   | 0  | 30 days or under / 30 jours ou moins                       | 31 days or over / 31 jours ou plus | Corrections requested / Corrections demandées               | 0 |
| S Art. 19(1)(a)                                      | 0  | Interference with operations / Interruption des opérations | 0                                  | Corrections made / Corrections effectuées                   | 0 |
| (b)  | 0  | Consultation   | 13                                 | Notation attached / Mention annexée                         | 0 |
| (c)  | 0  | Translation / Traduction                                   | 0                                  |   |   |
| (d)  | 0  | TOTAL  | 13                                 |   |   |
| S Art. 20  | 0  |  |                                    |   |   |
| S Art. 21  | 0  |  |                                    |   |   |
| S Art. 22(1)(a)                                      | 1  |  |                                    |   |   |
| (b)  | 1  |  |                                    |   |   |
| (c)  | 2  |  |                                    |   |   |
| S Art. 22(2)   | 0  |  |                                    |   |   |
| S Art. 23(a)   | 0  |  |                                    |   |   |
| (b)  | 0  |  |                                    |   |   |
| S Art. 24  | 0  |  |                                    |   |   |
| S Art. 25  | 0  |  |                                    |   |   |
| S Art. 26  | 13 |  |                                    |   |   |
| S Art. 27  | 8  |  |                                    |   |   |
| S Art. 28  | 0  |  |                                    |   |   |

  

|  |      |
|--|------|
| <b>X</b> Costs / Coûts   |      |
| Financial (all reasons) / Financiers (raisons) (\$ 000)                      |      |
| Salary / Traitement  | 87   |
| Administration (O and M) / Administration (fonctionnement et maintien)       | 6.5  |
| TOTAL  | 93.5 |
| Person year utilization (all reasons) / Années-personnes utilisées (raisons) |      |
| Person year (decimal format) / Années-personnes (nombre décimal)             | 1.00 |

## Additional Reporting Requirements – *Privacy Act*

Treasury Board Secretariat is monitoring compliance with the Privacy Impact Assessment (PIA) Policy (which came into effect on May 2, 2002) and the Directive on Privacy Impact Assessment (which takes effect April 1, 2010) through a variety of means. Institutions are therefore required to report the following information for this reporting period. Note that because some institutions are using the Core PIA as outlined in the Directive in advance of the implementation deadline, they will not have Preliminary PIAs to report.

Indicate the number of:

Preliminary Privacy Impact Assessments initiated: 0

Preliminary Privacy Impact Assessments completed: 0

Privacy Impact Assessments initiated: 0

Privacy Impact Assessments completed: 0

Privacy Impact Assessments forwarded to the Office of the Privacy Commissioner (OPC): 0

In addition, institutions are required to report on the following:

### Part III – Exemptions invoked

|                       |
|-----------------------|
| Paragraph 19(1)(e): 0 |
| Paragraph 19(1)(f): 0 |
| Subsection 22.1: 0    |
| Subsection 22.2: 0    |
| Subsection 22.3: 0    |

### Part IV – Exclusions cited

|                    |
|--------------------|
| Subsection 69.1: 0 |
| Subsection 70.1: 0 |

## Appendix C—Delegation Orders

**Treasury Board Secretariat**  
**Secrétariat du Conseil du Trésor**

**DELEGATION ORDER**

**ACCESS TO INFORMATION ACT**

I, the undersigned, President of the Treasury Board, pursuant to Section 73 of the *Access to Information Act*, hereby authorize the Access to Information and Privacy Director, the Senior Director of Ministerial Services and the Secretary, to exercise signing authorities or perform any of the President's powers, duties or functions specified in the attached Schedule A.



President of the Treasury Board  
Président du Conseil du Trésor

Date : 23/6/11

**ARRÊTÉ AUTORISANT LA**  
**DÉLÉGATION DE POUVOIRS**

**LOI SUR L'ACCÈS À**  
**L'INFORMATION**

Je, soussigné, Président du Conseil du Trésor, autorise, en vertu de l'article 73 de la *Loi sur l'accès à l'information*, le Directeur de l'accès à l'information et de la protection des renseignements personnels, le Directeur principal des services ministériels ainsi que le Secrétaire, à exercer au nom du Président les pouvoirs de signer, les attributions, les fonctions ou les pouvoirs détaillés dans l'annexe A ci-jointe.



**Treasury Board Secretariat**

**Secrétariat du Conseil du Trésor**

**DELEGATION ORDER**

***PRIVACY ACT***

I, the undersigned, President of the Treasury Board, pursuant to Section 73 of the *Privacy Act*, hereby authorize the Access to Information and Privacy Director, the Senior Director of Ministerial Services and the Secretary, to exercise signing authorities or perform any of the President's powers, duties or functions specified in the attached schedule B.



President of the Treasury Board  
Président du Conseil du Trésor

Date : \_\_\_\_\_

23/6/11

**ARRÊTÉ AUTORISANT LA  
DÉLÉGATION DE POUVOIRS**

***LOI SUR LA PROTECTION DES  
RENSEIGNEMENTS PERSONNELS***

Je, soussigné, Président du Conseil du Trésor, autorise, en vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Directeur de l'accès à l'information et protection des renseignements personnels, le Directeur principal des services ministériels ainsi que le Secrétaire à exercer au nom du Président les pouvoirs de signer, les attributions, les fonctions et les pouvoirs détaillés dans l'annexe B ci-jointe.

## Schedule A

Sections of the *Access to Information Act* to Be Delegated

| Section of the <i>Access to Information Act</i> | Powers, Duties or Functions                           | Position   |
|---|---|--|
| 4(2.1)  | Responsibility of government institutions             | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 7(a)  | Notice when access requested                          | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 7(b)  | Giving access to record                               | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 8(1)  | Transfer of request to another government institution | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 9   | Extension of time limits                              | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 11(2), (3), (4), (5), (6)                       | Additional fees                                       | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 12(2)(b)  | Language of Access                                    | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 12(3)(b)  | Access in an alternative format                       | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 13  | Exemption – Information obtained in confidence        | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 14  | Exemption – Federal-provincial affairs                | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 15  | Exemption – International affairs and defence         | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 16  | Exemption – Law enforcement and investigations        | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 16.5  | Exemption – <i>Public Servants Disclosure Act</i>     | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 17  | Exemption – Safety of individuals                     | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 18  | Exemption – Economic interests of Canada              | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |

| Section of the <i>Access to Information Act</i> | Powers, Duties or Functions  | Position   |
|---|--|--|
| 18.1  | Exemption – Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc. | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 19  | Exemption – Personal information   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 20  | Exemption – Third-party information  | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 21  | Exemption – Operations of Government   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 22  | Exemption – Testing procedures, tests and audits   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 22.1  | Exemption – Audit working papers and draft audit reports   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 23  | Exemption – Solicitor-client privilege   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 24  | Exemption – Statutory prohibitions   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 25  | Severability   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 26  | Exception – Information to be published  | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 27(1),(4)                                       | Third party notification   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 28(1)(b), (2), (4)                              | Third party notification   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 29(1)   | Where the Information Commissioner recommends disclosure   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 33  | Advising Information Commissioner of third-party involvement   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 35(2)(b)  | Right to make representations  | Secretary  |

| <b>Section of the<br/>Access to<br/>Information Act</b>             | <b>Powers, Duties or Functions</b>                                | <b>Position</b>  |
|---|---|--|
| 37(1)   | Notice of actions to implement recommendations of Commissioner    | Secretary  |
| 37(4)   | Access to be given to complainant                                 | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 43(1)   | Notice to third party (application to Federal Court for review)   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 44(2)   | Notice to applicant (application to Federal Court by third party) | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 52(2)(b), (3)   | Special rules for hearings  | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 71(1)   | Facilities for inspection of manuals                              | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 72  | Annual report to Parliament                                       | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| <b>Section of the<br/>Access to<br/>Information<br/>Regulations</b> | <b>Powers, Duties or Functions</b>                                | <b>Position</b>  |
| 6(1)  | Transfer of request   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 7(2)  | Search and preparation fees                                       | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 7(3)  | Production and programming fees                                   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 8   | Providing access to record(s)                                     | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 8.1   | Limitations in respect of format                                  | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |

## Schedule B

### Sections of the *Privacy Act* to Be Delegated

| Section of the <i>Privacy Act</i> | Powers, Duties or Functions  | Position   |
|-----------------------------------|--|--|
| 8(2)(j)                           | Disclosure for research purposes                                       | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 8(2)(m)                           | Disclosure in the public interest or in the interest of the individual | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 8(4)                              | Copies of requests under 8(2)(e) to be retained                        | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 8(5)                              | Notice of disclosure under 8(2)(m)                                     | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 9(1)                              | Record of disclosures to be retained                                   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 9(4)                              | Consistent uses  | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 10                                | Personal information to be included in personal information banks      | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 14                                | Notice where access requested  | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 15                                | Extension of time limits   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 17(2)(b)                          | Language of access   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 17(3)(b)                          | Access to personal information in alternative format                   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 18(2)                             | Exemption (exempt bank) – disclosure may be refused                    | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 19(1)                             | Exemption – Personal information obtained in confidence                | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 19(2)                             | Exemption – Where authorized to disclose                               | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 20                                | Exemption – Federal-provincial affairs                                 | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |

| Section of the <i>Privacy Act</i> | Powers, Duties or Functions  | Position   |
|-----------------------------------|--|--|
| 21                                | Exemption – International affairs and defence  | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 22                                | Exemption – Law enforcement and investigation  | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 22.3                              | Exemption – <i>Public Servants Disclosure Protection Act</i>                           | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 23                                | Exemption – Security clearances  | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 24                                | Exemption – Individuals sentenced for an offence                                       | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 25                                | Exemption – Safety of individuals  | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 26                                | Exemption – Information about another individual                                       | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 27                                | Exemption – Solicitor-client privilege   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 28                                | Exemption – Medical record   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 31                                | Notice of intention to investigate   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 33(2)                             | Right to make representation   | Secretary  |
| 35(1)                             | Notice of actions to implement recommendations of Commissioner                         | Secretary  |
| 35(4)                             | Access to be given   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 36(3)                             | Notice of actions to implement recommendations of Commissioner concerning exempt banks | Secretary  |
| 51(2)(b)                          | Special rules for hearings   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 51(3)                             | <i>Ex parte</i> representations  | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |

| Section of the <i>Privacy Act</i>         | Powers, Duties or Functions  | Position   |
|---|--|--|
| 72(1)                                     | Report to Parliament   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| Section of the <i>Privacy Regulations</i> | Powers, Duties or Functions  | Position   |
| 9   | Reasonable facilities and time provided to examine personal information  | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 11(2)                                     | Notification that correction to personal information has been made   | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 11(4)                                     | Notification that correction to personal information has been refused  | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 13(1)                                     | Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |
| 14  | Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist                                    | Director, Access to Information and Privacy<br>Senior Director, Ministerial Services |