

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

**2011–12**



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





Auditor General of Canada  
Vérificateur général du Canada

29 June 2012

The Honourable Andrew Scheer, M.P.  
Speaker of the House of Commons  
House of Commons  
Centre Block, Room 328-N  
Ottawa, Ontario K1A 0A6

**Office of the Auditor General of Canada**  
**2011–12 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 on Justice and Human Rights, please find attached the Office of the Auditor General of Canada's 2011–12 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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## 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.

The *Privacy Act* gives individuals the right to access information about themselves that is held by the government, 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 both acts requires that the head of every government institution prepare an annual report on the administration of the acts within the institution and that they submit the reports to Parliament.

This annual report on the administration of the *Access to Information Act* and the *Privacy Act* at the OAG describes how we administered our responsibilities under both acts during the 2011–12 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](mailto: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



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

# Highlights and accomplishments for the 2010–11 fiscal year

## Raising awareness

During this reporting period, 13 awareness-building sessions were held with over 200 employees (about 31 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.

## Presentation to the Office of the Information Commissioner

Following the adoption of an investigation protocol by the Office of the Information Commissioner (OIC) for complaints submitted against the OAG, the OAG gave an in-depth presentation to OIC investigators on its audit methodology and audit practices. The OAG presentation provided assurance to the OIC investigators on the rigour of audit records management practices as they relate to the protocol and the application of the exemption contained in section 16.1(1)(a) of the *Access to Information Act*. This was particularly important as section 16.1(1)(a) was the most commonly applied exemption in the 2011–12 fiscal year.

## Privacy requests

In September 2011, the ATIP Office closed two sizeable privacy requests concerning personal information gathered during an audit. The volume of material for review created a significant burden for the one-person ATIP Office—about 400 person hours to complete both requests—and emphasized the need to continue building awareness about effective information management practices. Although the ATIP Office processed five fewer requests than in the previous reporting period, these privacy requests covered a much larger number of documents and consumed more time and resources.

## Publication of summaries

In accordance with the amended *Directive on the Administration of the Access to Information Act* (ATIA), the Office has begun posting summaries of completed ATIA requests on the OAG's website on a regular basis.

## Registered personal information banks

Two new institution-specific personal information banks have been registered with the Treasury Board of Canada Secretariat. The Legislative Audits and the Environmental Petitions personal information banks cover a significant amount of personal information received by the Office of the Auditor General and will facilitate the application of the OAG's Privacy Impact Assessment Framework and Privacy Protocol.

## Looking ahead

While no new ATIP policies were approved in the 2011–12 fiscal year, the OAG's ATIP Office will be focused on developing and implementing a suite of privacy policies, guidelines, and tools in 2012–13. To that end, work is already under way in piloting a Privacy Impact Assessment Framework and Privacy Protocol.

# Administration of the *Access to Information Act*

## Requests under the *Access to Information Act*

Received during the reporting period:	20
Outstanding from the previous period:	<u>1</u>
<b>Total:</b>	<b>21</b>

## Sources of requests received

The majority of requests were from the general public (11), followed by business (private sector) (6) and the media (2). The remaining request came from an organization (1).

## Disposition of completed requests

The Office of the Auditor General (OAG) finalized 18 requests in the 2011–12 fiscal year:

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

## Exemptions invoked

Appendix A 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), 16.5, 19(1), 20(1)(b), 20(1)(c), and 20(1)(d) of the *Access to Information Act*.

## Exclusions cited

No exclusions were cited during the reporting period.

## 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, three requests were extended for more than 30 days.

**Completion time**

Of the 18 requests completed during the reporting period,

- 14 were completed within the original 30-day deadline,
- 2 required up to an additional 30 days, and
- 2 were completed in the 60- to 120-day period.

**Method of access**

Copies of documents were provided for all five requests where the relevant documents were given in whole or in part. In one case, the requestor asked for the response to be provided on a compact disc (CD), and the OAG accommodated this request.

**Fees**

The fees collected during the reporting period totalled \$90.00. 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 \$58.00 were waived for the 2011–12 fiscal year.

**Costs**

The costs directly associated with administration of the *Access to Information Act* for the 2011–12 fiscal year are estimated to be \$83,422 for salaries and \$5,971 for operations, maintenance, and other administrative expenses—for a total of \$89,393.

**Complaints and investigations**

The complaint related to the OAG made in the 2010–11 fiscal year was closed. The Office of the Information Commissioner (OIC) determined that this complaint was “not substantiated.”

The OAG received one new complaint during the 2011–12 fiscal year. The OIC is currently investigating this complaint.

## Administration of the *Privacy Act*

### Requests under the *Privacy Act*

Received during the reporting period:	2
Outstanding from the previous period:	<u>2</u>
<b>Total:</b>	<b>4</b>

### Disposition of completed requests

The OAG finalized three requests in the 2011–12 fiscal year, and these all resulted in partial disclosure.

### Exemptions invoked

Appendix B 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 22.3, 26, and 27 of the *Privacy Act*.

### Exclusions cited

No exclusions were cited.

### Completion time

Of the three requests completed during the reporting period, one required an additional 30 days to complete. The remaining two requests required an additional 160 days because of the large volume of records to be processed.

### Extension of time limits

During the 2011–12 fiscal year, all three requests were extended for a maximum of 30 days. In two cases, there were a large number of records and consultations with another government department.

### Method of access

Copies of the records were provided.

### Costs

The costs directly associated with administration of the *Privacy Act* for the 2011–12 fiscal year are estimated to be \$47,141 for salaries and \$3,817 for operations, maintenance, and other administrative expenses—for a total of \$50,958.

### 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 A: 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: 01/04/2011 to 31/03/2012

### PART 1 – Requests under the Access to Information Act

#### 1.1 Requests

	Number of Requests
Received during reporting period	20
Outstanding from previous reporting period	1
<b>Total</b>	<b>21</b>
Closed during reporting period	18
Carried over to next reporting period	3

#### 1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	0
Business (Private Sector)	6
Organization	1
Public	11
<b>Total</b>	<b>20</b>

### 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	1	0	0	0	0	0	1
Disclosed in part	0	1	2	2	0	0	0	5
All exempted	4	0	0	0	0	0	0	4
All excluded	0	0	0	0	0	0	0	0
No records exist	2	1	0	0	0	0	0	3
Request transferred	2	0	0	0	0	0	0	2
Request abandoned	1	2	0	0	0	0	0	3
Treated informally	0	0	0	0	0	0	0	0
<b>Total</b>	<b>9</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>



## 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)	0
13(1)(e)	0	16.1(1)(a)	6	18.1(1)(a)	0	21(1)(b)	0
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)	3	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	0
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	1	20(1)(c)	2		
16(1)(b)	0	17	0	20(1)(d)	2		
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)	0	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	1	0	0
Disclosed in part	4	1	0
<b>Total</b>	<b>5</b>	<b>1</b>	<b>0</b>

## 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	15	15	1
Disclosed in part	1354	805	5
All exempted	414	0	4
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	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed
All disclosed	1	15	0	0	0	0	0	0	0	0
Disclosed in part	1	5	3	246	1	554	0	0	0	0
All exempted	3	0	1	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
<b>Total</b>	<b>8</b>	<b>20</b>	<b>4</b>	<b>246</b>	<b>1</b>	<b>554</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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	3	0	0	0	3
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

## 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
1	1	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	1	0	1
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
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>

## 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	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	0	0	0	3
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
<b>Total</b>	0	0	0	3

### 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	0	0	0	0
31 to 60 days	0	0	0	3
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
<b>Total</b>	0	0	0	3

## PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	# of Requests	Amount	# of Requests	Amount
Application	18	\$90	1	\$5
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	5	\$53
<b>Total</b>	18	\$90	6	\$58

## 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	43	1409	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	43	1409	0	0
Closed during the reporting period	41	1381	0	0
Pending at the end of the reporting period	2	28	0	0

### 5.2 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	26	3	0	0	0	0	0	29
Disclose in part	8	3	0	0	0	0	0	11
Exempt entirely	0	1	0	0	0	0	0	1
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
<b>Total</b>	34	7	0	0	0	0	0	41

### 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	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 7 – Resources related to the Access to Information Act

#### 7.1 Costs

Expenditures		Amount
Salaries		\$83,422
Overtime		\$0
Goods and Services		\$5,971
• Professional services contracts	\$5,971	
• Other	\$0	
Total		\$89,393

## 7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	1	1	2
Part-time and casual employees	0	0	0
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>2</b>

# Appendix B: Report on the *Privacy Act*



## Statistical Report on the *Privacy Act*

Name of institution: Office of the Auditor General of Canada

Reporting period: 01/04/2011 to 31/03/2012

### PART 1 – Requests under the *Access to Information Act*

	Number of Requests
Received during reporting period	2
Outstanding from previous reporting period	2
<b>Total</b>	<b>4</b>
Closed during reporting period	3
Carried over to next reporting period	1

### 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	2	0	3
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>

#### 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	2
19(1)(f)	0	22.1	0	27	1
20	0	22.2	0	28	0
21	0	22.3	2		

## 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	3	0	0
<b>Total</b>	3	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	4085	3300	3
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0

### 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	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	373	0	0	2	2927	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	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	1	373	0	0	2	2927	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	3	3	1	9
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
<b>Total</b>	2	3	3	1	9

## 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	2	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	2	2
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	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
<b>Total</b>	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	1	0	2	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
<b>Total</b>	1	0	2	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	1	0	0	0
16 to 30 days	0	0	2	0
<b>Total</b>	1	0	2	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 reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	0	0

## PART 8 – Resources related to the *Privacy Act*

### 8.1 Costs

Expenditures		Amount
Salaries		\$47,141
Overtime		\$0
Goods and Services		\$3,817
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$3,817	
• Other	\$0	
<b>Total</b>		<b>\$50,958</b>

### 8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	1	1	2
Part-time and casual employees	0	0	0
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	2	2
<b>Total</b>	1	3	4







