




Office of the
Privacy Commissioner
of Canada

2013-14 Annual Report to Parliament on the *Privacy Act*

September 2014



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Introduction

The *Privacy Act* (PA) came into effect on July 1, 1983. The Act imposes obligations on federal government departments and agencies to respect the privacy rights of individuals by limiting the collection, use and disclosure of personal information. The Act also gives individuals the right of access to their personal information and the right to request the correction of that information.

When the *Federal Accountability Act* received Royal Assent on December 12, 2006, the Office of the Privacy Commissioner (OPC) was added to the Schedule of the *Privacy Act* along with other Agents of Parliament. Therefore, while not initially subject to the Act, the OPC became so on April 1, 2007.

Section 72 of the Act requires that the head of every federal government institution submit an annual report to Parliament on the administration of the Act within their institutions during the fiscal year.

The OPC is pleased to submit its seventh Annual Report which describes how we fulfilled our responsibilities under the *Privacy Act* in 2013-2014.

Mandate and Mission of the OPC

The mandate of the OPC is to oversee compliance with both the *Privacy Act* (PA), which covers the personal information handling practices of federal government departments and agencies, and the *Personal Information Protection and Electronic Documents Act* (PIPEDA), Canada's federal private-sector privacy law.

The OPC's mission is to protect and promote the privacy rights of individuals.

The Commissioner works independently from any other part of the government to investigate privacy complaints from individuals with respect to the federal public sector and certain aspects of the private sector. In public sector matters, individuals may complain to the Commissioner about any matter specified in section 29 of the PA.

For matters relating to personal information in the private sector, the Commissioner may investigate complaints under section 11 of PIPEDA except in the provinces that have adopted substantially similar privacy legislation, namely Quebec, British Columbia, and Alberta. Ontario, New Brunswick and Newfoundland and Labrador now fall into this category with respect to personal health information held by health information custodians under their respective health sector privacy laws. However, even in those provinces with substantially similar legislation, and elsewhere in Canada, PIPEDA continues to apply to personal information collected, used or disclosed by all federal works, undertakings and businesses, including personal information about their employees. PIPEDA also applies to all personal data that flows across provincial or national borders, in the course of commercial activities.

The Commissioner focuses on resolving complaints through negotiation and persuasion, using mediation and conciliation if appropriate. However, if voluntary cooperation is not forthcoming, the Commissioner has the power to summon witnesses, administer oaths and compel the production of evidence. In cases that remain unresolved, particularly under PIPEDA, the complainant or the Commissioner may take the matter to Federal Court and seek a court order to rectify the situation.

As a public advocate for the privacy rights of Canadians, the Commissioner carries out the following activities:

- Investigating complaints and issuing reports with recommendations to federal government institutions and private-sector organizations to remedy situations, as appropriate;
- Pursuing legal action before federal courts where appropriate to resolve outstanding matters;
- Assessing compliance with obligations contained in the PA and PIPEDA through the conduct of independent audit and review activities;
- Advising on, and reviewing, Privacy Impact Assessments (PIAs) of new and existing government initiatives;
- Providing legal and policy analyses and expertise to help guide Parliament's review of evolving legislation to ensure respect for individuals' right to privacy;

- Responding to inquiries from parliamentarians, individual Canadians and organizations seeking information and guidance, and taking proactive steps to inform them of emerging privacy issues;
- Promoting privacy awareness and compliance, and fostering understanding of privacy rights and obligations through proactive engagement with federal government institutions, private-sector organizations, industry associations, legal community, academia, professional associations, and other stakeholders;
- Preparing and disseminating public education materials, positions on evolving legislation, regulations and policies, guidance documents and fact sheets for use by the general public, federal government institutions and private sector organizations;
- Conducting research and monitoring trends in technological advances and privacy practices, identifying systemic privacy issues that need to be addressed by federal government institutions and private sector organizations and promoting integration of best practices; and
- Working with privacy stakeholders from other jurisdictions in Canada and on the international scene to address global privacy issues that result from ever increasing transborder data flows.

Organizational Structure

The Privacy Commissioner is an Officer of Parliament who reports directly to the House of Commons and the Senate. The Commissioner may be assisted by an Assistant Commissioner, who has delegated responsibilities under both the PA and PIPEDA. At the time of writing this report, the position has been vacant since December 2013.

The OPC is structured in the following way:

Executive Secretariat

The Executive Secretariat ensures effective liaison and coordination with internal and external stakeholders and provides strategic advice so that the Commissioner and Assistant Commissioner are able to carry out their mandate to protect and promote privacy rights of individuals.

Privacy Act Investigations Branch

The PA Investigations Branch receives and investigates complaints from individuals who claim a breach of the PA, or complaints that are initiated by the Commissioner. The Branch also receives notifications of breaches from federal government organizations, and receives and reviews public interest disclosures made by them.

PIPEDA Investigations Branch

The PIPEDA Investigations Branch is divided between Ottawa and Toronto. In Ottawa, the Branch receives and investigates complaints of national scope by individuals or initiated by the Commissioner, from anywhere in Canada. In Toronto, the Branch investigates complaints particularly from the Greater Toronto Area (GTA) and coordinates public education and stakeholder outreach activities in the GTA.

Audit and Review Branch

The Audit and Review Branch audits organizations to assess their compliance with the requirements set out in the two federal privacy laws. The Branch also analyses and provides recommendations on Privacy Impact Assessments (PIAs) submitted to the OPC pursuant to the Treasury Board Secretariat Policy on Privacy Impact Assessments.

Communications Branch

The Communications Branch focuses on providing strategic advice and support for communications and public education activities for the OPC. In addition, the Branch plans and implements a variety of public education and communications activities through media monitoring and analysis, public opinion polling, media relations, publications, special events, outreach activities and the OPC website. The Branch is also responsible for the OPC's Information Centre, which responds to requests for information from the public and organizations regarding privacy rights and responsibilities.

Legal Services, Policy, Research and Technology Analysis Branch

The Legal Services, Policy, Research and Technology Analysis Branch (LSPRTA) provides strategic legal and policy advice and conducts research on emerging privacy issues in Canada and internationally. More specifically, the Branch provides strategic legal advice to the Commissioners and various Branch Heads on the interpretation and application of the PA and PIPEDA in investigations and audits, as well as general legal counsel on a broad range of corporate and communication matters. LSPRTA represents the OPC in litigation matters before the courts and in negotiations with other parties both nationally and internationally. It reviews and analyzes legislative bills, government programs, public and private sector initiatives and provides strategic advice to the Commissioners on appropriate policy positions to protect and advance privacy rights in Canada. The Branch prepares for, represents and supports the Office in appearances before Parliament and in its relations with parliamentarians. Its analysts conduct applied research on the privacy implications of emerging societal and technological issues to support and inform the development of OPC policy guidance and best practices for relevant stakeholders. The Branch administers the OPC Research Contributions Program, which was launched in 2004, to advance knowledge and understanding of privacy issues and to promote enhanced protection of personal information. LSPRTA also identifies and analyzes technological trends and developments in electronic platforms and digital media; conducts research to assess the impact of technology on the protection of personal information in the digital world and provides strategic analysis and guidance on complex, varied and sensitive technological issues involving breaches in the security of government and commercial systems that store personal information.

Human Resources Management Branch

The Human Resources Management Branch is responsible for the provision of strategic advice, management and delivery of comprehensive human resources management programs in areas such as staffing, classification, staff relations, human resources planning, learning and development, employment equity, official languages and compensation.

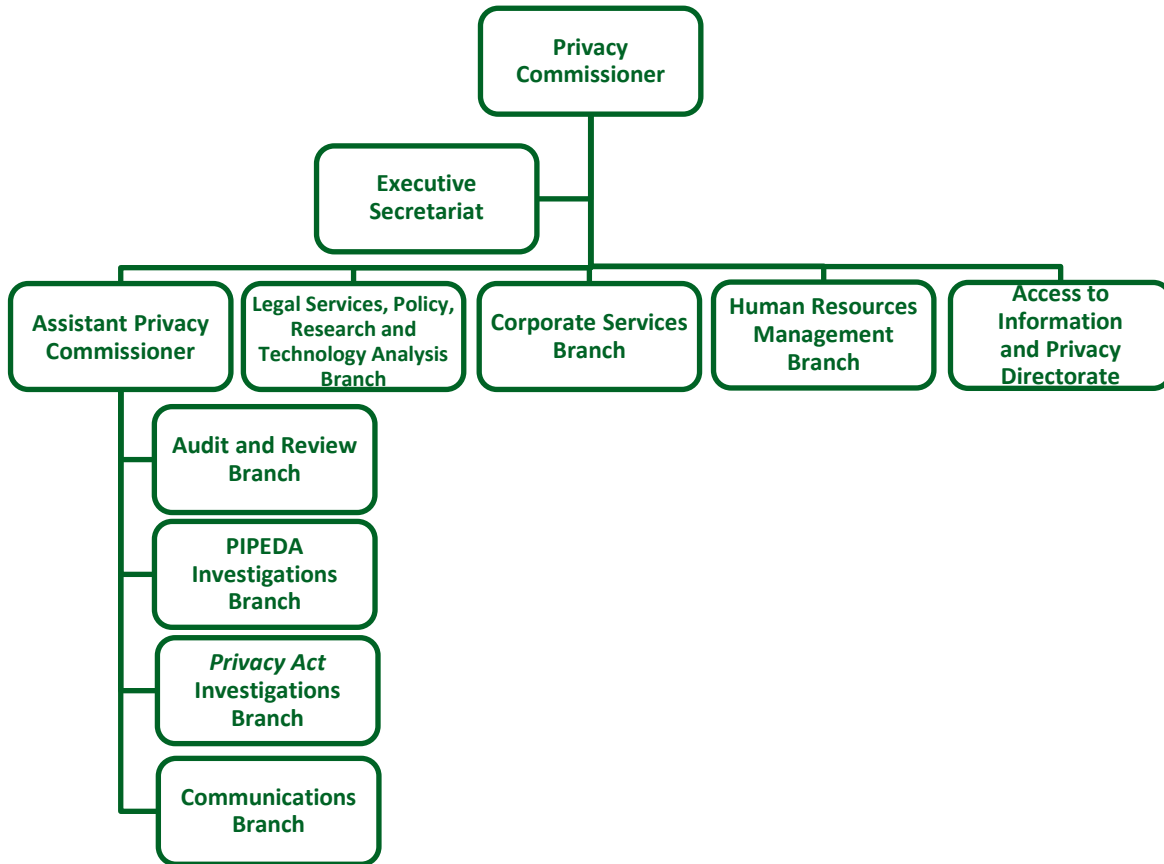
Corporate Services Branch

The Corporate Services Branch provides advice and integrated administrative services such as corporate planning, resource management, financial management, information management and information technology, and general administration to managers and staff.

Access to Information and Privacy Directorate

The Access to Information and Privacy (ATIP) Directorate is responsible for responding to formal requests for information from the public pursuant to the Access to Information Act and the Privacy Act. The ATIP Directorate is also responsible for developing internal policies and ensuring compliance relative to these acts.

Office of the Privacy Commissioner of Canada



ATIP Directorate is headed by a Director who is supported by two senior analysts.

Under section 73 of the PA, the Privacy Commissioner, as the head of the OPC, the Privacy Commissioner's authority has been delegated to the ATIP Director with respect to the application of the Act and its Regulations. With respect to public interest disclosures under section 8(2)(m) of the Act, the Commissioner's authority has been maintained. A copy of the Delegation Order is attached as Appendix A.

The ATIP Director also serves as the OPC's Chief Privacy Officer.

Privacy Commissioner, Ad Hoc / Complaint Mechanism

Given the silence of the *Federal Accountability Act* with respect to an independent mechanism under which PA complaints against the OPC would be investigated, the Office has developed an alternative mechanism to investigate OPC actions with respect to its administration of the Act.

For this purpose, the Commissioner's powers, duties and functions as set out in sections 29 through 35 and section 42 of the Act have been delegated to a Privacy Commissioner, Ad Hoc in order to investigate PA complaints lodged against the OPC.

The current Privacy Commissioner, Ad Hoc is Mr. John H. Sims. Mr. Sims is a member of the Law Society of Upper Canada, and retired from the Public Service of Canada on April 2, 2010, after 32 years, 5 of which as Deputy Minister of Justice and Deputy Attorney General of Canada. Throughout his career, Mr. Sims has been recognized for outstanding achievements, high standards of ethical and professional conduct, excellence in leadership and preeminent public service. In 2010, the Prime Minister presented Mr. Sims with the prestigious Outstanding Achievement Award of the Public Service of Canada.

ATIP Unit Activities

Training employees

In the reporting fiscal year, ATIP Training Sessions were offered to all new OPC employees and those returning from extended leave or temporary assignments elsewhere. The OPC has committed to training all new staff within three months of their arrival. At the conclusion of the year, 100% of new and returning employees had participated in the training sessions. Additionally, each Branch received an ATIP awareness session to reinforce knowledge of their responsibilities with respect to access and privacy legislation. The ATIP office also provides sessions as needed.

Enabling the organization

Throughout the year, the ATIP Directorate has been active in providing advice to all OPC staff with respect to informal requests for information. ATIP has also continued to support the Information Management function by providing advice on internal information handling practices. Notably, the ATIP Directorate played an active role in assisting in the creation of the OPC knowledge center. One of the key features of this new tool allows OPC staff to search depersonalized reports of findings from previous PA and PIPEDA investigations. These reports had historically been destroyed at the end of their respective retention periods. The ATIP Directorate depersonalized over ten years of reports allowing the OPC to preserve valuable corporate memory.

Contributing to decision making

The ATIP Director has played a collaborative role in the planning, development and updating of OPC policies, procedures and directives. The ATIP Director also sits on the OPC's key strategic decision-making committees. The OPC's recognition of the importance to integrate the ATIP Director in its core decision-making committees has ensured that the *Privacy Act* is respected.

In addition, the ATIP Director serves as chair of the Privacy Accountability Working Group. This group comprises representatives from every OPC branch. Its purpose and key activities are to:

- Promote a culture of privacy protection and awareness across the organization;
- Ensure accountability for the handling of personal information across the OPC and that the Office's internally-led initiatives are held to the same privacy-protective standards it expects of the organizations and institutions that it regulates;
- Review recommendations that the OPC makes externally for internal applicability and compliance; and
- Ensure that all initiatives involving collection, use and disclosure of personal information within the OPC are brought to the attention of the organization's Chief Privacy Officer.

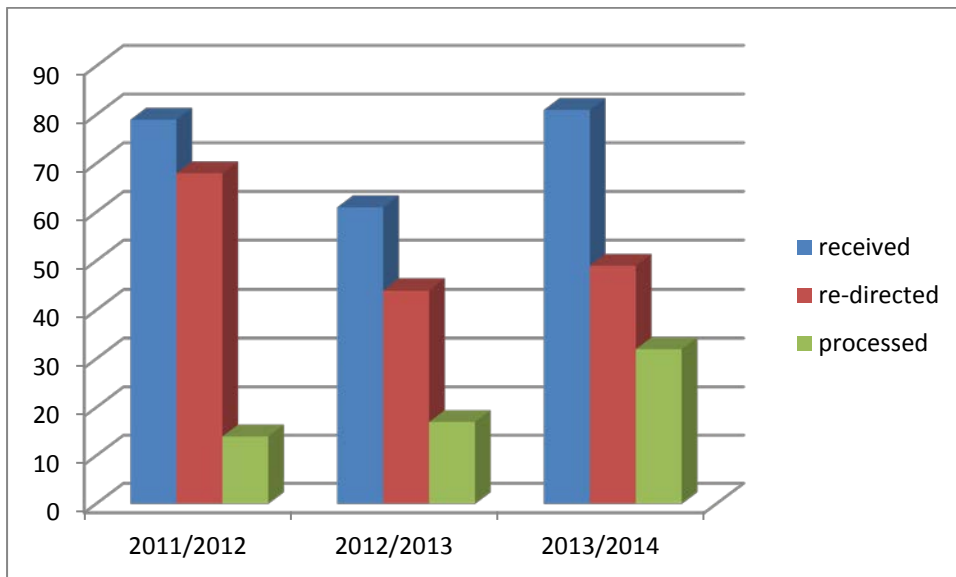
Implementing a new reporting structure

During the final quarter of the year, it was decided that the OPC ATIP Directorate would report directly to the Commissioner. This decision was in keeping with a recommendation that the OPC had made to other organizations, whereby the independence of the Chief Privacy Officer is ensured by having that function report directly to the head of the organization. This new reporting structure underlines the importance the OPC attributes to functions carried out by the ATIP Directorate and the need to ensure that it has independence and direct access to the organization head.

Privacy Act Statistical Report and Interpretation

The OPC received 81 formal requests under the PA for the fiscal year. However, the vast majority of those requests—49 of them—sought access to personal information under the control of other government institutions. They were therefore re-directed for processing to those institutions, including to the Correctional Service of Canada, Employment and Social Development Canada, National Defence, the Canada Border Services Agency, Citizenship and Immigration Canada, the Canada Revenue Agency, and the Royal Canadian Mounted Police.

Requests under the *Privacy Act*



During the reporting period, the OPC received 32 PA requests for personal information under its control. This represented a near 300% increase from the previous year and accounted for 20,754 pages of information.

Of the 32 requests received, 31 were processed within the reporting year; the remaining request was carried forward and will be reported in the 2014-2015 statistics. The OPC also responded to three requests that had been carried forward from the 2012-2013 year. All told, the OPC responded to 34 requests for personal information in 2013-2014. In all cases, the requests were submitted by the individuals to whom the personal information was attributed.

In two cases, the OPC was required to claim extensions of time limits. In both, the volume of records that required processing was quite large and finalizing those requests within the original 30-day timeframe would have unreasonably interfered with the operations of the OPC.

With respect to the 34 requests responded to in 2013-2014:

- In 5 instances, the information was disclosed entirely;
- Information was partially disclosed in 16 instances;
- In 6 instances, no records existed that responded to the requests;
- Information was exempted entirely in 2 instances;
- In 5 instances, the requests were abandoned by the requester.

Of the 34 requests, 23 were for the contents of PA or PIPEDA investigation files. Section 22.1 of the PA prohibits the OPC from releasing information it obtained during the course of its investigations or audits even after the matter and all related proceedings have been concluded. However, the OPC cannot refuse to disclose information it created during the course of an investigation or audit, once they and any related proceedings are completed — and subject to any applicable exemptions. This exemption was applied in 17 cases during the reporting period. With respect to other exemptions, section 26 was claimed in ten cases and section 27 in seven.

The OPC received 11 requests from people for general information about themselves. It is quite common for the OPC to receive broad requests seeking access to all the personal information held by the Government of Canada. In most cases, the OPC does not have any of the requested personal information under its control. In such cases, requesters are advised to consult Info Source for a detailed listing of the personal information holdings of each federal organization and to submit requests to those most likely to have the personal information to which they seek access.

At no point during the reporting period were requests received for correction of personal information held within the OPC.

Finally, the OPC received and responded to 14 consultations from the Royal Canadian Mounted Police this fiscal year. No other federal department consulted the OPC on personal information requests they were processing.

Privacy Act complaints against the OPC

The OPC was the respondent in four complaints under the PA in this reporting year. The Privacy Commissioner, Ad Hoc issued three findings during this fiscal year, two for complaints that had been filed in the 2012-2013 fiscal and one for a complaint received in the reporting year. All three complaints were deemed not well-founded. At the conclusion of the reporting period, the Privacy Commissioner, Ad Hoc had yet to issue findings on the remaining three complaints.

Report on the Directive on Privacy Impact Assessment (PIA)

The *Directive on Privacy Impact Assessment* which came into effect on April 1, 2010, requires that the Treasury Board Secretariat monitor compliance with the *Directive*. Given this responsibility, institutions are asked to include pertinent statistics in their annual reports on the administration of the PA.

In 2013-2014 the OPC initiated three PIAs. At the conclusion of the reporting year, all the PIAs were still in the process of being drafted. It is anticipated that they will be completed in the course of the next reporting year.

Data Sharing Activities

The OPC did not undertake any personal data sharing activities this reporting year.

Disclosures of Personal Information

The OPC disclosed no personal information under sections 8(2)(e), (f), (g) or (m) of the PA during this fiscal year.

Privacy Related Policies

This fiscal year, the OPC implemented a Privacy Impact Assessment process. This tool provides clear steps and guidance to OPC staff on how to determine the requirement of a PIA and ensures that the Chief Privacy Officer is engaged at the earliest stage.

The ATIP Director is a member of the OPC's Policy Development Committee. In that role, policies, directives and guidelines have been and continue to be reviewed to ensure that the PA is respected.

For additional information on the OPC's activities, please visit www.priv.gc.ca

Additional copies of this report may be obtained from:

Director, Access to Information and Privacy
Office of the Privacy Commissioner of Canada
30 Victoria Street, 1st Floor
Gatineau, Québec K1A 1H3

Appendix A – Privacy Act Delegation Order

The Interim Privacy Commissioner of Canada, as the head of the government institution, hereby designates pursuant to section 73 of the *Privacy Act*, the person holding the position set out below, or the person occupying on an acting basis that position, to exercise the powers, duties or functions of the Privacy Commissioner as specified below and as more fully described in Annex A:

Position	Sections of <i>Privacy Act</i>
Director, ATIP	<u>Act</u> : 8(2)(j), 8(4) and (5), 9(1) and (4), 10, 14, 15, 17(2)(b) and (3)(b), 18 to 28, 31, 33(2), 35(1) and (4), 36(3), 37(3), 51(2)(b) and (3), 70, 72(1) <u>Regulations</u> : 9, 11(2) and (4), 13(1), 14

This delegation of authority supersedes any previous delegation of the powers, duties and functions set out herein.

Dated at the City of Ottawa, this 9 day of January, 2014

Original signed by

Chantal Bernier
Interim Privacy Commissioner of Canada

Privacy Act

- 8(2)(j) Disclose personal information for research purposes
- 8(2)(m) Disclose personal information in the public interest or in the interest of the individual
- 8(4) Retain copy of 8(2)(e) requests and disclosed records
- 8(5) Notify Privacy Commissioner of 8(2)(m) disclosures
- 9(1) Retain record of use
- 9(4) Notify Privacy Commissioner of consistent use and amend index
- 10 Include personal information in personal information banks
- 14 Respond to request for access within 30 days; give access or give notice
- 15 Extend time limit for responding to request for access
- 17(2)(b) Decide whether to translate requested information
- 17(3)(b) Decide whether to give access in an alternative format
- 18(2) May refuse to disclose information contained in an exempt bank
- 19(1) Shall refuse to disclose information obtained in confidence from another government
- 19(2) May disclose any information referred to in 19(1) if the other government consents to the disclosure or makes the information public
- 20 May refuse to disclose information injurious to the conduct of federal-provincial affairs
- 21 May refuse to disclose information injurious to international affairs or defence
- 22 Series of discretionary exemptions related to law enforcement and investigations; and policing services for provinces or municipalities.
- 22.1(1) In force April 1, 2007 - Privacy Commissioner shall refuse to disclose information obtained or created in the course of an investigation conducted by the Commissioner
- 22.1(2) In force April 1, 2007 - Privacy Commissioner shall not refuse under 22.1(1) to disclose any information created by the Commissioner in the course of an investigation conducted by the Commissioner once the investigation and related proceedings are concluded
- 23 May refuse to disclose information prepared by an investigative body for security clearances

- 24 May refuse to disclose information collected by the Correctional Service of Canada or the National Parole Board while individual was under sentence if conditions in section are met
- 25 May refuse to disclose information which could threaten the safety of individuals
- 26 May refuse to disclose information about another individual, and shall refuse to disclose such information where disclosure is prohibited under section 8
- 27 May refuse to disclose information subject to solicitor-client privilege
- 28 May refuse to disclose information relating to the individual's physical or mental health where disclosure is contrary to best interests of the individual
- 31 Receive notice of investigation by Privacy Commissioner
- 33(2) Right to make representations to the Privacy Commissioner during an investigation
- 35(1) Receive Privacy Commissioner's report of findings of the investigation and give notice of action taken
- 35(4) Give complainant access to information after 35(1)(b) notice
- 36(3) Receive Privacy Commissioner's report of findings of investigation of exempt bank
- 37(3) Receive report of Privacy Commissioner's findings after compliance investigation
- 51(2)(b) Request that section 51 hearing be held in the National Capital Region
- 51(3) Request and be given right to make representations in section 51 hearings
- 70 Refuse to provide information that is excluded from the Act as a cabinet confidence
- 72(1) Prepare annual report to Parliament

Privacy Regulations

- 9 Provide reasonable facilities to examine information
- 11(2) and (4) Procedures for correction or notation of information
- 13(1) Disclosure of information relating to physical or mental health to qualified practitioner or psychologist
- 14 Require individual to examine information in presence of qualified practitioner or psychologist

Appendix B – 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:

- Preliminary PIAs initiated: 0
- Preliminary PIAs completed: 0
- PIAs initiated: 3
- PIAs completed: 0
- PIAs forwarded to the OPC: 0

****No PIAs were completed during the reporting period****

Part III – Exemptions invoked

Paragraph 19(1)(e) / not invoked
Paragraph 19(1)(f) / not invoked
Subsection 22.1 This exemption was invoked in seventeen files
Subsection 22.2 / not invoked
Subsection 22.3/ not invoked

Part IV – Exclusions cited

Subsection 69.1 / not invoked
Subsection 70.1/ not invoked



Statistical Report on the *Privacy Act*

Name of institution: Office of the Privacy Commissioner of Canada

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

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	81
Outstanding from previous reporting period	3
Total	84
Closed during reporting period	83
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	1	4	0	0	0	0	0	5
Disclosed in part	0	14	1	1	0	0	0	16
All exempted	1	1	0	0	0	0	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	54	1	0	0	0	0	0	55
Request abandoned	3	2	0	0	0	0	0	5
Total	59	22	1	1	0	0	0	83

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	10
19(1)(f)	0	22.1	17	27	7
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	4	1	0
Disclosed in part	9	7	0
Total	13	8	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	122	122	5
Disclosed in part	20632	16936	16
All exempted	1	0	2
All excluded	0	0	0
Request abandoned	0	0	5

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	5	122	0	0	0	0	0	0	0	0
Disclosed in part	8	325	6	822	1	192	0	0	1	15597
All exempted	2	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	5	0	0	0	0	0	0	0	0	0
Total	20	447	6	822	1	192	0	0	1	15597

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	0	1	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	0	1	0	0	1

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

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

2.6.2 Number of days past deadline

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

2.7 Requests for translation

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

PART 3 – Disclosures under subsection 8(2)

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

PART 4 – Requests for correction of personal information and notations

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

PART 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	2	0	0	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	2	0	0	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	2	0	0	0
Total	2	0	0	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	14	126	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	14	126	0	0
Closed during the reporting period	14	126	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	8	1	0	0	0	0	0	9
Disclose in part	3	2	0	0	0	0	0	5
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	11	3	0	0	0	0	0	14

6.3 Recommendations and completion time for consultations received from other organizations

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

PART 7 – Completion time of consultations on Cabinet confidences

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

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		\$164,240
Overtime		\$0
Goods and Services		\$26,297
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$23,035	
• Other	\$3,262	
Total		\$190,537

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.00	2.43	2.43
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.14	0.14
Students	0.00	0.00	0.00
Total	0.00	2.57	2.57