



Annual Report to Parliament

2012-2013

Administration of the
Privacy Act

PREFACE

A department of the Government of Canada, Western Economic Diversification Canada (WD) was established in 1987 under the provisions of the *Western Economic Diversification Act*, and mandated to promote the development and diversification of the economy of Western Canada and to advance the interests of the West in national economic policy, program and project development and implementation. This broad mandate allows the department to implement tailored programs and initiatives to assist western Canadians create strong, competitive and innovative businesses and communities.

As the federal economic development department for Western Canada, WD develops and supports economic policies, programs and activities that promote economic growth and assist Western Canada in responding to the economic challenges and opportunities it faces.

With offices in each western province and its headquarters in Edmonton, WD provides a strong federal presence in the economic development of the West. Its western base has enabled the department to develop an understanding of Western Canada and foster extensive partnerships with business and community organizations, research and academic institutions, as well as provincial and municipal governments.

These connections enable the department to identify and support economic opportunities in the West and to leverage its investments to benefit the western Canadian economy. WD's strong ties to Ottawa, and the federal government across Canada, allow the department to communicate western perspectives to national economic policy and program decision-makers, working within the federal system to ensure that western interests and perspectives are considered in federal decision making.

WD programs strengthen:

- **Business Development and Innovation:** WD helps small and medium-sized enterprises (SMEs) develop and grow, create jobs, expand their markets, increase their exports, and become more innovative and productive. The department assists SMEs with international business engagement and works to attract investment to the region, as well as assist western Canadian SMEs access opportunities linked to government procurement. Further, WD promotes the development and growth of the knowledge-based economy by building innovation capacity and supporting the commercialization of new knowledge-based products, processes and services. Overall, the department's investments have contributed to the strengthening of Western Canada's economy and will provide the foundation for future economic diversification and growth.
- **Community Economic Growth:** WD helps rural communities sustain their local economies, adjust to changing economic circumstances and invest in public infrastructure. Community Futures receive operating funds to provide western entrepreneurs with the information, training and business loans they need to start and grow their business.
- **Policy, Advocacy and Coordination:** WD engages in activities that strengthen the western Canadian economy by promoting access to economic opportunities for Western Canada. Primarily, WD works to build strategic relationships with key decision makers across Canada and internationally, coordinates economic development activities, policies and programs across the West, and ensures western Canadian SMEs are positioned to compete for federal procurement contracts with industrial and regional benefit obligations. WD pursues policies and programs that strengthen the western Canadian economy.

WD also delivers national initiatives on behalf of the Government of Canada in Western Canada. These have included the Community Infrastructure Improvement Fund to upgrade and expand western Canadian infrastructure, the Economic Development Initiative aimed at supporting businesses and economic development in western Canadian Francophone communities, as well as programs within the Economic Action Plan. WD's flexibility and ability to implement programs such as these enables it to respond quickly to the priorities and needs of the West.

To ensure that its programs have the greatest impact on the West, the department will continue to focus on a pan-western approach in strategic areas—business productivity and growth, trade and investment, technology commercialization, and advancing the interests of Western Canada.

TABLE OF CONTENTS

	Page
Introduction	1
Administration of the Act	2
Access to Information and Privacy Unit	2
Delegation of Authority	2
Departmental Policies and Procedures	2
Education, Training and Awareness	3
Info Source	3
Trends and Statistical Overview	4
Highlights, Challenges and Trends	4
Statistical Overview	4
A. Personal Information Requests Received Pursuant to the <i>Privacy Act</i>	4
B. Permissible Disclosure of Personal Information	4
C. Complaints and Investigations	4
D. Privacy Impact Assessments	4
E. Operational Costs Associates with Administering the Act	5
Annex A – Access to Information Act and Privacy Act Delegation Order	6
Annex B – Statistical Report on the <i>Privacy Act</i>	11

INTRODUCTION

Western Economic Diversification Canada (WD) is committed to both the spirit and the intent of the *Privacy Act* (hereinafter referred to as the “Act”), which is based on the principles of open government, and to ensuring the privacy of individuals with respect to their personal information held by the department.

The Act extends the present laws of Canada that protect the privacy of individuals and provide individuals with a right of access to personal information about themselves. It also protects the privacy of individuals by denying third parties access to personal information relating to them and enabling them to exercise strict control over the collection, disclosure and use of such information. Necessary exceptions should be limited and specific.

This report describes how WD administered the *Privacy Act* during fiscal year 2012-2013, and fulfills the requirements under Section 72 that every government institution must prepare an annual report on the administration of this Act each fiscal year and ensure it is tabled in Parliament.

WD will publish its Annual Report to Parliament on its public Web site (www.wd-deo.gc.ca) once it has been tabled in the House of Commons and the Senate.

ADMINISTRATION OF THE ACT

Access to Information and Privacy Unit

Western Economic Diversification Canada's (WD) Access to Information and Privacy (ATIP) Unit is located in Edmonton, Alberta. The unit oversees the administration of the Act, and is part of the Finance and Corporate Management Directorate. The ATIP Coordinator (Executive Director, Finance and Corporate Management) is supported by the Deputy Access to Information and Privacy Coordinator (Manager, Corporate Administration), and one full-time ATIP Officer.

These individuals are accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the Minister's responsibilities under the Act are met, and to enable the timely processing and proper disclosure of information to our clients.

The following list outlines the primary responsibilities of WD's ATIP Unit:

- processing requests in accordance with the *Privacy Act*;
- responding to consultations submitted by other federal institutions on WD records being considered for release;
- developing and maintaining privacy policies, procedures and guidelines to ensure the Act is respected by staff;
- promoting awareness of the Act within the department to ensure staff is aware of the obligations imposed by the legislation;
- preparing annual reports to Parliament and other statutory requirements, such as annual statistical reports and the department's Info Source chapter, as well as any material that may be required by central agencies;
- representing WD in dealings with the Treasury Board of Canada Secretariat (TBS), the Privacy Commissioner of Canada and other federal organisations regarding the application of the Act as it relates to WD;
- monitoring compliance with the Act, its regulations as well as relevant procedures and policies;
- providing ongoing advice and guidance to senior management and staff on information management and privacy legislation.

Regional ATIP Liaison Officers (RALOs) are located in each of WD's regional offices and corporate business units. These seven individuals are the first point of contact and identify the appropriate subject experts, coordinate retrieval of records responding to privacy requests, and liaise between the ATIP Unit and regional staff concerning enquiries. Three of these individuals were new to this role in 2012-2013.

Delegation of Authority

In accordance with section 73 of the *Privacy Act*, the Honourable Rona Ambrose, Minister of the Public Works and Government Services, Minister for Status of Women and Minister responsible for Western Economic Diversification delegated her full powers, authorities and responsibilities to the Executive Director, Finance and Corporate Management (ATIP Coordinator) and Manager, Corporate Administration (Deputy ATIP Coordinator). The delegation order issued on August 26, 2011, is attached in Annex A.

Departmental Policies and Procedures

There were no changes made to WD's Privacy Protection policy suite, including the Privacy Protection Procedures Manual, during the 2012-2013 fiscal year as a result of changes in TBS policies or directives, or changes as result of issues raised by the Office of the Privacy Commissioner or other agents of Parliament.

Education, Training and Awareness

Staff training and awareness activities include:

- The ATIP Coordinator, Deputy ATIP Coordinator and ATIP Officer provide ongoing advice on privacy issues to RALOs and staff to increase awareness of the Act, including guidance on how the department processes requests for personal information and Privacy Impact Assessments (PIA).
- WD is exploring training options via videoconference for the 2013–2014 fiscal year; however, no privacy related training or awareness sessions were conducted in 2012-2013.
- WD promoted Data Privacy Day (January 28, 2013) via email to all staff as a news bulletin on the department's intranet site, as well as displayed information posters entitled *Reaching for the Cloud* (cloud computing) and *Cookies...following the crumbs* in all WD offices.
- The department maintains an “Access to Information and Privacy” presence on its intranet site that includes policies, procedures, contact information, past training and awareness presentations, relevant links to useful sites related to access and privacy, as well as “The ATIP Eye” tips.

The Deputy ATIP Coordinator and ATIP Officer attended workshops at the Access and Privacy Conference held in Edmonton in June 2012. The Deputy Coordinator received one-on-one ATIP training in February 2012, and the ATIP Officer also attended the TBS ATIP Coordinators and Practitioners Meeting in February 2013.

Three Regional ATIP Liaison Officers were identified in British Columbia, Saskatchewan and Manitoba regional offices since September 2012. Limited training has been provided for two of these regions, which made changes in the last quarter of 2013. A video conference training session is being planned for fiscal year 2013-2014 for these individuals.

Info Source

WD made minimal changes to its 2012 Info Source chapter. TBS has not identified any issues with the WD chapter; however, it has yet to be published on the TBS Info Source Web site.

The department did not submit any new Personal Information Banks (PIB) to TBS in 2012-2013.

TRENDS AND STATISTICAL OVERVIEW

Highlights, Challenges and Trends

- Due to Western Economic Diversification Canada's (WD) historically small caseload pertaining to requests for access to personal information, multi-year trends are not identified.
- WD recognized Data Privacy Day on January 28, 2013. Staff messages and two posters, entitled *Reaching for the Cloud* (cloud computing) and *Cookies...following the crumbs*, were placed throughout all WD offices.
- WD continues to share its policy, procedures, best practices and staff awareness materials with other regional development agencies.

Statistical Overview

The following information provides additional context where appropriate to the statistical details found in Annex B – “Statistical Report on the *Privacy Act*”.

A. Personal Information Requests Received Pursuant to the *Privacy Act*

WD did not receive any requests for access to personal information under the *Privacy Act* in 2012-2013. The department does not historically receive many requests for personal information. As a result, no exemptions or exclusions were applied.

B. Permissible Disclosure of Personal Information

Personal information collected by WD in the course of its programs and activities is being disclosed only for the purpose for which it was collected, in accordance with paragraph 8(2)(a) of the *Privacy Act*.

WD did not disclose personal information for any other purposes as outlined in paragraph 8(2)(m) during the 2012–2013 reporting period.

C. Complaints and Investigations

WD received no complaints pursuant to the *Privacy Act* in 2012–2013, and there were no appeals or applications submitted to the Federal Court.

D. Privacy Impact Assessments

WD did not complete any PIAs in 2012–2013 and, therefore, no assessments were forwarded to the Office of the Privacy Commissioner or PIA summaries posted on WD's public Web site.

E. Operational Costs Associated with Administering the Act

WD's cost for administering the *Privacy Act* in the ATIP Unit is estimated as follows:

- ATIP Unit salary costs, including a portion of the ATIP Coordinator's and Deputy ATIP Coordinator's salaries, and 15 percent of the ATIP Officer's salary (a total of .19 FTE/year); and
- goods and services, including professional services contracts.

ATIP Unit Salaries	\$14,547
Goods and Services	\$713
Total ATIP Unit Costs	\$15,260

The salary costs are a best estimate of the time spent providing general advice and guidance to staff on privacy issues, as well as ongoing advice for a Privacy Impact Assessment under development.

ANNEX A

Access to Information Act and Privacy Act Delegation Order

**Western Economic Diversification Canada /
Diversification de l'économie de l'Ouest Canada**

**DELEGATION OF POWERS, DUTIES OR
FUNCTIONS UNDER THE *ACCESS TO
INFORMATION ACT AND PRIVACY ACT***

I, the undersigned, Rona Ambrose, Minister of Public Works and Government Services and Minister for Status of Women, and senior minister responsible for Western Economic Diversification, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designate the persons holding the positions set out in the Delegation of Authority Schedule attached hereto, to exercise the powers and perform the duties and functions of the Minister as the head of a government institution, under the sections of the Act set out in the schedule opposite each position.

This Delegation Order supersedes all previous Delegation Orders.

**DÉLÉGATION DE POUVOIRS,
D'ATTRIBUTIONS OU DE FONCTIONS EN
VERTU DE LA *LOI SUR L'ACCÈS À
L'INFORMATION ET DE LA LOI SUR LA
PROTECTION DES RENSEIGNEMENTS
PERSONNELS***

Par le présent arrêté, pris en vertu des articles 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, je, soussignée, Rona Ambrose, ministre des Travaux publics et des Services gouvernementaux, ministre de la Condition féminine et principale ministre responsable de la Diversification de l'économie de l'Ouest canadien, délègue aux titulaires des postes mentionnés à l'annexe ci-après, les pouvoirs, les attributions et les fonctions dont je suis investie en ma qualité de ministre responsable de l'institution fédérale, selon les dispositions des *Lois* mentionnées dans la liste en regard de chaque poste.

Le présent arrêté remplace et annule tout arrêté antérieur.

Dated, at the City of Ottawa this 26th day of August, 2011

Signé à Ottawa, le 26^e jour de août 2011



THE HONOURABLE RONA AMBROSE /
L'HONORABLE RONA AMBROSE

MINISTER OF PUBLIC WORKS AND GOVERNMENT SERVICES
AND MINISTER FOR STATUS OF WOMEN /
MINISTRE DES TRAVAUX PUBLICS ET DES SERVICES GOUVERNEMENTAUX ET
MINISTRE DE LA CONDITION FÉMININE

Western Economic Diversification Canada / Diversification de l'économie de l'Ouest Canada

Access to Information Act / Loi sur l'Accès à l'information
Delegation of Authority Schedule / Annexe de l'Arrêté sur la délégation

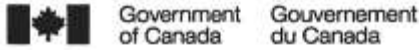
Sections of the Act / Articles de la Loi	Powers and Duties / Fonctions et attributions	Position / Titre
7(a)	Notice where access requested Réponse à une demande de communication	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée ATIP Officer / Agente de l'AIPRP
8(1)	Transfer to – transférer from institution Transmission de la demande	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
9	Extension of time limits Prorogation du délai	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée ATIP Officer / Agente de l'AIPRP
11(2), (3), (4), (5), (6)	Additional fees Frais additionnels de traitement	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
12(2)	Language of access Langue de la communication	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
12(3)	Access in an alternative format Communication sur un support de substitution	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
13	Information obtained in confidence Renseignements obtenus à titre confidentiel	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
14	Federal-provincial affairs Affaires fédéro-provinciales	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
15	International affairs and defence Affaires internationales et défense	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

16	Law enforcement and investigations Enquêtes et respect de la loi	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
17	Safety of individuals Sécurité des individus	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
18	Economic interests of Canada Intérêts économiques du Canada	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
19	Personal information Renseignements personnels	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
20	Third party information Renseignements de tiers	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
21	Advice, etc. Avis, etc.	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
22	Testing procedures, tests and audits Examen et vérifications	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
23	Solicitor-client privilege Secret professionnel des avocats	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
24	Statutory prohibitions Interdictions fondées sur d'autres lois	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
25	Severance Prélèvement	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
26	Refusal of access where information to be published Refus de communication en cas de publication	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

27(1), (4)	Third party notification Observations des tiers et décision	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée ATIP Officer / Agencé de l'AIPRP
28(1), (2), (4)	Third party notification Observations des tiers et décision	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée ATIP Officer / Agencé de l'AIPRP
29(1)	Disclosure on recommendation of Information Commissioner Communication suite à une recommandation du Commissaire à l'information	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
33	Advise Information Commissioner of third party involvement Avis au Commissaire à l'information de la participation d'un tiers	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée ATIP Officer / Agencé de l'AIPRP
35(2)	Right to make representations Droit de présenter des observations	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
37(4)	Access to be given complainant Communication accordée au plaignant	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
43(1)	Notice of third party (application to Federal Court for review) Avis au tiers (révision par la cour fédérale)	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
44(2)	Notice to applicant (application to Federal Court by third party) Avis à la personne qui a fait la demande (demande de révision par la Cour fédérale faite par un tiers)	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
52(2), (3)	Special rules of hearings Règles spéciales pour l'audit des causes	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
69	Excluded information Documents exclus	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

71(2)	<p>Exempt information severed from manuals Prélèvement des renseignements visés par une exception des manuels</p>	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
77	<p>Responsibilities conferred on the head of the institution by the regulations made under section 77 which are not included above Les responsabilités attribuées au responsable de l'institution par règlement fait en vertu de l'article 77 qui ne sont pas incluses ci-dessus</p>	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

ANNEX B



Statistical Report on the *Privacy Act*

Name of institution: Western Economic Diversification Canada

Reporting period: 4/1/2012 to 3/31/2013

PART 1 – Requests under the *Privacy Act*

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

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
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 abandoned	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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

2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	0	0
Total	0	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	0	0	0
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	
	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

2.5.3 Other complexities

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

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

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

2.6.2 Number of days past deadline

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

2.7 Requests for translation

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

PART 3 – Disclosures under subsection 8(2)

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

PART 4 – Requests for correction of personal information and notations

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

PART 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	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	0	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	0	0	0	0
Total	0	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	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

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

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

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	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		\$14,547
Overtime		\$0
Goods and Services		\$713
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$713	
• Other	\$0	
Total		\$15,260

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.19	0.00	0.19
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	0.19	0.00	0.19

Appendix A

Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
Diversification de l'économie de l'Ouest Canada	0