

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

Annual Report to Parliament **2013-2014**

On the Access to Information Act
and the Privacy Act



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Canada

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INTRODUCTION

The Royal Canadian Mounted Police (RCMP) has been subject to both the *Access to Information Act* and the *Privacy Act* since they were proclaimed into force July 1, 1983.

The *Access to Information Act* gives Canadian citizens, permanent residents and any person or corporation present in Canada a right of access to information contained in government records, subject to certain specific and limited exceptions.

The *Privacy Act* extends to individuals the right of access to information about themselves held by the government, subject to specific and limited exceptions. The *Privacy Act* also protects individuals' privacy by preventing others from having access to their personal information and gives individuals substantial control over its collection, retention, use and disclosure.

Section 72 of the *Access to Information Act* and section 72 of the *Privacy Act* require that the head of every government institution prepare for submission to Parliament an annual report on the administration of the *Acts* within the institution during each financial year.

This is the 2013-2014 Annual Report on the administration of the *Access to Information Act* and the *Privacy Act* for the Royal Canadian Mounted Police. It describes how the agency administered its responsibilities during the fiscal year 2013-2014 in relation to both *Acts*.

PART I

GENERAL INFORMATION Royal Canadian Mounted Police

The Royal Canadian Mounted Police is Canada's national police force.

The RCMP is a federal, provincial and municipal policing organization, making it unique in the world. The RCMP provides federal policing services to all Canadians and policing services under contract to the three territories, eight provinces (with the exception of Ontario and Québec), more than 190 municipalities, 184 Aboriginal communities and three international airports.

The RCMP is governed by the *Royal Canadian Mounted Police Act*. In accordance with this *Act*, it is headed by a Commissioner who, under the direction of the Minister of Public Safety and Emergency Preparedness, has control and management of the Force.

The organization is sub-divided into 15 divisions plus the National Headquarters in Ottawa, each of which is under the direction of a Commanding Officer. At the local level, there are more than 750 detachments.

The RCMP is structured by business lines: Federal Policing; Contract and Aboriginal Policing; Specialized Policing Services; Corporate Management; Human Resources; and, Strategic Policy and Planning. Overarching these business lines are strategic priorities that are reviewed periodically to focus both operational and organizational efforts on the goal of a safe and secure Canada. The strategic priorities are serious and organized crime; terrorism; youth; economic integrity; and serving Aboriginal Communities. Additionally, wherever possible, these priorities are supported through partnerships and integrated policing efforts.

The RCMP's scope of operations includes: combating terrorism, organized crime, and specific crimes related to the illicit drug trade; cybercrime and economic crimes such as counterfeiting and credit card fraud; and offences that threaten the integrity of Canada's national borders. The RCMP protects VIPs, including the Prime Minister and foreign dignitaries and provides the law enforcement community with a full range of computer-based security services.

ACCESS TO INFORMATION AND PRIVACY BRANCH

The Access to Information and Privacy (ATIP) Coordinator acts on behalf of the head of the Institution as the Departmental Privacy and Access to Information Coordinator for the RCMP. The ATIP Coordinator ensures compliance with both the spirit and the intent of the *Access to Information Act* and the *Privacy Act*, as well as associated regulations and guidelines.

The ATIP Branch provides formal and informal responses to requests for information under both the *Access to Information Act* and the *Privacy Act*. In addition, ATIP Branch develops policies and procedures for use within the RCMP to ensure compliance with both the spirit and intent of the legislation. Since the last reporting period of 2012-2013, the ATIP Branch has processed and completed 6,022 requests under both the *Access to Information and Privacy Acts*.

While ATIP Branch is responsible for responding to formal requests, the RCMP's compliance with both the *Access to Information Act* and the *Privacy Act* remains an organizational responsibility in which we all have a part to play.

The Access to Information and Privacy program is divided into two major areas:

- Disclosures: centrally processes all formal requests under the *Access to Information and Privacy Acts*; and
- Compliance: monitors and develops internal policies, procedures and guidelines for the collection, retention, disposition, use and disclosure of all personal and non-personal information for force-wide application.

ACTIVITIES AND ACCOMPLISHMENTS

Performance

To monitor an organization's performance under both Acts, a compliance rate is calculated as a percentage of the number of requests processed and completed within allotted time limits over the total number of requests. During fiscal year 2013-14, the RCMP's compliance rate under the *Access to Information Act* was 34.8%, compared to 36.6% the previous year - a 1.8% reduction in compliance rate. This decline is in large part due to a 42% increase in the number of requests received from the previous year. During fiscal year 2013-2014, the RCMP received 3,854 requests under the *Privacy Act*, attaining a 34.1% compliance rate, compared to 39.2% from the previous year – a decrease of 5.1%. Again, it is important to note that an additional 439,000 pages were processed over the previous reporting period which represents an increase of 59%.

In order to increase compliance rates, the RCMP is implementing a number of significant process improvements. Examples include the establishment of a team dedicated specifically to overdue requests. This initiative has resulted in the closing of almost 500 overdue files since its creation in September 2013. As detailed in the attached

Statistical Report, in the current reporting period the RCMP closed 6,022 requests, compared to 4,386 in the 2012-2013 reporting period - a 27% increase.

Human Resources

Recruiting and hiring individuals who possess the necessary skills and experience for the Access to Information and Privacy discipline is a challenge confronting all federal institutions. As a result, the market for Access to Information and Privacy Analysts is extremely competitive. The RCMP continues to find innovative strategies to recruit and maintain ATIP staff, while ensuring compliance rates continue to improve.

ACCESS TO INFORMATION AND PRIVACY-RELATED EDUCATION AND TRAINING

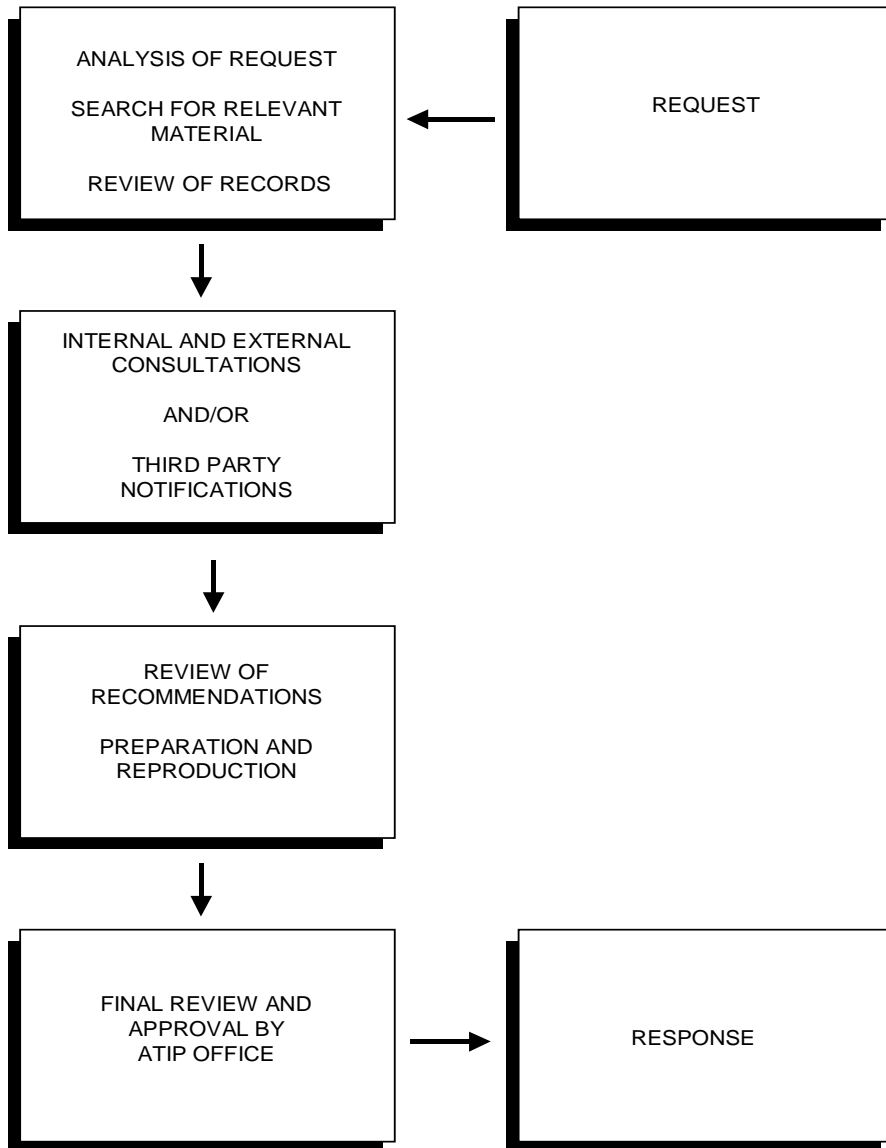
A total of 14 presentations were given to 263 RCMP participants.

An ATIP Training Plan has been developed and implemented. ATIP personnel are regularly attending sessions sponsored by the Treasury Board Secretariat as well as other training sessions and workshops as part of their development.

As part of the ATIP Branch overall training strategy and in conjunction with the RCMP training strategy, employees are encouraged to enroll in various ATIP-related courses as a way to gain additional knowledge and improve their efficiency as ATIP specialists. As a part of their orientation, all ATIP employees receive five-day ATIP training when they arrive in the Branch.

During this reporting period, the ATIP Branch has begun the task of formalizing its internal processes to ensure consistency and to be able to provide training and reference material to employees. This project will continue into the next reporting period as processes are streamlined and standardized.

PROCESSING CHART



ACCESS TO INFORMATION AND PRIVACY BRANCH STRUCTURE

The ATIP Branch consists of three Sections:

- The Policy and Program Services Section;
- Five Disclosures Teams; and
- The Processing and Retrieval Section.

All resources are fully committed to the administration of the legislation. Approximately one third of all positions require experienced police officers, from a variety of enforcement programs, trained as ATIP analysts. This ensures that sensitive law enforcement information is properly protected, reduces the need for time-consuming consultations with program managers concerning Access to Information and Privacy Act requests and preserves credibility with the law enforcement community, international agencies and other federal departments and information sources.

PUBLIC READING ROOM

While the ATIP Branch at the RCMP does not have a designated reading room, appointments can be arranged for individuals who wish to review records related to *Access to Information* or *Privacy Act* requests or public documents of the RCMP, either at the Divisional level or at RCMP Headquarters in Ottawa.

Many informal information requests are dealt with at the Divisional level and arrangements are made in consultation with the applicant to view records at a detachment close to their residence.

The number to contact to set an appointment is 855-629-5877. The public may access additional information about the RCMP on the Internet at: <http://www.rcmp-grc.gc.ca>.

DELEGATION ORDER

The Departmental Privacy and Access to Information Coordinator has full authority to administer the legislation and apply exemptions and releases.

The signed Delegation Order is attached as Appendix A.

PART II

REPORT ON THE *ACCESS TO INFORMATION ACT*

REQUESTS UNDER THE *ACCESS TO INFORMATION ACT*

INTRODUCTION

The *Access to Information Act* provides individuals with a right to access information contained in records under the control of government institutions. This is in accordance with the principles that government information should be available to the public and that necessary exceptions to the right of access should be limited and specific.

The Royal Canadian Mounted Police (RCMP) established the Access to Information and Privacy Branch in 1983 to act as the central contact point for matters arising from both the *Access to Information* and *Privacy Acts*.

The Access to Information and Privacy Branch (ATIP) provides formal responses to requests for information under the *Access to Information Act*. In addition, the ATIP Branch develops policies and procedures for use within the RCMP to ensure compliance with both the spirit and intent of the legislation.

A request is considered formal when it is presented to the ATIP Branch in writing, with sufficient information to enable the location of the records, and accompanied by the required application fee.

A processing log is kept of all actions taken by staff, indicating the date the request is received, the time taken to process the request and the completion date.

Consultation with other federal government institutions takes place when their information is contained in RCMP records. The Legal Services Directorate is consulted regularly on contentious issues and affidavits for Federal Court cases.

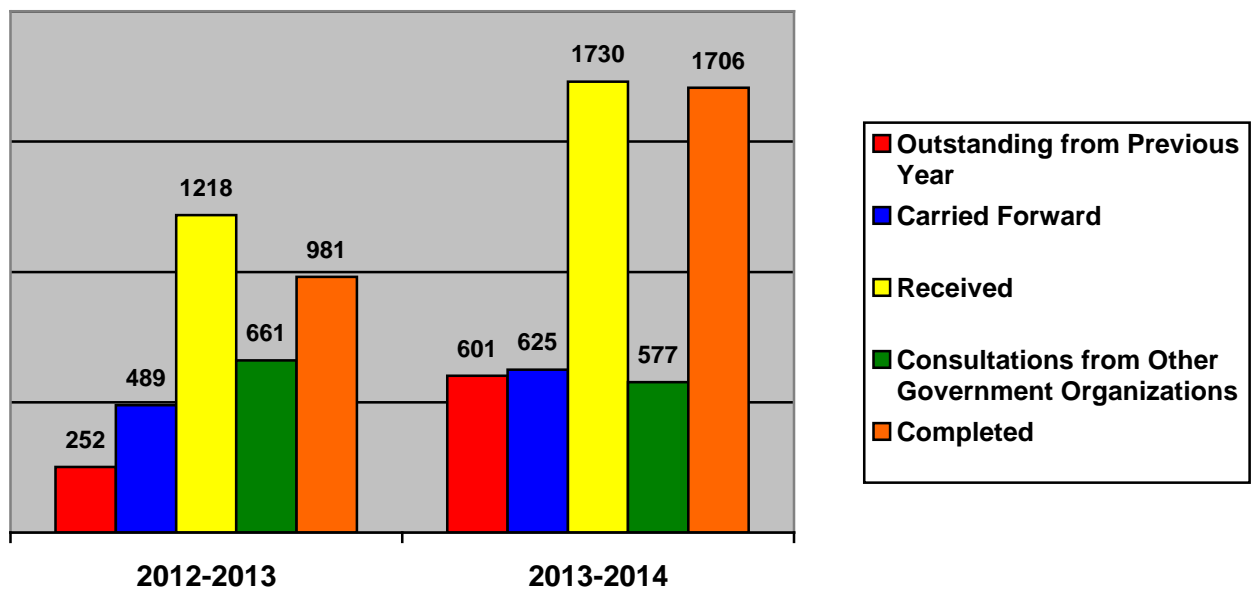
RCMP STATISTICAL DATA ON ACCESS TO INFORMATION

During the reporting period, the RCMP received a total of 1,730 new requests under the *Access to Information Act*. In addition, there were 601 requests outstanding from the previous reporting period for a total of 2,331 requests. Of these, 1,706 were completed and 625 were carried over to the next reporting period.

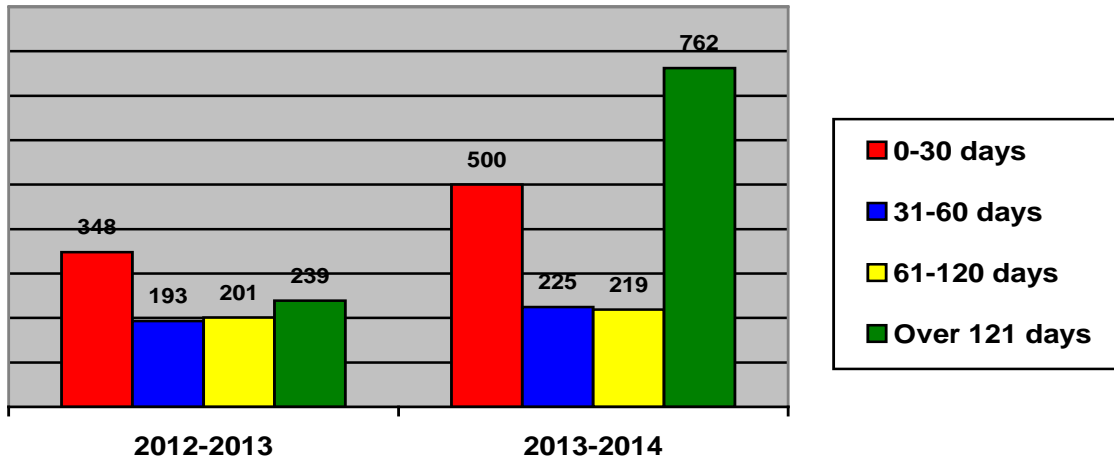
The general nature of Access to Information requests received in the 2013-2014 reporting period covered a variety of topics, including contracts/program costs and expenses, information related to security issues, as well as the management of the RCMP and operational file material.

While every effort is made to respond to requests within the legislated time frame, this is not always possible. A large backlog of files emerged in the 2012-2013 reporting period. During this reporting period and continuing into 2014-2015, internal processes have been put in place to eliminate this backlog and work towards raising its compliance rate. These processes are monitored at the Branch level by the ATIP Coordinator.

Workload



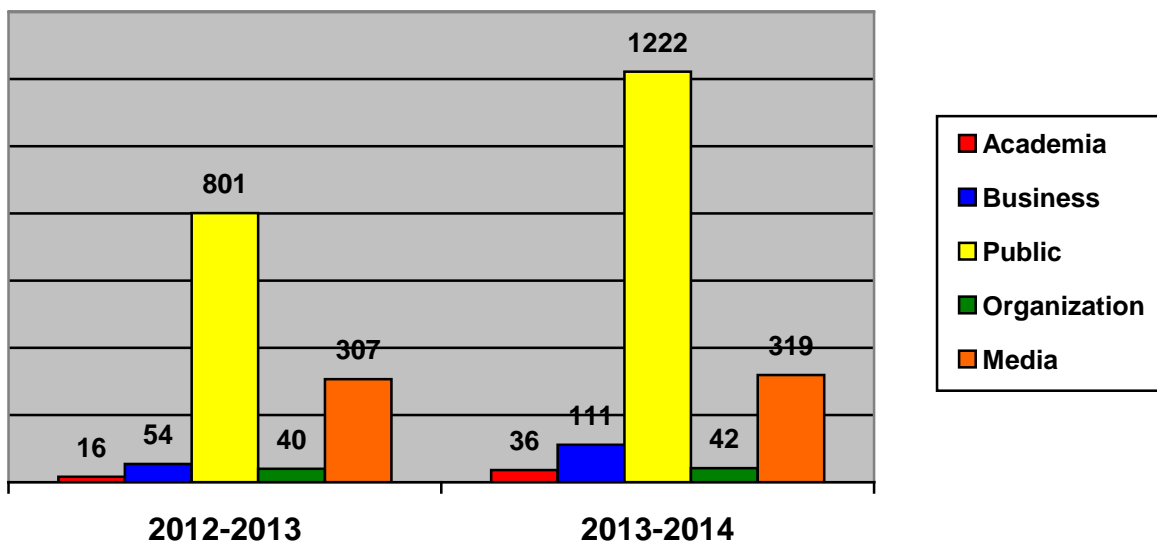
Completion Rate



Source of Requests:

In terms of the source of the requests received, 319 were from media; 36 from academia sources; 111 business requests; 42 from organizations; and 1222 from the public.

Sources

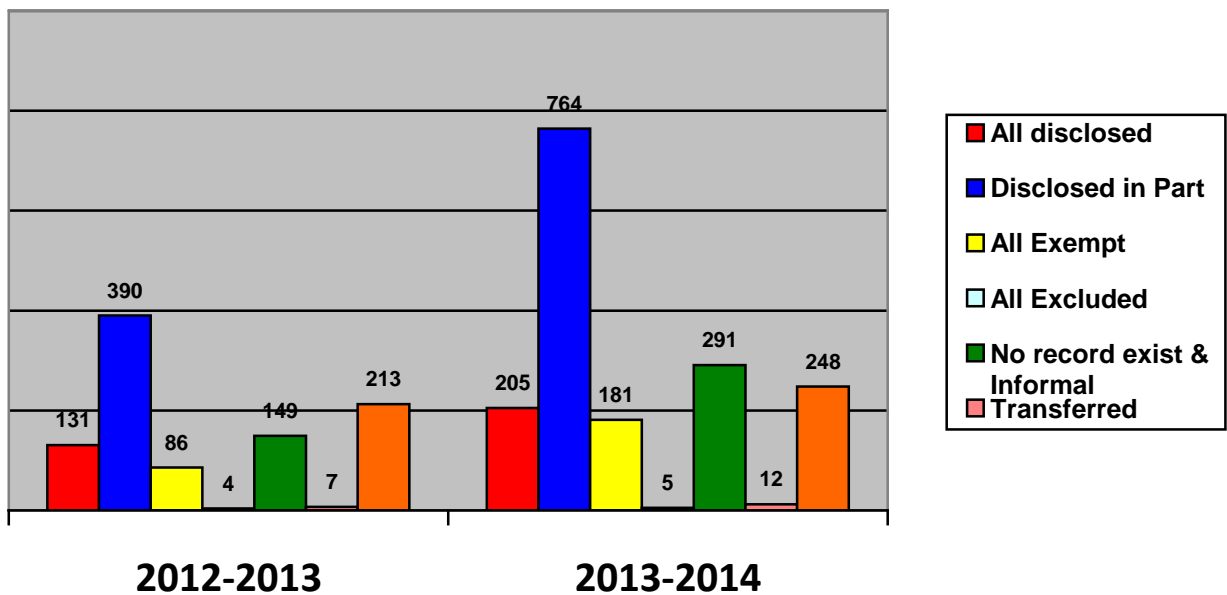


Disposition of Requests:

Of the 1,706 requests completed in 2013-2014, the disposition of the completed requests was as follows:

- 205 were fully disclosed
- 764 were disclosed in part
- 181 were exempt in their entirety
- 5 were excluded
- 291 no records exist, including 5 treated informally
- 12 were transferred
- 248 were abandoned

Disposition of Requests



Exemptions and Exclusions:

As the RCMP is classified as an investigative body under Schedule I of the *Access to Information Act Regulations*, almost all possible exemptions listed under the *Access to Information Act* were utilized during the course of this reporting period. The most common exemption applied to records was Section 16, and all of its subsets, for information used in law enforcement, investigations and security. Other commonly used exemptions were Subsection 19(1), for personal information and Paragraph 13(1)(c), information obtained in confidence from the government of a province or provincial institution. The exclusions invoked under the *Access to Information Act* were under subsection 68(a) for published material.

ACCESS TO INFORMATION RELATED COMPLAINTS AND INVESTIGATIONS

The RCMP ATIP Branch received 167 complaints under the *Access to Information Act* during the 2013-2014 fiscal year with 44 complaints carried forward from the previous year. The most common complaints under the *Access to Information Act* received by the RCMP were exemption complaints and deemed refusal complaints. Out of 116 completed complaints in 2013-2014, 88 were deemed well founded. A total of 125 complaints remain open by the Office of the Information Commissioner as of April 1st, 2014.

As a result of the increase in complaints received this reporting period, a complaint monitoring system has been implemented in order to ensure that all employees are meeting its obligations under the Act. A review of active complaints is done on a monthly basis in order to provide updates to the Coordinator and monitor the workload.

PART III



REPORT ON THE *PRIVACY ACT*

REQUESTS UNDER THE *PRIVACY ACT*

INTRODUCTION

The purpose of the *Privacy Act* is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information held by government institutions and to provide individuals with a right to access that information.

The Royal Canadian Mounted Police (RCMP) established the Access to Information and Privacy Branch (ATIP) in 1983 to act as the central contact point for matters arising from both the *Access to Information* and *Privacy Acts*.

The ATIP Branch provides formal responses to *Privacy Act* requests. In addition, the ATIP Branch develops policies and procedures for use within the RCMP to ensure compliance with both the spirit and intent of the legislation.

A processing log is kept of all actions taken by staff, indicating the date the request is received, the time taken to process the request and the completion date.

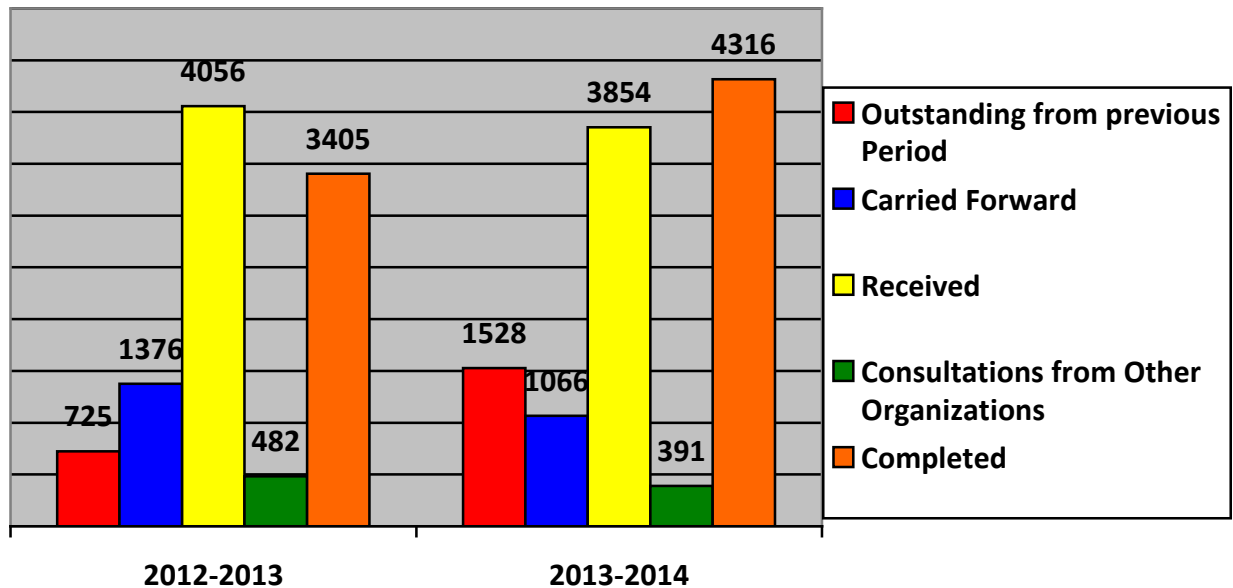
Consultation with other federal government institutions takes place when their information is contained in RCMP records. RCMP Legal Services is consulted regularly on contentious issues and affidavits for Federal Court cases.

RCMP STATISTICAL DATA ON PRIVACY

As noted in the statistical report under Appendix C, the RCMP received a total of 3,854 Privacy requests during the 2013-2014 reporting period and responded to a total of 4,316 requests during this fiscal year. There were 1528 requests outstanding from the previous year for a total of 5,382 requests. Of these, 4,316 were completed and 1,066 were carried over to the next reporting period.

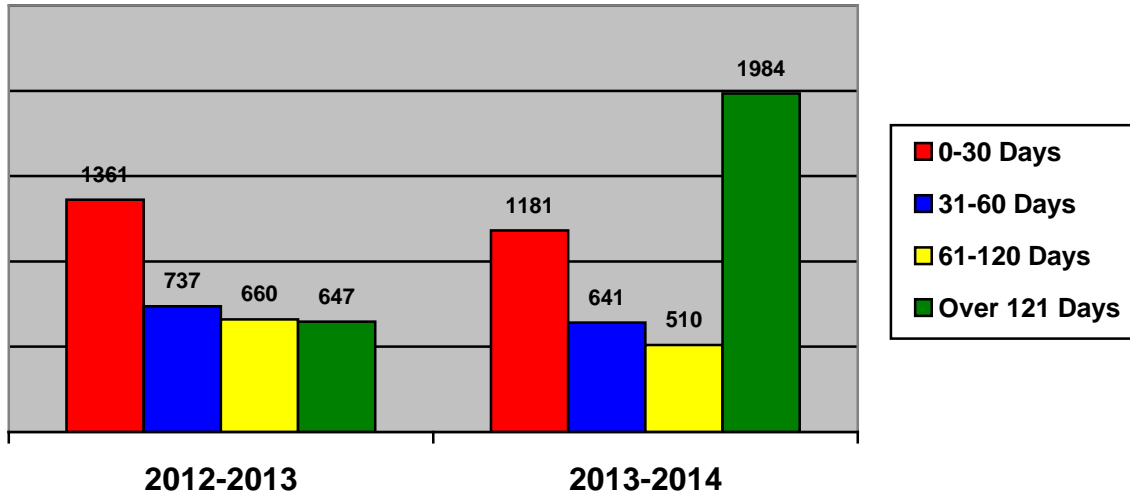
Disposition of Requests:

Workload



The ATIP Branch was able to complete a total of 1,181 requests in 30 days or less, Thirty day extensions were requested on 375 requests. There were 510 requests that were completed in 61 to 120 days, and 1984 requests required more than 121 days to complete.

Completion Rate



Exemptions and Exclusions:

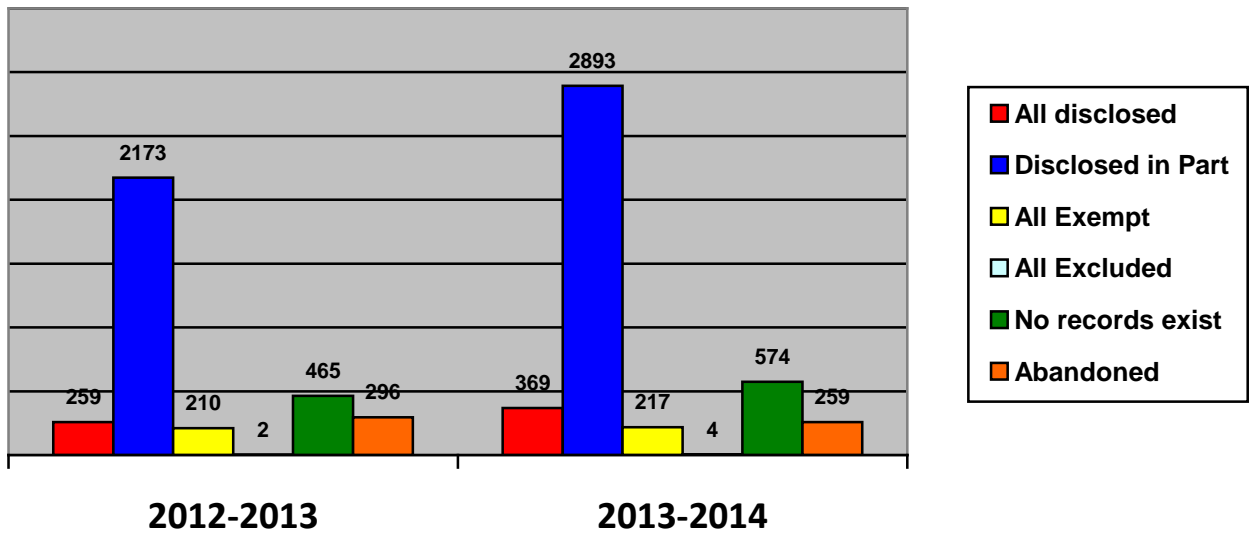
As the RCMP is classified as an investigative body under Schedule II of the *Privacy Act Regulations*, almost all exemptions listed under the *Privacy Act* were used during the course of this reporting period. The most common exemption applied to records was Section 26, as personal information belonging to another individual. Other common exemptions applied were Subsection 22(1), for information used in law enforcement, investigations and security and Subsection 19(1), for personal information obtained in confidence from the government of a province or municipality.

Disposition of Requests:

Of the 4,316 requests completed in 2013-2014, the disposition of the completed requests was as follows:

- 369 were fully disclosed
- 2,893 were disclosed in part
- 217 were exempt in their entirety
- 4 were excluded
- 574 no records exist
- 259 were abandoned

Disposition of Requests



PRIVACY IMPACT ASSESSMENTS (PIAs)

Four PIAs were completed and forwarded to the Office of the Privacy Commissioner this fiscal year. A description of each PIA follows.

1) National Centre for Missing Persons and Unidentified Remains (NCMPUR)

As part of a government initiative to address the disturbing number of unsolved cases of murdered and missing Aboriginal women, the RCMP was directed to develop a Centre to provide specialized services to all Missing Person (MP) and Unidentified Remains (UR) investigations in Canada. The result is the National Centre for Missing Persons and Unidentified Remains (NCMPUR). Building on the vision and work done in response to a resolution of the Canadian Association of Chiefs of Police (CACP), the NCMPUR implements a national program providing investigators across Canada with enhanced services including national data sharing, sophisticated analytical support, liaison and coordination, and development of investigation best practices. The NCMPUR is a national Centre that provides all of these services and manages an infrastructure so that regional Centres, where they exist, can be designated as Centres for Missing Persons and Unidentified Remains (CMPURS) and use that infrastructure in order to provide some of the same services in local jurisdictions.

The NCMPUR infrastructure includes a database collecting information on missing persons and unidentified remains occurrences across Canada, and on foreign cases where there is a Canadian connection. This information includes personal information that may include sensitive information or information about persons under the age of 18. The information is gathered primarily through an electronic connection with the Canadian Police Information Centre (CPIC), an established infrastructure for sharing information between police agencies. Additional information may be entered directly by CMPUR members as they work with investigators. Since the purpose of the NCMPUR program is consistent with the reasons the information was gathered by investigators and entered into CPIC for sharing, and the CMPUR members are providing specialized police services to the investigators who provide and continue to own the information, there is no additional privacy risk imposed by the CMPUR use of the information. The technical infrastructure, the NCMPUR Policy and the content itself ensure that the information is only used to help locate missing persons and to identify unidentified remains.

<http://www.rcmp-grc.gc.ca/pia-efvp/ncmpur-cnpdrn-eng.htm>

2) Witness Protection Program

The delivery of federal Witness Protection services is federally legislated through the *Witness Protection Program Act (WPPA)*. The Act designates the Commissioner of the RCMP as the administrator of the Program. Pursuant to the WPPA, the federal Witness Protection Program is responsible for providing protective measures relating to relocation and change of identity of individual receiving protection under the Program.

The collection and use of personal information is consistent with the purposes identified in PIB RCMP PPU 015. Personal Information is collected for the purpose outlined in the WPPA. Personal information is being collected directly from the individual themselves. The information gathered is strictly for Witness Protection related matters. Due to its

sensitivity, the information is kept in a Protected "C" system on the Classified Environment. Disclosure is done in accordance with the purpose set in the WPPA and pursuant to section 8(1) or 8(2) of the *Privacy Act*.

The risks to Privacy are minimal at best. All Witness Protection personnel are aware of the disclosure provisions outlined in the WPPA and they are made aware of the transactional logs.

The privacy issues and/or risks identified in the PIA can be resolved through the development, documentation and implementation of the resolutions outlined. The appropriate procedures and processes will ensure compliance with the *Access to Information Act* and the *Privacy Act*.

<http://www.rcmp-grc.gc.ca/pia-efvp/wpp-ppt-eng.htm>

3) Interpersonal Workplace Relationship Policy

The Interpersonal Workplace Relationship Policy (IWRP) is designed to address potential Conflict of Interest (COI) issues that may arise when RCMP employees become involved in interpersonal relationship within the workplace. In particular, the policy creates an employee obligation to report the existence of a relationship between supervisors/persons in authority and subordinates which may raise COI concerns. The purpose of the policy is to manage conflicts of interest, ensure public confidence in the integrity and management of the RCMP, provide a safe and respectful workplace, protect employees from abuse of authority and harassment that may arise as a result of an imbalance of power between employees in the workplace and support the operational effectiveness of the RCMP. Specific concerns over the nature of the information that is to be collected have been taken into consideration and precautions in the handling of reports are addressed through the application standard document handling security procedures employed to protect IWRP reports which will be placed on the employee Conflict of Interest File.

The IWRP is a chapter of a new RCMP Conflict of Interest Directive which provides the framework for dealing with COI and supports measures implemented to address conflicts of interest, preferential treatment, apprehension of bias, and abuse of authority or power in the workplace. Legal authorities are primarily drawn from the RCMP Act & Regulations, the Public Servants Disclosure Protection Act, and Values and Ethics Code for the Public Sector, which in turn are supported by policy and procedures relevant to the collection, use and retention of information. The *Privacy Act* and the *Access to Information Act* also impact the management of this policy. Personal information gathered pursuant to this policy will be managed consistent with the existing Personal Information Bank (PIB) governing information pertaining to Public Service Employees (PSE 915) and the modification of an existing PIB governing information pertaining to Regular and Civilian Members of the RCMP (RCMP PPE 815).

<http://www.rcmp-grc.gc.ca/pia-efvp/iwrp-primt-eng.htm>

4) Integrated Collaborative Environment (ICE) project

The Integrated Collaborative Environment (ICE) project is the implementation of a secure (Protected B) national-wide collaborative platform that will provide Federal Policing with the ability to collectively gather, share, produce and update knowledge related to criminal activities and professional practice. The ICE will propose the users a set of flexible tools and functionalities that will increase the efficiency of collaborative work and expertise sharing.

The authority to collect information is based on the RCMP's statutory and Common Law policing duties, outlined in Section 18 of the Royal Canadian Mounted Police Act and section 17 of the RCMP Regulations. The collection and use of personal information is consistent with the purposes identified in Personal Information Banks (PIB) RCMP PPU 005 and RCMP PPU 015.

The context and type of personal information is deemed sensitive, as it deals with an individual's association with criminal groups and activities, as well as intelligence projects. Personal information contained in the ICE system is originally collected from the source systems (i.e. PROS, PRIME), investigative or intelligence files for Law Enforcement purposes, as per the RCMP mandate. The use of this data within ICE, which is a closed system, is for one or more program administrative purposes that affect certain individuals.

The only users of ICE are RCMP members, who will have access from their normal workstation on the RCMP ROSS network, albeit the Secure Access Portal (Protected B environment).

<http://www.rcmp-grc.gc.ca/pia-efvp/ice-eci-eng.htm>

DISCLOSURE OF PERSONAL INFORMATION

Paragraph 8(2)(e)

During the reporting period, the RCMP ATIP Branch made two disclosures of personal information pursuant to subsection 8(2)(e) of the *Privacy Act*.

Paragraphs 8(2)(f) and 8(2)(g)

During the reporting period, the RCMP did not record any disclosures pursuant to paragraphs 8(2)(f) or 8(2)(g).

Paragraph 8(2)(m)

Three disclosures were made pursuant to paragraph 8(2)(m) during the reporting period: all three were Public Interest Disclosures (Criminal Code).

The Privacy Commissioner was notified on all of these disclosures.

PRIVACY RELATED COMPLAINTS AND INVESTIGATIONS

The ATIP Branch received 175 complaints under the *Privacy Act* during the 2013-2014 fiscal year with 36 complaints carried forward from the previous year. The most common complaints under the *Privacy Act* received by the RCMP were exemption complaints and deemed refusals complaints. Out of 176 completed complaints in 2013-2014, 155 were deemed well founded. A total of 113 complaints remain open by the Office of the Privacy Commissioner as of April 1, 2014 from the 2013-2014 fiscal year.

As a result of the increase in complaints received this reporting period, a complaint monitoring system has been implemented in order to ensure that all employees are meeting the legislated obligations of the Act. A review of active complaints is done on a monthly basis in order to provide updates to the Coordinator and monitor the workload.

APPLICATIONS/APPEALS

During this fiscal year, there were no applications related to the *Privacy Act* that were submitted to the Federal Court.

PART IV

APPENDIXES

- ▶ **Appendix A - Delegation Order**

- ▶ ***Appendix B - Annual Statistical Report
Access to Information 2013-2014***

- ▶ ***Appendix C - Annual Statistical Report
Privacy Act 2013-2014***

APPENDIX A



Delegation Order

**Access to Information Act and Privacy Act Delegation Order.
Ordonnance de délégation de pouvoir en vertu de la loi sur l'accès à
l'information et de la loi sur la protection des renseignements
personnels.**

The Minister of Public Safety, pursuant to section 73 of the Access to Information Act and the Privacy Act, hereby designates the persons holding the position set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, that is, the Royal Canadian Mounted Police, under the section of the Act set out in the Schedule opposite each position. This designation replaces nullifies the designation dated February 26, 2010.

En vertu de l'article 73 de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels, le Ministre de la Sécurité publique délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, c'est-à-dire, la Gendarmerie royale du Canada, investi par les articles de la loi mentionnés en regard de chaque poste. Le présent document remplace et annule celui daté du 26 février 2010.

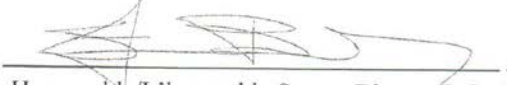
Schedule/Annexe

Position/Poste	Privacy Act and Regulations/ Loi sur la protection des renseignements personnels et règlements	Access to information Act and Regulations/ Loi sur l'accès à l'information et règlements
Commissioner of the RCMP/Commissaire de la GRC; Chief, Strategic Policy and Planning Officer/ Dirigeante principale de la planification et des politiques stratégiques ; Departmental Privacy and Access to Information Coordinator (ATIP)/Coordonnateur ministériel de l'accès à l'information et de la protection des renseignements personnels (AIPRP).	Full Authority/ Autorité absolue	Full Authority/ Autorité absolue
Commanding Officers/ Commandants Divisionnaires	Authority for 8(2)(j) and 8(2)(m)/ Autorité pour 8(2)(j) et 8(2)(m)	N.A./s.o.
Officer in Charge, Policy, Processing and External Relations/Officier responsable des politiques,	Full Authority except 8(2)(j) and 8(2)(m) Autorité absolue à l'exception de	7, 8(1), 9, 11(2) to 11(6) (inclusive), 12(2) and all mandatory exemptions (13(1), 16(3), 19(1), 20(1) and 24(1));

<p>traitement et relations externes;</p> <p>Manager, Processing and Triage/Responsable, Groupe de traitement et triage;</p> <p>Manager, Quality Control/ Gestionnaire, contrôle de la qualité;</p> <p>Non-Commissioned Officers and public servants in charge of ATIP units/Sous-officiers et fonctionnaires responsables des unités de l'AIPRP.</p>	<p>8(2)(j) et 8(2)(m)</p>	<p>6(1) and 8 of the Regulation</p> <p>7, 8(1), 9, 11(2) à 11(6) (inclusivement), 12(2), et toutes les exceptions obligatoires (13(1), 16(3), 19(1), 20(1) and/et 24(1)) ;</p> <p>6(1) et 8 du Règlement.</p>
<p>Non-Commissioned Officers and public servants within ATIP sections (analysts)/ Sous-officiers et fonctionnaires au sein des unités de l'AIPRP (réviseurs).</p>	<p>14 and 15 for all records; 17(2)(b), 19 to 28 (inclusive) for all employee records as designated in InfoSource; For all other records requiring mandatory exceptions in their entirety (19(1), 22(2) and 26); 9 and 11(2) of the Regulation.</p> <p>14, 15 pour tous les dossiers; 17(2)(b), 19 à 28 pour tous les dossiers d'employés tels que désignés dans Info Source ; pour tous les dossiers nécessitant des exceptions obligatoires en entier (19(1), 22(2) et 26); 9 et 11 (2) du Règlement.</p>	<p>7, 8(1) and 12(2)(b) and all records exempted in their entirety by mandatory exemptions (13(1), 16(3), 19(1), 20(1) and 24(1)); 6(1) and 8 of the Regulation.</p> <p>7, 8(1) et 12(2)(b) et pour tous les dossiers nécessitant des exceptions obligatoires en entier (13(1), 16(3), 19(1), 20(1) et 24(1)) ; 6(1) et 8 du Règlement.</p>

Dated, at the City of Ottawa,
this 22 day of January,

Daté, en la ville d'Ottawa,
ce 22 jour de janvier,


The Honourable/L'honorable Steven Blaney, P.C., M.P.
Minister of Public Safety and Emergency Preparedness
Ministre de la Sécurité publique et de la Protection civile

APPENDIX B



Annual Statistical Report

Access to Information Act

2013-2014

Statistical Report on the *Access to Information Act*

Name of Institution: Royal Canadian Mounted Police

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

PART 1 - Requests under the Access to Information Act

1.1 Number of Requests

	Number of Requests
Received during reporting period	1730
Outstanding from pervious reporting period	601
Total	2331
Closed during reporting period	1706
Carried over to next reporting period	625

1.2 Sources of Requests

Source	Number of Requests
Media	319
Academia	36
Business (Private Sector)	111
Organization	42
Public	1222
Total	1730

PART 2 - Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests								Total
	1 to 15 days	1 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	9	37	19	31	32	70	7	205
Disclosed in part	36	157	113	103	90	196	69	764
All exempted	35	28	24	27	14	41	12	181
All excluded	1	1	0	1	0	2	0	5
No records exist	43	39	48	39	25	64	28	286
Request transferred	9	1	0	0	1	1	0	12
Request abandoned	83	21	20	17	27	60	20	248
Treated informally	0	0	1	1	0	0	3	5
Total	216	284	225	219	189	434	139	1706

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	30	16(2)(a)	4	18(a)	0	20.1	0
13(1)(b)	9	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	181	16(2)(c)	14	18(c)	0	20.4	0
13(1)(d)	64	16(3)	0	18(d)	1	21(1)(a)	44
13(1)(e)	3	16.1(1)(a)	16	18.1(1)(a)	0	21(1)(b)	38
14(a)	3	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	4
14(b)	2	16.1(1)(c)	4	18.1(1)(c)	0	21(1)(d)	6
15(1)-I.A.*	29	16.1(1)(d)	0	18.1(1)(d)	0	22	2
15(1)-Def.*	29	16.2(1)	0	19(1)	732	22.1(1)	1
15(1)-S.A.*	29	16.3	0	20(1)(a)	1	23	58
16(1)(a)(i)	414	16.4(1)(a)	0	20(1)(b)	17	24(1)	3
16(1)(a)(ii)	261	16.4(1)(b)	0	20(1)(b.1)	3	26	35
16(1)(a)(iii)	3	16.5	0	20(1)(c)	34		
16(1)(b)	91	17	4	20(1)(d)	10		
16(1)(c)	75						
16(1)(d)	1						

* 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)	7	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	7	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	7	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	7	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	138	67	0
Disclosed in part	477	287	0
Total	615	354	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	190351	179588	205
Disclosed in part	257524	88287	764
All exempted	55881	0	181
All excluded	337	0	5
Request Abandoned	1517	0	248

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	168	1857	29	3329	4	1175	3	2227	1	171000
Disclosed in part	498	9418	191	20346	33	9148	35	27913	7	21462
All exempted	122	0	33	0	15	0	8	0	3	0
All excluded	4	0	1	0	0	0	0	0	0	0
Abandoned	242	0	6	0	0	0	0	0	0	0
Total	1034	11275	260	23675	52	10323	46	30140	11	192462

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	30	7	0	4	41
Disclosed in part	132	20	0	146	298
All exempted	7	3	0	35	45
All excluded	0	0	0	1	1
Abandoned	1	17	0	14	32
Total	170	47	0	200	417

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
1109	1002	14	20	73

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	97	2	99
16 to 30 days	67	6	73
31 to 60 days	99	8	107
61 to 120 days	152	7	159
121 to 180 days	236	3	239
181 to 365 days	321	6	327
More than 365 days	104	1	105
Total	1076	33	1109

2.7 Request 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 - 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	11	0	1	0
Disclosed in part	62	0	9	1
All exempted	17	0	3	0
All excluded	0	0	0	0
No records exist	13	0	3	0
Request abandoned	2	0	1	0
Total	105	0	17	1

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	26	0	3	0
31 to 60 days	34	0	5	0
61 to 120 days	23	0	5	1
121 to 180 days	19	0	3	0
181 to 365 days	3	0	1	0
365 days or more	0	0	0	0
Total	105	0	17	1

PART 4 - Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	1410	\$7,050	259	\$195
Search	6	\$470	254	\$23,460
Production	0	\$0	0	\$0
Programming	0	\$0	5	\$3,385
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	1416	\$7,520	518	\$27,040

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 the reporting period	538	33124	42	1382
Outstanding from the previous reporting period	27	2152	0	0
Total	565	35276	42	1382
Closed during the reporting period	558	33837	41	1340
Pending at the end of the reporting period	7	1439	1	42

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

Recommendations	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	160	74	48	13	2	1	0	298
Disclose in part	86	55	40	23	9	1	0	214
Exempt entirely	18	12	2	3	1	0	0	36
Exclude entirely	0	1	0	2	0	0	0	3
Consult other institution	0	0	0	0	0	0	0	0
Other	4	2	1	0	0	0	0	7
Total	268	144	91	41	12	2	0	558

5.3 Recommendations and completion time for consultations received from other organizations

Recommendations	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	12	8	4	1	0	0	0	25
Disclose in part	6	4	3	0	0	0	0	13
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
Total	18	13	7	1	0	0	0	39

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	1	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	1	1
More than	0	0
Total	2	1

Part 7 -Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$1,647,339.00
Overtime		\$ 0.00
Goods and Services		\$137,671.00
• Professional services contracts	\$ 0.00	
• Other	\$137,671.00	
Total		\$1,785,010.00

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	21	0	21
Part-time and casual employees	0	0	0
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	0	0
Total	21	0	21

APPENDIX C



Annual Statistical Report

Privacy Act

2013-2014

Statistical Report on the *Privacy Act*

Name of Institution: Royal Canadian Mounted Police

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

PART 1 - Requests under the Privacy Act

	Number of Requests
Received during reporting period	3854
Outstanding from previous reporting period	1528
Total	5382
Closed during reporting period	4316
Carried over to next reporting period	1066

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	24	63	64	53	65	69	31	369
Disclosed in part	176	543	421	319	236	825	373	2893
All exempted	34	50	38	30	13	38	14	217
All excluded	0	0	0	0	1	3	0	4
No records exist	131	64	92	84	61	124	18	574
Request abandoned	73	23	26	24	27	73	13	259
Total	438	743	641	510	403	1132	449	4316

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests
18(2)	1	22(1)(a)(i)	1542	23(a)	2
19(1)(a)	36	22(1)(a)(ii)	854	23(b)	0
19(1)(b)	21	22(1)(a)(iii)	17	24(a)	0
19(1)(c)	809	22(1)(b)	966	24(b)	0
19(1)(d)	332	22(1)(c)	0	25	6
19(1)(e)	0	22(2)	0	26	2830
19(1)(f)	0	22.1	0	27	218
20	0	22.2	0	28	20
21	7	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	76	294	1
Disclosed in part	598	2298	5
Total	674	2592	6

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	62190	44503	369
Disclosed in part	1048142	463360	2894
All exempted	44449	0	217
All excluded	482	0	4
Request Abandoned	29389	0	259

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	275	4743	60	15846	26	13806	8	10108	0	0
Disclosed in part	1495	31250	947	162074	276	121327	164	121774	12	26935
All exempted	133	0	58	0	17	0	9	0	0	0
All excluded	4	0	0	0	0	0	0	0	0	0
Abandoned	253	0	3	0	0	0	3	0	0	0
Total	2160	35993	1068	177920	319	135133	184	131882	12	26935

2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	14	0	0	0	14
Disclosed in part	12	0	1	12	25
All exempted	3	1	1	1	6
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	29	1	2	13	45

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
2862	1325	467	871	199

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	239	17	256
16 to 30 days	151	14	165
31 to 60 days	235	11	246
61 to 120 days	411	10	421
121 to 180 days	468	5	473
181 to 365 days	963	14	977
More than 365 days	302	22	324
Total	2769	93	2862

2.7 Request 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
2	3	5

PART 4 - Requests for correction of personal information and notations

	Number
Requests for correction received	3
Requests for correction accepted	2
Requests for correction refused	0
Notations attached	1

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	24	0	1	0
Disclosed in part	266	0	13	0
All exempted	26	0	0	0
All excluded	1	0	0	0
No records exist	35	0	0	0
Request abandoned	9	0	0	0
Total	361	0	14	0

5.2 Length of extensions

Length of extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
1 to 15 days	6	0	0	0
16 to 30 days	355	0	14	0
Total	361	0	14	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	372	25749	16	109
Outstanding from the previous reporting period	3	16	0	0
Total	375	25765	16	109
Closed during the reporting period	362	25593	16	109
Pending at the end of the reporting period	13	172	0	0

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

Recommendations	Number of days required to complete consultation requests						Total
	1 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	111	25	6	1	0	0	143
Disclose in part	148	37	12	0	0	0	197
Exempt entirely	12	7	2	0	0	0	21
Exclude entirely	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0
Other	0	1	0	0	0	0	1
Total	271	70	20	1	0	0	362

6.3 Recommendations and completion time for consultations received from other organizations

Recommendations	Number of days required to complete consultation requests							
	1 to 15 days	1 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
Disclose entirely	9	0	0	0	0	0	0	9
Disclose in part	6	0	1	0	0	0	0	7
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	15	0	1	0	0	0	0	16

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		\$3,059,343.00
Overtime		\$ 0.00
Goods and Services		\$255,669.00
• Contracts for privacy impact assessments	\$ 0.00	
• Professional services contracts	\$ 0.00	
• Other	\$255,669.00	
Total		\$3,315,012.00

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	38	0	38
Part-time and casual employees	0	0	0
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	0	0
Total	38	0	38

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