



Government of Canada
Privy Council Office

Gouvernement du Canada
Bureau du Conseil privé

ANNUAL REPORT TO PARLIAMENT ON THE *PRIVACY ACT*
2011-2012

PRIVY COUNCIL OFFICE

APRIL 1, 2011 TO MARCH 31, 2012



Canada

Annual Report to Parliament on the *Privacy Act* 2011-2012

Privy Council Office

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Introduction

The Privy Council Office (PCO) reports directly to the Prime Minister and is headed by the Clerk of the Privy Council and the Secretary to the Cabinet. PCO is both the Cabinet secretariat and the Prime Minister's source of public service advice across the entire spectrum of policy questions and operational issues facing the Government. As the hub of non-partisan, public service support to the Prime Minister, Cabinet and its decision-making structures, PCO ensures that the Government and Canadians are served by the highest quality public service.

PCO also provides support to the Leader of the Government in the House of Commons, the Minister of State (Democratic Reform), the Minister of State and Chief Government Whip, the Leader of the Government in the Senate, and the Minister of Intergovernmental Affairs and President of the Queen's Privy Council for Canada.

The Privy Council Office has three main roles:

Advice to the Prime Minister - PCO brings together quality, objective policy advice, analysis and information to support the Prime Minister, the ministers within the Prime Minister's portfolio and Cabinet. This includes:

- Bringing together non-partisan advice, analysis and information from across the Public Service
- Consulting and collaborating with international and domestic partners inside and outside of government (including provincial and territorial governments)
- Gathering information on the priorities of Canadians
- Supporting and advising on the development and implementation of the Government's Parliamentary and legislative programs and democratic reform agenda
- Advising on Canada's Westminster style of government, on government structure and organization, and on Governor in Council appointments

Secretariat to Cabinet - PCO facilitates the smooth, efficient and effective functioning of Cabinet and the Government of Canada on a day-to-day basis. This includes:

- Managing the Cabinet's decision-making system
- Coordinating Departmental policy and legislative proposals to Cabinet, with supporting policy analysis
- Scheduling and providing support services for meetings of Cabinet and Cabinet committees
- Advancing the Government's agenda across federal departments and agencies and with external stakeholders
- Advising on Governor in Council appointments, including directing and coordinating selection and recruitment processes for leadership and full-time Governor in Council positions across the public sector and supporting Cabinet in decision-making related to Governor in Council appointments
- Preparing Orders in Council and other statutory instruments to give effect to Government decisions
- Providing administrative services to the Prime Minister's Office, PCO ministers and commissions of inquiry

Public Service Leadership - PCO supports the development and maintenance of a high quality Public Service that meets the highest standards of accountability, transparency and efficiency, one that is able to deliver the best advice to government and excellent services to Canadians. This includes:

- Managing the recruitment and appointment process for senior positions in federal departments and agencies
- Guiding policy on people management issues and Public Service Renewal
- Building the capacity of the Public Service to meet emerging challenges and the changing responsibilities of government

This is the 29th *Annual Report to Parliament* on the administration of the *Privacy Act* (PA) by PCO, submitted as required by section 72(1) of the PA. This report covers the reporting period of April 1, 2011 to March 31, 2012.

Additional copies of this report may be obtained from:

Access to Information and Privacy Division
Privy Council Office
55 Metcalfe Street, Room 1340
Ottawa, Ontario K1A 0A3

Governance and accountability

PCO provides support to the Prime Minister, and to the five ministers within his portfolio, including: the Leader of the Government in the Senate, Minister of Intergovernmental Affairs and President of the Queen's Privy Council for Canada, Leader of the Government in the House of Commons, Minister of State and Chief Government Whip, and Minister of State (Democratic Reform).

Reporting to the Prime Minister, the Clerk of the Privy Council has three main roles: Deputy Minister to the Prime Minister, Secretary to the Cabinet, and Head of the Federal Public Service. PCO's Corporate Services Branch, which reports directly to the Clerk, has six Divisions, including Access to Information and Privacy (ATIP). The ATIP Division is headed by the Director and has three functional areas of responsibility: ATIP Policy and Processes, Operations, and Client Services.

Privy Council Office delegation order

The Minister heading each government institution is responsible for the implementation of the PA within his/her institution. The Prime Minister, as the Head of the Privy Council Office and pursuant to section 73 of the PA, is responsible for the implementation of the PA within PCO. Through PCO's delegation order, the Prime Minister designated the Director, Access to Information and Privacy (ATIP), as the individual within PCO to perform the powers, duties, functions, or administrative tasks pertaining to the PA. PCO Secretariats, or Offices of Primary Interest (OPI), holders of the information identified in a privacy request, approve the release of information to requesters and application of exemptions or exclusions and supporting rationales. This shared delegation of authority for the disposition of information is exercised diligently within PCO, and recorded formally at appropriate stages in the process. The PCO delegation order is shown at Appendix A.

Access to Information and Privacy (ATIP) Division

The PA protects the privacy of personal information held by the Government of Canada. The PA ensures the protection of that information against unauthorized use and disclosure, and provides individuals with the right of access to, and a means to correct, their personal information.

The ATIP Division of PCO is the focal point for access to information and privacy within the Privy Council Office. The Division is responsible for managing requests for Departmental or personal information, ensuring corporate understanding and compliance with the *Access to Information Act* and the PA, and fostering corporate awareness of access and privacy rights and responsibilities. On matters of access and privacy, the ATIP Division also acts as a primary liaison with the Office of the Information Commissioner, the Office of the Privacy Commissioner, Treasury Board of Canada Secretariat, and partner departments.

The ATIP Division at PCO has a personnel complement totalling 26 full-time equivalents that are organized into three functional areas of responsibility.

1) ATIP Policy and Processes

- Provides expertise in access to information and privacy policy

- Optimizes operations performance
- Researches trends and best practices in access to information and privacy

2) Operations

- Processes access to information and privacy requests
- Oversees the collection and release of personal and/or business information
- Maintains dialogue with PCO Secretariats and other federal or provincial institutions

3) Client Services and ATIP Training

- Produces training and promotional products
- Develops and delivers ATIP training programs
- Develops ATIP awareness messaging
- Coordinates responses to Parliamentary questions and petitions
- Provides database administration

The ATIP Division also provides a reading room where the public may examine requested Departmental records, manuals, and publications related to privacy. This is in compliance with s. 17(1) of the PA, which states: “Subject to any regulations made under paragraph 77(1)(o), where an individual is to be given access to personal information requested under subsection 12(1), the government institution shall (a) permit the individual to examine the information in accordance with the regulations; or (b) provide the individual with a copy thereof.”

Education and training activities

PCO promotes ATIP imperatives in face-to-face meetings, presentations, special events, learning products, on the intranet and through its training program. It fosters responsible working relationships with clients, and operates under a clearly elaborated timeline.

PCO delivered ATIP training or awareness sessions to 178 employees through a total of 52 training events during the reporting year. Of these training events, 40 were training sessions presented jointly with PCO's Corporate Information Services Division (responsible for PCO's Information Management), including 28 delivered in English, and 12 in French. These joint sessions form an integral part of the orientation program for employees new to PCO.

During the reporting year, PCO ATIP rolled out a series of ATIP awareness and training messages to all staff in PCO, via monthly announcements on the internal website. Subjects included the right of access, availability of ATIP training, types of exemptions, and the business process. On a quarterly basis during the reporting year, ATIP learning content on the internal PCO website was updated to reflect current business practices and contacts for support.

To promote understanding of privacy and access responsibilities, the ATIP Director met regularly with officials of portfolio Ministers in 2011-2012 to detail the ATIP business environment. The PCO Executive Committee was also briefed on access and privacy statistics, performance and compliance. ATIP senior staff met with senior officials in PCO Secretariats to clarify roles and strengthen the working relationship. Throughout 2011-2012, PCO ATIP analysts liaised with clients to explain the five-stage request timeline, train on processes such as the search for records, assist with records review, and

explain their working role. PCO personnel are provided with multiple channels to information on access and privacy, such as a 24-page instruction book, an e-mailbox, takeaway learning tools, and comprehensive electronic content on PCO's intranet.

Privacy-related policies, guidelines, and procedures

a) Advice and guidance

On a regular basis, PCO ATIP provides advice and guidance to the PCO central tasking authority for written questions tabled in the House of Commons and the Senate of Canada. These questions, often tasked for response to all departments and agencies, may request personal information that is protected by the principles of the PA. PCO ATIP duly ensures that such protection is advised in the tasking directive or afforded to the final PCO response, in compliance with the PA. PCO ATIP also routinely advises Departmental personnel on the privacy dimensions of information holdings, proactive disclosure content, internal or external communications, and e-mails from the public.

Other activities

a) General operations

PCO ATIP provides support to requesters not captured by statistics. For example, routine inquiries about privacy and personal information matters are received which, whenever possible, are treated informally and to the satisfaction of the requesters. In addition, PCO received privacy requests from applicants who assumed the institution holds all government information of a personal nature, or whose requests should be addressed to provincial governments. In these cases, a letter to the requester is written explaining the nature and role of PCO and the privacy application process. On a case-by-case basis, the requester is referred to the appropriate federal authority for more information.

b) Co-location

In spring 2011, having secured additional floor space adjacent to one of two PCO access to information worksites in Ottawa, Ontario, PCO completed a move of staff and equipment that consolidates all ATIP operations in a single location for the first time in many years. Co-location had been a strategic goal of the ATIP Division due to the value it provides, such as increased oversight, improved communications and reduced logistical movement in the processing of records.

c) Technological upgrade

In early 2012, PCO commenced testing and validation of an upgraded version of its case management software. Testing involved the participation of ATIP analysts and PCO technical staff. The upgraded program, scheduled for installation in 2012-2013, will provide more comprehensive reporting and document management functions than the outgoing version, and will facilitate the population of the expanded Statistical Report on the PA brought into effect by Treasury Board in April 2011. This will be the second upgrade undertaken in three years, demonstrating PCO's commitment to the technological capacity that supports timely service to the public.

d) Data matching and sharing

For the 2011-2012 reporting period, PCO did not establish any new systems or processes which led to data matching or sharing of personal information, either within the Department or with any external sources. The Department was not involved in any data matching activities.

Complaints and investigations

In 2011-2012, PCO received no complaints pursuant to the PA.

Privacy Impact Assessments (PIAs)

During the 2011-2012 reporting period, PCO completed the following two PIAs:

1) Online comments form on the Prime Minister's website "Contact" page

The scope of this PIA is limited to an analysis of the collection, use, disclosure, and retention of personal information contained in emails sent via the "Contact the Prime Minister" web form that communicate a threat of any kind. All other use of this site is outside the analysis of this PIA.

Hyperlink: <http://www.pm.gc.ca/eng/contact.asp>

2) "Governor in Council Appointments" website – online submission of applications for Governor in Council advertised appointments

The scope of this PIA is limited to an analysis of the collection, use, disclosure, and retention of personal information contained in applications submitted to the Privy Council Office from the "Governor in Council Appointments" website. All other use of this information is outside the analysis of this PIA because the application process already exists, as explained in the Treasury Board Secretariat's Standard Personal Information Bank entitled, "Governor in Council Personnel Records".

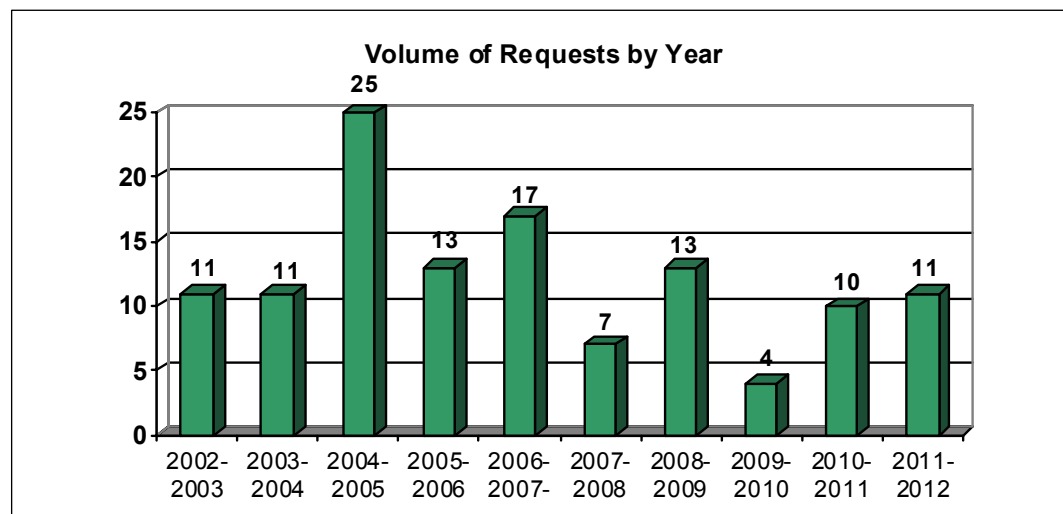
Hyperlink: <http://www.appointments.gc.ca/index.asp?lang=eng>

Interpretation of the Statistical Report

The Statistical Report on the PA is shown at Appendix B.

Part 1 - Requests under the PA

Between April 1, 2011 and March 31, 2012, PCO received 11 requests for personal information under the PA, compared to 10 received the previous year. This represents an increase of 10% from 2010-2011.

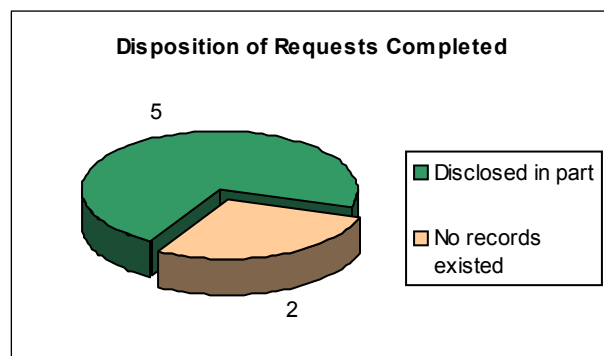


Part 2 - Requests closed during the reporting period

2.1 Disposition and completion time

In 2011-2012, PCO completed 7 requests for personal information under the PA. This is comparable to the 10 requests, including requests carried over from previous fiscal years, completed in 2010-2011. The disposition of completed privacy requests was as follows:

- 5 disclosed in part
- 2 for which no records existed



There are certain circumstances in which a file may require more than 30 days to complete. In 2011-

2012, 3 requests were completed in 30 days or less, while 2 were completed in 31 to 60 days. One request was completed in the 61 to 120 day time frame, while only one request required more than 365 days to be completed. This equates to a 71% rate of response within 60 days or less.

2.2 Exemptions

There are instances where information qualifies for necessary protection under the PA. A total of 5 exemptions were applied to information in privacy requests during 2011-2012, 4 under s. 26 – information about another individual - and 1 under s. 27 - solicitor-client privilege.

2.3 Exclusions

The PA does not apply to certain information described by s. 69(1) and s. 69(2) of the PA, or to confidences of the Queen's Privy Council for Canada pursuant to s. 70(1). During this reporting period, s. 69 and s. 70 were not invoked.

2.4 Format of information released

Applicants have the options of receiving their response by mail or picking it up in person. Nearly all replies are sent to the applicant by mail. PCO provides records in hardcopy only. In 2011-2012, PCO gave copies of relevant documents to requesters for all 5 requests for which records existed. No requesters asked to examine documents on site during this reporting period.

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

In 2011-2012, the disposition of all requests for which records existed was disclosed in part. In total, 505 pages were processed, out of which 496 were disclosed. This equates to a release rate of 92 percent.

2.5.2 Relevant pages processed and disclosed by size of requests

The majority of completed requests were low in page volume. Of the 5 privacy requests that were disclosed in part, 4 requests had less than 100 pages to process. A total of 127 pages were disclosed for the 4 requests. One request had between 101 and 500 pages to process. A total of 369 pages were disclosed from that single request.

It should be noted that the number of pages is not an accurate measure of the complexity of a privacy request, or the resources required to process it. The personal information held by PCO receives thorough, comprehensive review and necessary consultation prior to release, efforts that are often disproportionate to the volume of records.

2.5.3 Other complexities

The complex interdepartmental nature of information in many records under the control of PCO continues to necessitate external consultations. This requirement is the principal reason why some

requests take an extended length of time to process. During the reporting year, PCO sent out 4 privacy consultations to other government institutions.

2.6 Deemed refusals

During the 2011-2012 fiscal year, 2 requests did not meet the statutory deadline due to the requirement for external consultations. Extensions of 30 days were taken for both of these requests. One request was completed 57 days past deadline and the second was completed 315 days past deadline.

2.7 Requests for translation

The PA states at s. 17(2) that “where access to personal information is to be given under this Act and the individual...requests that access be given in a particular one of the official languages of Canada, (a) access shall be given in that language, if the personal information already exists; and (b) where the personal information does not exist in that language, the head of the government institution...shall cause it to be translated or interpreted...” if it would enable the individual to understand the information. During this reporting period, there were no translations requested.

Part 3 - Disclosures under s. 8(2)

The PA sets out specific circumstances at s. 8(2) in which government institutions may disclose personal information without the individual’s consent. S. 8(2)(m) of the PA permits for the disclosure of personal information where, in the opinion of the head of the institution, the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure, or disclosure would clearly benefit the individual to whom the information relates. No disclosures were made under s. 8(2)(m) of the PA during the reporting period.

Part 4 - Requests for correction of personal information and notations

The PA specifies at s. 12(1) that any Canadian citizen or permanent resident of Canada has a right to and shall, on request, be given access to any personal information about the individual found in a personal information bank and personal information under the control of a government institution. An individual should be entitled to correction of personal information where there is an error or omission, a request that a notation be attached, and assurance that any party who has requested the information within the last 2 years be notified of the correction and make changes to their copies. There was 1 request for correction of personal information and notations made during the reporting period.

Part 5 - Extensions

The PA provides for extensions to the legislated 30-day time limit, for consultations, or if meeting the original time would unreasonably interfere with the operations of the Department. In the 2011-2012 fiscal year, PCO took 4 extensions: 1 extension between 16 and 30 days to accommodate operations under s. 15(a)(i), and 3 extensions between 16 and 30 days to complete consultations under s. 70.

Part 6 - Consultations received from other institutions and organizations

PCO received 10 privacy consultations in the 2011-2012 fiscal year. As shown in the chart below, this volume of consultations has remained relatively similar over the last four years. Consultation requests are a factor in workload, as their processing requires resources at a level similar to the processing of privacy requests.



In terms of privacy consultations, the following departments and institutions sought the views of PCO during 2011-2012:

- Royal Canadian Mounted Police
- Department of Foreign Affairs and International Trade
- Canadian Security Intelligence Service
- Canada Border Services Agency
- Indian and Northern Affairs Canada
- Department of National Defence

The records in all 10 consultations received from other government institutions were recommended to be disclosed entirely. In terms of completion time: 6 requests required 1 to 15 days, 3 requests required 16 to 30 days, and only 1 request required 31 to 60 days. This equates to a 90% rate of response within 30 days or less. No consultations were received from non-governmental institutions.

Part 7 - Completion time of consultations on Cabinet confidences

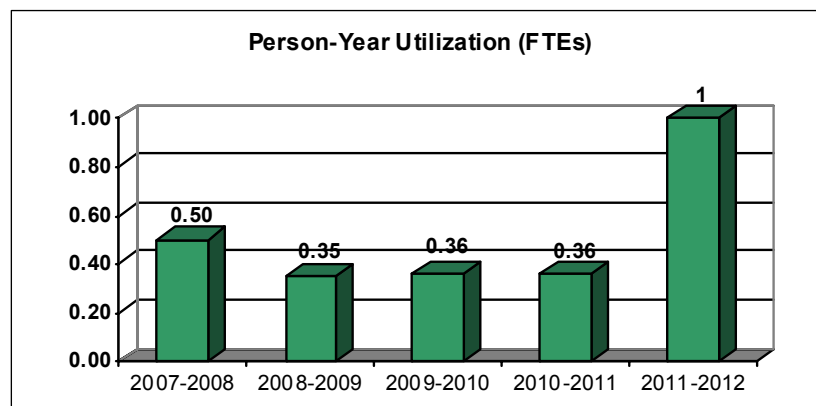
As reported at Part 2.3, no exclusions under s. 70 - confidences of the Queen's Privy Council for Canada - were invoked. Therefore, no consultations were undertaken on Cabinet confidences during the reporting period.

Part 8 - Resources related to the PA

In the 2011-2012 reporting period, the total salary costs associated with administering the PA were \$18,801, approximately \$7,000 less than the \$25,673 of the previous year. Administrative costs

amounted to \$1,071, down from \$3,405 in 2010-2011. Total cumulative costs amounted to \$19,976, a decrease of \$9,102 from 2010-2011.

The associated person-year resource utilization for the 2011-2012 reporting period was 1 full-time equivalent (FTE) out of 26 approved FTEs. Note that the statistical report on the PA does not permit the reporting of person-year utilization in fractions.



Appendices

Appendix A: Delegation order

Appendix B: 2011-2012 Statistical Report on the PA

Appendix A: Delegation order

Privacy Act

DELEGATION ORDER

The Prime Minister, as head of the Privy Council Office and pursuant to section 73 of the *Privacy Act*^a, hereby designates the officers or employees holding the positions set out in the schedule hereto, and any persons acting in those positions, to exercise or perform the powers, duties and functions of the Prime Minister as the head of a government institution under the sections of the *Act* and the regulations opposite each position in the schedule.

This delegation order supercedes all previous delegation orders.

Loi sur la protection des renseignements personnels

ARRÊTÉ DE DÉLÉGATION

Le Premier ministre, en sa qualité de responsable du Bureau du Conseil privé et conformément à l'article 73 de la *Loi sur la protection des renseignements personnels*^a, délègue aux titulaires des postes énumérés en annexe, et à toutes autres personnes agissant dans ces postes de façon intérimaire, ses attributions à titre de responsable d'une institution fédérale aux termes des articles de la *Loi* et du règlement figurant en regard de chaque poste à l'annexe.

Le présent arrêté de délégation remplace et annule tout arrêté qui le précède.



Prime Minister / Premier ministre

June 13, 2008
Date

^a R.S. 1985, c. P-21 / L.R. 1985, ch. P-21

SCHEDULE / ANNEXE

Position / Poste	Sections of the Privacy Act^a / Articles de la Loi sur la protection des renseignements personnels^a	Sections of the Privacy Regulations^b / Articles du Règlement sur la protection des renseignements personnels^b
1. Clerk of the Privy Council and Secretary to the Cabinet. / <i>Greffier du Conseil privé et Secrétaire du Cabinet.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
2. Any senior management position within the Privy Council Office that reports directly to the position set out in paragraph 1 above. / <i>Tout poste de la haute gestion au sein du Bureau du Conseil privé, qui se rapporte directement au poste indiqué au paragraphe 1 ci-dessus.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
3. All Assistant Secretaries and Assistant Deputy Ministers within the Privy Council Office. / <i>Tous les Secrétaires adjoints et les Sous-ministres adjoints au sein du Bureau du Conseil privé.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
4. Any management position that is responsible for a unit within the Privy Council Office and that reports directly to a position covered by paragraph 2 above other than the Assistant Deputy Minister of Corporate Services Branch. / <i>Tout poste de gestionnaire qui est responsable pour une unité au sein du Bureau du Conseil privé et qui se rapporte directement à un poste envisagé au paragraphe 2 ci-dessus autre que le Sous-ministre adjoint de la Direction générale des services ministériels.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
5. Privacy Coordinator within the Privy Council Office. / <i>Coordonnateur/trice de la protection des renseignements personnels au sein du Bureau du Conseil privé.</i>	8(4); 8(5); 9(1); 9(4); 10(1); 14; 15; 16; 17; 19; 35(4).	7; 9; 11(2); 11(4).

^a R.S. 1985, c. P-21 / L.R. 1985, ch. P-21

^b SOR/83-508 / DORS/83-508

Appendix B: 2011-2012 Statistical Report on the PA



Statistical Report on the *Privacy Act*

Name of institution: Privy Council Office

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

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

	Number of Requests
Received during reporting period	11
Outstanding from previous reporting period	3
Total	14
Closed during reporting period	7
Carried over to next reporting period	7

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	1	0	2	1	0	0	1	5
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	1	0	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Total	2	1	2	1	0	0	1	7

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	4
19(1)(f)	0	22.1	0	27	1
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	5	0	0
Total	5	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	505	496	5
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	4	127	1	369	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	4	127	1	369	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	4	0	0	0	4
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	4	0	0	0	4

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
2	0	2	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	1	1
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	0	0	0
Total	0	2	2

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
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	1
Requests for correction accepted	1
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 conversation
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	1	3	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	1	3	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	1	3	0	0
Total	1	3	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 reporting period	10	23	0	0
Outstanding from the previous reporting period	2	3	0	0
Total	12	26	0	0
Closed during the reporting period	10	26	0	0
Pending at the end of the reporting period	2	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	6	3	1	0	0	0	0	10
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	6	3	1	0	0	0	0	10

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		\$18,801
Overtime		\$104
Goods and Services		\$1,071
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$439	
• Other	\$632	
Total		\$19,976

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	1	0	1
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	1	0	1