



Government of Canada  
Privy Council Office

Gouvernement du Canada  
Bureau du Conseil privé

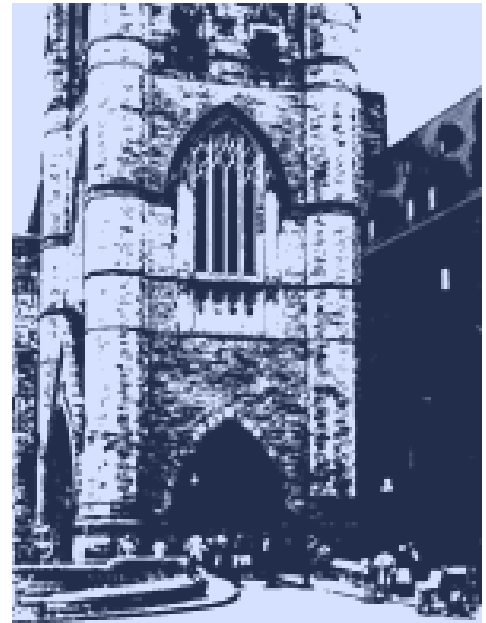
# 2014–2015

## ANNUAL REPORT TO PARLIAMENT

ON THE *PRIVACY ACT*

### PRIVY COUNCIL OFFICE

APRIL 1, 2014 *to* MARCH 31, 2015



Canada

## Annual Report to Parliament on the *Privacy Act* 2014-2015 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 Minister of Intergovernmental Affairs, Leader of the Government in the House of Commons, Minister of State and Chief Government Whip, and Minister of State (Democratic Reform).

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; and
- 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 departments' 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; and
- providing administrative services to the Prime Minister's Office, portfolio 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 the 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; and
- building the capacity of the public service to meet emerging challenges and the changing responsibilities of government.

This is the 32<sup>nd</sup> *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, 2014 to March 31, 2015.

Additional copies of this report may be obtained from:

Access to Information and Privacy Division  
Privy Council Office  
55 Metcalfe Street, Room 1500  
Ottawa, Ontario K1A 0A3

## Governance and accountability

PCO provides support to the Prime Minister, and to the ministers within his portfolio, including: the Minister of Intergovernmental Affairs; the Leader of the Government in the House of Commons; the Minister of State and Chief Government Whip; and the 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 four divisions, including Access to Information and Privacy (ATIP). The ATIP Division has three categories 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 Act 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 is the focal point for access to information and privacy within PCO. 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 (OIC), the Office of the Privacy Commissioner (OPC), the Treasury Board of Canada Secretariat (TBS), and partner departments.

The ATIP Division has a personnel complement totalling 27 full-time equivalents that are organized into three categories of responsibility.

## 1) ATIP Policy and Processes

- provides expertise in access to information and privacy policy;
- optimizes operations performance; and
- 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; and
- maintains dialogue with PCO secretariats and other federal or provincial institutions.

## 3) Client Services

- produces training and promotional products;
- develops and delivers ATIP training programs;
- develops ATIP awareness messaging;
- coordinates responses to Parliamentary questions and petitions on behalf of PCO; and
- provides database administration.

In compliance with s. 17(1) of the PA, the ATIP Division also provides a Reading Room where the public may examine requested departmental records, manuals, and publications related to privacy.

## 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 strong working relationships with clients, and operates under a clearly established timeline.

In 2014-2015, PCO delivered ATIP training or awareness sessions to over 140 employees through a total of 16 training events during the reporting year. The majority of these training sessions took place in order to provide an ATIP overview to internal secretariats, as well as to deliver insight on the process and application of exemptions.

To promote understanding of access and privacy responsibilities, the PCO Executive Committee was briefed by the ATIP Director on access and privacy statistics, performance and compliance. ATIP senior staff met with senior officials in PCO Secretariats to clarify roles and strengthen working relationships. Throughout 2014-2015, 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. 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.

PCO personnel are provided with multiple channels to information on access and privacy, such as an ATIP instruction booklet, an e-mailbox for questions, takeaway learning tools, and comprehensive electronic content on PCO's intranet.

## Privacy-related policies, guidelines, and procedures

On a regular basis, PCO ATIP provides advice and guidance to the PCO central tasking authority regarding written questions tabled in the House of Commons and the Senate of Canada. These questions may request personal information that is protected by the principles of the PA. PCO ATIP duly ensures that such protection is included in the tasking directive and/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 receives privacy requests from applicants who assume 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) Electronic release of records

In March 2015, ATIP introduced a new practice for the release of records, in which packages over 125 pages are provided in PDF format on a CD. CDs are also provided if the requester asks for an electronic copy. Verification of the PDF by ATIP officers and management takes place at four stages to ensure its accuracy. The PDF format has been deemed secure by PCO Security Operations, ensuring that information which may be redacted based on the PA cannot be altered. This initiative also benefits the requesters, who are no longer subject to fees for the cost of reproducing records that are more than 125 pages. The electronic release packages create no additional expense for PCO. This environmentally-friendly procedure is projected to constitute up to one-third of responses annually. While no records under the PA were released electronically in 2014-2015, the policy is in place should the circumstances warrant such release in the future.

### c) Data matching and sharing

For the 2014-2015 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.

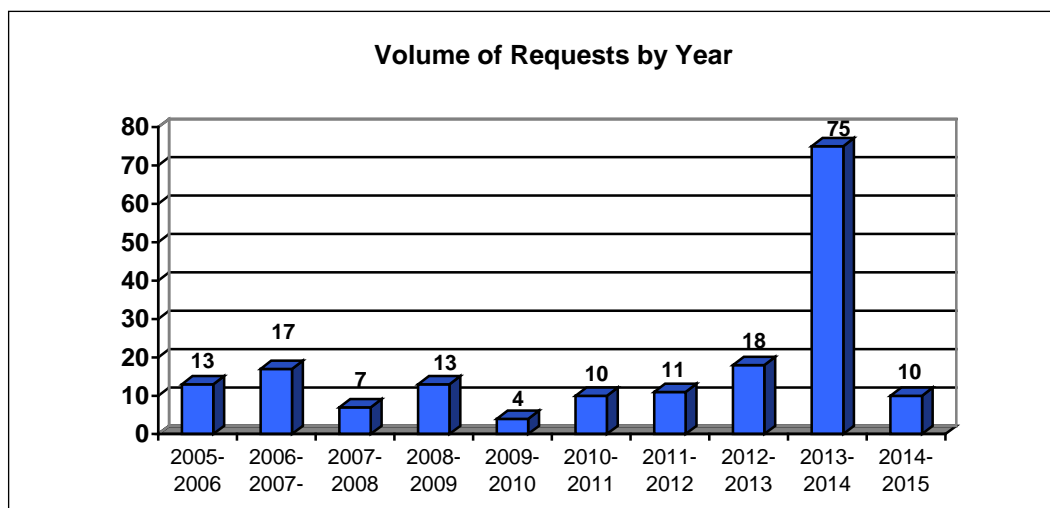


## Interpretation of the Statistical Report

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

### Part 1- Requests under the *Privacy Act*

Between April 1, 2014 and March 31, 2015, PCO received 10 requests for personal information under the PA, compared to 75 received the previous year. This represents a volume decrease of 87% from 2013-2014, when 62 requests from just one requester contributed to the unusually high volume.



### Part 2 - Requests closed during the reporting period

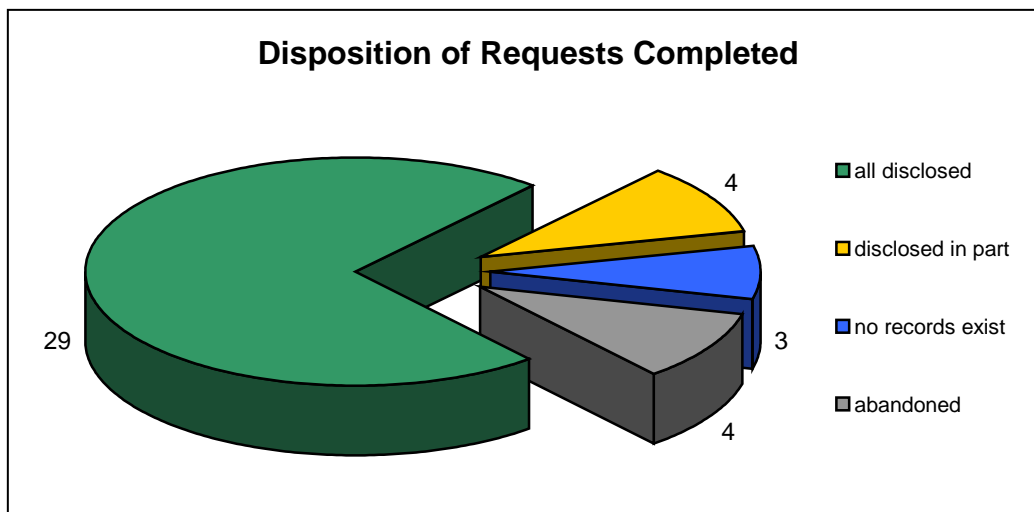
#### 2.1 Disposition and completion time

In 2014-2015, PCO completed 40 requests for personal information under the PA. Although this is fewer than the 49 requests completed in 2013-2014, almost three times more pages had to be processed. The disposition of completed privacy requests was as follows:

- 29 all disclosed;
- 4 disclosed in part;
- 3 for which no records exist; and
- 4 requests abandoned.

No privacy requests closed by PCO were all exempted, all excluded or neither confirmed nor denied.

Only four requests remained active and were carried over into 2015-2016, significantly fewer than the 34 requests that had been carried over from the previous fiscal year into 2014-2015.



In 2014-2015, three requests, or 8% of all requests, were completed in 30 days or less. There are certain circumstances in which a privacy request may require more than 30 days to complete, such as the necessity to consult with external organizations or to solicit legal advice. During the reporting year, 2 requests were completed in 31 to 60 days. Two requests were completed in the 61 to 120 day time frame, 12 requests in 121 to 180 days, 17 requests in 181 to 365 days, and 4 requests required more than 365 days to complete.

## 2.2 Exemptions

There are instances where information qualifies for necessary protection under the PA. In 2014-2015, exemptions were invoked for the following number of requests:

- 2 under s.21 – information that could negatively impact national defence or international affairs
- 1 under s. 22(1)(b) – pertaining to law enforcement and investigation;
- 7 under s. 26 – information about another individual; and
- 2 under s. 27 – information subject to solicitor-client privilege.

## 2.3 Exclusions

The PA does not apply to certain publicly available 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 was not cited, while s.70(1), s. 70(1)(a), s. 70(1)(c), s. 70(1)(d), s. 70(1)(e), s. 70(1)(f), and s. 70.1 were each cited once.

## 2.4 Format of information released

PCO provides records in hardcopy, and as of March 2015, provides electronic responses on a CD at the requester's request and for records totalling more than 125 pages. Requesters have the option of receiving their response by mail or picking it up in person. In 2014-2015, PCO gave paper copies of relevant documents to requesters for all 33 privacy requests for which records existed. No requesters asked to examine documents on site during the reporting period.

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

In 2014-2015, the disposition of the majority of requests for which records existed was disclosed in part and all disclosed. In total, 2012 pages were processed, of which 895 pages were disclosed. This equates to a release rate of 44%, compared to 2013-2014, when 689 pages were processed and 573 pages were disclosed with an 83% release rate.

### 2.5.2 Relevant pages processed and disclosed by size of requests

The majority of completed requests were low in page volume. Of the 33 privacy requests that were all disclosed or disclosed in part, 31 requests had less than 100 pages to process. A total of 192 pages were disclosed for these 31 requests. An additional two requests of less than 100 pages, with 37 pages disclosed, were abandoned. Three requests involved the processing of between 101 and 500 pages, from which 401 pages were disclosed. One request of 1001-5000 pages was processed, with 265 pages disclosed.

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 consultation when appropriate 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 and legal advice. This requirement is the principal reason why some requests take an extended length of time to process. During the reporting year, three privacy requests required consultations with other government institutions. Three requests involved interwoven information, i.e., personal information about another individual that was blended or intermixed with the personal information of the requester. Legal advice was sought for one request. One request had complexities classified as “other,” which refers to requests to process audio or video recordings, requests where records are in another region or country, and requests where the records are in a language other than English or French. Note that totals correspond to the number of requests and not to the number of complexities relating to a request.

## 2.6 Deemed refusals

During the 2014-2015 fiscal year, 35 requests did not meet the statutory deadline for completion, due to workload, external or internal consultations, or other reasons. One request was completed between 31 to 60 days past deadline, for which no extension was taken; 27 requests for which no extension was taken were completed in 121 to 180 days; one request without an extension taken was completed between 181 to 365 days after the deadline, while another took more than 365 days to complete. Of the five requests where an extension was taken, one request was completed within 31 to 60 days past deadline, and another request within 61 to 120 days. Two requests were completed between 181 and 365 days past deadline and one was completed more than 365 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)(e) of the PA permits the disclosure of personal information “to an investigative body specified in the regulations, on the written request of the body, for the purpose of enforcing any law of Canada or a province or carrying out a lawful investigation, if the request specifies the purpose and describes the information to be disclosed.” No disclosures were made by PCO under sections 8(2)(e) and 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 two years be notified of the correction and make changes to their copies. There were no requests for correction of personal information and notations made during the reporting period.

## Part 5 – Extensions

### 5.1 Reasons for extensions and disposition of requests

The PA provides for extensions to the legislated 30-day time limit, for consultations or if meeting the original time limit would unreasonably interfere with the operations of the government institution. In the 2014-2015 fiscal year, PCO took five extensions to accommodate operations under s. 15(a)(i), and two extensions to complete consultations under s. 15(a)(ii). Of the seven total cases where extensions were taken, four requests were disclosed in part, two were abandoned, and one request had no records.

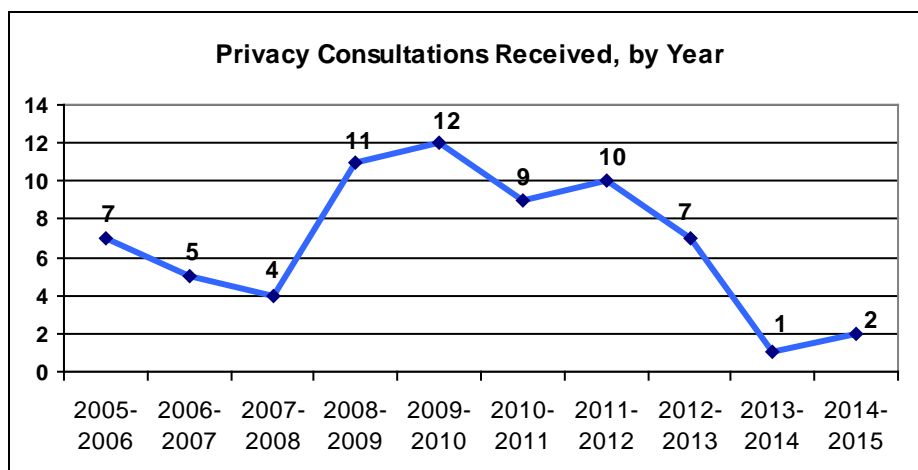
### 5.2 Length of extensions

PCO took seven extensions between 16 and 30 days; five extensions to accommodate operations under s. 15(a)(i) and two extensions to complete consultations under s. 15(a)(ii).

## Part 6 – Consultations received from other institutions and organizations

PCO received two privacy consultations from other government institutions in the 2014-2015 fiscal year, totalling 10 pages. No consultations were received from other organizations. As shown in the chart

below, this is the second lowest consultation volume in the last 10 years. Consultation requests are a factor in workload, as their processing requires resources at a level similar to the processing of privacy requests.



The records of one consultation from another government institution were processed in 16 to 30 days and were recommended to all be disclosed; the second consultation was completed in 31 to 60 days and recommended that the records all be exempted.

## Part 7 – Completion time of consultations on Cabinet confidences

As reported at Part 2.3, 7 exclusions under s. 70 – confidences of the Queen’s Privy Council for Canada – were cited, all within the same privacy request. One consultation on Cabinet confidences was undertaken regarding these exclusions. The completion time for the consultation was 1 to 15 days.

## Part 8 – Complaints and investigations

### 8.1 Complaints received

To promote the improved client service that mitigates complaints, PCO continues to optimize its work processes, develop expertise, and staff appropriately. PCO dedicates resources to the resolution of complaints, and works in close cooperation with the Office of the Privacy Commissioner as required.

In 2014-2015, PCO received two complaints pursuant to the PA, a decrease from four complaints in 2013-2014.

### 8.2 Types of complaints

In the reporting period, one requester filed a complaint about delay in response; a second requester complained to the Office of the Information Commissioner regarding delay in response and an extension taken. All complaints were closed. The finding of the complaint of the first requester was “resolved - well founded,” and the finding for the second requester was “not substantiated.”

### 8.3 Investigations

In 2014-2015, one breach of privacy under the PA occurred, resulting in the information of one individual being shared. An e-mail sent to the Prime Minister containing personal information was inadvertently shared with 24 other individuals who corresponded with the Prime Minister on the same subject. The individual whose information was shared was immediately contacted, steps were taken to mitigate against further releases of this nature and the 24 individuals were contacted to confirm that they deleted the information. The breach was immediately reported to the Office of the Privacy Commissioner and Treasury Board Secretariat. The Office of the Privacy Commissioner considered the measures taken by PCO and determined that it would not pursue the matter further.

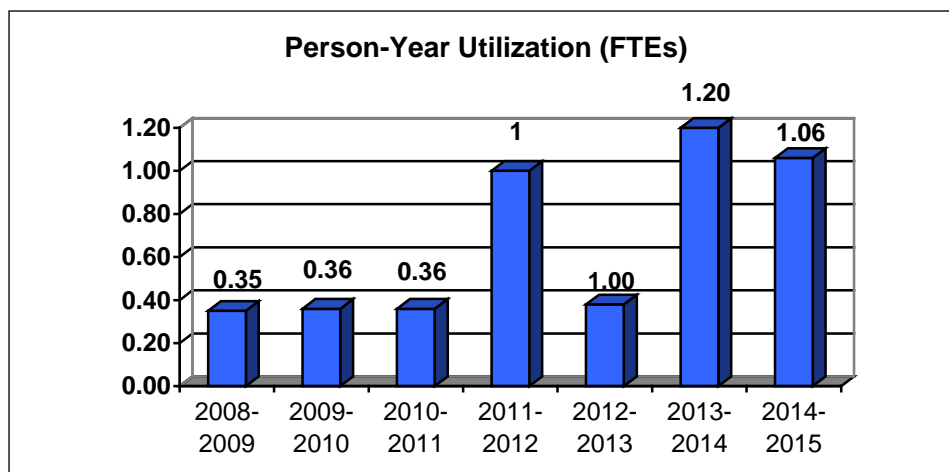
## Part 9 – Privacy Impact Assessments (PIAs)

PCO completed no Privacy Impact Assessments during the 2014-2015 reporting period.

## Part 10 – Resources related to the *Privacy Act*

In the 2014-2015 reporting period, the total salary costs associated with administering the PA were \$83,105, down \$22,439 from the previous year. Goods and services costs amounted to \$20,159, down from \$21,847 in 2013-2014. Total cumulative costs amounted to \$105,428, a decrease of \$24,213 from 2013-2014.

The associated person-year resource utilization for the 2014-2015 reporting period was 1.06 full-time equivalents (FTE).



Note that in 2011-2012, the Statistical Report on the PA did not permit the reporting of person-year utilization in fractions.



## Appendices

**Appendix A: Delegation order**

**Appendix B: 2014-2015 Statistical Report on the *Privacy Act***



## 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*<sup>a</sup>, 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*<sup>a</sup>, 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

<sup>a</sup> R.S. 1985, c. P-21 / L.R. 1985, ch. P-21

## **SCHEDULE / ANNEXE**

<b>Position / Poste</b>	<b>Sections of the Privacy Act<sup>a</sup> / Articles de la Loi sur la protection des renseignements personnels<sup>a</sup></b>	<b>Sections of the Privacy Regulations<sup>b</sup> / Articles du Règlement sur la protection des renseignements personnels<sup>b</sup></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).

<sup>a</sup> R.S. 1985, c. P-21 / L.R. 1985, ch. P-21

<sup>b</sup> SOR/83-508 / DORS/83-508

## Appendix B: 2014-2015 Statistical Report on the *Privacy Act*



### Statistical Report on the *Privacy Act*

Name of institution: Privy Council Office

Reporting period: 2014-04-01 to 2015-03-31

#### Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	10
Outstanding from previous reporting period	34
<b>Total</b>	<b>44</b>
Closed during reporting period	40
Carried over to next reporting period	4

#### Part 2: Requests Closed During the Reporting Period

##### 2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	1	0	0	11	16	1	29
Disclosed in part	0	0	1	1	0	1	1	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	1	1	0	0	0	3
Request abandoned	0	1	0	0	1	0	2	4
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>12</b>	<b>17</b>	<b>4</b>	<b>40</b>

## 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	1	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	7
19(1)(f)	0	22.1	0	27	2
20	0	22.2	0	28	0
21	2	22.3	0		

## 2.3 Exclusions

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

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	29	0	0
Disclosed in part	4	0	0
Total	33	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	126	123	29
Disclosed in part	346	342	4
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	1540	430	4
Neither confirmed nor denied	0	0	0
Total	2012	895	37

## 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	29	123	0	0	0	0	0	0	0	0
Disclosed in part	2	69	2	273	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
Request abandoned	2	37	1	128	0	0	1	265	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	33	229	3	401	0	0	1	265	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	1	0	3	0	4
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	2	1	0	1	4
Neither confirmed nor denied	0	0	0	0	0
Total	3	1	3	1	8

## 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
35	29	1	3	2

## 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	1	1	2
61 to 120 days	0	1	1
121 to 180 days	27	0	27
181 to 365 days	1	2	3
More than 365 days	1	1	2
<b>Total</b>	<b>30</b>	<b>5</b>	<b>35</b>

## 2.7 Requests for translation

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

## Part 3: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

## Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
<b>Total</b>	<b>0</b>

## 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	3	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	1	0	0	0
Request abandoned	1	0	1	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>0</b>

## 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	5	0	2	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>0</b>

## Part 6: Consultations Received From Other Institutions and Organizations

### 6.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	2	10	0	0
Outstanding from the previous reporting period	1	0	0	0
<b>Total</b>	<b>3</b>	<b>10</b>	<b>0</b>	<b>0</b>
Closed during the reporting period	2	10	0	0
Pending at the end of the reporting period	1	0	0	0

### 6.2 Recommendations and completion time for consultations received from other Government of Canada 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	
All disclosed	0	1	0	0	0	0	0	1
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	1	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>



### 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	
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
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Part 7: Completion Time of Consultations on Cabinet Confidences

### 7.1 Requests with Legal Services

Number of Days	Fewer 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
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 7.2 Requests with Privy Council Office

Number of Days	Fewer 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
1 to 15	1	12	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



### Part 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
2	0	0	0	2

### Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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### Part 10: Resources Related to the *Privacy Act*

#### 10.1 Costs

Expenditures		Amount
Salaries		\$83,105
Overtime		\$2,164
Goods and Services		\$20,159
• Professional services contracts	\$13,133	
• Other	\$7,026	
Total		\$105,428

#### 10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.69
Part-time and casual employees	0.21
Regional staff	0.00
Consultants and agency personnel	0.06
Students	0.10
Total	1.06

Note: Enter values to two decimal places.