

# Annual Report on the *Access to Information Act* and the *Privacy Act*

2014–15



Office of the Auditor General of Canada  
Bureau du vérificateur général du Canada

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Auditor General of Canada  
Vérificateur général du Canada

23 June 2015

**Office of the Auditor General of Canada  
2014–15 Annual Report on the *Access to Information Act*  
and the *Privacy Act***

To the Honourable Speakers of the House of Commons and the Senate:

In accordance with section 72 of both the *Access to Information Act* and the *Privacy Act*, please find attached the Office of the Auditor General of Canada's 2014–15 Annual Report on the *Access to Information Act* and the *Privacy Act*.

Yours sincerely,

Michael Ferguson, CPA, CA  
FCA (New Brunswick)

Enclosure



# Table of Contents

<b>Annual Report on the <i>Access to Information Act</i>—2014–15</b>	<b>1</b>
<b>Annual Report on the <i>Privacy Act</i>—2014–15</b>	<b>19</b>



**Annual Report on  
the *Access to Information Act*—2014–15**





## Introduction

When the *Federal Accountability Act* was enacted in 2006, amendments were made to the *Access to Information Act* and the *Privacy Act*, both of which came into force in 1983. The scope of application of these laws was expanded, and the Office of the Auditor General of Canada (OAG) became subject to the *Access to Information Act*.

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

Section 72 of the Act requires the head of each government institution to prepare an annual report on the administration of the Act within the institution and to submit the report to Parliament.

This annual report on the administration of the *Access to Information Act* at the OAG describes how we administered our responsibilities under the Act during the 2014–15 fiscal year.

If you require more information or wish to make a request under the *Access to Information Act* or the *Privacy Act*, please direct your inquiries to the following:

Coordinator  
Access to Information and Privacy  
Office of the Auditor General of Canada  
240 Sparks Street  
Ottawa, Ontario K1A 0G6  
  
Tel.: 613-952-0213 (ext. 6455)  
Fax: 613-954-0441  
Email: [privacy@oag-bvg.gc.ca](mailto:privacy@oag-bvg.gc.ca)

## Who we are

The Office of the Auditor General of Canada (OAG) audits federal government operations and provides Parliament with independent information, advice, and assurance regarding the federal government's stewardship of public funds. While the OAG may comment on policy implementation in an audit, it does not comment on policy itself.

We are in the business of legislative auditing. We conduct

- performance audits of federal departments and agencies;
- annual financial audits of the government's financial statements;
- special examinations and annual financial audits of Crown corporations; and
- audits of the governments of Nunavut, Yukon, and the Northwest Territories.

Since 1995, the OAG has also had a specific environmental and sustainable development mandate, which was established through amendments to the *Auditor General Act*.

The Auditor General of Canada is the designated head of the institution for the *Access to Information Act* as well as the *Privacy Act*. Pursuant to section 73 of both acts, the Auditor General has delegated full authority to the Access to Information and Privacy Coordinator.

## Access to Information and Privacy Office

The Access to Information and Privacy (ATIP) Coordinator is accountable for the development and implementation of effective policies, guidelines, systems, and procedures to ensure that the Office of the Auditor General of Canada (OAG) meets its responsibilities under the *Access to Information Act* and the *Privacy Act*.

The ATIP Office at the OAG comprises

- one full-time ATIP Coordinator;
- two full-time employees from other groups at the OAG, who help the ATIP Office on a part-time, ad hoc basis; and
- one full-time legal counsel, who helps the ATIP Office on a part-time, ad hoc basis.

The main activities of the ATIP Coordinator include

- monitoring compliance with the acts, regulations, and relevant procedures and policies;
- processing requests under both acts;
- developing and maintaining policies, procedures, and guidelines to ensure that the OAG respects the acts;
- promoting awareness of the acts within the OAG to ensure that employees are aware of their responsibilities;
- preparing annual reports to Parliament and other statutory reports, as well as other material that may be required by central agencies;

- representing the OAG in dealings with the Treasury Board of Canada Secretariat, the information and privacy commissioners, and other government departments and agencies to determine how the acts apply to the OAG; and
- helping the OAG meet its commitments to ensure openness and transparency, through proactive and informal disclosure of information.



Office of the Auditor General of Canada  
Bureau du vérificateur général du Canada

## DELEGATION ORDER

### *ACCESS TO INFORMATION ACT*

I, Michael Ferguson, Auditor General of Canada, pursuant to Section 73 of the *Access to Information Act*, hereby authorize the Access to Information and Privacy Coordinator to exercise signing authorities or perform any of my powers, duties or functions as head of the Office of the Auditor General, specified in all sections and subsections of the *Access to Information Act*.

22 June 2012

## ARRÊTÉ AUTORISANT LA DÉLÉGATION DE POUVOIRS PRÉVUS DANS LA LOI SUR L'ACCÈS À L'INFORMATION

Je soussigné, vérificateur général du Canada, autorise, en vertu de l'article 73 de la *Loi sur l'accès à l'information*, le Coordonnateur de l'Accès à l'information et de la protection des renseignements personnels à exercer, en mon nom, les pouvoirs de signer ou d'accomplir les attributions, les fonctions et les pouvoirs du responsable du Bureau de vérificateur général, détaillés dans tous les articles et paragraphes de la *Loi sur l'accès à l'information*.

Le 22 juin 2012

Michael Ferguson, FCA  
Auditor General of Canada  
Vérificateur général du Canada

# Highlights and accomplishments for the 2014–15 fiscal year

## One hundred percent compliance

No formal *Access to Information Act* or *Privacy Act* requests have passed their legislative deadline during the 2014–15 fiscal year. The Office of the Auditor General of Canada (OAG) is proud to have achieved 100 percent compliance with deadlines under both acts.

## Training and awareness

All new employees of the OAG receive Access to Information and Privacy (ATIP) training during mandatory orientation days. In addition, awareness sessions and unit-specific training sessions include ATIP components. During the 2014–15 fiscal year, 160 employees received ATIP training during six sessions on awareness of security, ATIP, information management and information technology, and during two orientation sessions for new employees.

# Administration of the Access to Information Act

## Requests under the Access to Information Act

Received during the reporting period:	9
Outstanding from the previous period:	<u>4</u>
<b>Total:</b>	<b>13</b>

## Sources of requests received

The sources of requests varied more in the 2014–15 fiscal year than in previous fiscal years. An equal number of requests were received from private sector businesses (3) and the general public (3). In addition, requests were received from the media (2) and an organization (1).

## Disposition of completed requests

The Office of the Auditor General of Canada (OAG) finalized 12 requests in the 2014–15 fiscal year:

- 2 requests were disclosed in their entirety,
- 5 requests resulted in partial disclosure,
- 2 requests resulted in total exemption of all records,
- 2 requests could not be processed because no relevant records existed, and
- 1 request was abandoned by the requester.

## **Exemptions invoked**

Appendix A indicates the number of requests where specific types of exemptions were invoked. For example, if the OAG applied five different exemptions in processing a request, one exemption under each relevant section is reported—for a total of five. If the same exemption was claimed several times for the same request, it is reported only once.

As noted, the OAG invoked exemptions under sections 16.1(1)(a), 19(1), 20(1)(b), 21(1)(a), 21(1)(b), 22, and 23 of the *Access to Information Act*.

## **Exclusions cited**

The OAG did not invoke any exclusions pursuant to the *Access to Information Act* for the 2014–15 fiscal year.

## **Extension of time limits**

Section 9 of the Act provides for the extension of the statutory time limits if consultations are necessary, or if a large number of records have been requested and processing the request within the original time limit would unreasonably interfere with OAG operations. During the reporting period, three requests were extended for 30 days or less pursuant to section 9(1)(a), one request was extended for 30 days or less pursuant to section 9(1)(b), and one request was extended for more than 30 days pursuant to section 9(1)(c).

## **Completion time**

Of the 12 requests completed during the reporting period,

- 6 were completed by the original 30-day deadline,
- 4 required up to an additional 30 days, and
- 1 required between 61 and 180 days.

## **Method of access**

Where the relevant documents were given either in part or in their entirety, paper copies of documents were provided for three requests, and electronic copies were provided for four requests.

## **Fees**

The fees collected during the reporting period totalled \$55. In accordance with government policy, the OAG's practice is to waive photocopy or search fees when the total per request is less than \$25. In the 2014–15 fiscal year, the \$5 application fee was waived in one instance due to exceptional circumstances.

## **Costs**

The costs directly associated with administration of the *Access to Information Act* for the 2014–15 fiscal year are estimated to be \$114,928 for salaries and \$1,210 for goods and services, for a total of \$116,138.

## Complaints and investigations

The OAG received no new complaints in the 2014–15 fiscal year. One outstanding complaint received during the 2011–12 fiscal year was closed by the Office of the Information Commissioner on 10 March 2015 as “settled” with no further action required.

The complainant in this case was seeking information previously redacted pursuant to sections 20(1)(b), (c), and (d) of the Act on three pages of documentation. This information was originally exempted, as required by the Act, after consultation with the third party to whom the information related. In July 2014, the OAG’s Access to Information and Privacy (ATIP) Coordinator called the complainant directly to attempt to expedite the closure of the complaint. After ascertaining what the complainant sought to obtain, the ATIP Coordinator entered into new consultation with the third party. The third party agreed that disclosure of the information was no longer a concern. In November 2014, the ATIP Coordinator agreed to disclose certain portions of the previously exempted information. This fact was communicated to the Office of the Information Commissioner, which deemed the complaint “settled.”

The OAG has not received any complaints since the 2011–12 fiscal year.

## Institution-specific policies, guidelines, and procedures

The OAG did not revise policies, guidelines, or procedures—or implement new ones—during the 2014–15 fiscal year.

## Monitoring

The OAG uses time-code (product-code) management software, essentially a digital “timesheet,” to track all audit and audit-service activities, including

- management of the ATIP Office,
- management of Access to Information cases (treatment of formal *Access to Information Act* requests and consultations),
- management of privacy cases (treatment of formal and informal *Privacy Act* requests), and
- privacy impact assessments.

Whenever employees or contractors of the OAG participate in any ATIP-related activity, they must track the time they spend on the activity by entering the number of hours or partial hours into the product-code management software. These records are monitored on a regular basis for human resource and financial purposes. Any employee with access to the OAG network can use the OAG’s INTRAnet (internal Internet) to view this data.

As reflected in part 9.2 of Appendix A, the OAG dedicated 1.25 person-years to ATIP-related activities.

# Appendix A: Report on the Access to Information Act



## Statistical Report on the Access to Information Act

Name of institution: Office of the Auditor General of Canada

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

### Part 1: Requests Under the Access to Information Act

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	9
Outstanding from previous reporting period	4
<b>Total</b>	<b>13</b>
Closed during reporting period	12
Carried over to next reporting period	1

#### 1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	0
Business (private sector)	3
Organization	1
Public	3
Decline to Identify	0
<b>Total</b>	<b>9</b>

#### 1.3 Informal 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	
2	0	0	0	0	0	0	2

**Note:** All requests previously recorded as “treated informally” will now be accounted for in this section only.



## 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	1	0	0	0	2
Disclosed in part	0	2	1	2	0	0	0	5
All exempted	0	1	1	0	0	0	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	1	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	1	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	6	3	3	0	0	0	12

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
14	0	16.1(1)(a)	6	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	1
15(1)	0	16.1(1)(d)	0	19(1)	4	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	3	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

\* 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)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	1	1	0
Disclosed in part	2	3	0
<b>Total</b>	3	4	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	158	144	2
Disclosed in part	2,903	1,030	5
All exempted	1,275	0	2
All excluded	0	0	0
Request abandoned	0	0	1
Neither confirmed nor denied	0	0	0

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

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	1	20	1	124	0	0	0	0	0	0
Disclosed in part	3	66	0	0	1	283	1	681	0	0
All exempted	1	0	0	0	0	0	1	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	6	86	1	124	1	283	2	681	0	0

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	2	0	0	0	2
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

### 2.6 Deemed refusals

#### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

#### 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	3	0	3
French to English	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>3</b>

## 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	0	0	0	1
Disclosed in part	2	0	1	0
All exempted	1	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	3	0	1	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	3	0	1	0
31 to 60 days	0	0	0	1
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	3	0	1	1

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	11	\$55	1	\$5
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	11	\$55	1	\$5

## Part 5: Consultations Received From Other Institutions and Organizations

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	68	2,005	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	68	2,005	0	0
Closed during the reporting period	64	1,937	0	0
Pending at the end of the reporting period	4	68	0	0

### 5.2 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	
Disclose entirely	28	18	2	0	0	0	0	48
Disclose in part	6	4	1	0	0	0	0	11
Exempt entirely	2	3	0	0	0	0	0	5
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
<b>Total</b>	36	25	3	0	0	0	0	64

### 5.3 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
<b>Total</b>	0	0	0	0	0	0	0	0

## Part 6: Completion Time of Consultations on Cabinet Confidences

### 6.1 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>	0	0	0	0	0	0	0	0	0	0

### 6.2 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	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>	0	0	0	0	0	0	0	0	0	0

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

## Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

## Part 9: Resources Related to the Access to Information Act

### 9.1 Costs

Expenditures		Amount
Salaries		\$114,928
Overtime		\$0
Goods and Services		\$1,210
• Professional services contracts	\$97	
• Other	\$1,113	
<b>Total</b>		<b>\$116,138</b>

### 9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.25
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>1.25</b>

**Note:** Enter values to two decimal places.





**Annual Report on  
the *Privacy Act*—2014–15**



## Introduction

The *Privacy Act* gives individuals the right to access information about themselves that is held by the Office of the Auditor General of Canada (OAG), subject to certain specific and limited exceptions. The *Privacy Act* also protects the privacy of individuals by giving them substantial control over the collection, use, and disclosure of their personal information and by preventing others from having access to that information.

Section 72 of the Act requires the head of each government institution to prepare an annual report on the administration of the Act within the institution and to submit the report to Parliament.

This annual report on the administration of the *Privacy Act* at the OAG describes how we administered our responsibilities under the Act during the 2014–15 fiscal year.

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- promoting awareness of the acts within the OAG to ensure that employees are aware of their responsibilities;
- preparing annual reports to Parliament and other statutory reports, as well as other material that may be required by central agencies;

- representing the OAG in dealings with the Treasury Board of Canada Secretariat, the information and privacy commissioners, and other government departments and agencies to determine how the acts apply to the OAG; and
- helping the OAG meet its commitments to ensure openness and transparency, through proactive and informal disclosure of information.



Office of the Auditor General of Canada  
Bureau du vérificateur général du Canada

## DELEGATION ORDER

### *PRIVACY ACT*

I, Michael Ferguson, Auditor General of Canada, pursuant to Section 73 of the *Privacy Act*, hereby authorize the Access to Information and Privacy Coordinator to exercise signing authorities or perform any of my powers, duties or functions as head of the Office of the Auditor General, specified in all sections and subsections of the *Privacy Act*.

22 June 2012

## ARRÊTÉ AUTORISANT LA DÉLÉGATION DE POUVOIRS PRÉVUS DANS LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Je soussigné, vérificateur général du Canada, autorise, en vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Coordonnateur de l'Accès à l'information et de la protection des renseignements personnels à exercer, en mon nom, les pouvoirs de signer ou d'accomplir les attributions, les fonctions et les pouvoirs du responsable du Bureau de vérificateur général, détaillés dans tous les articles et paragraphes de la *Loi sur la protection des renseignements personnels*.

Le 22 juin 2012

Michael Ferguson, FCA  
Auditor General of Canada  
Vérificateur général du Canada

## Administration of the *Privacy Act*

### Requests under the *Privacy Act*

Received during the reporting period:	2
Outstanding from the previous period:	<u>0</u>
<b>Total:</b>	<b>2</b>

### Disposition of completed requests

The OAG finalized two requests in the 2014–15 fiscal year. Neither request yielded any records.

### Exemptions invoked

Appendix B indicates the number of requests where specific types of exemptions were invoked. For example, if the OAG applied five different exemptions in processing a request, one exemption under each relevant section is reported—for a total of five. If the same exemption was claimed several times for the same request, it is reported only once.

As noted, the OAG did not invoke any exemptions for the 2014–15 fiscal year.

### Exclusions cited

The OAG did not invoke any exclusions pursuant to the *Privacy Act* for the 2014–15 fiscal year.

### Completion time

Of the two requests completed during the reporting period,

- one was completed by the original 30-day deadline, and
- one required an additional 15 days to complete due to interference with operations, pursuant to section 15(a)(i).

### Extension of time limits

During the 2014–15 fiscal year, one request was extended for 15 days due to interference with operations, pursuant to section 15(a)(i).

### Method of access

As neither request yielded any records, no records were disclosed to either requester.

### Costs

The costs directly associated with administration of the *Privacy Act* for the 2014–15 fiscal year are estimated to be \$13,789 for salaries. No costs were incurred for goods and services, contracts, or other expenses.

## **Complaints and investigations**

The OAG did not receive any complaints pursuant to the *Privacy Act* during this reporting period, and no investigations regarding the OAG were carried out.

## **Disclosure of personal information under section 8(2)**

On one occasion during the reporting period, the OAG disclosed personal information pursuant to section 8(2)(m)(ii) of the *Privacy Act* so that former employees could receive pay equity settlement payments from the Canada Revenue Agency. The Privacy Commissioner of Canada was notified of this disclosure at the same time the information was provided to the Canada Revenue Agency.

## **Institution-specific policies, guidelines, and procedures**

The OAG did not revise policies, guidelines, or procedures—or implement new ones—during the 2014–15 fiscal year.

## **Monitoring**

The OAG uses time-code (product-code) management software, essentially a digital “timesheet,” to track all audit and audit-service activities, including

- management of the ATIP Office,
- management of Access to Information cases (treatment of formal *Access to Information Act* requests and consultations),
- management of privacy cases (treatment of formal and informal *Privacy Act* requests), and
- privacy impact assessments.

Whenever employees or contractors of the OAG participate in any ATIP-related activity, they must track the time they spend on the activity by entering the number of hours or partial hours into the product-code management software. These records are monitored on a regular basis for human resource and financial purposes. Any employee with access to the OAG network can use the OAG’s INTRAnet (internal Internet) to view this data.

As reflected in part 10.2 of Appendix B, the OAG dedicated 1.25 person-years to ATIP-related activities.

## **Breaches**

No breaches of privacy occurred as a result of any OAG activity during the 2014–15 fiscal year.

## **Privacy impact assessments**

No privacy impact assessments were completed during the 2014–15 fiscal year because no program or activity underwent any significant change that affected privacy.



## Appendix B: Report on the *Privacy Act*



### Statistical Report on the *Privacy Act*

Name of institution: Office of the Auditor General of Canada

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

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

	Number of Requests
Received during reporting period	2
Outstanding from previous reporting period	0
<b>Total</b>	<b>2</b>
Closed during reporting period	2
Carried over to next reporting period	0

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

##### 2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	2	0	0	0	0	2
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</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)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	0	22.3	0		

## 2.3 Exclusions

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

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	0	0
<b>Total</b>	0	0	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
<b>Total</b>	0	0	0

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

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	0	0	0	0	0

## 2.6 Deemed refusals

### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

## 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

## 2.7 Requests for translation

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

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

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	1	0	1

## 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>	0

## Part 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	1	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	1	0	0	0

## 5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	1	0	0	0
16 to 30 days	0	0	0	0
<b>Total</b>	1	0	0	0

## 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	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

### 6.2 Recommendations and completion time for consultations received from other Government 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	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>	0	0	0	0	0	0	0	0

### 6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	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	Total
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>	0	0	0	0	0	0	0	0

## 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>	0	0	0	0	0	0	0	0	0	0

### 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	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>	0	0	0	0	0	0	0	0	0	0

## Part 8: Complaints and Investigations Notices Received

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

## 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		\$13,789
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$13,789</b>

### 10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.25
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>1.25</b>

**Note:** Enter values to two decimal places.