



DEPARTMENT OF JUSTICE

ANNUAL REPORT TO PARLIAMENT

2014-15

Privacy Act



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INTRODUCTION

The *Privacy Act* (PA) was proclaimed into force on July 1, 1983.

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

Section 72 of the PA requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of the PA within the institution during each financial year.

This thirty-second Annual Report on the Administration of the PA is prepared in accordance with section 72 of the Act. It is intended to describe how the Department of Justice administered its responsibilities during fiscal year 2014-2015.

The organizational chart of the Access to Information and Privacy (ATIP) Office may be found in Appendix A.

PART I



GENERAL INFORMATION

DEPARTMENT OF JUSTICE

To better understand the context within which the PA is administered, this section provides background information about the Department.

The Department of Justice has a dual mandate. This mandate stems from the dual role of the Minister of Justice, who is also the Attorney General of Canada.

In support of the Minister of Justice, the Department is responsible for providing policy and program advice and direction through the development of the legal content of bills, regulations, and guidelines. In support of the Attorney General of Canada, the Department is responsible for litigating civil cases by or on behalf of the Federal Crown and for providing legal advice to federal law enforcement agencies and other government departments.

PRIVACY ACTIVITIES

The ATIP Coordinator is accountable for the development, coordination and implementation of effective policies, guidelines, systems, and procedures in order to enable efficient processing of requests under the PA. The Coordinator is also responsible for related policies, systems, and procedures stemming from the PA.

The responsibility for the coordination of new data collection at the Department of Justice also lies with the ATIP Coordinator. This ensures compliance with the PA and, as necessary, the creation of new Personal Information Banks or Program Records.

The activities of the ATIP Office include:

- Processing requests under the PA;
- Acting as spokesperson for the Department in dealings with the Treasury Board Secretariat, the Information and Privacy Commissioners, and other government departments and agencies regarding the application of the PA as they relate to the Department;
- Responding to consultation requests submitted by other federal institutions on Justice documents located in their files and on records that may be subject to solicitor-client privilege;
- Coordinating, reviewing, and approving new entries and modifications to *Info Source*, an annual Government of Canada publication that describes its organization and information holdings;
- Preparing the annual report to Parliament and other statutory reports, as well as other materials that may be required by central agencies;
- Developing policies, procedures, and guidelines for the orderly implementation of the PA by the Department;
- Promoting awareness of the PA to ensure departmental respect of the obligations imposed on the Government;
- Monitoring departmental compliance with the PA, its regulations and relevant procedures and policies; and,
- Participating in and advising on the preparation of Privacy Impact Assessments (PIA).

ORGANIZATION FOR THE IMPLEMENTATION OF PRIVACY ACTIVITIES

The ATIP Coordinator, who is also referred to as the ATIP Director, has full authority delegated by the Minister for the administration of the Act. The Delegation Order can be found at page 30 of this report.

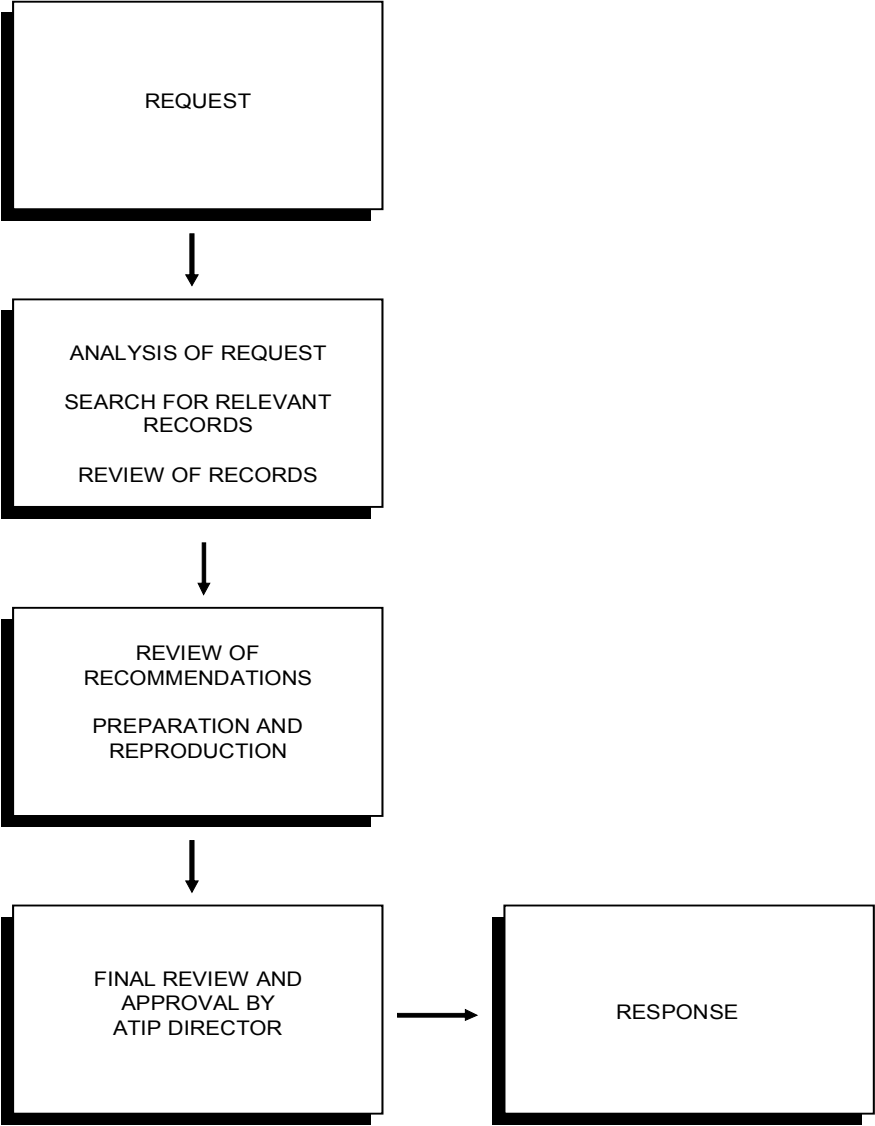
Within the ATIP Office, four employees were dedicated on a full-time basis to the administration of the PA and related functions.

Officials of the Department were directly involved in the application of the PA by making recommendations concerning the disclosure of records and by ensuring compliance with the provisions of the Act.

The stages for processing requests are set out in a chart found on the next page.

The reading rooms at the Department of Justice headquarters, and those located in the regional offices across Canada, make available to the public the most recent published version of the *Info Source*, as well as departmental publications and manuals. Many of these publications can be found on the Department of Justice and the Treasury Board Secretariat's websites.

PROCESSING CHART



ADMINISTRATIVE ISSUES

Salary and Administrative Expenditures

A total of four person-years were utilized in the administration of the PA. The salary expenditures amounted to \$302,923.

The administrative expenditures amounted to \$15,452 which include professional services contracts.

These costs do not include resources expended by the Department's other sectors

Accomplishments

The Department of Justice continues to strive to provide leadership and improve its performance in order to maintain the highest standards of service. For fiscal year 2014-2015, the ATIP Office has accomplished the following:

- To reduce internal processing timelines and paper consumption, the ATIP Office has implemented the use of SharePoint, a Web application platform, for the transfer of information with the Offices of Primary Interest where possible;
- To better serve Canadians, the Department of Justice joined the Request and Pay Online pilot service. Canadians can submit requests under the PA through an online channel;
- To ensure that the consultation process remains as efficient as possible, the Department has developed guidelines for the ATIP community that clarify the ATIP Office's role in requests that have been received by other federal government institutions pursuant to the PA. Additionally, the Office has updated and communicated its service standards to assist the community in estimating the turnaround time for consultations with the Department. The timeframes continue to be reviewed periodically to ensure that they remain current;
- Since the majority of consultations with the ATIP Office involves the application of solicitor-client privilege, the Office has continued to provide training to the ATIP community that focuses on the application of solicitor-client privilege;

- The Department of Justice continues to post its Annual Reports to Parliament to the Department's Internet website, thereby improving communications with requesters and to promote transparency;
- Continued to update its internal procedures in order to process Privacy requests more efficiently and to share its best practices with other government institutions; and,
- Continued to reduce paper consumption by printing double-sided, as well as providing release packages electronically to requesters when appropriate.

Education and Training

ATIP officers regularly provide advice and informal training on the application of ATIP legislation to Departmental employees who must review relevant records requested under the PA.

Formal awareness information sessions are also provided to other sectors within the Department. Particular emphasis is given to those aspects of the Act that are directly related to the employees' areas of responsibility. This fiscal year, these sessions were provided to the following groups:

- Policies and Planning Division, Policy Sector (10 employees);
- Public Safety Canada, Legal Services (1 employee).

The Centre for Information and Privacy Law (CIPL) also offered training to 386 Departmental Employees and clients:

- *Access to Information Act* and *Privacy Act* in the Government Context (20 employees);
- Cabinet Confidences (4 sessions for a total of 139 employees);
- ATIP Exemptions for State-to-State Communications and Solicitor-Client Privileged Records (74 employees);
- Video Link Training Session (Ontario Regional Office – 33 employees);
- Sections 4 to 8 of the *Privacy Act* (30 participants);
- Protection of personal information applicable to Canadian federal institutions (20 participants);
- *Privacy Act* considerations relating to the disclosure of disciplinary reports to other government institutions (20 employees); and,
- *Privacy Act* considerations in relation to Employment and Labour (50 employees).

In addition, formal training was offered through the Department of Justice's Learning Program, for an additional 231 employees:

- ATIP Fundamentals (2 sessions for a total of 47 employees);
- CIPL Retreat (12 employees);
- CIPL Training Day (116 employees); and,
- Fundamentals of Solicitor-Client Privilege in the Government Context (2 sessions for a total of 56 employees).

ATIP training is also part of the recommended courses under the values and ethic component of the Department's Roadmap for new managers. An e-orientation deck is also posted on the Department's Intranet site for employee consultation.

Furthermore, a key priority in 2013-2014 was to increase outreach activities for the wider ATIP community. As previously indicated, as a complement to updating and communicating its service standards regarding consultations, the ATIP Office, in partnership with the CIPL, began offering a workshop that assists other practitioners in understanding solicitor-client privilege in the federal government context, when and how to apply the relevant exemptions to a record, and when to consult the Department for additional input. This training was developed to share expertise for the purpose of increasing consistency within the community as well as to encourage best practices that would assist in making the consultation process between the Department and other institutions more efficient. These bilingual sessions continued to be provided for this reporting period:

- Library and Archives Canada (11 participants);
- Public Works and Government Services Canada (24 participants);
- Parks Canada (5 participants); and,
- Canadian Heritage (9 participants).

Moreover, ATIP employees regularly participate in collective awareness sessions with the ATIP Counsel to review recent jurisprudence and case law related to the PA. The ATIP Counsel participates in monthly ATIP Practice Group meetings during which information is exchanged and viable solutions are proposed. The Practice Group is open to all departmental counsel, including those from Legal Services Units, and its mandate is to discuss questions such as the right of access to information or privacy issues.

In addition to mentorship and partnership relationships, workshops and presentations are also regularly provided within the ATIP Office on various topics concerning the application of the PA and related policy and procedures. This allows ATIP employees to benefit from each other's respective levels of experience and knowledge.

Finally, ATIP employees participate in training sessions, conferences, and seminars organized by the Treasury Board Secretariat or by various associations on matters relating to both access and privacy. These exchanges provide updates for employees in the development of ATIP and upcoming trends in this area.

PART II



REPORT ON THE *PRIVACY ACT*

REQUESTS UNDER THE *PRIVACY ACT*

I. Statistical Report

The annual statistical report for fiscal year 2014-2015 is included at the end of this chapter.

II. Interpretation of the Statistical Report

Overview of Requests Pursuant to the *Privacy Act*

Fiscal Year	# of Requests Received	# of Requests Completed	# of Pages Processed	#of Pages Released
2014-2015	189	192	47,053	14,908
2013-2014	177	181	46,471	20,207
2012-2013	89	88	38,888	14,170

Requests Received Pursuant to the *Privacy Act*

189 requests were received during the period under review. In addition, 19 requests were carried forward from previous years, for a total of 208 requests.

Request Completed Pursuant to the *Privacy Act*

192 requests were completed during the period under review. 16 requests were carried forward to be completed in fiscal year 2015-2016.

There was an increase in the number of requests completed and pages reviewed from those of the previous year. Responding to formal privacy requests involved the review of 47,053 pages, of which 14,908 pages were partially or entirely disclosed.

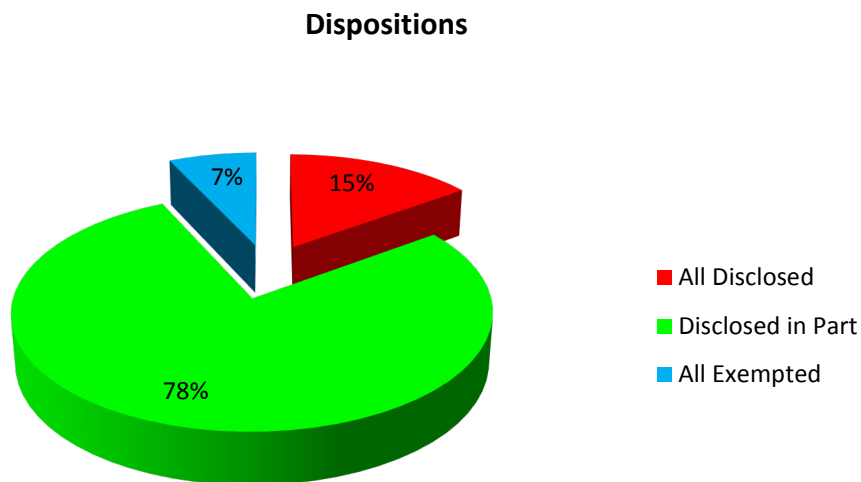
Disposition of Completed Requests

Of the 192 requests completed in fiscal year 2014-2015:

- No relevant records existed under the control of the Department of Justice in 124 cases; and,
- 28 requests were abandoned by the applicant. In the majority of cases, the applicant did not pursue the requests, either by withdrawing them or by not providing the clarification that was requested by the ATIP Office.

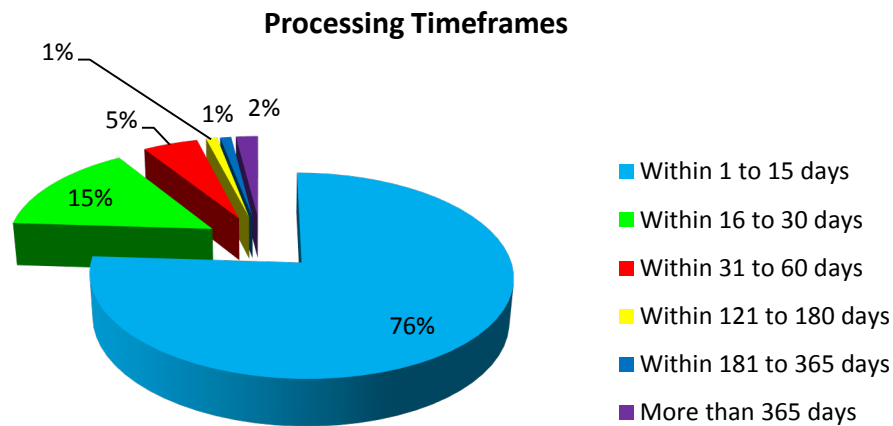
The remaining 40 requests were released in the following manner:

- 6 were fully disclosed (15%);
- 31 were partially disclosed (78%); and,
- 3 were exempted in its entirety (7%).



Completion Time and Extensions

Out of the 192 requests completed in 2014-2015, 175 (91%) were processed within 30 days or less.



The ATIP Office routinely monitors the processing time for privacy requests. This routine monitoring is done through various statistical reports (weekly, monthly, quarterly, and yearly) and meetings with ATIP staff to ensure that requests are being processed in a most timely manner. All ATIP staff, portfolio contacts, and senior management are made aware of the performance metrics.

In some instances the Department found it necessary to seek extensions to the prescribed time limits due to the need to consult with other government institutions (2 times) and interference with operations (9 times).

Exemptions Invoked

The Department invoked exemptions under the PA for 33 requests. Section 26 was invoked the most (30 times), which exempts personal information relating to an individual other than the requesters' information, followed by section 27 (21 times), which exempts information relating to solicitor-client privilege.

Exclusions Cited

The Department did not invoke any exclusion.

Method of Access

The Department offers the requesters the possibility of receiving the release package on CD-ROM at no charge, an option which tends to be more widely accepted.

A total of 11 requesters chose to receive information on CD-ROM, thus reducing the ATIP Office's paper footprint.

III. Consultations by other Federal Institutions or Departments

Overview of Consultations Requests Received from Other Government Institutions

Fiscal Year	# of Requests Received	# of Pages Received	# of Requests Completed	# of Pages Reviewed
2014-2015	79	4,002	84	4,350
2013-2014	123	5,034	126	6,187
2012-2013	151	7,780	160	8,725

During the period under review, the Department received 79 requests from other government institutions and organizations requesting recommendations regarding records originating from, pertaining to, or of interest to the Department of Justice. In addition, 10 consultations were outstanding from previous years and carried over, for a total of 89. In total, the Department was asked to review 5,325 pages of information for these consultations.

Of the 89 consultations active throughout the reporting period, 84 (4,350 pages) were completed during the 2014-2015 fiscal year and the remaining amount, 5, was carried forward to be completed in fiscal year 2015-2016.

IV. Other Types of Requests

Advice

The ATIP Office also acted as a resource on several occasions for departmental officials, as well as those from other government institutions, offering advice and guidance on the provisions of the legislation as well as related policies. It was consulted on the disclosure and collection of information on a wide range of issues.

V. Complaints, Investigations and Federal Court Cases

Complaints Filed

6 complaints were filed with the Office of the Privacy Commissioner (OPC) during the reporting period. The reasons for the complaints were as follows:

- 3 related to time limits;
- 1 miscellaneous;
- 1 concerned the exemption or exclusion of information; and,
- 1 concerned the handling of the request.

Completed Investigations

Complaint findings are defined as follows:

- Well founded: The OPC found evidence of the complainant's rights being denied under the PA.
- Not well founded: The investigation uncovered no evidence leading the OPC to conclude that the Government institution violated the complainant's rights under the PA.
- Well-founded/resolved: When the allegations are substantiated by the investigation and the Government institution has agreed to take corrective measures to rectify the problem.
- Settled during course of investigation: This is not a formal finding, but an acceptable means to dispose of a complaint when the investigation has been completed, and the complainant is satisfied with the efforts of the OPC and does not wish to pursue the issue any further.
- Discontinued: The complaint was withdrawn or abandoned by the complainant before allegations were fully investigated.

Thirteen investigations were completed during the reporting period, some of which had been carried forward from previous years. Out of the thirteen, 9 were not well founded and 4 were well founded. No key issues were raised as a result of these complaints.

At the end of the fiscal year, thirteen complaints were still under investigation by the OPC.

Review by the Federal Court of Canada

No applications were filed before the Federal Court pursuant to sections 41 and 42 of the PA.

VI. Request for Correction of Personal Information

Paragraph 12(2)(a) of the PA provides that every individual given access to personal information about himself or herself that has been used, is being used, or is available for use for an administrative purpose is entitled to request correction of such information where the individual believes there is an error or omission therein.

The Department of Justice has not received any request for correction of personal information during the reporting period.

VII. Use and Disclosure

It is the Department of Justice's policy that personal information be used solely for the purpose for which it is collected or for a consistent use as described in the *Info Source* publication.

VIII. Disclosure under Paragraph 8(2)

Sub-paragraph 8(2)(m) permits the disclosure of personal information in situations where the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure or when the disclosure would clearly benefit the individual to whom the information relates. The Privacy Commissioner must be informed of disclosures to be made under these provisions.

The Department did not disclose personal information pursuant to paragraph 8(2)(m) during the reporting period.

IX. Exempt Banks

The Department of Justice has no exempt banks under the PA.

X. Audits Conducted by the Privacy Commissioner

Pursuant to subsection 37(1) of the PA, the Privacy Commissioner may carry out investigations in respect of personal information under the control of government institutions to ensure compliance with paragraphs 4 to 8.

No formal investigations by the Commissioner were completed during the reporting period.

XI Privacy Breaches

Files containing personal information of 5 family members was sent from the Department of Justice's Quebec Regional Office to its client, Citizenship and Immigration Canada (CIC). CIC advised the Department of Justice that they did not have these files in their possession. Extensive efforts were undertaken by both the Department of Justice and CIC to find the missing files. Since the files were not found, the Department of Justice and CIC worked together to notify the affected individuals and the Privacy Commissioner. To date, there is no information that any of the personal information has been disclosed.

The Department of Justice informed the Privacy Commissioner of personal information that was sent from the Department of Justice's secure server to an employee's personal e-mail address. Extensive measures were undertaken to remove the information from the servers and steps were also taken to avoid future incidents of this nature. The Department of Justice notified the affected individuals. To date, there is no information that any of the personal information has been disclosed.

XII. Privacy Impact Assessments (PIA)

PIA are a means to ensure that privacy principles are taken into account during the design, implementation, and evolution of programs and services that involve personal information. Programs and services with potential privacy risks are required to undergo a PIA. Two PIAs were completed during this reporting period:

Central Registry of Divorce Proceedings (CRDP)

Changes were made to the CRDP to modernize the Regulations by streamlining the registration application form, making it available online and readable electronically as well as simplifying the Disposition Report. It now provides online access to the CRDP databank to provincial and territorial court officials and provides for the capacity of the electronic exchange of information through a secure file transfer protocol process between the CRDP and provincial and territorial courts.

These changes will provide more flexibility to the registration of divorce proceedings by reducing the amount of information required, bringing efficiencies to the process, and

minimizing the risk of human-based error. Measures have been put in place with respect to online access and the secure file transfer protocol process to ensure the protection, security, and integrity of the CRDP process and the personal information that is maintained in the CRDP databank.

With enhanced safeguards and procedures put in place, the risks associated with the CRDP have been mitigated and are now minimal.

For more information about this PIA, please visit the website at http://www.justice.gc.ca/eng/trans/atip-aiprp/pia_crdp-efp_bead.html.

PeopleSoft Version 8.9 and Security Module

PeopleSoft GC HRMS is the Human Resources Management System endorsed by the Government of Canada. The Department of Justice implemented a new functionality to the Security Module which supports the surety screening processes for employees and employee applicants.

This PIA addresses the overall functionality of the PeopleSoft at the Department of Justice as well as detailed description of the security module and how it supports manual processes by security screening officers.

PRIVACY ACT



ANNUAL STATISTICAL REPORT

April 1, 2014 to March 31, 2015

Statistical Report on the *Privacy Act*

Name of institution: Department of Justice 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	189
Outstanding from previous reporting period	19
Total	208
Closed during reporting period	192
Carried over to next reporting period	16

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	3	3	0	0	0	0	0	6
Disclosed in part	1	14	8	0	2	2	4	31
All exempted	0	2	1	0	0	0	0	3
All excluded	0	0	0	0	0	0	0	0
No records exist	118	6	0	0	0	0	0	124
Request abandoned	24	4	0	0	0	0	0	28
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	146	29	9	0	2	2	4	192

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	1	23(a)	0
19(1)(a)	1	22(1)(a)(ii)	2	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	1	22(1)(b)	3	24(b)	0
19(1)(d)	1	22(1)(c)	0	25	1
19(1)(e)	0	22(2)	0	26	30
19(1)(f)	0	22.1	0	27	21
20	0	22.2	0	28	0
21	1	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	6	0	0
Disclosed in part	20	11	0
Total	26	11	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	110	50	6
Disclosed in part	42688	14858	31
All exempted	4255	0	3
All excluded	0	0	0
Request abandoned	0	0	28
Neither confirmed nor denied	0	0	0
Total	47053	14908	68

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	6	50	0	0	0	0	0	0	0	0
Disclosed in part	8	278	9	1301	7	950	4	4257	3	8072
All exempted	0	0	0	0	2	0	1	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	28	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	42	328	9	1301	9	950	5	4257	3	8072

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	3	1	0	0	4
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
Total	3	1	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
8	5	0	0	3

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	1	0	1
121 to 180 days	1	0	1
181 to 365 days	1	1	2
More than 365 days	3	1	4
Total	6	2	8

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 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
Total	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	8	0	2	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
Total	9	0	2	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	4	0	0	0
16 to 30 days	5	0	2	0
Total	9	0	2	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	79	4002	0	0
Outstanding from the previous reporting period	10	1323	0	0
Total	89	5325	0	0
Closed during the reporting period	84	4350	0	0
Pending at the end of the reporting period	5	975	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	1	1	1	0	0	0	0	3
Disclosed in part	12	24	18	4	4	1	1	64
All exempted	2	3	1	1	0	1	0	8
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	5	3	1	0	0	0	0	9
Total	20	31	21	5	4	2	1	84

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
Total	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
Total	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
Total	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
6	0	0	0	6

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	2
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Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		\$302,883
Overtime		\$40
Goods and Services		\$15,452
• Professional services contracts	\$0	
• Other	\$15,452	
Total		\$318,375

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	4.18
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	4.18

Note: Enter values to two decimal places.

PART III



DELEGATION ORDER

Access to Information and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et la protection des renseignements personnels

The Minister of Justice of Canada, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Act set out in the schedule opposite each position. This designation replaces the attached designation.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*, le ministre de la Justice du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les articles de la Loi mentionnés en regard de chaque poste. Le présent document remplace et annule le document ci-joint.

Schedule/Annexe

Position/Poste	<i>Privacy Act</i> and Regulations/Loi sur la protection des renseignements personnels et règlements	<i>Access to Information Act</i> and Regulations/Loi sur l'accès à l'information et règlements
The Deputy Minister/Le sous-ministre	33(2) and 35(1)/33(2) et 35(1)	35(2) and 37(1)/35(2) et 35(1)
The Director, Access to Information and Privacy Office/Le directeur, Bureau de l'accès à l'information et de la protection des renseignements personnels	Full authority/Autorité absolue	Full authority/Autorité absolue
The Assistant Deputy Minister and Chief Financial Officer/Le Sous-ministre adjoint et dirigeant principal des Finances	Full authority/Autorité absolue	Full authority/Autorité absolue
The Chief Information Officer/Le Dirigeant principal de l'information	Full authority/Autorité absolue	Full authority/Autorité absolue
The Chief of Operations, Chief of Policy and the Legal Counsel, Access to Information and Privacy Office/Le Chef des opérations, Chef des politiques et le Conseiller juridique, Bureau de l'accès à l'information et de la protection des renseignements personnels	15, and the mandatory provisions of 26 for all records/15 et les dispositions obligatoires de l'article 26 pour tous les dossiers	8(1), 9, 11(2) to (6) inclusive, and the mandatory provisions of 19(1) for all records/8(1), 9, 11(2) à (6) inclusivement et les dispositions obligatoires de l'article 19(1) pour tous les dossiers
The Senior Access to Information and Privacy Advisors/Les conseillers principaux en accès à l'information et protection des renseignements personnels	15 for all records/15 pour tous les dossiers	8(1) and 9 for all records/8(1) et 9 pour tous les dossiers

Dated, at the City of Ottawa,
this 12th day of December 2014

Daté, en la ville d'Ottawa,
ce 12th jour de December 2014



MINISTRE DE LA JUSTICE
L'HONORABLE PETER MACKAY

THE HONOURABLE PETER MACKAY
MINISTER OF JUSTICE

APPENDIX A



ORGANIZATIONAL CHART

