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Health Canada

Privacy Act

Annual Report

2012-2013

Canada 



2012-2013 Annual Report on the *Privacy Act*
is available on the Health Canada web site.

Également disponible en français sur le site Web de Santé Canada sous le titre :
Rapport annuel 2012-2013 sur la
Loi sur la protection des renseignements personnels.

To obtain additional copies, please contact:
Access to Information and Privacy Division
Health Canada
1600 Scott Street, Tower B, A.L. 3107A
7th Floor, Suite 700
Ottawa, Ontario K1A 0K9
Tel: 613-954-9165
Fax: 613-941-4541

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Introduction

I. Privacy Act

The *Privacy Act* (the *Act*) gives Canadian citizens and permanent residents of Canada the right of access to information about themselves held by the federal government with certain specific and limited exceptions. The *Act* protects an individual's privacy by setting out provisions related to the collection, retention, accuracy, disposal, use and disclosure of personal information.

The *Act* requires the head of every federal government institution to submit an annual report to Parliament on the administration of the *Act* following the close of each fiscal year. This annual report is prepared and is being tabled before each House of Parliament in accordance with section 72 of the *Act*. This report summarizes how Health Canada has fulfilled its privacy responsibilities during the fiscal year 2012-2013.

II. About Health Canada

Health Canada (HC) is the federal department responsible for helping the people of Canada maintain and improve their health.

HC is committed to improving the lives of all of Canada's people and to making this country's population among the healthiest in the world as measured by longevity, lifestyle and effective use of the public health care system.

By working with others in a manner that fosters the trust of Canadians, HC strives to:

- Prevent and reduce risks to individual health and the overall environment;
- Promote healthier lifestyles;
- Ensure high quality health services that are efficient and accessible;
- Integrate renewal of the health care system with longer term plans in the areas of prevention, health promotion and protection;
- Reduce health inequalities in Canadian society; and
- Provide health information to help Canadians make informed decisions.

HC has regional offices in British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, and the Atlantic and Northern Regions.

For more information about Health Canada, please visit our website at:

<http://www.hc-sc.gc.ca/index-eng.php>

Privacy Infrastructure

I. The Access to Information and Privacy (ATIP) Division

The issue of privacy and the appropriate management of personal information, including personal health information, are extremely important for Canadians and HC. The Department takes its role in the management of personal information seriously and has taken steps to raise awareness and implement processes to comply with the *Privacy Act*. These are outlined in this report.


The Access to Information and Privacy (ATIP) Division is housed in the Planning, Integration and Management Services Directorate, Corporate Services Branch at HC.

In June 2012, under the HC and the Public Health Agency of Canada (the Agency) Shared Services Partnership Agreement, HC and the Agency established a shared service for Access to Information and Privacy (ATIP) by merging resources to allow for a streamlined and consistent approach to applying the *Access to Information Act* and the *Privacy Act* across both institutions. Although the shared service was established, HC and the Agency maintain separate ATIP Coordinators, who have been delegated with all access to information (ATI) authorities for their respective institutions. This report will address only the privacy activity that falls under HC. A separate report has been prepared for the Agency.

In 2012-2013, the *Act* was administered at HC by 5.31 full-time equivalent (FTE) employees as well as 0.55 part-time, casual employees and students. In addition, 1.15 FTEs were retained through service contracts to support administration, reporting, monitoring, management and policy. In addition, there are approximately 5.5 FTEs dedicated to working on privacy policy for HC files.

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 *Act*. The Coordinator is also responsible for related policies, systems and procedures stemming from the *Act*. The Division is responsible for all HC privacy legislative requirements pursuant to the *Act* such as:

- Responding to privacy requests within the statutory time frame as well as meeting the duty to assist requesters;
- Providing advice and guidance to staff on the application of the *Act* and Treasury Board of Canada policies and directives;
- Developing corporate privacy policies and practices that promote a culture of privacy awareness and understanding;
- Promoting staff awareness and providing training on the *Act*;
- Ensuring that personal information holdings are published in Info Source;
- Coordinating and overseeing the Privacy Impact Assessment (PIA) process;
- Coordinating the containment, assessment and reporting of privacy breaches;
- Monitoring trends in national and international privacy issues to provide informed advice to clients;

- 
- Analyzing privacy practices in the health sector;
 - Preparing the Annual Report to Parliament and providing input to the Management Accountability Framework (MAF); and,
 - Liaising with the Office of the Privacy Commissioner (OPC), Treasury Board of Canada Secretariat (TBS), other federal departments and agencies, provincial ministries of health and other key partners regarding the application of the *Act* to develop relevant policies, tools and guidelines.

Delegation of Authority

The Delegation Order is attached as Appendix A.

Requests under the *Privacy Act* - Statistical Figures, Interpretation and Explanation

I. Statistical Report

This section includes an interpretation and explanation of the data contained in HC's statistical report which summarizes privacy-related activity for the period between April 1, 2012 and March 31, 2013 (Appendix B).

II. Number of Privacy Requests and Case Load

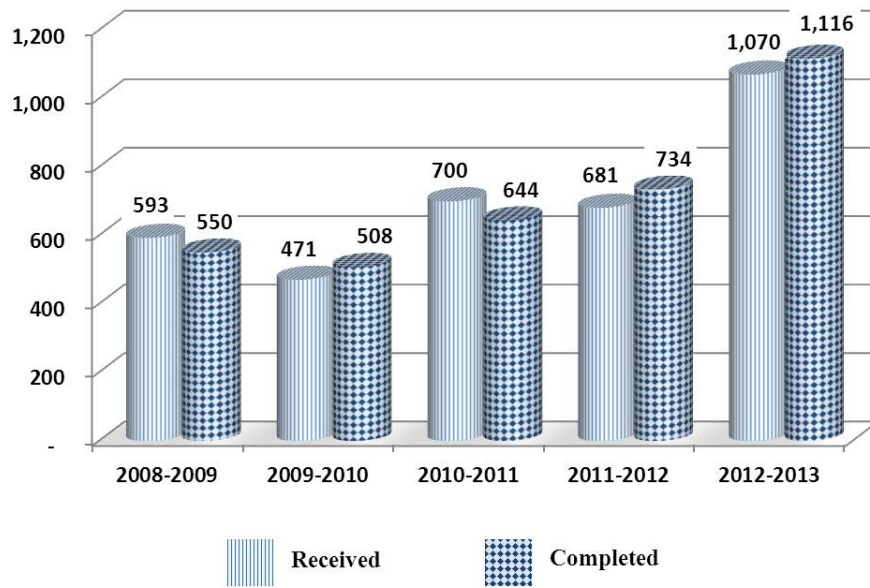
Requests under the *Privacy Act*

The number of new privacy requests has significantly increased over the past five years. In 2008-09 there were 592 Privacy requests compared to 1,070 in 2012-2013 which represents an 81% increase. This is due, in part, to those seeking medical records, as part of Indian Residential School claims.

Case Load

During fiscal year 2012-2013, HC completed processing of 1,116 of 1,163 (96%) active requests. Active requests included 1,070 new requests and 93 requests carried over from fiscal year 2011-2012.

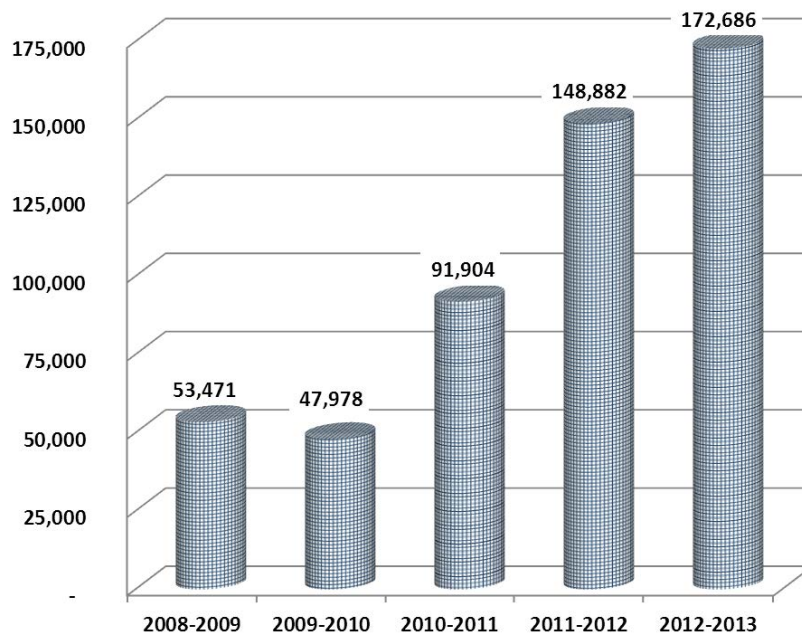
PRIVACY REQUESTS RECEIVED AND COMPLETED BY FISCAL YEAR



Note: More requests are completed than received when the institution completes requests that were carried-over from previous years as well as those received within the fiscal year.

In 2012-2013, HC reviewed 172,686 pages in the course of responding to privacy requests. Over a five year period, this represents a 223% increase in the number of pages reviewed. In 2012-2013, the average number of pages reviewed per request was 155, compared with 97 five years ago.

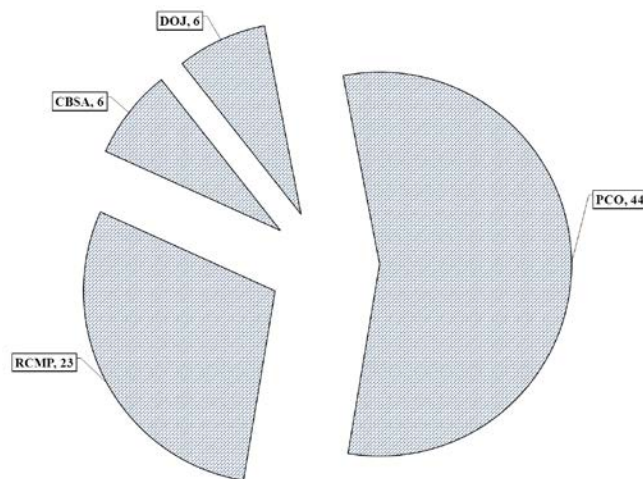
PAGES REVIEWED BY FISCAL YEAR



Consultations Received from Other Government Institutions

In 2012-2013, HC completed a total of 8 consultations from 4 other federal government departments: the Privy Council Office (PCO), the Royal Canadian Mounted Police (RCMP), Canada Border Services Agency (CBSA) and the Department of Justice (DOJ). The graph below illustrated the numbers of pages processed.

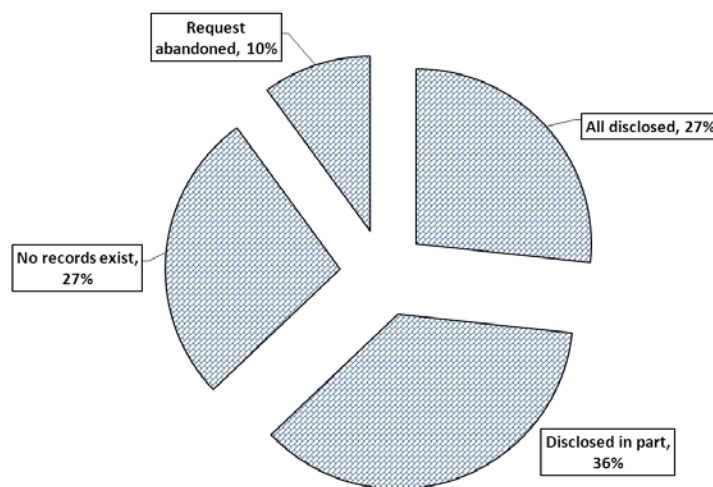
NUMBER OF PAGES REVIEWED FOR CONSULTATIONS FROM OTHER FEDERAL INSTITUTIONS



III. Disposition of Requests Completed

Completed requests were classified as follows:

DISPOSITION OF REQUESTS COMPLETED, 2012-2013



IV. Exemptions Invoked

Sections 18 through 28 of the *Act* set out the exemptions intended to protect information pertaining to a particular public or private interest. Section 26 “personal information of other individuals” accounted for 99% of the all exemptions invoked in 2012-2013 and 94% of all exemptions in 2011-2012.

PRINCIPLE EXEMPTIONS APPLIED, 2012-2013

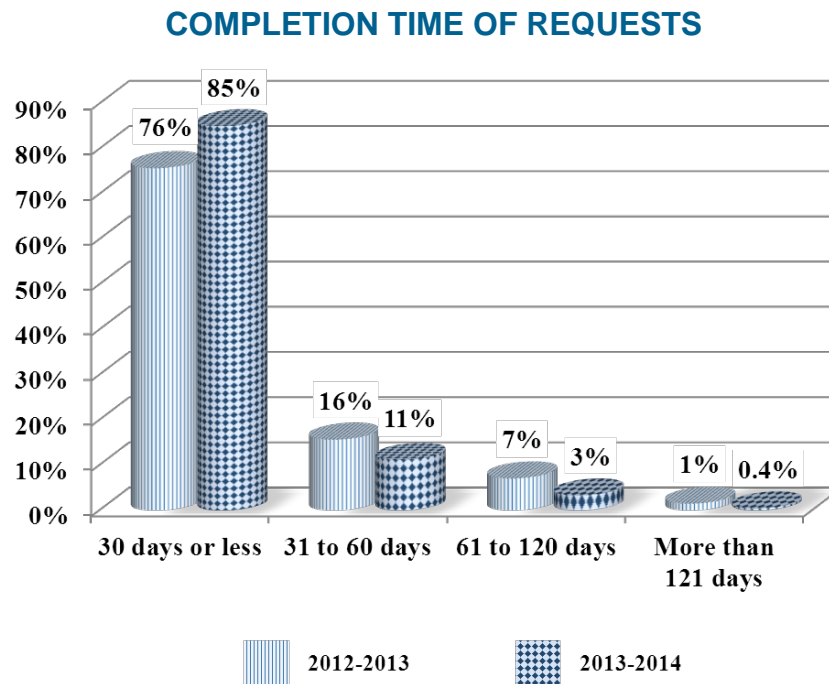
Exemptions	Number of Times Applied
Section 26 – Personal information of other individuals	401

V. Exclusions Cited

The *Act* does not apply to personal information that is available to the public (section 69). Nor does it apply to confidences of the Queen's Privy Council, with some exceptions (section 70). Requests containing proposed exclusions under section 70 require consultation with the Privy Council Office. In 2012-2013, HC did not exclude any information under either section 69 or 70.

VI. Completion Time

HC closed 1,116 privacy requests and was able to respond within 30 days or less in 949 (85%) cases. The remaining requests were completed within 31 to 60 days, 61 to 120 days, or 121 days or more. These include files that meet the legislative timeframes under the *Act* for extensions.



VII. Extensions

Legal extensions were invoked in 90 cases (8%) of the total 1,116 requests completed.


VIII. Translation

There were no requests for translation of the personal information kept in HC's records.

IX. Format of Information Released

Although 365 requests were sent out in paper format, this represents only 17% of the total pages released. The balance of requests was released in electric format, representing 140,486 pages.

HC's imaging software allows the Department to respond to formal privacy requests using Portable Document Format (PDF) which provides more delivery options to the



public. Released documents can be mailed on CD-ROM which eliminates the need for photocopying; and documents can also be delivered through ePosting for faster delivery when the requester provides an email address. It is anticipated that electronic format will increase as the preferred delivery choice in future years.

X. Corrections and Notations

There were no requests for the correction or the notation of personal information during the reporting period.

XI. Costs

HC spent a total of \$564,808 responding to requests related to the *Act*. Of this total: salaries accounted for \$376,660 and administration costs accounted for \$188,148.

Training and Awareness

Orientation and Awareness

HC continued to increase awareness among employees of their responsibilities under the *Act* by publishing helpful tips and tools on the intranet site, as well as through Broadcast News messages (a daily electronic newsletter sent to every HC employee). Management from across the Department has been informed of the newly created shared service for ATIP and is being kept updated on the transformation agenda through regular updates at branch executive committee meetings and other fora.

Training for HC Employees

HC's main privacy training is the 'Privacy 101' course. The course covers a broad range of topics and highlights departmental and employee obligations under the *Act* and its supporting policies and directives. In 2012-2013, 37 sessions of the 'Privacy 101' course were held, attended by 455 HC employees.

In addition to the Department's 'Privacy 101' course, program areas sometimes request customized privacy training, referred to as 'Crash Courses'. In these 'Crash Courses', the content is customized for the recipient. In 2012-2013, three (3) of these were held, attended by a total of 300 HC employees.

HC's executives were offered a specialized course that addressed privacy governance and awareness issues of activities involving the collection, use, or disclosure of personal information. In 2012-2013, 4 sessions were delivered to 22 executive level employees.

There is also an online learning tool available entitled "Privacy: The Basics". This e-learning course provides employees with the basic introduction to their roles and responsibilities surrounding the safeguarding of personal information. The course was designed to increase employees' awareness of privacy legislation, as well as the policies and directives that govern the privacy practices.



Informal Briefing

The ATIP Coordinator provided briefings at senior level management meetings and to the Departmental Audit Committee on the results of the audit of privacy practices and the development of the Privacy Management Framework.

Recent Privacy Initiatives

Over the past year, there has been increased interest in privacy issues from various programs in both HC and the Agency. The ATIP Division worked collaboratively with program areas to identify and mitigate privacy issues. Below are some examples of recent initiatives in which the Division is working closely with program areas to address privacy considerations.

British Columbia (BC) Tripartite Framework Agreement

BC Tripartite is an agreement amongst the federal government, the provincial government and First Nations that involves the transfer of health programs and services for First Nations in BC to the First Nations Health Authority. The ATIP Division has been involved in the transfer since the early stages when a preliminary PIA was undertaken, and continues to work on an ongoing basis to identify and mitigate privacy issues. This includes assisting in the determination of which personal information, records, client files, and employee information can be transferred.

Pan-Canadian Health Information Privacy Group

The ATIP Division is represented on the Pan-Canadian Health Information Privacy Group, a federal/provincial/territorial (F/P/T) committee established to deal with the privacy issues associated with the development of electronic health records, across all jurisdictions in Canada. The work has assisted jurisdictions in understanding and working with the different privacy regimes across the country in developing privacy legislation and the Pan-Canadian electronic health record system.

Multi-Lateral Information Sharing Agreement (MLISA)

The ATIP Division is providing privacy input into the MLISA, an agreement that sets out the parameters regarding public health information to be shared among and used by federal, provincial and territorial governments. The objective of MLISA is to improve infectious disease surveillance and responses to urgent public health events, while strengthening the safeguards and transparency that govern the flow of personal and health information. Federally, this initiative is being spearheaded by the Agency.

New Privacy Related Policies, Guidelines and Procedures

I. ATIP Division and the Transformation Agenda

The creation of the ATIP shared service harmonized the HC and the Agency's ATIP operations which include treatment of ATI and privacy requests, as well as privacy policy and other key functions. Separate ATIP Coordinator functions remain in place for HC and the Agency to comply with the *Acts*. As part of this move to a shared service, a transformation agenda was developed, the main components of which are identified below:

ATIP Delegation Order

In 2012-2013 the ATIP delegation orders were reviewed to ensure that they aligned with the structure of the ATIP Division and to streamline processes and efficiencies.

Business Process Review

A business process review was completed in the fall of 2012. The management team and staff members continue to be engaged in the implementation of strengthened processes around ATIP requests.

ATIP IT System

An Information Technology (IT) case management and imaging system was procured to improve the ability to track and respond to requests, enhance efficiencies, streamline office of the primary interest (OPI) ATIP processes, and enhance reporting capacity.

Governance and Outreach

There is an increased focus on employee engagement within the Division and stakeholder engagement through meetings with branches, central agencies and other government departments.

Organizational Review

An organizational structure was developed and approved by senior management which will strengthen and stabilize the ATIP function by permanently resourcing to meet increased workload. Competitive staffing processes were launched to fill vacant positions and to support the new structure.



II. Audit of Privacy Practices

Internal Audit of Privacy Practices

In December 2012, HC completed an internal audit of privacy practices within the Department. The focus of this audit was on the privacy practices at HC and adherence to the *Act*.

The audit found that overall, HC is managing personal information under its control with care and consideration, and that the Department benefits from a strong culture of security and confidentiality in the delivery of core program activities.

The audit made six recommendations to strengthen privacy practices within the department and a management action plan has been developed to address the items identified in the audit. The recommendations are being addressed from a shared service perspective and will be implemented as appropriate in both HC and the Agency.

III. Other Initiatives

Health Partnership Privacy Committee (HPPC)

In 2012-2013, to support the move to a shared service, a new Health Partnership Privacy Committee (HPPC) was established. As a director level forum with representation from all areas of HC and the Agency, the HPPC generates discussion and approval on privacy guidance, practices and tools, collaborates in ensuring that privacy compliance requirements are met, and makes recommendations to senior management.

Privacy Management Framework (PMF)

In 2012-2013, HC and the Agency jointly developed and approved a Privacy Management Framework to strengthen privacy management in both institutions. The PMF is comprised of four components; i) legislation, policy, and governance; ii) privacy risk management; iii) awareness and training; and, iv) compliance assurance. It has been approved by the Partnership Executive Committee, chaired by the deputy heads of both institutions, and will be shared throughout HC and the Agency.

New Guidelines and Standardized Risk Tools

Work continued in 2012-2013 to standardize PIA tools, the privacy breach management process and the registration of personal information banks. The existing HC PIA tool kit in place since 2006 has been reviewed and is being updated to align with current TBS privacy directives, and will be used by programs at both HC and the Agency.

Key Issues Raised as a Result of Privacy Complaints and/or Investigations

I. Complaints to the Privacy Commissioner

During 2012-2013, three complaints under the *Act* were filed with the OPC, and three complaints were carried over from the previous fiscal year.

A total of two complaints were closed in this reporting period, the OPC deemed one to be not well founded, while the other saw a mediated resolution. Both complaints were categorized as 'Refusal – General' which where the complaint alleges that the Department has not released all pertinent information.

TOTAL NUMBER OF COMPLAINTS PROCESSED

Complaints Processed	Number of Complaints
Received in 2012-2013	3
Outstanding from 2011-2012	3
Closed in 2012-2013	2
Carried forward to 2013-2014	4

II. Types of Complaints and their Disposition Completed

Types of Complaints and their Disposition Completed		
Subject of Complaint	Number of Closed Complaints	Final Disposition by OIC
Refusal - General	2	<ul style="list-style-type: none">• 1 Not Well Founded; no action required• 1 Resolution Mediated; remedial action taken

III. Applications/Appeals Submitted to the Federal Court/Federal Court of Appeal

There were no applications or appeals submitted to the Federal Court or the Federal Court of Appeal during fiscal year 2012-2013.



IV. Health Canada Responses to Recommendations raised by other Agents of Parliament

There were no recommendations raised by other Agents of Parliament during fiscal year 2012-2013.

Privacy Impact Assessments Completed

In 2012-2013, no PIAs were completed.

Disclosures made Pursuant to Subsection 8(2)(m) of the *Privacy Act*

Subsection 8(2)(m) allows for the disclosure of personal information where the head of a government institution is of the opinion that the public interest in the disclosure clearly outweighs any invasion of privacy that could result from the disclosure. In 2012-2013 there were no disclosures of personal information pursuant to that provision of the *Privacy Act* made by HC.



Appendix A: *Privacy Act* – Delegation Order

Privacy Act – Delegation Order

Pursuant to the powers of delegation conferred upon me by Section 73 of the *Privacy Act*, the person exercising the functions and position of Access to Information and Privacy Coordinator and the respective successor, including in the Coordinator's absence, a person or officer designated in writing to act in the place of the holder of such functions and position is hereby authorized to exercise these powers, duties, or functions of the Minister as the head of the government institution under the Act, set out in the attached schedule.

The person exercising the functions and position of Access to Information and Privacy Coordinator and the respective successor, including in the Coordinator's absence, a person or officer designated in writing to act in the place of the holder of such functions and position, is hereby authorized to exercise these powers, duties or functions of the Minister as the head of the government institution under the Act, set out in sections 13 and 15 of the Act.

This delegation order supersedes any previous order executed pursuant to section 73 of the Act.

Minister of Health

Date: March 20, 2007

**HEALTH CANADA
SCHEDULE TO THE DELEGATION ORDER**

**DELEGATION OF POWERS, DUTIES AND FUNCTIONS PURSUANT TO
SECTION 73 OF THE *PRIVACY ACT***

SECTIONS OF ACT	POWERS, DUTIES OR FUNCTIONS	RESPONSIBLE POSITION
8(2)	Disclose personal information without the consent of the individual to whom it relates	ATIP Co-ordinator
8(4)	Retain a copy of 8(2)(e) requests and disclosed records	ATIP Co-ordinator
8(5)	Notify the Privacy Commissioner of 8(2)(m) disclosures	ATIP Co-ordinator
9(1)	Retain a record of the use of personal information	ATIP Co-ordinator
9(4)	Notify the Privacy Commissioner of a consistent use of personal information and update the index accordingly	ATIP Co-ordinator
10	Include personal information in personal information banks	ATIP Co-ordinator
14	Respond to a request for access within statutory deadlines; give access or give notice	ATIP Co-ordinator
15	Extend the time limit and notify the applicant	ATIP Co-ordinator
17(2)(b)	Determine the necessity for a translation or interpretation for requested personal information	ATIP Co-ordinator
18(2)	Refuse to disclose information contained in an exempt bank	ATIP Co-ordinator
19(1)	Refuse to disclose information obtained in confidence from another government	ATIP Co-ordinator
19(2)	Disclose any information referred in 19(1) if the other government consents to the disclosure or makes the information public	ATIP Co-ordinator
20	Refuse to disclose information injurious to federal-provincial affairs	ATIP Co-ordinator
21	Refuse to disclose information injurious to international affairs and/or defence	ATIP Co-ordinator
22	Refuse to disclose information injurious to law enforcement and investigation	ATIP Co-ordinator
23	Refuse to disclose information injurious to security clearance	ATIP Co-ordinator

SECTIONS OF ACT	POWERS, DUTIES OR FUNCTIONS	RESPONSIBLE POSITION
24	Refuse to disclose information collected by the Canadian Penitentiary Service, the National Parole Service or the National Parole Board	ATIP Co-ordinator
25	Refuse to disclose information which could threaten the safety of the individual	ATIP Co-ordinator
26	Refuse to disclose information about other individuals, and shall refuse to disclose such information where disclosure is prohibited under Section 8	ATIP Co-ordinator
27	Refuse to disclose information subject to solicitor-client privilege	ATIP Co-ordinator
28	Refuse to disclose information relating to an individual's physical or mental health where disclosure is contrary to the best interests of the individual	ATIP Co-ordinator
31	Receive notice of an investigation by the Privacy Commissioner	ATIP Co-ordinator
33(2)	Make representations to the Privacy Commissioner during an investigation	ATIP Co-ordinator
35(1)	Receive the Privacy Commissioner's report of findings of the investigation and give notice of action taken	ATIP Co-ordinator
35(4)	Give the complainant access to information after a 35(1)(b) notice	ATIP Co-ordinator
36(3)	Receive the Privacy Commissioner's report of findings of investigation of exempt banks	ATIP Co-ordinator
37(3)	Receive the report of the Privacy Commissioner's findings after a compliance investigation	ATIP Co-ordinator
51(2)(b)	Request that a matter be heard and determined in the National Capital Region	ATIP Co-ordinator
51(3)	Request and make representations in Section 51 hearings	ATIP Co-ordinator
72(1)	Prepare an Annual Report to Parliament	ATIP Co-ordinator
77	Carry out responsibilities conferred on the head of the institution by regulations made under section 77 which are not included above	ATIP Co-ordinator

Appendix B: Statistical Report on the *Privacy Act*

TBS/SCT 350-63

Name of institution: Health Canada

Reporting period: 2012-04-01 to 2013-03-31

PART 1 – Requests under the *Privacy Act*

1 Number of Requests

Requests	Number of Requests
Received during reporting period	1,070
Outstanding from previous reporting period	94
Total	1,164
Closed during reporting period	1,116
Carried over to next reporting period	48

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	98	153	34	13	0	0	0	298
Disclosed in part	78	236	69	17	3	0	1	404
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	178	104	14	5	0	1	0	302
Request abandoned	80	22	8	2	0	0	0	112
Total	434	515	125	37	3	1	1	1,116

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)	3	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	2
19(1)(e)	0	22(2)	0	26	401
19(1)(f)	0	22.1	0	27	2
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	271	27	0
Disclosed in part	94	310	0
Total	365	337	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	22,119	22,111	298
Disclosed in part	148,737	146,525	404
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	112

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	248	4,672	41	8,788	6	4,261	3	4,390	0	0
Disclosed in part	99	4,065	200	50,422	79	55,316	26	36,722	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	112	0	0	0	0	0	0	0	0	0
Total	459	8,737	241	59,210	85	59,577	29	41,112	0	0

2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	6	0	0	0	6
Disclosed in part	19	0	0	2	21
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	25	0	0	2	27

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
85	75	1	0	9

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	29	13	42
16 to 30 days	14	1	15
31 to 60 days	21	1	22
61 to 120 days	3	0	3
121 to 180 days	2	0	2
181 to 365 days	0	0	0
More than 365 days	0	1	1
Total	69	16	85

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Disclosures under subsection 8(2)

3 Disclosures under subsection 8(2)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Total
6	1	7

PART 4 – Requests for correction of personal information and notations

4 Requests for correction of personal information and notations

Requests	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	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	23	0	3	0
Disclosed in part	45	0	9	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	7	0	0	0
Request abandoned	3	0	0	0
Total	78	0	12	0

5.2 Length of extensions

Length of extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
30 days or less	0	0	0	0
31 to 60 days	78	0	12	0
Total	78	0	12	0

PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	7	75	0	0
Outstanding from the previous reporting period	1	4	1	18
Total	8	79	1	18
Closed during the reporting period	8	79	1	18
Pending at the end of the reporting period	0	0	0	0

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

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	3	3	0	0	1	0	0	7
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	1	0	0	0	0	0	1
Total	3	4	0	0	1	0	0	8

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	0	1	0	0	0	0	0	1
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	1	0	0	0	0	0	1

PART 7 – Completion time of consultations on Cabinet confidences

7 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		\$374,473
Overtime		\$2,187
Goods and Services		\$188,148
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$142,125	
• Other	\$46,023	
Total		\$564,808

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.50	4.81	5.31
Part-time and casual employees	0.00	0.07	0.07
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	1.15	1.15
Students	0.00	0.48	0.48
Total	0.50	6.51	7.01