



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

2015–16 Annual Report on the Privacy Act



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Table of Contents

1. Introduction	1
2. Mandate of the Treasury Board of Canada Secretariat.....	1
3. Organization	2
4. Delegation Order.....	2
5. Interpretation of the Statistical Report for Requests Under the Privacy Act	3
6. Other Requests	4
7. Disposition of Completed Requests	5
8. Completion Time and Extensions	5
9. Exemptions Invoked	6
10. Exclusions Invoked	6
11. Costs	7
12. Education and Training.....	7
13. Policies, Guidelines, Procedures and Initiatives	7
14. Complaints, Investigations and Federal Court Cases	8
15. Monitoring of Compliance and Requests for Corrections.....	8
16. Summary of Material Privacy Breaches.....	8
17. Privacy Impact Assessments	9
18. Disclosures Under Paragraph 8(2)(m) of the Privacy Act.....	9
19. Information Holdings	9
Appendix A: Statistical Report on the Privacy Act	11
Appendix B: Delegation Order	20
Endnotes	25

1. Introduction

The [Privacy Act](#)ⁱ provides Canadian citizens and permanent residents with the right of access to, and correction of, personal information about themselves that is under the control of a government institution. The Act also provides the legal framework for the collection, retention, use, disclosure, disposition and accuracy of personal information in the administration of programs and activities by government institutions subject to the Act.

Under the Privacy Act, personal information is defined as “information about an identifiable individual that is recorded in any form.” Examples include information relating to the national or ethnic origin, colour, religion, age or marital status of an individual; the education or the medical, criminal, financial or employment history of an individual; the address, fingerprints or blood type of an individual; and, any identifying number, symbol or other particular identifier assigned to an individual.

This report has been prepared and tabled in Parliament in accordance with section 72 of the Privacy Act. It covers the period from April 1, 2015 to March 31, 2016.

2. Mandate of the Treasury Board of Canada Secretariat

The Treasury Board of Canada Secretariat (Secretariat) is the administrative arm of the Treasury Board, and the President of the Treasury Board is the Minister responsible for the Secretariat. This organization supports the Treasury Board by making recommendations and providing advice on program spending, regulations and management policies and directives, while respecting the primary responsibility of deputy heads in managing their organizations, and their roles as accounting officers before Parliament. In this way, the Secretariat strengthens the way government is managed and helps to ensure value for money in government spending and results for Canadians.

Through the Office of the Chief Human Resources Officer, the Secretariat provides government-wide leadership on people management; through the Office of the Chief Information Officer, it offers direction, oversight and capacity building for information management, information technology, government security (including identity management), access to information, privacy, and internal and external service delivery. The Secretariat is also responsible for the comptrollership function of the government.

Under the broad authority of sections 5 to 13 of the Financial Administration Act, the Secretariat supports the Treasury Board in its role as the general manager and employer of the public service.

3. Organization

The Access to Information and Privacy (ATIP) Office is part of the Ministerial Services Division of the Secretariat's Strategic Communications and Ministerial Affairs Sector. This office is responsible for implementing and managing programs and services relating to the Secretariat's administration of the Access to Information Act and Privacy Act, as well as providing advice to its employees as they fulfill their obligations under both Acts.

In 2015–16, the ATIP Office was comprised of a director supported by eight ATIP officers at various levels. There were two categories of responsibility, which included the following key activities:

1. **ATIP Policy and Processes** (one officer)

- ▶ Provided expertise in privacy policy to internal clients
- ▶ Developed procedures to optimize operations performance
- ▶ Produced privacy awareness and training program material
- ▶ Coordinated and reviewed updates to the Secretariat's Info Source chapter
- ▶ Oversaw day-to-day issues management

2. **Operations** (seven officers)

- ▶ Provided expertise in access to information to internal clients
- ▶ Provided database administration via an intake unit
- ▶ Processed access to information and privacy requests
- ▶ Carried out consultations with government organizations or third parties
- ▶ Responded to calls and informal requests for information
- ▶ Maintained dialogue with sectors and other federal government institutions
- ▶ Acted as the point of contact to resolve formal complaints by oversight bodies
- ▶ Prepared the Secretariat's annual reports to Parliament on the administration of the Acts

This was a year of transition for the ATIP Office, and through a number of successful staffing actions, its full complement of staff was renewed.

4. Delegation Order

Delegation orders set out what powers, duties and functions for the administration of the Privacy Act have been delegated by the head of the institution, and to whom. The ATIP Delegation Order was updated during this reporting period to reflect the direction of the new President of the Treasury Board.

The President has delegated most of the responsibilities of the Privacy Act to the following Secretariat officials: the Assistant Secretary of Strategic Communications and Ministerial Affairs, the Senior Director of Ministerial Services, and the Director of ATIP. The Secretary has been delegated responsibilities for addressing complaints not resolved between the ATIP Office and investigators from the Office of the Privacy Commissioner. In an effort to streamline the ATIP process, sections of the Delegation Order that allow for time extensions in the processing of requests have been extended to senior officers within the ATIP Office.

A copy of the approved Secretariat Delegation Order can be found in [Appendix B](#).

5. Interpretation of the Statistical Report for Requests Under the Privacy Act

Statistical reporting on the administration of the Access to Information Act and the Privacy Act has been in place since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of the Access to Information Act and Privacy Act legislation. This information is made public on an annual basis in an [Info Source bulletin](#)ⁱⁱ and is included with the annual reports on access to information and privacy, which are tabled in Parliament by each institution.

The Secretariat's 2015–16 statistical report on the Privacy Act is provided in [Appendix A](#).

Table 1 presents an overview of the 2015–16 statistics on the Secretariat's processing of privacy requests in relation to statistics for the previous three years.

Table 1. Overview of 2015–16 Requests Under the Privacy Act

Fiscal Year	Requests Received	Requests Completed	Requests Carried Forward	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate
2015–16	129	116	18	6,706	5,744	87%
2014–15	120	123	5	3,444	3,305	98%*
2013–14	144	139	8	4,545	4,009	100%*
2012–13	84	86	3	2,260	2,240	99%*

* This compliance rate includes all extensions, which were taken in accordance with sub-paragraphs 15(a)(i) and (ii) of the Privacy Act.

In the reporting period from April 1, 2015, to March 31, 2016, the Secretariat received a total of 129 new requests under the Privacy Act. This represents an increase of 9 requests (8%) from last year's total of 120. In addition to the new requests, a total of five requests were carried over from 2014–15.

Current and former federal public service employees were the primary requestors of information under the Privacy Act. Requests had to do with personnel or staff-relations issues that required the Secretariat's involvement.

Of the 129 new requests for personal information, 62 requests (48%) related to subjects within the mandates of other federal institutions. Compared to the previous year, this represents a decrease of 16 requests (17%), which can be attributed to an increase in the number of institutions participating in the ATIP Online Request service.

There was a significant increase over last year in the amount of pages processed during the reporting period. Responding to 116 formal requests involved the review of 6,706 pages, of which 5,744 pages (86%) were released, compared with the previous year in which 3,444 pages were reviewed and 96% were released. Although there was an overall 10% decrease in pages released, there was an overall 95% increase in pages reviewed, many of which involved information of a sensitive nature.

Although more requests are being carried forward to 2016–17 than last year, during a period of transition, the Secretariat received more requests and was successful in processing almost twice the number of pages.

6. Other Requests

During the reporting period, the Secretariat responded to 15 consultation requests under the Privacy Act from other government institutions involving Secretariat records or issues.

As in the previous years, the ATIP Office acted as a source of expertise for Secretariat officials, providing advice and guidance on the provisions of the legislation. The ATIP Office was consulted regularly on matters relating to the disclosure and collection of data on a wide range of subjects, and provided advice to ensure transparency and compliance with the legislation. Advice and assistance were provided on surveys, various information management issues, privacy impact assessments, privacy protocols, security of information, and privacy notices for various forms and questionnaires.

Throughout the year, the ATIP Office also responded to numerous telephone calls and emails from the general public seeking guidance on how to obtain information under the Access to Information Act and the Privacy Act, and where to forward their requests. Many of these enquiries were redirected to other federal government institutions, and occasionally, to provincial Freedom of Information and Privacy Offices.

7. Disposition of Completed Requests

In 2015–16, a total of 116 requests were completed. Table 2 provides an overview of the disposition of the completed requests.

Table 2. Disposition of Completed Requests Under the Privacy Act in 2015–16

Number of Requests*	Disposition
9 (8%)	Fully disclosed
25 (22%)	Partially disclosed
1 (1%)	Exempted in entirety
14 (12%)	No existing records
67 (58%)	Abandoned by applicant

* Percentages may not add to 100 due to rounding.

Given that the President of the Treasury Board is responsible for ensuring compliance with the Access to Information Act and the Privacy Act government-wide, the Secretariat often receives requests that fall within the mandates of other federal organizations. Such requests are registered, reviewed and closed after advising the requestor of the appropriate organization, and some are redirected with the consent of the requestor. In Table 2, these requests are included in the totals for the “Abandoned by applicant” category.

8. Completion Time and Extensions

The legislation sets timelines for responding to privacy requests and allows for extensions when the response requires the review of a large amount of information, extensive consultations with other organizations, or extra time for translation purposes. Table 3 presents the response times for the 116 requests that the Secretariat completed in 2015–16.

Table 3. Completion Time and Extensions for Requests Under the Privacy Act in 2015–16

Number of Requests*	Completion Time
67 (58%)	Within 1 to 15 days
19 (16%)	Within 16 to 30 days
15 (13%)	Within 31 to 60 days
9 (8%)	Within 61 to 120 days
2 (2%)	Within 121 to 180 days
4 (3%)	Within 181 to 365 days

* Percentages have been rounded.

The Secretariat received a large number of requests that fell within the mandates of other government organizations; these requests were addressed within the first 15 days following conversations with the requestor.

Of the 116 completed requests, 101 (87%) were completed within the prescribed time limits, including all extensions, which were taken in accordance with sub-paragraphs 15(a)(i) and 15(a)(ii) of the Privacy Act. Compared to the previous reporting period, this represents an overall decrease of 11% in the on-time response rate. The majority of the 15 requests completed beyond the prescribed time limits were made by the same requestor for information of a sensitive nature. These requests were large and complex, requiring a review of thousands of pages and lengthy consultations with other government institutions.

For 24 requests (21%), the Secretariat sought extensions to the prescribed time limits in order to consult with other government organizations.

9. Exemptions Invoked

The Privacy Act allows, and in certain instances, requires that some personal information, such as information related to law enforcement investigations, information about other individuals or information that is subject to solicitor-client privilege, be exempted and not released.

In 2015–16, the Secretariat invoked a total of 31 exemptions as per specific sections of the Privacy Act, as follows:

- ▶ Section 21: Exempting records expected to be injurious to the conduct of international affairs and the defence of Canada (3)
- ▶ Section 22: Exempting records containing law enforcement and security information (4)
- ▶ Section 26: Exempting personal information about individuals other than the requestor (14)
- ▶ Section 27: Exempting personal information related to solicitor-client privilege (10).

10. Exclusions Invoked

The Privacy Act does not apply to information that is already publicly available, such as government publications and material in libraries and museums. It also excludes material such as Cabinet confidences.

In this reporting period, the Secretariat did not invoke any exclusions.

11. Costs

During 2015–16, the ATIP Office incurred \$134,381 in salary costs and \$16,989 in administrative costs (software licences, professional services fees, office equipment and supplies, training) to ensure appropriate implementation of the Privacy Act.

These costs do not include resources expended by the Secretariat's sectors to meet the requirements of the Act.

12. Education and Training

During 2015–16, the ATIP Office continued to offer training sessions to the Secretariat's employees on a regular basis—11 sessions were provided to 197 staff. Some of these sessions were adapted to the specific needs of divisional teams and sectors of the Secretariat. The ATIP Office also provided two sessions in the form of a web seminar specifically tailored to over 200 officers who are responsible for administering the Executive Talent Management Program across federal departments. In addition, two presentations were delivered at ATIP Community meetings to over 100 participants. One session was to relay experiences in “leaning” ATIP office processes, and the other was to discuss fees and extension provisions.

13. Policies, Guidelines, Procedures and Initiatives

To ensure policy compliance and adherence to procedures for appropriate handling and preparation of responses to ATIP requests, the Secretariat's ATIP Office disseminated a variety of tools and checklists, and held face-to-face meetings to share these tools with new staff and contacts. These tools and meetings were instrumental in ensuring that the Secretariat's employees remain aware of their roles and responsibilities related to ATIP requests and to the protection of privacy.

Further, the ATIP Office continued to develop its Privacy Management Framework, which comprises the Privacy Breach procedures, the Privacy Impact Assessment procedures and the Privacy Code. These three documents will be finalized over the next reporting period.

During the 2015–16 reporting period, in an effort to build on and streamline the administration of its ATIP program, the ATIP Office introduced “lean” practices. This review was first introduced to help reduce redundant administrative activities both internally and externally to the ATIP Office in order to ensure a high-level compliance and performance, as well as positive communications with its clients and stakeholders. Key highlights of this review included the creation of an intake unit within the office to handle administrative tasks, which allowed senior level officers to handle the more complex issues and become team leaders in order to coach officers throughout their day-to-day activities. The ATIP Office continues to engage with office staff on a weekly basis to review, discuss and advance “lean” ideas and principles.

14. Complaints, Investigations and Federal Court Cases

Clients of the Secretariat filed 18 new complaints with the Office of the Privacy Commissioner of Canada (OPC) in 2015–16. Following is a summary of the new complaints received under the Privacy Act.

Fourteen of the new complaints received were related to delay and refusal of access. Eleven of these were filed by one complainant who made close to 30 Privacy Act requests.

The remaining four complaints involve the Treasury Board Standard on Security Screening, which took effect on October 20, 2014. The complainants submit that the new credit check and open-source inquiries requirements are not relevant indicators of trustworthiness or employees' capacity to act as public servants. Moreover, the complainants allege that the collection is not directly related to an operating program or activity of an institution and is in contravention of the collection provisions the Privacy Act (Section 4).

During the reporting period, 13 complaint investigations were completed, with the following results:

- ▶ Of the 11 complaints that were filed by one complainant for delay and refusal of access, 10 were considered resolved by the OPC, of which 5 requests were completed within their legislative time limits. The OPC's investigation report for the 11th complaint was pending at the end of this reporting period.
- ▶ The remaining three complaints closed were related to refusal of access, as well as an extension of time limit. All three were considered resolved by the OPC.

There were no new court cases in 2015–16. There have been no court cases against the Secretariat in relation to the Access to Information Act and the Privacy Act since 2004.

15. Monitoring of Compliance and Requests for Corrections

The ATIP Office distributes weekly compliance statistics that are shared with the program areas and senior management for all access to information requests.

There were no requests for corrections of personal information over the reporting period.

16. Summary of Material Privacy Breaches

The Secretariat did not incur any material privacy breaches over the reporting period.

17. Privacy Impact Assessments

No Privacy Impact Assessments (PIAs) were completed during the 2015–16 reporting period. However, a Privacy Assessment was completed on the Standard on Security Screening. This Standard provides guidance to federal departments and strengthens the provisions related to the appropriate handling of security screening information throughout its life cycle. It also reinforces the rights of individuals to be informed of the information that is used in the decision-making process and to be provided an opportunity to clarify, explain or contest the information prior to a final decision being made. The Standard also fully supports the integration of strong privacy controls, such as limiting the collection of personal information to only that which is necessary for the identified purpose, thus limiting any use or disclosure to those activities that directly support the objectives of security screening.

The ATIP Office was also involved with the development of a number of PIAs related to initiatives on personnel and administrative management throughout the 2015–16 fiscal cycle. It is expected that a number of these PIAs will be completed and submitted in the 2016–17 fiscal year.

18. Disclosures Under Paragraph 8(2)(m) of the Privacy Act

Subsection 8(2) of the Privacy Act provides limited and specific circumstances under which institutions may disclose personal information without an individual's consent. Paragraph 8(2)(m) allows for the disclosure of personal information when the public interest clearly outweighs any invasion of privacy or when the disclosure would benefit the individual involved. In the 2015–16 period, there were no disclosures pursuant to paragraph 8(2)(m) of the Privacy Act.

19. Information Holdings

Info Source is a series of publications containing information about, and collected by, the Government of Canada. The primary purpose of Info Source is to assist individuals in exercising their rights under the Access to Information Act and the Privacy Act. Info Source also supports the federal government's commitment to facilitate access to information regarding its activities.

A description of the Secretariat's functions, programs, activities and related information holdings can be found in [Treasury Board Secretariat - Sources of Federal Government and Employee Information \(Info Source\)](#)ⁱⁱⁱ. Info Source also provides private individuals and federal government employees (current and former) with the information required to access their personal information held by government institutions that are subject to the Privacy Act. The Secretariat does not have any exempt personal information banks.

This year, the Secretariat's ATIP Office implemented recommendations provided by the Secretariat's Information and Privacy Policy Division. The Info Source chapter was further realigned to reflect changes in the Secretariat's Program Alignment Architecture and the ATIP Office will continue to update the chapter based on a three-year action plan, such as updating the description of document types and collapsing certain redundant personal information banks, while re-registering others.

All [Info Source publications](#)^{iv} are available online free of charge.

Appendix A: Statistical Report on the Privacy Act

Name of institution: Treasury Board of Canada Secretariat

Reporting period: 2015-04-01 to 2016-03-31

Part 1: Requests Under the Privacy Act

	Number of Requests
Received during reporting period	129
Outstanding from previous reporting period	5
Total	134
Closed during reporting period	116
Carried over to next reporting period	18

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	2	3	1	3	0	0	0	9
Disclosed in part	0	4	10	5	2	4	0	25
All exempted	0	0	1	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	1	11	1	1	0	0	0	14
Request abandoned	64	1	2	0	0	0	0	67
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	67	19	15	9	2	4	0	116

2.2 Exemptions

Section	Number of Requests
18(2)	0
19(1)(a)	0
19(1)(b)	0
19(1)(c)	0
19(1)(d)	0
19(1)(e)	0
19(1)(f)	0
20	0
21	3
22(1)(a)(i)	0
22(1)(a)(ii)	0
22(1)(a)(iii)	0
22(1)(b)	4
22(1)(c)	0
22(2)	0
22.1	0
22.2	0
22.3	0
23(a)	0
23(b)	0
24(a)	0
24(b)	0
25	0
26	14
27	10
28	0

2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	9	0	0
Disclosed in part	25	0	0
Total	34	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	229	121	9
Disclosed in part	6470	5623	25
All exempted	7	0	1
All excluded	0	0	0
Request abandoned	0	0	67
Neither confirmed nor denied	0	0	0
Total	6706	5744	102

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	9	121	0	0	0	0	0	0	0	0
Disclosed in part	12	386	10	1888	1	721	2	2628	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	67	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	89	507	10	1888	1	721	2	2628	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	12	0	14	0	26
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	1	2	0	0	3
Neither confirmed nor denied	0	0	0	0	0
Total	13	2	14	0	29

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
15	12	3	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	6	6
16 to 30 days	0	1	1
31 to 60 days	1	1	2
61 to 120 days	0	2	2
121 to 180 days	0	4	4
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	1	14	15

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	3	0
Disclosed in part	1	0	20	0
All exempted	1	0	0	0
All excluded	0	0	0	0
No records exist	1	0	1	0
Request abandoned	2	0	0	0
Total	5	0	24	0

5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with Operations	15(a)(ii) Consultation		15(b) Translation Purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	5	0	24	0
Total	5	0	24	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	15	1099	0	0
Outstanding from the previous reporting period	1	3	0	0
Total	16	1102	0	0

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Closed during the reporting period	15	537	0	0
Pending at the end of the reporting period	1	565	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	7	2	0	0	0	0	0	9
Disclosed in part	2	2	1	0	0	0	0	5
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	1	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0
Total	10	4	1	0	0	0	0	15

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
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
18	10	0	0	28

Part 9: Privacy Impact Assessments (PIAs)

Number of PIAs completed: 0

Part 10: Resources Related to the Privacy Act

10.1 Costs

Expenditures	Amount
Salaries	\$134,381
Overtime	\$0
Goods and Services	\$16,989
Professional services contracts	\$5,354
Other	\$11,635
Total	\$151,370

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	2.00
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	2.00

Appendix B: Delegation Order

I, undersigned, President of the Treasury Board, pursuant to section 73 of the Privacy Act hereby designate Senior ATIP Advisors, the Access to Information and Privacy Director, the Senior Director of Ministerial Services, the Assistant Secretary, Strategic Communications and Ministerial Services and the Secretary, or persons occupying those positions on an acting basis, to exercise signing authorities or perform any of the President's powers, duties or functions specified in the attached Schedule B. This designation replaces all previous delegation orders.

Original signed by

The Honourable Scott Brison
President of the Treasury Board
Date 2016-02-02

Schedule B - Sections of the Privacy Act to Be Delegated

Section of the Privacy Act	Powers, Duties or Functions	Position
8(2)(j)	Disclosure for research purposes	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
8(2)(m)	Disclosure in the public interest or in the interest of the individual	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
8(4)	Copies of requests under 8(2)(e) to be retained	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
8(5)	Notice of disclosure under 8(2)(m)	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
9(1)	Record of disclosures to be retained	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs

Section of the Privacy Act	Powers, Duties or Functions	Position
9(4)	Consistent uses	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
10	Personal information to be included in personal information banks	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
14	Notice where access requested	ATIP officers Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
15	Extension of time limits	Senior ATIP Advisors Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
17(2)(b)	Language of access	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
17(3)(b)	Access to personal information in alternative format	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
18(2)	Exemption (exempt bank) – disclosure may be refused	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
19(1)	Exemption – Personal information obtained in confidence	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
19(2)	Exemption – Where authorized to disclose	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs

Section of the Privacy Act	Powers, Duties or Functions	Position
20	Exemption – Federal-provincial affairs	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
21	Exemption – International affairs and defence	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
22	Exemption – Law enforcement and investigation	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
22.3	Exemption – Public Servants Disclosure Protection Act	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
23	Exemption – Security clearances	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
24	Exemption – Individuals sentenced for an offence	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
25	Exemption – Safety of individuals	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
26	Exemption – Information about another individual	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
27	Exemption – Solicitor-client privilege	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs

Section of the Privacy Act	Powers, Duties or Functions	Position
28	Exemption – Medical record	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
33(2)	Right to make representation	Secretary
35(1)	Notice of actions to implement recommendations of Commissioner	Secretary
35(4)	Access to be given	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
36(3)	Notice of actions to implement recommendations of Commissioner concerning exempt banks	Secretary
37(3)	Notice of actions to implement recommendations of Commissioner concerning compliance with sections 4 to 8	Secretary
51(2)(b)	Special rules for hearings	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
51(3)	Ex parte representations	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
72(1)	Report to Parliament	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs

Section of the Privacy Regulations	Powers, Duties or Functions	Position
9	Reasonable facilities and time provided to examine personal information	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
11(2)	Notification that correction to personal information has been made	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
11(4)	Notification that correction to personal information has been refused	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
13(1)	Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs

Endnotes

- i. Privacy Act, <http://laws-lois.justice.gc.ca/eng/acts/P-21/FullText.html>
- ii. Info Source Bulletin, <http://www.tbs-sct.gc.ca/hgw-cgf/oversight-surveillance/atip-airp/sr-rs/index-eng.asp>
- iii. Treasury Board Secretariat – Sources of Federal Government and Employee Information (Info Source) <http://www.tbs-sct.gc.ca/ip-pi/trans/sfg-srg/sfg-srgtb-eng.asp>
- iv. Info Source Publications, <http://www.infosource.gc.ca/index-eng.asp>