

1996-1997 Annual Report to Parliament



ACCESS TO INFORMATION ACT AND PRIVACY ACT

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ACCESS TO INFORMATION ACT

1. INTRODUCTION

The *Access to Information Act*, proclaimed in July 1983, extends the laws of Canada to grant all individuals and incorporated entities in Canada a right of access to information in records under the control of government institutions. Three principles underlie this legislation:

- government information should be available to the public;
- necessary exceptions to the right of access should be limited and specific; and
- decisions on the disclosure of government information should be reviewed independently of government.

This Annual Report to Parliament is for the 1996-97 fiscal year as required under subsections 72(1) and 72(2) of the *Access to Information Act*.

Types of Information Requested

A variety of information was requested under the *Access to Information Act*. The most common requests were for information on First Nations such as information on band audits, funding agreements, land claims, band membership and elections, and environmental issues. Also requested were: a variety of reports, studies, and audits; information on government policies and plans relating to Aboriginal issues; financial and contractual information; and information about reserve lands. Most of the remaining requests concerned general departmental information.

Some of the requests processed were extremely complex, requiring lengthy searches encompassing thousands of pages and extensive consultations. Such large cases required, in some instances, longer completion times due to the sheer volume, numerous consultations and notification to third parties as described in item 2(4). The sources of requests are described in item 2(3).

2. STATISTICAL REPORT

Appendix A contains the detailed report on the *Access to Information Act* from April 1, 1996 to March 31, 1997. It includes the following:

(1) Requests under the *Access to Information Act*

The Department of Indian Affairs and Northern Development (DIAND) received 238 requests under the *Access to Information Act* during this reporting period and had 153 outstanding from the previous year. Of the total 391 requests, 248 were completed by March 31, 1997. One hundred and forty-three were carried forward because their processing had not been completed by the end of the reporting period.

(2) Disposition of Requests Completed

The 248 requests processed were disposed of in the following manner:

- All Disclosed

In 67 (27%) cases, the applicants were provided with total access to the relevant requested records.
- Disclosed in Part

In 52 (21 %) cases, the applicants were granted partial access to the records requested. Portions of the information were inaccessible due to exemptions or because the records were non-existent.
- Nothing Disclosed (Excluded)

In 6 (2.5%) cases, the information was totally excluded from disclosure under sections 68 or 69 of the *Access to Information Act*.
- Nothing Disclosed (Exempt)

In 11 (4.5 %) cases, requests were for records that were totally exempt under the *Access to Information Act* and severability could not be applied.
- Transferred

In 6 (2.5 %) cases, requests were transferred to another federal institution having greater interest in the records requested, in accordance with subsection 8(1) of the Act.

- **Unable to Process**

Forty-three (17%) requests fell into this category. In the majority of cases, these were requests for non-existent records.

- **Abandoned by Applicant**

Fifty-eight (23.5 %) requests were abandoned by the applicants, including requests that were formally withdrawn by the applicant or requests for which fees were not paid.

- **Treated Informally**

Five (2%) of the completed requests were treated informally.

Although the number of pages processed during this fiscal year decreased from last year, the number of requests processed increased significantly (23%). In summary, access was given to all or part of the records in 51 % of the cases, while it was necessary to withhold all information in only 7% of the cases. The remaining 42% of the cases were either transferred, abandoned or could not be processed (e.g., requester did not respond to our letter requesting fees, or the search was conducted but no records exist).

(3) Source of Requests

The 238 requests received by the department during the 1996-97 fiscal year had five main sources. The largest number of requests, 94 (39.5 %), came from members of the public. Seventy-four (31 %) requests were generated by organizations, while businesses were responsible for 45 (19%). Of the remaining requests, 24 (10%) originated from the media and 1 (0.5%) from academia.

(4) Time Extensions

Extensions beyond the 30-day statutory deadline to process the requests were required for the following reasons:

- extensive searching procedures were required or a large volume of information was requested;
- consultations with other government institutions were necessary; or
- third-party notifications were necessary.

The department is highly decentralized with regional and district offices located throughout Canada (including the northern territories). This geographical separation contributes to the time pressures associated with processing requests when records must be retrieved from many scattered locations.

Of the 248 requests processed, 65 (26%) were completed within the initial statutory 30-day deadline; 39 (16%) were completed within 60 days; 48 (19%) were completed within 120 days; and 96 (39%) of the requests required longer than 120 days to complete.

3. SUPPORTIVE DOCUMENTATION

(1) Organizational Structure

To implement the *Access to Information Act* in the department, the following organization (illustrated in Appendix C) is in effect:

- The departmental Access to Information and Privacy Co-ordinator, through the Office of Access to Information and Privacy (ATIP), is responsible for the administrative aspects of the Act and the co-ordination of its application.
- Fifteen ATIP liaison officers are responsible for ensuring that formal requests concerning their region or sector are monitored and returned to the ATIP office within established deadlines.
- The Office of Primary Interest (OPI) officials are responsible for retrieving and identifying requested information and reviewing material in accordance with the Act.

The ATIP office, headed by a co-ordinator, employs 7 officers and 1 clerk. The office is involved in the day-to-day co-ordination, administration and operation of the Access to Information and Privacy legislation. Fifteen ATIP liaison officers spend approximately 10 % of their time processing requests under the *Access to Information Act*. These departmental officials administer both the Access to Information and Privacy legislation.

(2) Consultation with Other Institutions

If it is believed that a request being processed by a federal institution contains records that are of greater interest to another federal institution, the ATIP co-ordinator of that institution is consulted. Our department received 53 requests for consultations from other institutions in 1996-97. Seven requests were outstanding from the previous year. DIAND reviewed these records pursuant to the Act and made recommendations on disclosure to the appropriate institution in 56 cases. Four requests were carried forward because their processing had not been completed by the end of the reporting period. As well, DIAND initiated consultations with other federal departments, notably the Department of Justice and the Privy Council Office. Departmental ATIP officials and their counterparts in other federal institutions informally consult to exchange information and ensure consistency of application.

(3) Implementation Familiarization and Training

The ATIP office has workshops for departmental employees on both the Access to Information and Privacy legislation in half-day or full-day formats. One workshop was given on the Access and the Privacy legislation to regional employees during 1996-97. Formal training sessions on the application of the Acts are being provided by contract.

Reading Room

Facilities and expertise are available within the ATIP office at headquarters and in regional offices to assist requesters in exercising their rights under the *Access to Information Act* and the *Privacy Act*. Applicants can also review requested records in these offices. The Departmental Library provides facilities for the public to review departmental manuals used for administering programs.

Processing Formal Requests

The ATIP office is the central co-ordinating point for the processing of all requests received at headquarters or in the regions under the *Access to Information Act*. It also maintains contact with requesters to obtain clarification, discuss any revisions, explain procedures and, generally, to ensure that applicants are aware of the status of their requests. The ATIP office also determines the legal deadline permitted by the Act for response.

The ATIP office, in discussion with departmental officials, determines which area(s) of the department is likely to have relevant records. The actual request and a tracking document, along with any specific instructions, are forwarded to the appropriate Office of Primary Interest (OPI) official who is responsible for identifying and retrieving all relevant documents. The OPI must also review the information and recommend if any part of it should be exempted or excluded under the *Access to Information Act*. All relevant records and a written recommendation regarding disclosure are forwarded to the ATIP office. If records are not available (e.g., they do not exist), the ATIP office is notified of the efforts made to locate the records.

The ATIP office undertakes a line-by-line review of the documents and frequently undertakes extensive consultation with program officials to confirm that exemptions and exclusions conform to the legislation.

The ATIP office prepares the necessary documents to notify third parties (e.g., bands, companies) of the proposed disclosure of information originating from or about them. The ATIP office liaises with third parties throughout this process and must be prepared to explain and support the department's position.

The ATIP office also consults with other departments or other levels of government concerning the disclosure of records- It notifies the requester if an extension is necessary or fees are involved. The office develops the positions and arguments on which legal opinions are sought. It responds to investigations of complaints by meeting with investigators from the Office of the Information Commissioner in order to present and explain the position taken by the department regarding processing of the request.

The ATIP office prepares the documents for disclosure by severing all exempt and excluded information and forwarding the records to the requester with an accompanying letter identifying the exemptions invoked, along with other explanations. Alternatively, the ATIP office arranges with the applicant for examination of the records in person.

(4) Informal Disclosure

The department makes available as many documents as possible on an informal basis. The public is, therefore, encouraged to use readily accessible departmental offices when seeking access to departmental information.

Formal processes are used when documents are exempt from access, when there are some doubts as to their accessibility or when applicants simply choose to exercise their rights under the legislation. Requests are then processed under the *Access to Information Act* in accordance with procedures established to handle such requests.

4. DEPARTMENTAL POLICIES RELATED TO THE ADMINISTRATION OF THE ACT

Departmental policies and procedures for processing requests under the Act were approved and disseminated in 1993-94.

Fees and Costs

The methodology used for calculating fees is based on the *Access to Information Act* and attendant regulations. Basically, the department has adopted the Treasury Board of Canada guidelines on fees. Search, preparation and reproduction fees of less than \$25 are waived; fees of more than \$25 are assessed on a case-by-case basis. Only in exceptional circumstances is the \$5 application fee waived or refunded. Such cases include applications that should have been made under the *Privacy Act*. The fees, costs and person-years associated with processing access requests are summarized in Appendix A.

5. DELEGATED AUTHORITIES RELATED TO THE ADMINISTRATION OF THE ACT

The Minister's authority under the *Access to Information Act* is delegated to enable the department to meet the requirements of the Act and exercise its powers. The Director, Departmental Secretariat, and the Departmental Access to Information and Privacy Co-ordinator have been delegated full responsibility for *all* sections of the Act.

6. COMPLAINTS AND INVESTIGATIONS

To ensure that federal institutions fully comply with the Act and that all applicants are treated fairly and consistently, sections 41 to 53 of the *Access to Information Act* provide for a two-tiered system of review of decisions made under the Act. The first step is a complaint to the Information Commissioner; the second is an appeal to the Federal Court.

Fifty-one complaints were filed with the Information Commissioner against the department during the reporting period and 11 complaints were outstanding from the previous period. Thirty were completed and the remaining 32 are still under investigation. Of the 30 completed cases, 7 were not substantiated, 4 were well-founded and the other 19 were resolved. A summary of these investigations is outlined in the table that follows.

TABLE OF COMPLAINTS AND INVESTIGATIONS

No.	Date Received	Reason for Complaint	Information Commissioner's Finding
1	94/06/10	exemption	resolved
2	95/02/13	more records exist	resolved
3	95/09/14	delay	resolved
4	95/09/19	refusal	not substantiated
5	95/09/30	incomplete	not substantiated
6	95/12/04	exemption	unresolved
7	95/12/14	delay	resolved
8	96/01/09	incomplete	resolved

No.	Date Received	Reason for Complaint	Information Commissioner's Finding
9	96/01/09	incomplete	resolved
10	96/02/01	delay	resolved
11	96/02/16	exemption / exclusion	unresolved
12	96/02/16	exemption / exclusion	unresolved
13	96/02/16	exemption / exclusion	unresolved
14	96/02/16	exemption / exclusion	unresolved
15	96/03/15	delay	resolved
16	96/03/26	refusal	unresolved
17	96/04/01	refusal	not substantiated
18	96/04/11	exemption / delay	resolved
19	96/04/26	incomplete	not substantiated
20	96/04/29	exemption	not substantiated
21	96/05/23	delay	resolved
22	96/06/12	incomplete	resolved
23	96/06/17	refusal	not substantiated
24	96/06/27	exemption	unresolved
25	96/08/01	delay	well-founded
26	96/08/01	delay	well-founded
27	96/08/01	delay	resolved
28	96/08/01	delay	well-founded
29	96/08/01	delay	well-founded
30	96/08/01	translation required	unresolved

No.	Date Received	Reason for Complaint	Information Commissioner's Finding
31	96/08/08	delay	not substantiated
32	96/10/08	delay	resolved
33	96/10/11	delay	resolved
34	96/10/18	delay	resolved
35	96/10/18	incomplete	unresolved
36	96/10/22	delay	resolved
37	96/12/02	fees	unresolved
38	96/12/02	fees	unresolved
39	96/12/02	fees	unresolved
40	96/12/02	fees	unresolved
41	96/12/02	delay	unresolved
42	96/12/02	fees	unresolved
43	96/12/02	fees	unresolved
44	96/12/02	delay	resolved
45	97/01/08	delay	unresolved
46	97/01/08	delay	resolved
47	97/01/23	delay	resolved
48	97/02/10	delay	unresolved
49	97/02/10	delay	unresolved
50	97/02/10	delay	unresolved
51	97/02/10	delay	unresolved
52	97/02/10	delay	unresolved

No.	Date Received	Reason for Complaint	Information Commissioner's Finding
53	97/02/10	delay	unresolved
54	97/03/07	delay / refusal	unresolved
55	97/03/07	delay	unresolved
56	97/03/07	delay	unresolved
57	97/03/12	incomplete	unresolved
58	97/03/17	refusal	unresolved
59	97/03/17	refusal	unresolved
60	97/03/17	refusal	unresolved
61	97/03/17	refusal	unresolved
62	97/03/25	exemption	unresolved

PRIVACY ACT

1. INTRODUCTION

The purpose of the *Privacy Act*, proclaimed in July 1983, is to extend the present laws of Canada protecting the privacy of individuals with respect to personal information about themselves held by a government institution. The Act also provides individuals with a right of access to such information.

This Annual Report to Parliament is for the 1996-97 fiscal year as required under subsections 72(1) and 72(2) of the *Privacy Act*.

2. STATISTICAL REPORT

Appendix B contains the detailed statistical report on the *Privacy Act* from April 1, 1996 to March 31, 1997. It includes the following:

(1) Requests under the Privacy Act

The Department of Indian Affairs and Northern Development received 49 requests during the reporting period in addition to the 10 outstanding from the previous year. Forty-seven requests were processed during the year, and 12 were carried forward.

(2) Disposition of Requests Completed

- All Disclosed

Applicants were provided total access to the relevant personal records in 4 (8.5 %) cases.

- Disclosed in Part

Portions of the records were partially disclosed in 37 (78.5 %) cases. The information that had to be protected was information about individuals other than the requester.

- Nothing Disclosed (Excluded)

There were no requests where records were totally excluded.

- Nothing Disclosed (Exempt)

There were no requests where records were totally exempt.

- Unable to Process

Three (6.5 %) requests fell into this category. These were requests for which records did not exist.

- Abandoned by Applicant

Three (6.5%) requests were abandoned by the applicants.

3. SUPPORTIVE DOCUMENTATION

(1) Organizational Structure

To implement the *Privacy Act* in the department, the following organization (illustrated in Appendix C) is in effect:

- The departmental Access to Information and Privacy Co-ordinator, through the Office of Access to Information and Privacy (ATIP), is responsible for the administrative aspects of the Act and co-ordination of its application.
- Fifteen ATIP liaison officers are responsible for ensuring that formal requests concerning their region or sector are controlled and returned to the ATIP office within established deadlines.
- The Office of Primary Interest (OPI) officials are responsible for retrieving and identifying requested information and reviewing material in accordance with the Act.

The ATIP office, headed by a co-ordinator, employs 7 officers and 1 clerk. The office is involved in the day-to-day co-ordination, administration and operation of the Access to Information and Privacy legislation. Fifteen ATIP liaison officers spend approximately 5 % percent of their time processing requests under the *Privacy Act*. These departmental officials administer both the Access to Information and Privacy legislation.

(2) Implementation Impact

Requests are mainly from employees, former employees or individuals seeking registration. The impact is felt mainly by the ATIP office, Human Resources and the Indian Registration and Band Lists Directorate.

Administrative Documentation

The ATIP office works closely with OPI officials to ensure that the disclosure or withholding of requested information is well documented. Both the rationale for refusing to disclose personal information and the justification for its disclosure are well recorded and approved by the delegated officials. Furthermore, any request for extension is carefully reviewed, justified and documented before being approved.

If personal information is disclosed to third parties, additional precautions are taken to ensure that such disclosures are documented in accordance with the *Privacy Act* and its regulations, as well as with Treasury Board of Canada and departmental policies.

Processing Formal Requests

The ATIP office acts as the central co-ordinating point for the processing of all requests received at headquarters or in the regions under the *Privacy Act*. The ATIP office reviews the requests for clarity and completeness, and determines the legal deadline for response. Requests are then forwarded by hand to the OPI official concerned, along with any specific processing instructions. If the responsible OPI official determines after review that the requested information is accessible, and neither exempt nor excluded under the provisions of the *Privacy Act*, the official forwards the information to the ATIP office with the written recommendation for disclosure. However, if it is determined that access should be denied, in whole or in part, the OPI official advises the ATIP office in writing of the recommendation including the supporting rationale for withholding this information.

The OPI officials are responsible for ensuring that prompt action is taken on requests and that a response is given to the ATIP office within the specified time.

The ATIP office is responsible for ensuring that requests are completed within the statutory deadline and for confirming that exemptions and exclusions conform to the legislation.

Informal Channels

Access by individuals to personal information about themselves, which was generally available from the department before the implementation of the *Privacy Act*, continues to be made available informally. If informal access cannot readily be given, applicants are

advised of their rights under the *Privacy Act* and how these can be exercised. Disclosure of personal information to third parties is not possible without the consent of the individual to whom it relates, unless authorized under subsection 8(2) of the *Privacy Act*.

Familiarization and Training

The ATIP office has workshops for departmental employees on both the Access to Information and Privacy legislation in half-day or full-day formats. One workshop was given on the Access and the Privacy legislation to headquarters and regional employees during 1996-97. Formal training sessions on the application of the Acts are being provided by contract.

Reading Room

Facilities and expertise are available within the ATIP office at headquarters and in regional offices to assist requesters in exercising their rights under the *Access to Information Act* and the *Privacy Act*. Applicants can also review requested records in these offices. The Departmental Library provides facilities for the public to review departmental manuals used for administering programs.

4. DEPARTMENTAL POLICIES RELATED TO THE ADMINISTRATION OF THE ACT

Departmental policies and procedures for processing requests under the Act were approved and disseminated in 1993-94.

5. DELEGATED AUTHORITIES RELATED TO THE ADMINISTRATION OF THE ACT

The Minister's authority under the *Privacy Act* is delegated to enable the department to meet the requirements of the Act and to exercise its powers. The Director, Departmental Secretariat, and the Departmental Access to Information and Privacy Co-ordinator have been delegated full responsibility for all sections of the Act.

6. COMPLAINTS AND INVESTIGATIONS

During the fiscal year, 5 complaints were made to the Privacy Commissioner and 12 complaints were carried over from the previous year. Of these, 2 complaints were not reported and 1 was incorrectly reported as the investigation having been completed. No complaints were deemed well-founded and 1 complaint was deemed not well-founded, while 8 complaints were discontinued. Three complaints have been resolved and 5 complaints are still under investigation by the Privacy Commissioner.

TABLE OF COMPLAINTS AND INVESTIGATIONS

#	DATE RECEIVED	REASON FOR COMPLAINT	PRIVACY COMMISSIONER'S FINDING
1	93-12-13	exemption	discontinued
2	93-12-13	exemption	discontinued
3	94-05-19	retention and disposal	discontinued
4	94-05-31	exemption	discontinued
5	94-06-01	disclosure	resolved
6	94-07-14	retention and disposal	discontinued
7	94-09-13	access denied	discontinued
8	95-01-03	disclosure	resolved
9	95-06-19	disclosure	discontinued
10	95-08-16	incomplete records	unresolved
11	96-03-29	disclosure	unresolved
12	96-03-29	disclosure	unresolved
13	96-04-29	incomplete records	discontinued
14	96-05-08	access denied	not well-founded
15	96-06-17	delay	resolved
16	96-12-12	disclosure	unresolved
17	97-01-17	delay	unresolved

7. EXEMPT BANKS

Subsection 18(1) of the *Privacy Act* provides that the Governor in Council may, by order, designate as exempt certain personal information banks that contain files consisting predominantly of personal information described in sections 21 or 22 of the Act (international affairs and defence or law enforcement and investigation). There are no designated exempt banks in the department.

8. USE AND DISCLOSURE OF PERSONAL INFORMATION

Sections 7 and 8 of the *Privacy Act* constitute a code governing the use and disclosure of all personal information under the control of government institutions. Any uses or disclosures of personal information other than those stipulated in these sections can only occur with the consent of the individual to whom the information relates.

An underlying principle of the privacy legislation is that the right of the individual to privacy includes the right to control the use and disclosure of information about the individual and, when exceptions to this principle exist, to know what use can be made of the information and to whom and for what purposes the information may be disclosed.

Requests from Third Parties under Subsection 8(2) of the Act

Subsection 8(2) of the *Privacy Act* sets out 13 specific provisions under which personal information under the control of a government institution may be disclosed to third parties (e.g., to another government institution, person, groups or organizations) without obtaining the consent of the individual to whom the information relates.

During the reporting period, there were many third-party requests for information about the registered Indian population and band membership. These requests were closely reviewed by the ATIP office and a recommendation was subsequently made on disclosure or non-disclosure by the OPI official concerned. In numerous instances, written communication is required to ascertain the purpose of the request and the impact of disclosure or non-disclosure. This is especially significant due to the large volume of personal information requested and the requirement to ensure that personal information not relevant to the request be exempted before disclosure.

Of 96 requests for personal information received during the current reporting period and 61 carried forward from the last reporting period, 133 of the requests were processed as follows: full disclosure was granted in 63 cases; partial disclosure was granted in 6 cases; no information was disclosed in 6 cases; in 2 cases, no records were found to exist; in 1 case the information was already publicly available; in 42 cases, requests were withdrawn; in 11 cases, requests were transferred; and in 2 cases no personal information was contained in the records. Twenty-four cases were carried forward at the end of the

reporting period. Of the 69 cases in which personal information was communicated, 2 disclosures were made for the purpose for which the information was obtained pursuant to paragraph 8(2)(a); 1 disclosure was made to the Attorney General of Canada for use in legal proceedings involving the Government of Canada pursuant to paragraph 8(2)(d); 7 disclosures were made pursuant to paragraph 8(2)(e), see below; 27 disclosures were made to provincial institutions pursuant to paragraph 8(2)(f); 1 disclosure was made for statistical research pursuant to paragraph 8(2)(f); and 31 disclosures were made to Aboriginal organizations pursuant to paragraph 8(2)(k).

With respect to disclosures pursuant to paragraph 8(2)(k), the department plays a special role as an informal entry point for researchers of Aboriginal land claims seeking access to departmental records. An undertaking is signed by the applicant to ensure that personal information disclosed under paragraph 8(2)(k) is protected.

It is departmental policy to disclose personal information strictly in accordance with the provisions of the *Privacy Act* as well as Treasury Board of Canada guidelines, policies and procedures. The ATIP office ensures that disclosures of personal information are recorded and accounted for by documenting all related activities. Furthermore, records are maintained to ensure a proper audit trail, should investigations be conducted by the Privacy Commissioner.

9. DISCLOSURES UNDER PARAGRAPH 8(2)(e) OF THE ACT

Seventeen requests were made by federal investigative bodies for personal information and 5 were carried forward from the last reporting period. The latter included 3 requests which were initially not deemed to be requests under paragraph 8(2)(e). In 4 cases full disclosure was granted, and 3 cases were granted partial disclosure pursuant to paragraph 8(2)(e) of the *Privacy Act*. Three cases were withdrawn by the requesting institutions. Twelve cases were carried forward to the 1997-98 fiscal year. The authorization to disclose personal information to investigative bodies under paragraph 8(2)(e) of the *Privacy Act* has been delegated to the Director, Departmental Secretariat, and to the Deputy Minister. Thus, in such cases, they must authorize the disclosure of personal information.

APPENDICES



REPORT ON THE ACCESS TO INFORMATION ACT
RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION

Institution DIAND / AINC	Reporting period - Période visée par le rapport April 1, 1996 - March 31, 1997 le 1er avril 1996 au 31 mars 1997
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Source →	Media - Médias 24	Academia - Secteur universitaire 1	Business - Secteur commercial 45	Organization - Organisme 74	Public 94
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I Requests under the Access to Information Act
Demandes en vertu de la Loi sur l'accès à l'information

Received during reporting period Reçues pendant la période visée par le rapport	238
Outstanding from previous period En suspens depuis la période antérieure	153
TOTAL	391
Completed during reporting period Traitées pendant la période visée par le rapport	248
Carried forward Reportées	143

II Disposition of requests completed
Dispositions prises à l'égard des demandes traitées

1. All disclosed Communication totale	67	6. Unable to process Traitement impossible	43
2. Disclosed in part Communication partielle	52	7. Abandoned by applicant Abandon de la demande	58
3. Nothing disclosed (excluded) Aucune communication (exclusion)	6	8. Treated informally Traitement non officiel	5
4. Nothing disclosed (exempt) Aucune communication (exception)	11	TOTAL	248
5. Transferred Transmission	6		

III Exemptions invoked
Exceptions invoquées

S. Art. 13 (1) (a)	0	S. Art. 16 (1) (a)	0	S. Art. 18 (b)	2	S. Art. 21 (1) (a)	9
(b)	0	(b)	0	(c)	0	(b)	16
(c)	10	(c)	1	(d)	2	(c)	9
(d)	2	(d)	0	S. Art. 19 (1)	39	(d)	4
S. A. 14	7	S. Art. 16 (2)	0	S. Art. 20 (1) (a)	1	S. A. 22	1
S. A. 15 (1) International relations Relations internationales	0	S. Art. 16 (3)	0	(b)	28	S. A. 23	12
Defence Défense	0	S. A. 17	0	(c)	11	S. A. 24	3
Subversive activities Activités subversives	1	S. Art. 18 (a)	0	(d)	10	S. A. 26	0

IV Exclusions cited
Exclusions citées

S. Art. 68 (a)	4	S. Art. 69 (1) (c)	1
(b)	1	(d)	1
(c)	1	(e)	1
S. Art. 69 (1) (a)	5	(f)	0
(b)	1	(g)	9

V Completion time
Délai de traitement

30 days or under 30 jours ou moins	65
31 to 60 days De 31 à 60 jours	39
61 to 120 days De 61 à 120 jours	48
121 days or over 121 jours ou plus	96

VI Extensions
Prorogations des délais

	30 days or under 30 jours ou moins	31 days or over 31 jours ou plus
Searching Recherche	2	2
Consultation	10	4
Third party Tiers	1	26
TOTAL	13	32

VII Translations
Traductions

Translations requested Traductions demandées	0
Translations prepared Traductions préparées	0
English to French De l'anglais au français	0
French to English Du français à l'anglais	0

VIII Method of access
Méthode de consultation

Copies given Copies de l'original	112
Examination Examen de l'original	3
Copies and examination Copies et examen	4

IX Fees
Frais

Net fees collected Frais net perçus			
Application fees Frais de la demande	\$ 1,145.00	Preparation Préparation	\$ 272.80
Reproduction	\$ 1,377.00	Computer processing Traitement informatique	\$ 0.00
Searching Recherche	\$ 551.30	TOTAL	\$ 3,346.00
Fees waived Frais auxquels on renonce		No. of times Nombre de fois	\$
\$25.00 or under 25,00 \$ ou moins		73	\$ 359.00
Over \$25.00 De plus de 25,00 \$		10	\$ 634.00

X Costs
Coûts

Financial (all reasons) Financiers (raisons)	(\$000)
Salary Traitement	\$ 345.0
Administration (O and M) Administration (fonctionnement et maintien)	\$ 134.0
TOTAL	\$ 479.0
Person year utilization (all reasons) Années-personnes utilisées (raisons)	
Person year (decimal format) Années-personnes (nombre décimal)	7.8

REPORT ON THE PRIVACY ACT
RAPPORT CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Institution DIAND / AINC	Reporting period - Période visée par le rapport April 1, 1996 - March 31, 1997 le 1er avril 1996 au 31 mars 1997
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I Requests under the Privacy Act
Demandes en vertu de la Loi sur la protection
des renseignements personnels

Received during reporting period Reçues pendant la période visée par le rapport	49
Outstanding from previous period En suspens depuis la période antérieure	10
TOTAL	59
Completed during reporting period Traitées pendant la période visée par le rapport	47
Carried forward Reportées	12

II Disposition of requests completed
Dispositions prises à l'égard
des demandes traitées

1. All disclosed Communication totale	4
2. Disclosed in part Communication partielle	37
3. Nothing disclosed (excluded) Aucune communication (exclusion)	0
4. Nothing disclosed (exempt) Aucune communication (exception)	0
5. Unable to process Traitement impossible	3
6. Abandoned by applicant Abandon de la demande	3
7. Transferred Transmission	0
TOTAL	47

III Exemptions invoked
Exceptions invoquées

S. Art. 18 (2)	0
S. Art. 19 (1) (a)	0
(b)	0
(c)	0
(d)	0
S. Art. 20	0
S. Art. 21	0
S. Art. 22 (1) (a)	0
(b)	0
(c)	0
S. Art. 22 (2)	0
S. Art. 23 (a)	0
(b)	0
S. Art. 24	0
S. Art. 25	0
S. Art. 26	37
S. Art. 27	3
S. Art. 28	0

IV Exclusions cited
Exclusions citées

S. Art. 69 (1) (a)	0
(b)	0
S. Art. 70 (1) (a)	2
(b)	1
(c)	0
(d)	0
(e)	0
(f)	0

V Completion time
Délai de traitement

30 days or under 30 jours ou moins	9
31 to 60 days De 31 à 60 jours	6
61 to 120 days De 61 à 120 jours	9
121 days or over 121 jours ou plus	23

VI Extensions
Prorogations des délais

	30 days or under 30 jours ou moins	31 days or over 31 jours ou plus
Interference with operations Interruption des opérations	0	0
Consultation	0	0
Translation Traduction	0	0
TOTAL	0	0

VII Translations
Traductions

Translations requested Traductions demandées	0
Translations prepared Traduction préparées	English to French De l'anglais au français 0
	French to English Du français à l'anglais 0

VIII Method of access
Méthode de consultation

Copies given Copies de l'original	40
Examination Examen de l'original	0
Copies and examination Copies et examen	1

IX Corrections and notation
Corrections et mention

Corrections requested Corrections demandées	0
Corrections made Corrections effectuées	0
Notation attached Mention annexée	0

X Costs
Coûts

Financial (all reasons) Financiers (raisons)	(\$000)
Salary Traitement	\$ 66.0
Administration (O and M) Administration (fonctionnement et maintien)	\$ 26.0
TOTAL	\$ 92.0
Person year utilization (all reasons) Années-personnes utilisées (raisons)	
Person year (decimal format) Années-personnes (nombre décimal)	1.5

Access to Information and Privacy (ATIP) Organizational Chart

