



# ANNUAL REPORT TO PARLIAMENT

# PRIVACY ACT

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Federal Economic Development Agency  
for Southern Ontario

*April 1, 2015 to March 31, 2016*



This publication is available upon request in accessible formats.

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## **INTRODUCTION**

The purpose of the *Privacy Act* (the *Act*) “is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information” (Section 2 of the *Act*). The *Act* also protects an individual's privacy by preventing others from having access to that personal information and allows an individual specific rights concerning the collection and use of his or her personal information.

Section 72 of the *Act* requires that the head of every government institution prepare, for submission to Parliament, an annual report on the administration of the *Act* within the institution during each financial year. For the Federal Economic Development Agency for Southern Ontario (FedDev Ontario), the President has been designated as the head of the institution by Order in Council.

This Annual Report describes how FedDev Ontario, in its seventh year of operation, administered its responsibilities under the *Act*.

## **ABOUT THE ORGANIZATION**

### **Raison d'être**

FedDev Ontario was established in 2009 to support economic growth in southern Ontario through the delivery of federal programs and services.

In 2013, FedDev Ontario's mandate was renewed for a second five-year term, from 2014-2016 to 2018-2019. Budget 2013 provided the Agency with \$920 million in core funding for this five-year period, with a renewed commitment to strengthen the region's capacity for innovation, entrepreneurship and collaboration and to promote the development of a strong and diversified southern Ontario economy.

### **Responsibilities**

Through its suite of programs and activities, FedDev Ontario works to support sustainable and long-term economic benefits for the region, contributing to a strong and prosperous Ontario, to ensure a strong and prosperous Canada.

### **Scope of Operations**

FedDev Ontario is headquartered in Waterloo and has regional offices in Ottawa, Peterborough and Toronto. Its mandate covers southern Ontario, which includes 37 Statistics Canada census divisions.

FedDev Ontario is part of the Innovation, Science and Economic Development portfolio. Its President oversees Agency operations and resources, and reports to the Clerk of the Privy Council.

## **STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE**

Responsibility for processing requests received under the *Privacy Act* rests with the Access to Information and Privacy (ATIP) Coordinator who reports to the Corporate Secretary of the Agency. The ATIP Coordinator oversees the implementation of the *Access to Information Act* and the *Privacy Act* (the *Acts*) within FedDev Ontario, and ensures compliance with the legislation. The ATIP Office structure also includes one officer, as per the organizational chart in Annex A.

The ATIP Coordinator is responsible for the development, coordination and implementation of effective policies, guidelines and procedures necessary to manage the Agency's compliance with the *Acts*. The ATIP Office, which is located in Ottawa's regional office, responds to all formal requests submitted under the applicable Act.

The administration of the above *Acts* at FedDev Ontario is also facilitated at the branch and regional office levels. Each organizational branch has a liaison officer (reporting to a Vice-President or Director General) who coordinates activities on the administrative processes and procedures of these *Acts*.

## **DELEGATION OF AUTHORITY**

The ATIP Delegation Order was approved by the President of the Agency on January 27, 2016. This provides full delegated authority to the Vice-President of the Policy, Partnerships and Performance Management Branch, to the Corporate Secretary and to the ATIP Coordinator. The designation of the Corporate Secretary position is for the purpose of providing strategic support and advice to the executive management of the Agency concerning Access to Information and Privacy issues, if and when required. For all daily ATIP activities and operations, the ATIP Coordinator exercises full responsibility. A copy of the ATIP Delegation Order is attached in Annex B.

## **STATISTICS**

FedDev Ontario received and completed four privacy requests from April 1, 2015 to March 31, 2016. This represents a decrease of 20 percent compared to the previous period. A detailed statistical report on privacy requests is attached in Annex C.

### **Disposition and Completion Time**

Of the four requests completed, all were completed within the legislated 30 days or less. In one instance, the requester was granted partial disclosure, two requests were abandoned by the requestor and in one instance there were no records that existed.

For the one request where FedDev Ontario held responsive records, a total of 1,109 pages were processed and 809 pages were disclosed.

## **Exemptions and Exclusions**

As noted in Annex C, exemptions under section 26 of the Act were invoked by FedDev Ontario. No exclusions were cited by the Agency.

No extensions beyond the 30 day statutory limit were taken.

## **Operational Costs to Administer the *Privacy Act***

Annex C reflects the total cost of \$4,203 associated with the administration of the *Privacy Act* in the Agency for this fiscal year. This amount includes a salary cost of \$1 301, which includes two full-time employees and one part-time employee in the ATIP office, and other FedDev employees who work to support this function on a part-time basis as required and a non-salary amount of \$2,902.

## **EDUCATION AND TRAINING**

The Agency did not deliver privacy training sessions to employees during the reporting period. The ATIP Coordinator and the ATIP Officer provided advice and coaching to employees on privacy related matters throughout the reporting period.

Procedural information for processing privacy requests is posted on the Agency's wiki page.

## **INSTITUTIONAL POLICIES AND PROCEDURES**

An ATIP page is available on the external FedDev Ontario website. The page contains general information for the public, points of contact, and links to other key departments and agencies.

FedDev Ontario's internal procedures are reviewed periodically to maintain compliance with Treasury Board Secretariat's policies and guidelines.

## **COMPLAINTS, AUDITS AND INVESTIGATIONS**

There were no complaints received and no audits or investigations concluded concerning the administration of the *Act* during this reporting period.

## **PROCESSING TIMES**

The ATIP Office monitors the time to process privacy requests on an ongoing basis using the ATIP requests management software in order to ensure compliance with established deadlines. The Corporate Secretary, Vice-Presidents, Directors General or the Office of the President are notified as appropriate.

## **MATERIAL PRIVACY BREACHES**

No material privacy breach occurred during this reporting period.

## **PRIVACY IMPACT ASSESSMENT**

During this reporting period, FedDev Ontario did not initiate any Privacy Impact Assessments and, therefore, no assessments were forwarded to the Office of the Privacy Commissioner.

## **DISCLOSURE PURSUANT TO PARAGRAPH 8(2)(m)**

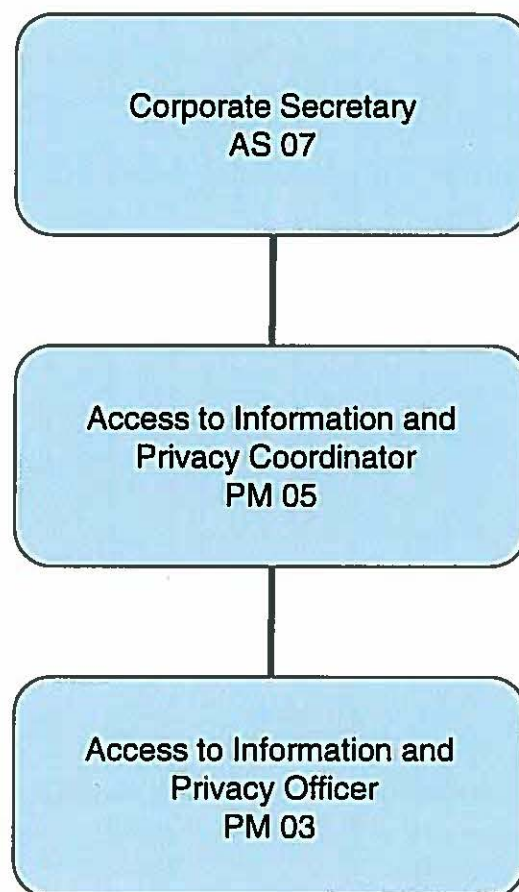
There were no disclosures pursuant to paragraph 8(2)(m) for the period April 1, 2015 to March 31, 2016.

## **ANNEX A – Structure of Access to Information and Privacy Office**



# Federal Economic Development Agency for Southern Ontario

## Access to Information and Privacy Office



**ANNEX B – Delegation Order**

Federal Economic Development Agency for Southern Ontario /  
Agence fédérale de développement économique pour le Sud de  
l'Ontario

*Access to Information Act and Privacy Act Delegation Order*

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

The President of the Federal Economic Development Agency for Southern Ontario, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the President as the head of a government institution, under the sections of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*, la Présidente de l'Agence fédérale de développement économique pour le Sud de l'Ontario délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par les articles des lois mentionnées en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur.

Schedule / Annexe

| <i>Position / Poste</i>                              | <i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i> | <i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i> |
|--|--|--|
| <i>Corporate Secretary /<br/>Secrétaire générale</i> | <i>Full authority / Autorité<br/>absolue</i>   | <i>Full authority / Autorité<br/>absolue</i>   |

and

**Access to Information  
and Privacy Coordinator,  
Corporate Secretariat /  
Coordonnateur de l'accès  
à l'information et de la  
protection des  
renseignements  
personnels, Secrétariat  
ministériel**

**Full authority /  
Autorité absolue**

**Full authority /  
Autorité absolue**

**and**

**Vice-President, Policy,  
Partnerships &  
Performance  
Management / Vice-  
président, Politiques,  
partenariats et gestion de  
rendement**

**Full authority /  
Autorité absolue**

**Full authority /  
Autorité absolue**

**Dated, at the City of Ottawa  
this 27 day of Jan , 2016**

**Daté, en la ville d'Ottawa  
ce 27 jour de Jan 2016**



**Nancy Horsman, President  
Federal Economic Development Agency for Southern Ontario**

**Nancy Horsman, Présidente  
Agence fédérale de développement économique pour le Sud de l'Ontario**

## **ANNEX C – Statistical Report**

**Statistical Report on the *Privacy Act***Name of institution: Federal Economic Development Agency for Southern OntarioReporting period: 2015-04-01 to 2016-03-31**Part 1: Requests Under the *Privacy Act***

|  | Number of Requests |
|--|--------------------|
| Received during reporting period           | 4                  |
| Outstanding from previous reporting period | 0                  |
| <b>Total</b>                               | <b>4</b>           |
| Closed during reporting period             | 4                  |
| Carried over to next reporting period      | 0                  |

**Part 2: Requests Closed During the Reporting Period****2.1 Disposition and completion time**

| Disposition of Requests      | Completion Time |               |               |                |                 |                 |                    | Total    |
|------------------------------|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|----------|
|                              | 1 to 15 Days    | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days |          |
| All disclosed                | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| Disclosed in part            | 0               | 1             | 0             | 0              | 0               | 0               | 0                  | 1        |
| All exempted                 | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| All excluded                 | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| No records exist             | 1               | 0             | 0             | 0              | 0               | 0               | 0                  | 1        |
| Request abandoned            | 1               | 1             | 0             | 0              | 0               | 0               | 0                  | 2        |
| Neither confirmed nor denied | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| <b>Total</b>                 | <b>2</b>        | <b>2</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>        | <b>0</b>        | <b>0</b>           | <b>4</b> |

**2.2 Exemptions**

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

**2.3 Exclusions**

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

**2.4 Format of information released**

| Disposition       | Paper    | Electronic | Other formats |
|-------------------|----------|------------|---------------|
| All disclosed     | 0        | 0          | 0             |
| Disclosed in part | 0        | 1          | 0             |
| <b>Total</b>      | <b>0</b> | <b>1</b>   | <b>0</b>      |

**2.5 Complexity**

**2.5.1 Relevant pages processed and disclosed**

| Disposition of Requests      | Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|------------------------------|---------------------------|---------------------------|--------------------|
| All disclosed                | 0                         | 0                         | 0                  |
| Disclosed in part            | 1,109                     | 809                       | 1                  |
| All exempted                 | 0                         | 0                         | 0                  |
| All excluded                 | 0                         | 0                         | 0                  |
| Request abandoned            | 0                         | 0                         | 2                  |
| Neither confirmed nor denied | 0                         | 0                         | 0                  |
| <b>Total</b>                 | <b>1109</b>               | <b>809</b>                | <b>3</b>           |

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

| Disposition                  | Less Than 100 Pages Processed |                 | 101-500 Pages Processed |                 | 501-1000 Pages Processed |                 | 1001-5000 Pages Processed |                 | More Than 5000 Pages Processed |                 |
|------------------------------|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
|                              | Number of Requests            | Pages Disclosed | Number of Requests      | Pages Disclosed | Number of Requests       | Pages Disclosed | Number of Requests        | Pages Disclosed | Number of Requests             | Pages Disclosed |
| All disclosed                | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Disclosed in part            | 0                             | 0               | 0                       | 0               | 1                        | 809             | 0                         | 0               | 0                              | 0               |
| All exempted                 | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| All excluded                 | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Request abandoned            | 2                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Neither confirmed nor denied | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>                 | <b>2</b>                      | <b>0</b>        | <b>0</b>                | <b>0</b>        | <b>1</b>                 | <b>809</b>      | <b>0</b>                  | <b>0</b>        | <b>0</b>                       | <b>0</b>        |

**2.5.3 Other complexities**

| Disposition   | Required | Sought | Information | Other | Total |
|---------------|----------|--------|-------------|-------|-------|
| All disclosed | 0        | 0      | 0           | 0     | 0     |

|                              |          |          |          |          |          |
|------------------------------|----------|----------|----------|----------|----------|
| Disclosed in part            | 0        | 0        | 0        | 0        | 0        |
| All exempted                 | 0        | 0        | 0        | 0        | 0        |
| All excluded                 | 0        | 0        | 0        | 0        | 0        |
| Request abandoned            | 0        | 0        | 0        | 0        | 0        |
| Neither confirmed nor denied | 0        | 0        | 0        | 0        | 0        |
| <b>Total</b>                 | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

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## 2.6 Deemed refusals

### 2.6.1 Reasons for not meeting statutory deadline

| Number of Requests Closed Past the Statutory Deadline | Reason   |              |           |       |
|---|----------|--------------|-----------|-------|
|   | Workload | Consultation | Consultat | Other |
| 0   | 0        | 0            | 0         | 0     |

### 2.6.2 Number of days past deadline

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

## 2.7 Requests for translation

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

## 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        |
| <b>Total</b>                                 | <b>0</b> |

## Part 5: Extensions

### 5.1 Reasons for extensions and disposition of requests



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

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## 5.2 Length of extensions

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

## Part 6: Consultations Received From Other Institutions and Organizations

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

| Consultations                                  | Other Government of Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|---|---------------------------|---------------------|---------------------------|
| Received during the reporting period           | 0                                       | 0                         | 0                   | 0                         |
| Outstanding from the previous reporting period | 0                                       | 0                         | 0                   | 0                         |
| <b>Total</b>                                   | <b>0</b>                                | <b>0</b>                  | <b>0</b>            | <b>0</b>                  |
| Closed during the reporting period             | 0                                       | 0                         | 0                   | 0                         |
| Pending at the end of the reporting period     | 0                                       | 0                         | 0                   | 0                         |

### 6.2 Recommendations and completion time for consultations received from other Government of Canada

| Recommendation            | Number of Days Required to Complete Consultation Requests |               |               |                |                 |                 |                    | Total    |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|----------|
|                           | 1 to 15 Days  | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days |          |
| All disclosed             | 0   | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| Disclosed in part         | 0   | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| All exempted              | 0   | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| All excluded              | 0   | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| Consult other institution | 0   | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| Other                     | 0   | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| <b>Total</b>              | <b>0</b>  | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>        | <b>0</b>        | <b>0</b>           | <b>0</b> |

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

| Number of days required to complete consultation requests |
|---|
|---|

| Recommendation            | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Ddays | More Than 365 Days | Total    |
|---------------------------|--------------|---------------|---------------|----------------|-----------------|------------------|--------------------|----------|
| All disclosed             | 0            | 0             | 0             | 0              | 0               | 0                | 0                  | 0        |
| Disclosed in part         | 0            | 0             | 0             | 0              | 0               | 0                | 0                  | 0        |
| All exempted              | 0            | 0             | 0             | 0              | 0               | 0                | 0                  | 0        |
| All excluded              | 0            | 0             | 0             | 0              | 0               | 0                | 0                  | 0        |
| Consult other institution | 0            | 0             | 0             | 0              | 0               | 0                | 0                  | 0        |
| Other                     | 0            | 0             | 0             | 0              | 0               | 0                | 0                  | 0        |
| <b>Total</b>              | <b>0</b>     | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>        | <b>0</b>         | <b>0</b>           | <b>0</b> |

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**Part 7: Completion Time of Consultations on Cabinet Confidences**

**7.1 Requests with Legal Services**

| Number of Days | Fewer Than 100 Pages Processed |                 | 101-500 Pages Processed |                 | 501-1000 Pages Processed |                 | 1001-5000 Pages Processed |                 | More than 5000 Pages Processed |                 |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
|                | Number of Requests             | Pages Disclosed | Number of Requests      | Pages Disclosed | Number of Requests       | Pages Disclosed | Number of Requests        | Pages Disclosed | Number of Requests             | Pages Disclosed |
| 1 to 15        | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 16 to 30       | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 31 to 60       | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 61 to 120      | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 121 to 180     | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 181 to 365     | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| More than 365  | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>   | <b>0</b>                       | <b>0</b>        | <b>0</b>                | <b>0</b>        | <b>0</b>                 | <b>0</b>        | <b>0</b>                  | <b>0</b>        | <b>0</b>                       | <b>0</b>        |

**7.2 Requests with Privy Council Office**

| Number of Days | Fewer Than 100 Pages Processed |                 | 101-500 Pages Processed |                 | 501-1000 Pages Processed |                 | 1001-5000 Pages Processed |                 | More than 5000 Pages Processed |                 |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
|                | Number of Requests             | Pages Disclosed | Number of Requests      | Pages Disclosed | Number of Requests       | Pages Disclosed | Number of Requests        | Pages Disclosed | Number of Requests             | Pages Disclosed |
| 1 to 15        | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 16 to 30       | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 31 to 60       | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 61 to 120      | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 121 to 180     | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 181 to 365     | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| More than 365  | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>   | <b>0</b>                       | <b>0</b>        | <b>0</b>                | <b>0</b>        | <b>0</b>                 | <b>0</b>        | <b>0</b>                  | <b>0</b>        | <b>0</b>                       | <b>0</b>        |

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**Part 8: Complaints and Investigations Notices Received**

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

**Part 9: Privacy Impact Assessments (PIAs)**

|                            |   |
|----------------------------|---|
| Number of PIA(s) completed | 0 |
|----------------------------|---|

**Part 10: Resources Related to the *Privacy Act***

**10.1 Costs**

| Expenditures                      |         | Amount         |
|-----------------------------------|---------|----------------|
| Salaries                          |         | \$1,301        |
| Overtime                          |         | \$0            |
| Goods and Services                |         | \$2,902        |
| • Professional services contracts | \$0     |                |
| • Other                           | \$2,902 |                |
| <b>Total</b>                      |         | <b>\$4,203</b> |

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**10.2 Human Resources**

| Resources                        | Privacy Activities |
|----------------------------------|--------------------|
| Full-time employees              | 2.00               |
| Part-time and casual employees   | 1.00               |
| Regional staff                   | 0.00               |
| Consultants and agency personnel | 0.00               |
| Students                         | 0.00               |
| <b>Total</b>                     | <b>3.00</b>        |

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