

Annual Report to Parliament **2015-2016**

On the Access to Information Act
and the Privacy Act



Table of Contents

Chapter One: Access to Information Act Report	2
Introduction.....	2
Organization.....	2
About the Royal Canadian Mounted Police	2
Access to Information and Privacy Branch	3
Activities and Accomplishments.....	4
Leadership.....	4
Informal Access	4
Performance.....	5
Human Resources	5
Education and Training	5
New and Revised Access to Information Act Policies and Procedures.....	6
Delegation Order	6
Chapter Two: Statistical Report	7
Statistical Report and Supplemental Reporting Requirements.....	7
Interpretation of the Statistical Report.....	7
Overview.....	7
Requests Received Under the Access to Information Act.....	7
Completion Time	8
Source of Requests	9
Disposition of Completed Requests	10
Exemptions and Exclusions.....	11
Complaints and Investigations	11
Appeals	11
Conclusion.....	11
Appendix A	12
Delegation Order	12
Appendix B	15

Chapter One: Access to Information Act Report

Introduction

This is the 2015-2016 Annual Report on the administration of the *Access to Information Act* for the Royal Canadian Mounted Police. It describes how the RCMP administered its responsibilities during the fiscal year 2015-2016 in relation to the *Act*.

The *Access to Information Act* gives Canadian citizens, permanent residents and any person or corporation present in Canada a right of access to information contained in government records, subject to limited and specific exceptions.

As outlined in Section 72(1) of the *Access to Information Act*, the head of every government institution must prepare for submission to Parliament an Annual Report on the administration of the *Act* within the institution during each financial year.

In fiscal year 2015-2016, the RCMP introduced new procedures and practices that will ensure the continued provision of timely service to Canadians who seek to exercise their right to access records under the *Access to Information Act*, and which demonstrate leadership in the management of increasingly numerous and complex requests.

Organization

About the Royal Canadian Mounted Police

The Royal Canadian Mounted Police is Canada's national police force.

The RCMP is a federal, provincial and municipal policing organization, making it unique in the world. The RCMP provides federal policing services to all Canadians and policing services under contract to the three territories, eight provinces, more than 190 municipalities, 184 Aboriginal communities and three international airports.

The RCMP is governed by the *Royal Canadian Mounted Police Act*. In accordance with this *Act*, it is headed by a Commissioner who, under the direction of the Minister of Public Safety and Emergency Preparedness, has control and management of the Force.

The organization is sub-divided into 15 Divisions plus the National Headquarters in Ottawa, each of which is under the direction of a Commanding Officer. At the local level, there are more than 750 detachments.

The RCMP is structured by business lines: Federal Policing; Contract and Aboriginal Policing; Specialized Policing Services; Corporate Management; Human Resources; and, Strategic Policy and Planning and Public Affairs. Overarching these business lines are strategic priorities that are reviewed periodically to focus both operational and organizational efforts on the goal of

a safe and secure Canada. The strategic priorities are Serious and Organized Crime; National Security, Youth, Aboriginal Communities and Economic Integrity. Additionally, wherever possible, these priorities are supported through partnerships and integrated policing efforts.

The RCMP's scope of operations includes: crime prevention, community safety, victim services, combating terrorism, organized crime, and specific crimes related to the illicit drug trade; cybercrime and economic crimes such as counterfeiting and credit card fraud; and offences that threaten the integrity of Canada's national borders. The RCMP protects VIPs, including the Prime Minister and foreign dignitaries and provides the law enforcement community with a full range of computer-based security services as well as international peacekeeping.

Access to Information and Privacy Branch

The Access to Information and Privacy (ATIP) Coordinator acts on behalf of the head of the Institution as the Departmental Privacy and Access to Information Coordinator for the RCMP. The ATIP Coordinator ensures compliance with both the spirit and the intent of the *Access to Information Act*, as well as all associated regulations and guidelines.

The ATIP Branch provides formal and informal responses to requests for information under the *Access to Information Act*. In addition, the ATIP Branch develops policies and procedures for use within the RCMP following the legislation, regulations and guidelines of the *Access to Information Act*. Since the last reporting period of 2015-2016, the ATIP Branch has processed and completed 3,758 requests under the *Access to Information Act*.

While the ATIP Branch is responsible for responding to formal and informal requests, the RCMP's compliance with the *Access to Information Act* remains an organizational responsibility in which all employees have a part to play.

The Access to Information and Privacy program is divided into two major areas:

- Disclosures: centrally processes all formal requests under the *Access to Information*; and
- Compliance: monitors and develops internal policies, procedures and guidelines for the collection, retention, disposition, use and disclosure of all personal and non-personal information for force-wide application.

Activities and Accomplishments

The RCMP established the Access to Information and Privacy Branch in 1983 to act as the central contact point for all matters arising from the *Access to Information Act*.

A request is considered complete when it is presented to the ATIP Branch in writing, with sufficient detail for an experienced employee to locate records, and accompanied by the required application fee.

A processing log is kept of all actions taken by staff, indicating the date the request is received, the time taken to process the request and the completion date.

Consultation with other federal government institutions takes place when their information is contained in RCMP records. The Legal Services Directorate is consulted regularly on contentious issues and affidavits for Federal Court cases.

Leadership

The RCMP has always been an active participant in the support and promotion of access to information, and fiscal year 2015-2016 was no exception.

Since April 2014, the RCMP has joined the Access to Information and Privacy Online Request service that allows Canadians to submit and pay for their requests online. Last fiscal year, the RCMP received 1,733 requests through the online portal, which represent 51% of all *Access to Information Act* requests received this reporting period. This fiscal year, the RCMP received 2,341 online requests, which represent 61% of all *Access to Information Act* requests received this reporting period.

Informal Access

While the ATIP Branch at the RCMP does not have a designated reading room, appointments can be arranged for individuals who wish to review records related to *Access to Information Act* requests or public documents of the RCMP, either at the Divisional level or at RCMP Headquarters in Ottawa.

Many informal information requests are dealt with at the Divisional level and arrangements are made in consultation with the applicant to view records at a detachment close to their residence.

The number to contact to schedule an appointment is 855-629-5877. The public may access additional information about the RCMP on the Internet at: <http://www.rcmp-grc.gc.ca>

Performance

To monitor an organization's performance under the *Act*, a compliance rate is calculated as a percentage of the number of requests processed and completed within allotted time limits over the total number of requests. In the 2015-2016 reporting period, the RCMP achieved a compliance rate of 78.2% compared to 71.5% in the previous reporting period.

This rise in compliance, while still below the 80% standard set by the Office of the Information Commissioner, is significant in that we also saw an increase in the number of requests received and pages reviewed. The year 2015-2016 saw a 15% increase in the number of requests received under the *Access to Information Act*. The RCMP received 3,854 new requests compared to the 3,343 requests received in 2014-2015. During the 2014-2015 fiscal year, the RCMP reviewed 646,785 pages in response to access requests. In 2015-2016, that number rose to 654,005.

Human Resources

Out of our 61 employees, 21 full-time employees are fully committed to the administration of the legislation under the *Access of the Information Act*. Approximately one quarter of all positions require experienced police officers, from a variety of enforcement programs, trained as ATIP Analysts. This ensures that sensitive law enforcement information is properly protected, reduces the need for time-consuming consultations with program managers concerning *Access to Information Act* requests and preserves credibility with the law enforcement community, international agencies and other federal departments and information sources.

Recruiting and hiring individuals who possess the necessary skills and experience for the Access to Information and Privacy discipline is a challenge confronting all federal institutions. As a result, the market for Access to Information and Privacy analysts is extremely competitive. The RCMP continues to find innovative strategies to recruit and retain ATIP staff, while ensuring compliance rates continue to improve.

The provision of acting opportunities to internal employees within the branch allowed these employees to acquire and/or further their knowledge, skills and experience in Access to Information and Personal Information. Another source of help for the RCMP ATIP Office is the Federal Student Work Experience Program (FSWEP), which opens the door to students who could possibly become public servants following completion of the program.

Education and Training

As part of the ATIP Branch's initiative to educate all RCMP employees, a total of 21 presentations were given to more than 200 employees during the 2015-2016 period.

An ATIP Training Plan has been developed and implemented. ATIP personnel are regularly attending sessions sponsored by the Treasury Board Secretariat as well as other training sessions and workshops as part of their professional development.

As part of the ATIP Branch overall training strategy and in conjunction with the RCMP training strategy, employees are supported both financially and in terms of time, to enroll in various ATIP-related courses as a way to gain knowledge and improve their efficiency as ATIP specialists. As a part of their orientation, all ATIP employees receive a five-day ATIP course shortly after they arrive in the Branch.

As mentioned in the previous report, the ATIP Branch will continue the task of formalizing its internal processes to ensure consistency and the provision of training and reference material to employees. This project will continue into the next reporting period as processes are streamlined and standardized.

New and Revised Access to Information Act Policies and Procedures

During fiscal year 2015-2016, the RCMP continues to modernize and update all internal policies and procedures to ensure alignment with current reporting standards. These changes will continue to be developed in the 2016-2017 reporting period and will focus primarily on training at the detachment level to ensure that front line employees are knowledgeable of the RCMP's obligations under the federal legislation.

To promote transparency in compliance with TBS Guidelines, the RCMP proactively posts monthly summaries of completed Access to Information requests on its website to assist and facilitate the right of access of Canadians. In fiscal year 2015-2016, the RCMP received 309 informal requests compared to 197 in 2014-2015.

Delegation Order

The Departmental Privacy and Access to Information Coordinator has full authority to administer the legislation and apply exemptions and releases.

A copy of the signed Delegation Order is attached as Appendix A

Chapter Two: Statistical Report

Statistical Report and Supplemental Reporting Requirements

See Appendix B for the RCMP's statistical report on the *Access to Information Act*.

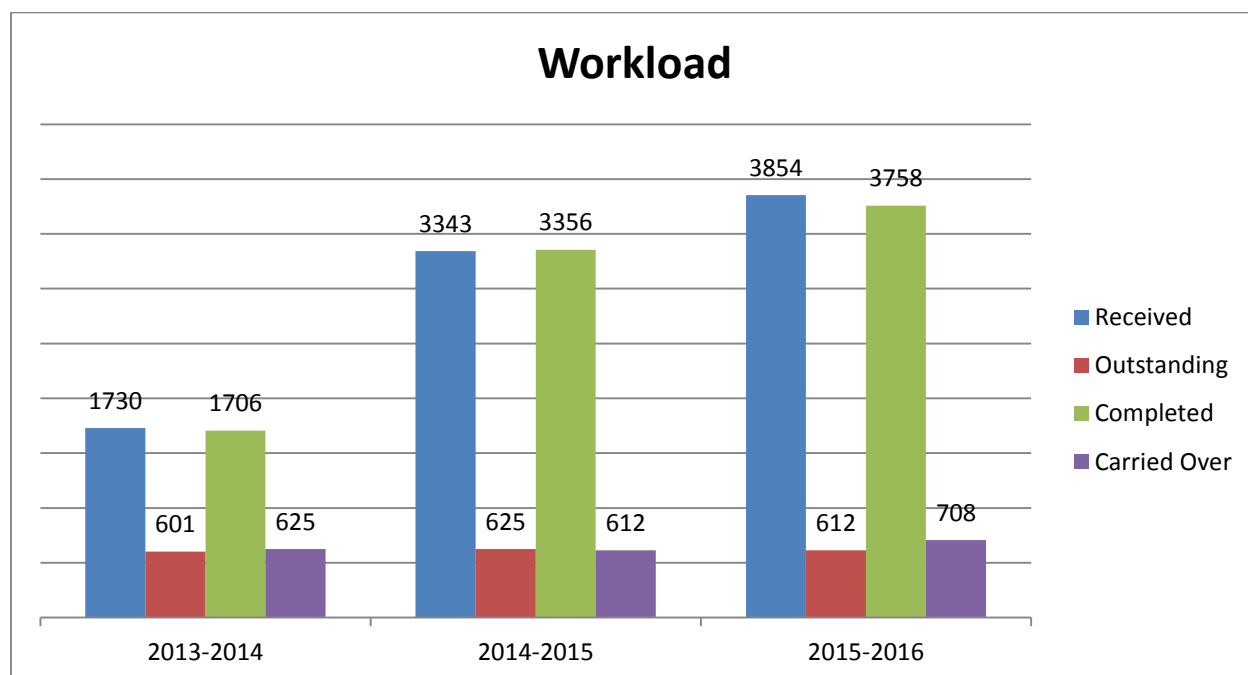
Interpretation of the Statistical Report

Overview

In fiscal year 2015-2016, the RCMP took major steps to refine our practices to achieve a high level of service to requesters. Statistics suggest these refinements are having a positive effect as evidenced by a marked increase in our completion rate of requests within the legislated timelines.

Requests Received Under the Access to Information Act

During the reporting period, the RCMP received a total of 3,854 new requests under the *Access to Information Act*. In addition, there were 612 requests outstanding from the previous reporting period for a total of 4,466 requests. Of these, 3,758 were completed and 708 were carried over to the next reporting period.

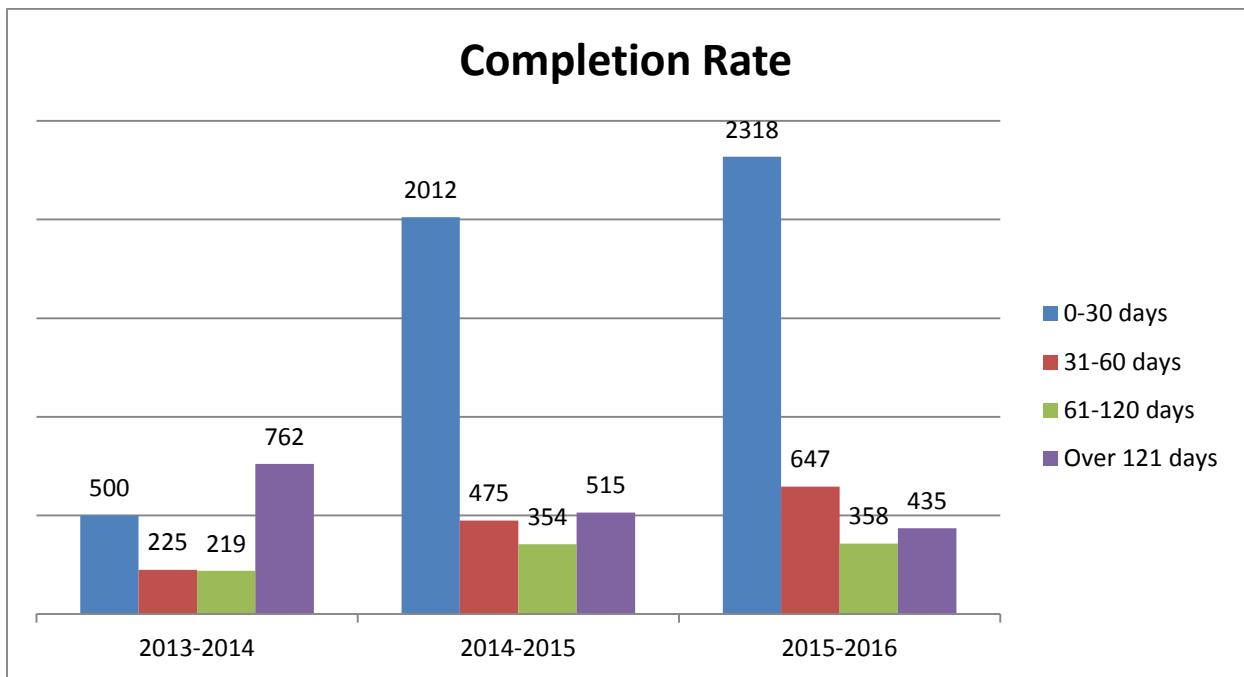


The general nature of Access to Information requests received in the 2015-2016 reporting period covered a variety of topics, including contracts/program costs and expenses, information related to security issues, as well as the management of the RCMP and operational file material.

With the introduction of the ATIP Online portal, a large spike of Access requests was identified in comparison to previous years. A closer look reveals that the majority of these requests were for personal information and not information dealing with the operations of the RCMP. These requesters would have had a more extensive right of complaint and of correction had they applied under the *Privacy Act*.

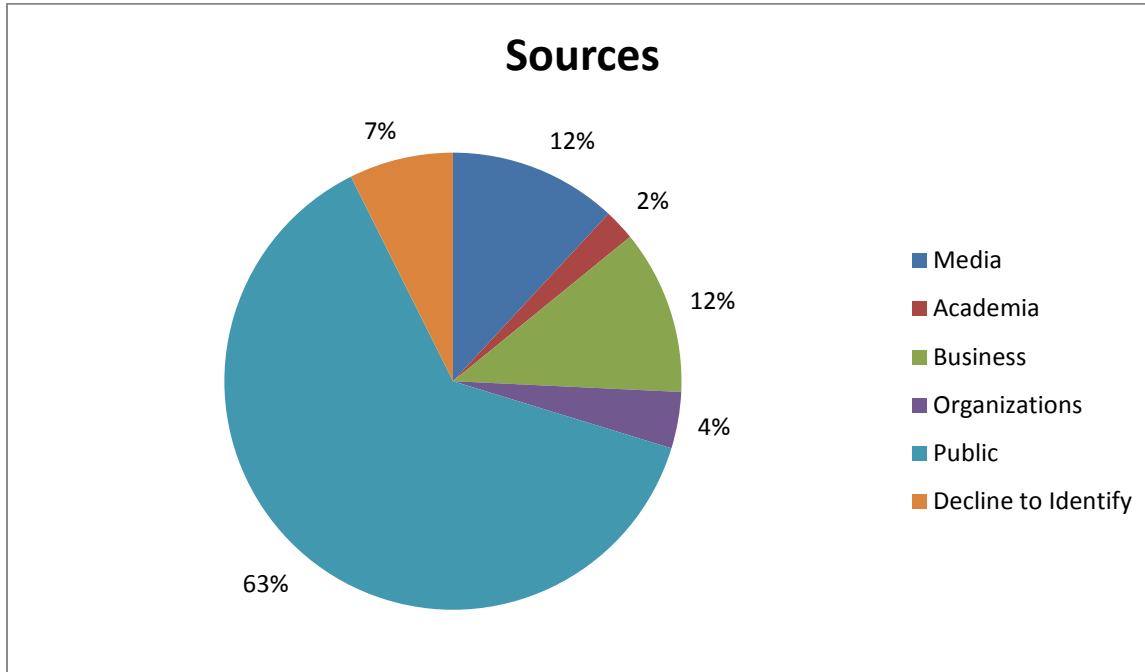
Completion Time

The ATIP Branch was able to complete a total of 2,318 requests in 30 days or less, thirty day extensions were requested on 780 files. There were 647 requests completed in 31-60 days, 358 in 61-120 days and 435 requests were completed in more than 121 days.



Source of Requests

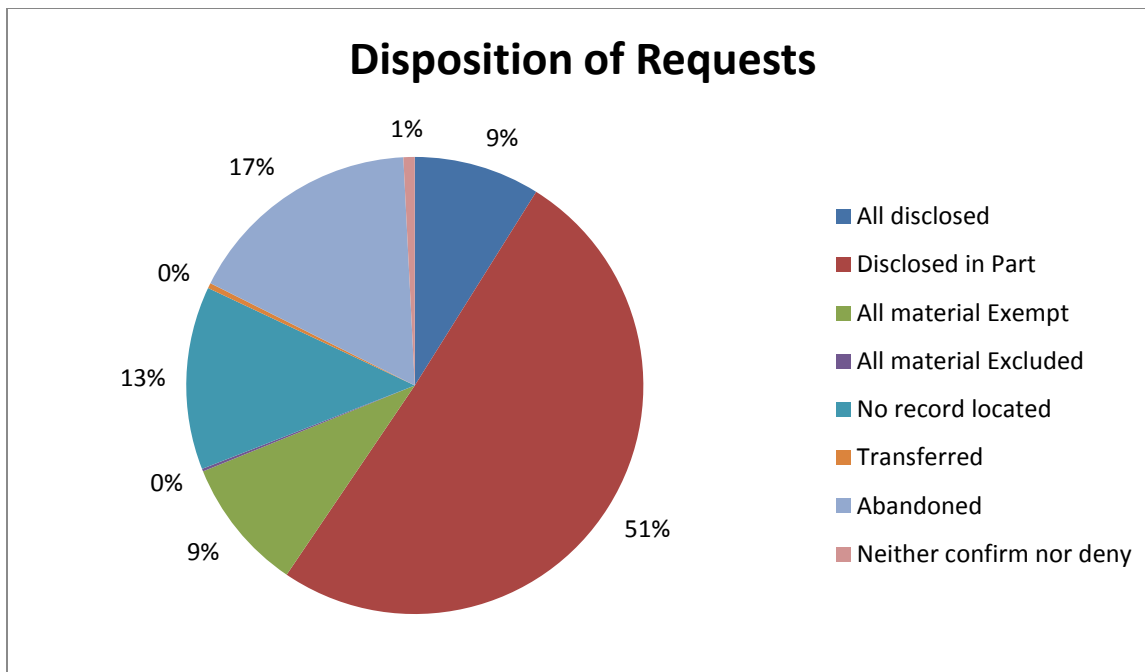
In terms of sources of requests received, 427 or 11% were from the media; 79 or 2% from academic sources; 417 or 11% business requests; 143 or 4% from organizations; and 2,254 or 63% from the public. 264 or 7% requesters declined to identify.



Disposition of Completed Requests

Of the 3,758 requests completed in 2015-2016, the dispositions of the completed requests were as follows:

- 9% or 335 requests were all disclosed
- 51% or 1,900 requests were disclosed in part
- 9% or 353 requests had all material exempt
- 0% or 7 requests had all material excluded
- 13% or 487 requests had no records located
- 0% or 14 requests were transferred
- 17% or 632 requests were abandoned
- 1% or 30 requests were neither confirmed nor denied



Exemptions and Exclusions

As the RCMP is classified as an investigative body under Schedule I of the *Access to Information Act Regulations*, almost all possible exemptions listed under the *Access to Information Act* were utilized during the course of the reporting period. The most common exemption applied to records was Section 16, and all of its subsets, for the prevention of disclosure of information used in law enforcement, investigations and security. Other commonly used exemptions were Subsection 19(1), for personal information and Paragraph 13(1)(c), information obtained in confidence from the government of a province or provincial institution. The exclusions invoked under the *Access to Information Act* were under Subsection 68(a) for published material.

Complaints and Investigations

The RCMP ATIP Branch received 207 complaints under the *Access to Information Act* during the 2015-2016 fiscal year with 50 complaints carried forward from previous years. The most common complaints under the *Access to Information Act* received by the RCMP were exemption complaints and deemed refusal complaints. Out of the 121 complaints completed in 2015-2016, 66 were deemed well founded. A total of 231 complaints remain open by the Office of the Information Commissioner as of April 1st, 2016.

Appeals

During this fiscal year, there were no applications related to the *Access to Information Act* submitted to the Federal Court.

Conclusion

The RCMP's achievements and successes, portrayed in this report, reflect the RCMP's commitment to ensure that every reasonable effort is made to meet our obligations under the *Access to Information Act*. New innovative approaches and careful planning will help the RCMP to build on this success in the future.

Appendix A

Delegation Order

Access to Information Act and Privacy Act Delegation Order

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

The Minister of Public Safety and Emergency Preparedness, pursuant to section 73 of the *Access to Information Act* and of the *Privacy Act*, hereby designates the persons holding the position set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, that is, the Royal Canadian Mounted Police, under the section of the Act set out in the Schedule opposite each position. This designation replaces and nullifies all such designations previously signed and dated by the Minister.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, le Ministre de la Sécurité publique et de la Protection civile délègue aux titulaires des postes mentionnés à l'annexe ci-après, ou qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, c'est-à-dire, la Gendarmerie royale du Canada, investi par les articles de la Loi mentionnés en regard de chaque poste. Le présent document remplace celui précédemment signé par le ministre.

SCHEDULE/ANNEXE

Position/Poste	<i>Privacy Act and Regulations/ Loi sur la protection des renseignements personnels et règlements</i>	<i>Access to information Act and Regulations/ Loi sur l'accès à l'information et règlements</i>
Commissioner of the RCMP / Commissaire de la GRC Chief, Strategic Policy and Planning Officer / Dirigeante principale de la planification et des politiques stratégiques Departmental Access to Information and Privacy Coordinator / Coordonnateur ministériel de l'accès à l'information et de la protection des renseignements personnels	Full Authority / Autorité absolue	Full Authority / Autorité absolue
Commanding Officers / Commandants Divisionnaires	Authority for 8(2)(j) and 8(2)(m)/ Autorité pour 8(2)(j) et 8(2)(m)	N.A./s.o.

<p>Officer in Charge, Policy, Processing and External Relations / Officier responsable des politiques, traitement et relations externes</p> <p>Manager, Processing and Triage / Responsable, Groupe de traitement et triage</p> <p>Manager, Quality Control / Gestionnaire, contrôle de la qualité</p> <p>Non-Commissioned Officers and public servants in charge of ATIP unit / Sous-officiers et fonctionnaires responsables des unités de l'AIPRP</p>	<p>Full Authority except 8(2)(j) and 8(2)(m) / Autorité absolue à l'exception de 8(2)(j) et 8(2)(m)</p>	<p>7, 8(1), 9, 11(2) to 11(6) (inclusive), 12(2) and all mandatory exemptions (13(1), 16(3), 19(1), 20(1) and 24(1)) and 6(1) and 8 of the Regulations / 7, 8(1), 9, 11(2) à 11(6) (inclusivement), 12(2) et toutes les exceptions obligatoires (13(1), 16(3), 19(1), 20(1) et 24(1)) de la Loi, et 6(1) and 8 du règlements</p>
<p>Non-commissioned officers and public servants in charge of ATIP branch (analysts) / Sous-officiers et fonctionnaires responsables au sein des unités de l'AIPRP (réviseurs)</p>	<p>14 and 15 for all records; 17(2)(b), 19 to 28 (inclusive) for all employee records as designated in InfoSource; For all other records requiring mandatory exemptions in their entirety (19(1), 22(2) and 26) of the Act; 9 and 11(2) of the Regulations / 14 et 15 pour tous les dossiers; 17(2)(b), 19 à 28 (inclusivement) pour tous les dossier d'employés tels que désigné dans InfoSource; pour tous les dossiers nécessitant des exceptions obligatoires en entier (19(1), 22(2) et 26) de la Loi; 9 et 11(2) du règlements</p>	<p>7, 8(1) and 12(2)(b) and all records exempted in their entirety by mandatory exemptions (13(1), 16(3), 19(1), 20(1) and 24(1)) of the Act; 6(1) and 8 of the Regulations / 7, 8(1) et 12(2)(b) pour tous les dossiers nécessitant des exceptions obligatoires en entier (13(1), 16(3), 19(1), 20(1) and 24(1)) de la Loi; 6(1) et 8 du règlements</p>

Signed, at the City of Ottawa, this

Signé, à Ottawa, ce

4 day of Dec, 2015 _____ jour de _____, 20_____



The Honourable / L'honorable Ralph Goodale, P.C., M.P.
 Minister of Public Safety and Emergency Preparedness
 Ministre de la Sécurité publique et de la Protection civile

Appendix B

Statistical Report on the *Access to Information Act*

Statistical Report on the *Access to Information Act*

Name of institution: Royal Canadian Mounted Police

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

Part 1: Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	3858
Outstanding from previous reporting period	612
Total	4466
Closed during reporting period	3758
Carried over to next reporting period	708

1.2 Sources of requests

Source	Number of Requests
Media	427
Academia	79
Business (private sector)	417
Organization	143
Public	2524
Decline to Identify	264
Total	3854

1.3 Informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
281	19	6	1	0	2	0	309

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	70	108	76	38	14	25	4	335
Disclosed in part	280	734	403	198	85	123	77	1900
All exempted	123	113	57	41	11	6	2	353
All excluded	1	4	2	0	0	0	0	7
No records exist	208	142	73	38	20	3	3	487
Request transferred	13	1	0	0	0	0	0	14
Request abandoned	448	59	30	35	31	18	11	632
Neither confirmed nor denied	7	7	6	8	1	1	0	30
Total	1150	1168	647	358	162	176	97	3758

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	53	16(2)	275	18(a)	1	20.1	0
13(1)(b)	21	16(2)(a)	4	18(b)	7	20.2	0
13(1)(c)	377	16(2)(b)	5	18(c)	0	20.4	0
13(1)(d)	170	16(2)(c)	10	18(d)	0	21(1)(a)	84
13(1)(e)	1	16(3)	0	18.1(1)(a)	0	21(1)(b)	77
14	9	16.1(1)(a)	9	18.1(1)(b)	0	21(1)(c)	22
14(a)	3	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	20
14(b)	1	16.1(1)(c)	2	18.1(1)(d)	1	22	26
15(1)	29	16.1(1)(d)	0	19(1)	1385	22.1(1)	0
15(1) - I.A.*	1	16.2(1)	0	20(1)(a)	17	23	118
15(1) - Def.*	0	16.3	0	20(1)(b)	12	24(1)	5
15(1) - S.A.*	1	16.4(1)(a)	0	20(1)(b.1)	2	26	4
16(1)(a)(i)	1144	16.4(1)(b)	0	20(1)(c)	29		
16(1)(a)(ii)	693	16.5	3	20(1)(d)	19		
16(1)(a)(iii)	8	17	4				
16(1)(b)	143						
16(1)(c)	181						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	11	69(1)	2	69(1)(g) re (a)	1
68(b)	1	69(1)(a)	0	69(1)(g) re (b)	1
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	1
68.1	11	69(1)(c)	1	69(1)(g) re (d)	1
68.2(a)	11	69(1)(d)	1	69(1)(g) re (e)	1
68.2(b)	11	69(1)(e)	1	69(1)(g) re (f)	1
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	221	92	0
Disclosed in part	1115	788	0
Total	1336	880	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	85000	77174	335
Disclosed in part	492201	274753	1900
All exempted	62318	0	353
All excluded	316	0	7
Request abandoned	14170	0	632
Neither confirmed nor denied	0	0	30

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	301	3236	21	5137	7	4801	5	8319	1	55681
Disclosed in part	1492	34340	297	64561	62	44121	47	89573	2	42158
All exempted	352	0	1	0	0	0	0	0	0	0
All excluded	6	0	1	0	0	0	0	0	0	0
Request abandoned	628	0	3	0	1	0	0	0	0	0
Neither confirmed nor denied	30	0	0	0	0	0	0	0	0	0
Total	2809	37576	323	69698	70	48922	52	97892	3	97839

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	63	36	0	366	465
Disclosed in part	205	53	1	1445	1704
All exempted	7	16	0	216	239
All excluded	0	0	0	1	1
Request abandoned	4	24	0	339	367
Neither confirmed nor denied	1	2	0	18	21
Total	280	131	1	2385	2797

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
821	680	18	23	100

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	140	41	181
16 to 30 days	82	40	122
31 to 60 days	91	41	132
61 to 120 days	81	29	110
121 to 180 days	54	36	90
181 to 365 days	75	35	110
More than 365 days	57	19	76
Total	580	241	821

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	1	0	1
Total	1	0	1

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	65	1	24	2
Disclosed in part	411	0	83	17
All exempted	51	0	8	2
All excluded	0	0	0	0
No records exist	42	0	5	1
Request abandoned	25	0	43	0
Total	594	1	163	22

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	336	0	55	10
31 to 60 days	102	1	43	4
61 to 120 days	119	0	60	7
121 to 180 days	17	0	2	1
181 to 365 days	20	0	3	0
365 days or more	0	0	0	0
Total	594	1	163	22

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	3587	\$17,930	230	\$1,150
Search	7	\$1,630	30	\$55,260
Production	0	\$0	0	\$0
Programming	2	\$743	4	\$3,972
Preparation	1	\$213	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	3597	\$20,516	264	\$60,382

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	537	40625	14	264
Outstanding from the previous reporting period	16	541	4	231
Total	553	41166	18	495
Closed during the reporting period	519	17954	14	453
Pending at the end of the reporting period	34	23212	4	42

5.2 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	
Disclose entirely	178	58	34	4	0	0	0	274
Disclose in part	110	49	36	21	1	1	0	218
Exempt entirely	8	0	1	2	1	0	0	12
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	6	3	2	2	2	0	0	15
Total	302	110	73	29	4	1	0	519

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	7	0	0	0	0	0	0	7
Disclose in part	2	2	1	1	0	0	0	6
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	1	0	0	0	0	0	0	1
Total	10	2	1	1	0	0	0	14

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 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	1	7	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	1	7	0	0	0	0	0	0	0	0

6.2 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 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
207	13	121	341

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures	Amount
Salaries	\$1,678,400
Overtime	\$500
Goods and Services	\$56,324
• Professional services contracts	\$0
• Other	\$56,324
Total	\$1,735,224

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	21.00
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	21.00

Contents

Chapter Three: Privacy Act Report..... 3

Introduction..... 3

Organization..... 3

 About the Royal Canadian Mounted Police 3

 Access to Information and Privacy Branch 4

Activities and Accomplishments..... 4

 Leadership..... 5

 Informal Access..... 5

 Performance 5

 Human Resources 6

 Education and Training 6

 New and Revised Privacy-related Policies and Procedures 7

 Privacy Impact Assessments 7

 Identity Insight Program (IIP)..... 7

 Addendum to Integrated Information System (IIS) 8

 Reporting Economic Crime on Line (RECOL) and Canadian Anti -Fraud Centre (CAFC) 8

 Addendum to TEAM, RM/CM Member Relocation Management, for 7 new business functions 9

 Body Worn Video System PIA 9

 Addendum to PROS PIA for Police Access Tool (PAT) Ticketing 9

Disclosures Made Pursuant to Paragraph 8(2)(e) of the *Privacy Act*..... 10

Disclosures Made Pursuant to Paragraph 8(2)(m) of the *Privacy Act*..... 10

Privacy Breaches 10

Delegation Order 10

Chapter Four: Interpretation of Statistical Report..... 10

Statistical Report and Supplemental Reporting Requirements..... 10

Interpretation of the Statistical Report..... 10

 Overview 10

 Requests Received Under the Privacy Act 11

 Completion Time..... 12

Disposition of Requests Completed.....	12
Exemptions and Exclusions	13
Consultations	13
Complaints and Investigations.....	13
Appeals.....	14
Conclusion.....	14
Appendix C.....	15
Appendix D.....	18

Chapter Three: Privacy Act Report

Introduction

This is the 2015-2016 Annual Report on the administration of the *Privacy Act* for the Royal Canadian Mounted Police. It describes how the RCMP administered its responsibilities during the fiscal year 2015-2016 in relation to the *Act*.

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

Section 72(1) of the *Privacy 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.

Organization

About the Royal Canadian Mounted Police

The Royal Canadian Mounted Police is Canada's national police force.

The RCMP is a federal, provincial and municipal policing organization, making it unique in the world. The RCMP provides federal policing services to all Canadians and policing services under contract to the three territories, eight provinces, more than 190 municipalities, 184 Aboriginal communities and three international airports.

The RCMP is governed by the *Royal Canadian Mounted Police Act*. In accordance with this *Act*, it is headed by a Commissioner who, under the direction of the Minister of Public Safety and Emergency Preparedness, has control and management of the Force.

The organization is sub-divided into 15 Divisions plus the National Headquarters in Ottawa, each of which is under the direction of a Commanding Officer. At the local level, there are more than 750 detachments.

The RCMP is structured by business lines: Federal Policing; Contract and Aboriginal Policing; Specialized Policing Services; Corporate Management; Human Resources; and, Strategic Policy and Planning and Public Affairs. Overarching these business lines are strategic priorities that are reviewed periodically to focus both operational and organizational efforts on the goal of a safe and secure Canada. The strategic priorities are Serious and Organized Crime; National Security; Youth; Aboriginal Communities and Economic Integrity. Additionally, wherever possible, these priorities are supported through partnerships and integrated policing efforts.

The RCMP's scope of operations includes: crime prevention, community safety, victim services, combating terrorism, organized crime, and specific crimes related to the illicit drug trade; cybercrime and economic crimes such as counterfeiting and credit card fraud; and offences that threaten the integrity of Canada's national borders. The RCMP protects VIPs, including the Prime Minister and foreign dignitaries and provides the law enforcement community with a full range of computer-based security services as well as international peacekeeping.

Access to Information and Privacy Branch

The Access to Information and Privacy (ATIP) Coordinator acts on behalf of the head of the Institution as the Departmental Privacy and Access to Information Coordinator for the RCMP. The ATIP Coordinator ensures compliance with both the spirit and the intent of the *Privacy Act*, as well as associated regulations and guidelines.

The ATIP Branch provides responses to formal requests for information under the *Privacy Act*. In addition, ATIP Branch develops policies and procedures for use within the RCMP following the legislation, regulations and guidelines of the *Privacy Act*. Since the last reporting period, the ATIP Branch has processed and completed 4,634 requests under the *Act*.

While the Branch is responsible for responding to formal requests, the RCMP's compliance with the *Privacy Act* remains an organizational responsibility in which all employees have a part to play.

The Access to Information and Privacy program is divided into two major areas:

- Disclosures: centrally processes all formal requests under the *Privacy Act*; and
- Compliance: monitors and develops internal policies, procedures and guidelines for the collection, retention, disposition, use and disclosure of all personal and non-personal information for force-wide application.

Activities and Accomplishments

The purpose of the *Privacy Act* is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information held by government institutions and to provide individuals with a right to access that information.

The RCMP established the Access to Information and Privacy Branch in 1983 to act as the central contact point for matters arising from both the *Access to Information* and *Privacy Acts*.

A processing log is kept of all actions taken by staff, indicating the date the request is received, the time taken to process the request and the completion date.

Consultation with other federal government institutions takes place when their information is contained in RCMP records. RCMP Legal Services is consulted regularly on contentious issues and affidavits for Federal Court cases.

Leadership

The RCMP has always been an active participant in the support and promotion of access to information, and fiscal year 2015-2016 was no exception.

Since April 2014, the RCMP has joined the Access to Information and Privacy Online Request service that allows Canadians to submit and pay for their requests online. Last year, the RCMP received 1,081 requests through the online portal, which represented 17% of all privacy requests received this reporting period. This fiscal year, the RCMP received 2,004 online request, which represent 43% of all the privacy request received during the reporting period, a significant increase of accessibility for all Canadians.

Informal Access

While the ATIP Branch at the RCMP does not have a designated reading room, appointments can be arranged for individuals who wish to review records related to *Privacy Act* requests or public documents of the RCMP, either at the Divisional level or at RCMP Headquarters in Ottawa.

Many informal information requests are dealt with at the Divisional level and arrangements are made in consultation with the applicant to view records at a detachment close to their residence.

The number to contact to schedule an appointment is 855-629-5877. The public may access additional information about the RCMP on the Internet at: <http://www.rcmp-grc.gc.ca>

Performance

To monitor an organization's performance under the *Act*, a compliance rate is calculated as a percentage of the number of requests processed and completed within allotted time limits over the total number of requests. In the 2015-2016 reporting period, the RCMP's compliance rate was 82.1% compared to 78.2% in the previous reporting period. For the first time since the fiscal year 2010-2011, the RCMP ATIP Branch was able to raise its compliance above the 80% standard set by the Office of the Privacy Commissioner.

In 2015-2016 the RCMP saw a 28% decrease in the number of requests received under the *Privacy Act*. The RCMP received 4,615 new requests compared to the 6,458 requests received in 2014-2015. During the 2015-2016 fiscal year, the RCMP reviewed 1,049,014 pages in response to privacy requests. This is an 18% decrease over 2014-2015.

Human Resources

Out of 61 employees, 37 full-time employees, 2 casual employees and 1 student, are fully committed to the administration of the legislation under the *Privacy Act*. Approximately one quarter of all positions require experienced police officers, from a variety of enforcement programs, trained as ATIP analysts. This ensures that sensitive law enforcement information is properly protected, reduces the need for time-consuming consultations with program managers concerning access requests and preserves credibility with the law enforcement community, international agencies and other federal departments and information sources.

Recruiting and hiring individuals who possess the necessary skills and experience for the Access to Information and Privacy discipline is a challenge confronting all federal institutions. As a result, the market for Access to Information and Privacy Analysts is extremely competitive. The RCMP continues to find innovative strategies to recruit and retain ATIP staff, while ensuring compliance rates continue to improve.

The provision of acting opportunities to internal employees within the branch allowed these employees to acquire and/or further their knowledge, skills and experience in Access to Information and Personal Information. Another source of help for the RCMP ATIP Office is the Federal Student Work Experience Program (FSWEP), which opens the door to students who could possibly become public servants following completion of the program.

Education and Training

As part of the ATIP Branch's initiative to educate all RCMP employees, a total of 21 presentations were given to more than 200 employees during this reporting period.

An ATIP Training Plan has been developed and implemented. ATIP personnel are regularly attending sessions sponsored by the Treasury Board Secretariat as well as other training sessions and workshops as part of their development.

As part of the ATIP Branch overall training strategy and in conjunction with the RCMP training strategy, employees are encouraged to enroll in various ATIP-related courses as a way to gain knowledge and improve their efficiency as ATIP specialists. As a part of their orientation, all ATIP employees receive a five-day ATIP course shortly after they arrive in the Branch.

As mentioned in the previous report, the ATIP Branch will continue the task of formalizing its internal processes to ensure consistency and the provision of training and reference material to employees. This project will continue into the next reporting period as processes are streamlined and standardized.

New and Revised Privacy-related Policies and Procedures

During fiscal year 2015-2016, the RCMP continued to modernize and update all internal policies and procedures to ensure alignment with current reporting standards. These changes will continue to be developed in the 2016-2017 reporting period and will focus primarily on training at the detachment level to ensure that front line employees are knowledgeable of the RCMP's obligations under the federal legislation.

Privacy Impact Assessments

During the reporting period, the RCMP completed 3 Privacy Impact Assessments (PIAs), and 3 addenda to previously submitted PIAs. Two new PIAs and one PIA addendum were submitted to both the Treasury Board Secretariat (TBS) and the Office of the Privacy Commissioner (OPC) and two PIA addenda and one new PIA were submitted to the OPC only. The PIAs, PIA addenda and a short description of each are listed below. The complete Executive Summaries for these programs can be found on the RCMP website at the following link: <http://www.rcmp.gc.ca/pia-efvp/index-eng.htm>

Submitted to OPC and TBS:

- Identity Insight Program (IIP)
- Addendum to Integrated Information System (IIS)
- Reporting Economic Crime on Line (RECOL) and Canadian Anti -Fraud Centre (CAFC)

Submitted to OPC only since no modification to any RCMP Personal Information Bank was required:

- Addendum to TEAM for 7 new business functions
- Body Worn Video System PIA
- Addendum to PROS PIA for Police Access Tool (PAT) Ticketing

Identity Insight Program (IIP)

Identity Insight will provide RCMP Operations with a powerful tool enabling real-time analysis of operational data from multiple sources, and the automated identification of social networks and relationships. The Identity Insight Suite will address a number of current areas of concern including:

- The resolution of duplicate entities, from single and multiple sources;
- The resolution of relationships;
- The identification of non-obvious relationships;
- The automation of association charts through the i2 interface; and
- The quality and integrity of data being analyzed

The use of Identity Insight will significantly raise the level of automation in the intelligence workflow, and therefore increase the timeliness, accuracy and relevancy of products in support of operational decision-making. Identity Insight will facilitate the research, analysis and operational workflows by enhancing the de-confliction of person entities, and their associations, in RCMP data.

Addendum to Integrated Information System (IIS)

The goal of the Integrated Information Service (IIS) tool, initially implemented in September 2012, aimed to provide Federal Policing (FP) personnel in support of operations (Intelligence Analysts, Intelligence Officers), and Criminal Intelligence Service Bureau analytical members the ability to better access and query multiple data sources from a single point. Within the IIS data structure, both structured data (fielded records such as Person, Vehicle, etc) and unstructured data (such as general reports, attached forms, etc) are compiled from several sources: both RCMP Records Management Systems, PROS and PRIME; and various Major Case Management (MCM) files, namely Evidence & Report III (E&R III).

The most recent release, **version 1.4**, launched in September 2015, introduced two new source systems as contributors of data: the National Criminal Data Bank (NCDB), the Automated Criminal Intelligence Information System (ACIIS), and increased the amount of E&R III files to 170 cases. This version also extended the usage of the IIS tool beyond just Intelligence personnel to more RCMP Operational members, as well as to select external law enforcement partners, but only for specific ACIIS-only data.

Reporting Economic Crime on Line (RECOL) and Canadian Anti -Fraud Centre (CAFC)

This report is a Privacy Impact Assessment (PIA) for the merged databases: the RCMP's web-based system, Reporting Economic Crime On-Line (RECOL) database and the Canadian Anti-Fraud Centre (CAFC) database (formally known as PhoneBusters). Both of these databases are Canadian repositories for the reporting of domestic and trans-national criminal fraud complaints.

The merging of these databases will provide better coordination of efforts at all levels to deal more effectively with the problem of fraud across jurisdictions. The scope of this PIA encompasses the integration of data collection from RECOL and the CAFC into one common national fraud complaint database. For clarification, the updated RECOL reporting system will be now called CAFC Public Facing Module. The updated CAFC Call-Taker system will now be called CAFC Call-Taker Module. Both of these applications will feed into the CAFC centralized Oracle database located in the CPIC Data Centre in Ottawa.

The purpose of the old and new systems is to collect and store data generated by complainants and victims of fraudulent activities. Furthermore, it will be used to gather and analyze intelligence information to assist law enforcement and investigative bodies involved in detecting, prosecuting and preventing fraud and other economic crime.

Addendum to TEAM, RM/CM Member Relocation Management, for 7 new business functions

A Privacy Impact Assessment (PIA) was completed for seven business functions supported by the TEAM application. TEAM provides financial and material functions for both the RCMP and Public Safety Canada (PSC). This means that the TEAM application supports the organization's responsibility for Budget Accountability, Expenditure Control, Revenue Management, Materiel Management, Earned Independence, Corporate Systems Integration (CSI), Project & Portfolio Management and Investment Planning.

Although an administrative system, TEAM provides a vital role in the managerial process of the two departments and provides the information required by the Government of Canada (GoC) in the Public Accounts and processes all financial transactions for the two departments. TEAM is an integrated system procured from SAP by the GoC through the Treasury Board Secretariat (TBS) Shared Systems Initiative.

Body Worn Video System PIA

Body Worn Video (BWV) cameras are used by law enforcement agencies to capture audio/video recordings of incidents and interactions with general public, witnesses and/or suspects as they occur to aid in investigations and gathering of evidence. BWV is designed to add value to evidence gathered during an investigation and will not be relied on as the sole source for evidence.

The BWV System (BWVS) is a small camera that is either attached to a police officer's uniform, sunglasses or worn as a headset. The camera records audio and captures video of the officer's interaction with the public. Digital information recorded provides a record of events from an officer's perspective as they conduct their daily duties.

The BWVS is intended to overtly capture an accurate, unbiased and reliable audio/video account of incidents involving uniformed RCMP members. The intention is to enhance transparency and accountability if questions/concerns/accusations arise after an incident, and to provide evidence for prosecution should an incident constitute a crime.

Addendum to PROS PIA for Police Access Tool (PAT) Ticketing

PAT Ticketing is an operationally friendly mobile application which provides the police officer with a more intuitive interface to enter data into the Police Reporting Occurrence System (PROS) database, the RCMP Records Management System, in a more structured and occurrence specific method. PAT Ticketing "walks" the police officer through a typical traffic ticket or warning work flow. The PAT Ticketing solution provides front line police officers with a tool that enables them to issue traffic tickets and warnings quickly and efficiently so as to allow more time spent providing other policing services to the public.

Disclosures Made Pursuant to Paragraph 8(2)(e) of the *Privacy Act*

During the 2015-2016 fiscal year, 4 disclosures pursuant to paragraph 8(2)(e) of the *Privacy Act*, were made by the RCMP.

Disclosures Made Pursuant to Paragraph 8(2)(m) of the *Privacy Act*

During the 2015-2016 fiscal year, 25 disclosures were made pursuant to paragraph 8(2)(m) of the *Privacy Act*. In all cases, The Office of the Privacy Commissioner was advised prior to the disclosure.

Privacy Breaches

There were 15 privacy breaches reported during the 2015-2016 fiscal year. Of these 15 breaches, 1 was originally received at the Office of the Privacy Commissioner and forwarded to the RCMP to investigate. An additional 14 breaches reported were forwarded to the OPC by the RCMP as they were deemed to be material breaches. The breaches were all fully investigated and all affected parties have been notified. In an effort to reduce or prevent other privacy breaches, we remind RCMP employees the importance of properly protecting personal information.

Delegation Order

See Appendix C for a signed copy of the Delegation Order.

Chapter Four: Interpretation of Statistical Report

Statistical Report and Supplemental Reporting Requirements

See Appendix D for the RCMP's statistical report on the *Privacy Act*.

Interpretation of the Statistical Report

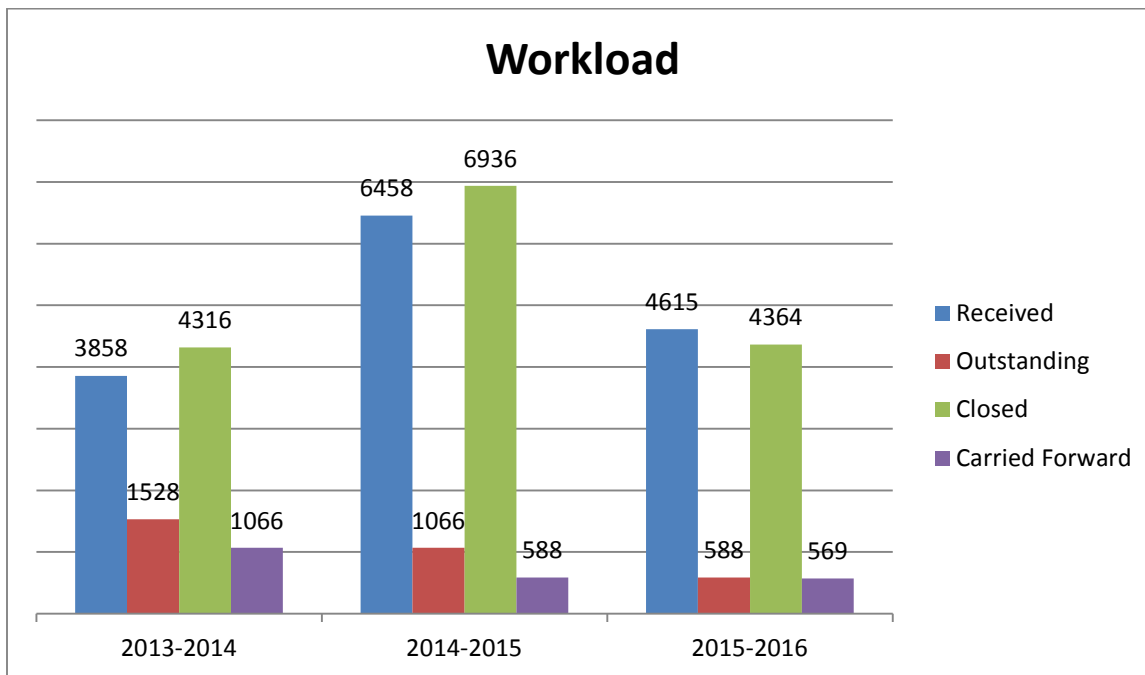
Overview

In the fiscal year 2015-2016, the RCMP took major steps to refine our practices to achieve a high level of service to requesters. Statistics suggest these refinements are having a positive effect as evidenced by a significant increase in our completion rate of requests within the legislated timelines.

Requests Received Under the Privacy Act

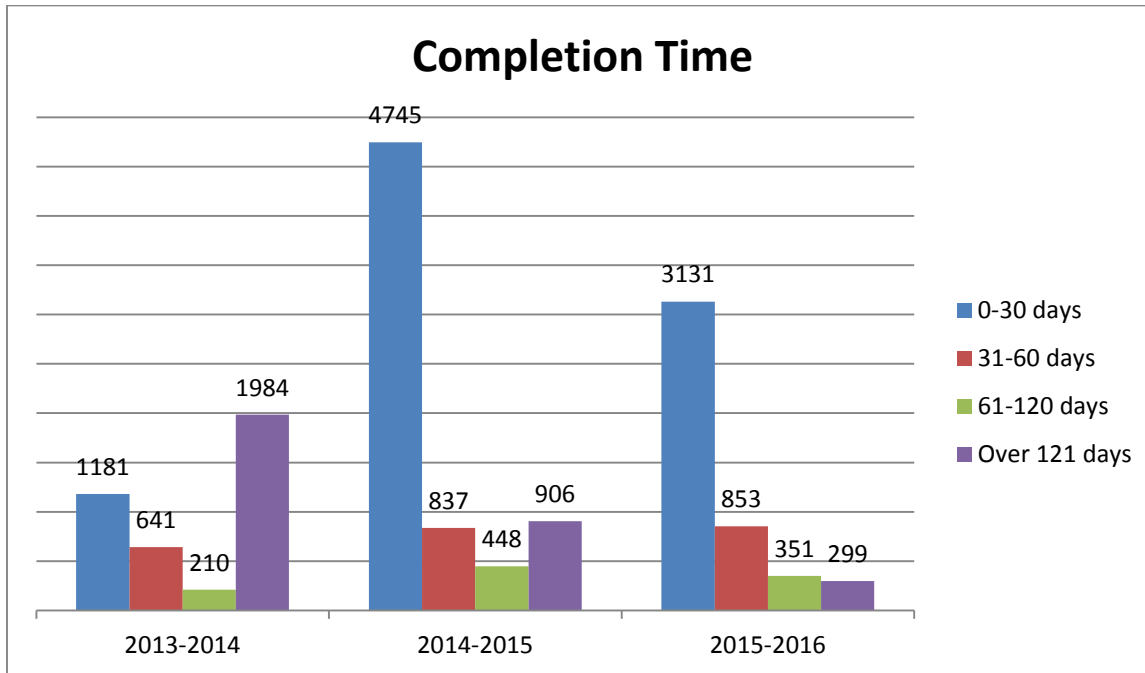
As noted in the statistical report in Appendix D, the RCMP received a total of 4,615 Privacy requests during the 2015-2016 reporting period and responded to a total of 4,634 requests during the fiscal year. There were 588 requests outstanding from the previous year for a total of 5,203 requests. Of these, 4,634 were completed and 569 are being carried forward to the following reporting period.

The chart below clearly demonstrates the increased workload over the last 3 reporting periods, but is also serves to highlight the effectiveness of new internal procedures that have allowed us to virtually eliminate the backlog of files created in 2013.



Completion Time

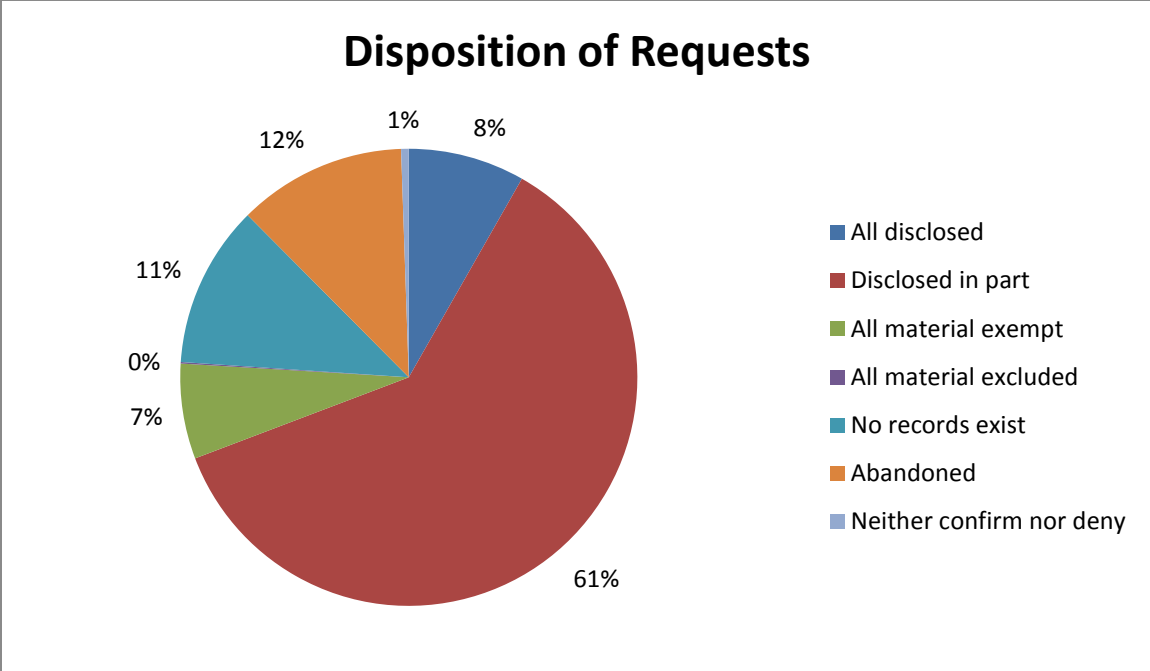
The ATIP Branch was able to complete a total of 3,131 requests in 30 days or less, thirty day extensions were requested on 903 files. There were 853 requests completed in 31-60 days, 351 in 61-120 days and 299 requests were completed in more than 121 days.



Disposition of Requests Completed

Of the 4,634 requests completed in 2015-2016, the disposition of the completed requests is as follows:

- 8% or 382 requests were all disclosed
- 61% or 2,826 requests were disclosed in part
- 7% or 312 requests had all material exempted
- 0% or 5 requests had all material excluded
- 11% or 532 requests had no records exist
- 12% or 552 requests were abandoned
- 1% or 25 requests were neither confirmed nor denied



Exemptions and Exclusions

As the RCMP is classified as an investigative body under Schedule II of the *Privacy Act* Regulations, almost all exemptions listed under the *Privacy Act* were used during the course of this reporting period. The most common exemption applied to records was Section 26 as personal information belonging to another individual. Other common exemptions applied were Subsection 22(1), for information used in law enforcement, investigations and security and Subsection 19(1), for personal information obtained in confidence from the government of a province or municipality.

Consultations

During the reporting period, the RCMP completed 267 consultations totalling 11,343 pages, from other government institutions. During this same period, the RCMP initiated a total of 215 consultations with other federal and municipal government institutions.

Complaints and Investigations

The ATIP Branch received 1247 complaints under the *Privacy Act* during the 2015-2016 fiscal year with 6 carried over from previous years. The most common complaints under the *Privacy Act* received by the RCMP were exemption complaints and deemed refusal complaints. Out of 64 completed complaints in 2015-2016, 31 were deemed well founded. A total of 1243 complaints remain open by the Office of the Privacy Commissioner as of April 1, 2015.

In 2015-2016, the RCMP ATIP Branch was notified that one complainant had lodged multiple administrative complaints against requests submitted under the Privacy Act (1,207 for delay and 947 for extension, for a total of 2,154). These complaints, although received during the reporting period, pertained to requests processed in previous years. This anomaly increased the workload related to the resolution of complaints. Removing the anomaly provides a more accurate picture of the complaint ratio for the actual reporting period, (21 complaints on 4,634 requests), less than 0.5%.

Appeals

During this fiscal year, there were no applications related to the *Privacy Act* submitted to the Federal Court.

Conclusion

The RCMP's achievements and successes, portrayed in this report, reflect our commitment to ensure that every reasonable effort is made to meet our obligations under the *Privacy Act*. New innovative approaches, training and careful planning will help the RCMP to continue this success in the future.

Appendix C

Delegation Order

Access to Information Act and Privacy Act Delegation Order

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

The Minister of Public Safety and Emergency Preparedness, pursuant to section 73 of the *Access to Information Act* and of the *Privacy Act*, hereby designates the persons holding the position set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, that is, the Royal Canadian Mounted Police, under the section of the Act set out in the Schedule opposite each position. This designation replaces and nullifies all such designations previously signed and dated by the Minister.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, le Ministre de la Sécurité publique et de la Protection civile délègue aux titulaires des postes mentionnés à l'annexe ci-après, ou qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, c'est-à-dire, la Gendarmerie royale du Canada, investi par les articles de la Loi mentionnés en regard de chaque poste. Le présent document remplace celui précédemment signé par le ministre.

SCHEDULE/ANNEXE

Position/Poste	<i>Privacy Act and Regulations/ Loi sur la protection des renseignements personnels et règlements</i>	<i>Access to information Act and Regulations/ Loi sur l'accès à l'information et règlements</i>
Commissioner of the RCMP / Commissaire de la GRC Chief, Strategic Policy and Planning Officer / Dirigeante principale de la planification et des politiques stratégiques Departmental Access to Information and Privacy Coordinator / Coordonnateur ministériel de l'accès à l'information et de la protection des renseignements personnels	Full Authority / Autorité absolue	Full Authority / Autorité absolue
Commanding Officers / Commandants Divisionnaires	Authority for 8(2)(j) and 8(2)(m)/ Autorité pour 8(2)(j) et 8(2)(m)	N.A./s.o.

<p>Officer in Charge, Policy, Processing and External Relations / Officier responsable des politiques, traitement et relations externes</p> <p>Manager, Processing and Triage / Responsable, Groupe de traitement et triage</p> <p>Manager, Quality Control / Gestionnaire, contrôle de la qualité</p> <p>Non-Commissioned Officers and public servants in charge of ATIP unit / Sous-officiers et fonctionnaires responsables des unités de l'AIPRP</p>	<p>Full Authority except 8(2)(j) and 8(2)(m) / Autorité absolue à l'exception de 8(2)(j) et 8(2)(m)</p>	<p>7, 8(1), 9, 11(2) to 11(6) (inclusive), 12(2) and all mandatory exemptions (13(1), 16(3), 19(1), 20(1) and 24(1)) and 6(1) and 8 of the Regulations / 7, 8(1), 9, 11(2) à 11(6) (inclusivement), 12(2) et toutes les exceptions obligatoires (13(1), 16(3), 19(1), 20(1) et 24(1)) de la Loi, et 6(1) and 8 du règlements</p>
<p>Non-commissioned officers and public servants in charge of ATIP branch (analysts) / Sous-officiers et fonctionnaires responsables au sein des unités de l'AIPRP (réviseurs)</p>	<p>14 and 15 for all records; 17(2)(b), 19 to 28 (inclusive) for all employee records as designated in InfoSource; For all other records requiring mandatory exemptions in their entirety (19(1), 22(2) and 26) of the Act; 9 and 11(2) of the Regulations / 14 et 15 pour tous les dossiers; 17(2)(b), 19 à 28 (inclusivement) pour tous les dossier d'employés tels que désigné dans InfoSource; pour tous les dossiers nécessitant des exceptions obligatoires en entier (19(1), 22(2) et 26) de la Loi; 9 et 11(2) du règlements</p>	<p>7, 8(1) and 12(2)(b) and all records exempted in their entirety by mandatory exemptions (13(1), 16(3), 19(1), 20(1) and 24(1)) of the Act; 6(1) and 8 of the Regulations / 7, 8(1) et 12(2)(b) pour tous les dossiers nécessitant des exceptions obligatoires en entier (13(1), 16(3), 19(1), 20(1) and 24(1)) de la Loi; 6(1) et 8 du règlements</p>

Signed, at the City of Ottawa, this

Signé, à Ottawa, ce

4 day of Dec, 2015

jour de _____, 20____



The Honourable / L'honorable Ralph Goodale, P.C., M.P.
 Minister of Public Safety and Emergency Preparedness
 Ministre de la Sécurité publique et de la Protection civile

Appendix D

Statistical Report on the *Privacy Act*

Statistical Report on the *Privacy Act*

Name of institution: Royal Canadian Mounted Police

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

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	4615
Outstanding from previous reporting period	588
Total	5203
Closed during reporting period	4634
Carried over to next reporting period	569

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	112	152	82	29	2	4	1	382
Disclosed in part	492	1186	641	257	94	105	51	2826
All exempted	149	101	33	20	3	3	3	312
All excluded	3	2	0	0	0	0	0	5
No records exist	278	151	62	27	9	3	2	532
Request abandoned	445	49	29	15	5	7	1	552
Neither confirmed nor denied	2	9	6	3	2	2	1	25
Total	1481	1650	853	351	115	124	60	4634

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	1549	23(a)	31
19(1)(a)	83	22(1)(a)(ii)	982	23(b)	0
19(1)(b)	12	22(1)(a)(iii)	3	24(a)	0
19(1)(c)	594	22(1)(b)	661	24(b)	0
19(1)(d)	279	22(1)(c)	4	25	3
19(1)(e)	1	22(2)	0	26	2179
19(1)(f)	0	22.1	1	27	179
20	0	22.2	0	28	21
21	4	22.3	0		

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	3	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	1	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	180	163	0
Disclosed in part	1306	1517	0
Total	1486	1680	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	65314	55248	382
Disclosed in part	941466	448370	2826
All exempted	33747	0	312
All excluded	408	0	5
Request abandoned	8079	0	552
Neither confirmed nor denied	0	0	25
Total	1049014	503618	4102

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	252	4148	95	23599	22	14436	13	13065	0	0
Disclosed in part	1599	51334	802	156173	248	107499	15	95317	21	38047
All exempted	238	0	62	0	8	0	4	0	0	0
All excluded	4	0	1	0	0	0	0	0	0	0
Request abandoned	541	0	7	0	2	0	2	0	0	0
Neither confirmed nor denied	22	0	2	0	1	0	0	0	0	0
Total	2656	0	969	179772	281	121935	175	108382	21	38047

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	3	0	4	0	7
Disclosed in part	82	2	603	0	687
All exempted	4	1	8	0	13
All excluded	0	0	0	0	0
Request abandoned	1	0	6	0	7
Neither confirmed nor denied	0	0	1	0	1
Total	90	3	622	0	715

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
828	743	13	1	71

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	166	76	242
16 to 30 days	58	46	104
31 to 60 days	77	50	127
61 to 120 days	106	45	151
121 to 180 days	38	30	68
181 to 365 days	47	33	80
More than 365 days	33	23	56
Total	525	303	828

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
4	25	25	54

Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	5
Total	5

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	63	0	3	0
Disclosed in part	697	0	56	0
All exempted	22	0	9	0
All excluded	0	0	0	0
No records exist	29	0	0	0
Request abandoned	22	0	2	0
Total	833	0	70	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	3	0	0	0
16 to 30 days	830	0	70	0
Total	833	0	70	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	267	11479	6	71
Outstanding from the previous reporting period	4	18	0	0
Total	271	11479	6	71
Closed during the reporting period	267	11343	6	71
Pending at the end of the reporting period	4	154	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	93	6	1	0	0	0	0	100
Disclosed in part	127	17	7	2	0	0	0	153
All exempted	7	0	1	0	1	0	0	9
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	2	2	0	0	0	0	1	5
Total	229	25	9	2	1	0	1	267

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	4	0	0	0	0	0	0	4
Disclosed in part	2	0	0	0	0	0	0	2
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	6

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	1	164	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	1	164	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
1247	0	32	0	1279

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	3
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Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		\$3,117,029
Overtime		\$929
Goods and Services		\$104,603
• Professional services contracts	\$0	
• Other	\$104,603	
Total		\$3,222,561

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	37.00
Part-time and casual employees	2.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	1.00
Total	40.00