



Public Prosecution
Service of Canada

Service des poursuites
pénales du Canada

Annual Report on the *Privacy Act*

2016-2017

Canada

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INTRODUCTION

The *Privacy Act* (the *Act*) came into force on July 1, 1983. The purpose of the *Act* is to protect the privacy of individuals with respect to personal information about themselves held by government institutions and to provide individuals with a right of access to that information.

The Public Prosecution Service of Canada (PPSC) became subject to the *Act* when it was established as an independent organization on December 12, 2006, with the coming into force of the *Director of Public Prosecutions Act* (Part 3 of the *Federal Accountability Act*).

Pursuant to section 72 of the *Act*, the PPSC has prepared this 2016-2017 *Annual Report on the Privacy Act* for tabling in the House of Commons and the Senate. This Report provides an analysis of the information contained in the PPSC's *Statistical Report on the Privacy Act*. In addition, it reports on emerging trends, training activities and newly implemented or revised internal policies, guidelines and procedures with respect to the PPSC's administration of the *Act*.

THE PUBLIC PROSECUTION SERVICE OF CANADA

The PPSC's mandate is set out in the *Director of Public Prosecutions Act* (DPPA). The DPPA empowers the Director of Public Prosecutions (DPP) as Deputy Attorney General of Canada to:

- initiate and conduct federal prosecutions;
- intervene in proceedings that raise a question of public interest that may affect the conduct of prosecutions or related investigations;
- issue guidelines to federal prosecutors;
- advise law enforcement agencies or investigative bodies on general matters relating to prosecutions and on particular investigations that may lead to prosecutions;
- communicate with the media and the public on all matters that involve the initiation and conduct of prosecutions;
- exercise the authority of the Attorney General of Canada in respect of private prosecutions; and
- exercise any other power or carry out any other duty or function assigned by the Attorney General of Canada that is compatible with the office of the DPP.

The DPPA also empowers the DPP to:

- initiate and conduct prosecutions under the *Canada Elections Act*; and
- act, when requested by the Attorney General of Canada, in matters under the *Extradition Act* and the *Mutual Legal Assistance in Criminal Matters Act*.

The DPP has the rank and status of a deputy head of a department, and in this capacity is responsible for the management of the PPSC as a distinct governmental organization.

COMMISSIONER OF CANADA ELECTIONS

The Commissioner of Canada Elections (CCE) is responsible for ensuring that the *Canada Elections Act* and the *Referendum Act* are complied with and enforced. While the CCE is part of the PPSC, it remains operationally independent.

All privacy requests and consultations regarding the Office of the CCE are processed by the PPSC's Access to Information and Privacy Office.

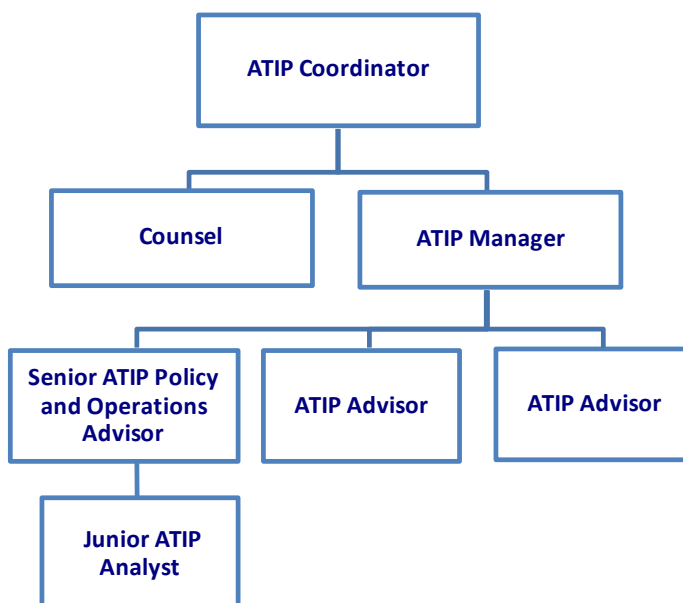
ACCESS TO INFORMATION AND PRIVACY (ATIP) OFFICE

The ATIP Office holds primary responsibility for the implementation and administration of the *Act*. The Office deals directly with the public in relation to privacy requests, liaises with Offices of Primary Interest to prepare responses, and serves as the centre of expertise for ATIP within the PPSC.

The ATIP Office fulfills its responsibilities by:

- processing requests for personal information in accordance with the *Act*, its Regulations and the Treasury Board Secretariat of Canada (TBS)'s policies, directives and guidelines;
- responding to consultations submitted by other federal institutions or other levels of government on PPSC records being considered for release;
- providing advice to PPSC managers and employees regarding the application and interpretation of the *Act*, its Regulations and relevant case law;
- responding to requests received from other federal institutions for the review of solicitor-client privilege in records related to criminal proceedings in which the PPSC is involved;
- reviewing PPSC policies, procedures and agreements to ensure that they comply with the requirements of the *Act* and making recommendations for amendments;
- monitoring the PPSC's compliance with the *Act*, its Regulations and the TBS's policies, directives and guidelines;
- communicating with investigators of the Office of the Privacy Commissioner of Canada to resolve complaints filed against the PPSC;
- reviewing documents relevant to proactive disclosure, such as audits and evaluations and contracts over \$25,000 prior to their publication on the PPSC's website, in order to ensure that they do not contain personal information;
- delivering training sessions intended to familiarize PPSC managers and employees with the requirements of the *Act*, its Regulations and the TBS's policies, directives and guidelines;
- updating the PPSC's chapter of the federal government's *Info Source* publication;
- submitting an annual statistical report on the administration of the *Act* to the TBS; and
- preparing an annual report on the administration of the *Act* for tabling in both Houses of Parliament.

Organization Structure



As of March 31, 2016, the ATIP Office is composed of a Manager, a Senior Advisor, two Advisors and one Junior Analyst. The Director, Corporate Planning and External Relations Division, is the organization's ATIP Coordinator. Counsel for the Corporate Planning and External Relations Division provides legal advice to the ATIP Coordinator, the ATIP Office and PPSC managers on the application and interpretation of the *Act* and relevant case law. During this fiscal year, the ATIP Office had the additional support of a student.

DELEGATED AUTHORITIES

Pursuant to section 73 of the *Act*, the head of a government institution may, by order, designate one or more officers or employees of that institution to exercise or perform any of the powers, duties or functions of the head of the institution under the *Act*.

The DPP, as the "head of institution", has designated the authority to exercise the powers and to perform the duties and functions conferred to him under the *Act* to the Director, Corporate Planning and External Relations Division, and the ATIP Manager (see Delegation Order in Appendix A). The ATIP Manager exercises this authority in the absence of the Director.

INTERPRETATION OF THE STATISTICAL REPORT

The following section provides a summary and analysis of the information contained in the *Statistical Report on the Privacy Act* in Appendix B of this report.

Requests Under the *Privacy Act*

The PPSC received 23 new requests for personal information in 2016-2017, which represents a 64% increase compared to the number of requests received during the previous reporting period. Six (6) additional requests were carried forward from fiscal year 2015-2016.

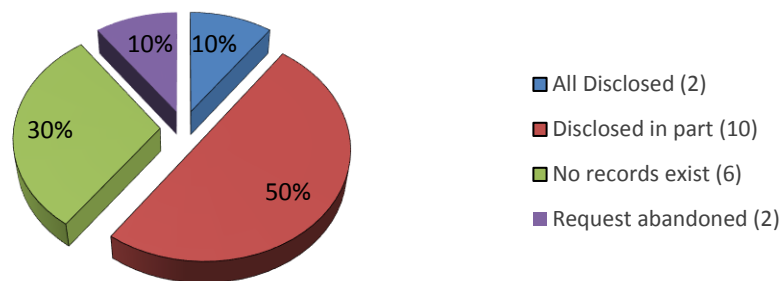
The number of requests varies from year to year. The 23 privacy requests received by the PPSC during this reporting period represents an all-time high for the organization.

Requests Closed During the Reporting Period

Disposition of requests

The PPSC responded to 20 requests for personal information during the 2016-2017 reporting period. A total of 1,475 pages were reviewed, representing a 10% decrease in volume from the previous reporting period. This decrease may be attributable to nine (9) requests for personal information having been carried over to the following reporting period that involved a large volume of pages.

Disposition of the 20 completed requests are broken down as follows:



Requests which resulted in no disclosure of records fell into the following categories:

No Records Exist

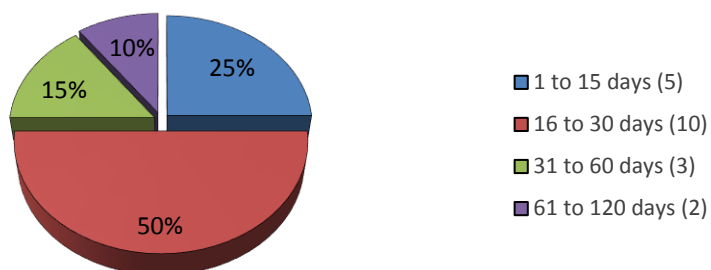
- A total of six (6) requests could not be processed as no relevant records existed under the control of the PPSC. Where possible, applicants were advised of other government institutions that may have records and provided with the contact information of those institutions for the purpose of submitting a request.

Request abandoned

- In addition, two (2) requests were abandoned by the applicants. In most cases, receipt of clarification from applicants was necessary. Where no clarification was provided, the applicant's request was deemed abandoned.

Completion time

The chart below represents a breakdown of the length of time (in days) required to process requests for personal information during the 2016-2017 reporting period.



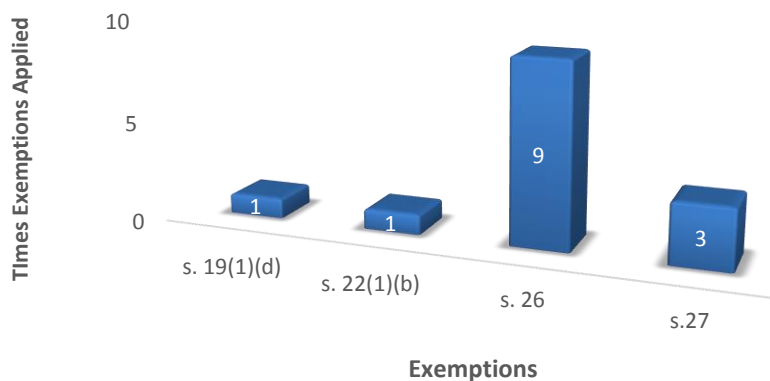
Of the 20 requests that were completed during fiscal year 2016-2017, 15 were processed within the 30-day statutory response period. Three (3) requests were responded to within 31 to 60 days, and two (2) requests required 61 to 120 days to complete.

Over the last five (5) reporting periods, 76% of the PPSC's requests for personal information were responded to within the 30-day statutory deadline.

Exemptions

An individual's right of access to his or her personal information is subject to limited and specific exceptions. Limitations to the right of access are set out in sections 18 through 28 of the *Act*.

The following is a breakdown of the exemptions that were applied by the PPSC during the 2016-2017 reporting period:



Over the last five (5) reporting periods, section 26 [Information about another individual] and section 27 [Solicitor-client privilege] of the *Act* are the exemptions that were most often applied. This reflects the mandate of the PPSC which is to conduct federal prosecutions and advise law enforcement agencies and investigative bodies on matters relating to prosecutions.

The PPSC records often contain a significant amount of personal information, including information about accused, witnesses, and victims.

Exclusions

Records or parts thereof to which the *Act* does not apply are considered to be “excluded”. Pursuant to section 69, the *Act* does not apply to library or museum material preserved solely for public record, and material placed in Library and Archives Canada. Records containing Confidences of the Queen's Privy Council for Canada that have been in existence for less than 20 years are also excluded from the *Act* pursuant to section 70.

During the 2016-2017 reporting period, no exclusions pursuant to sections 69 and 70 of the *Act* were applied by the PPSC.

Format of information released

For responses in which information was disclosed, the information was provided to the applicant electronically by e-mail or on a compact disk in 42% of cases. Paper copies of records were provided in 58% of cases.

Complexity

The mandate of the PPSC is to prosecute offences under federal jurisdiction and to provide advice on prosecution-related matters to investigative agencies. Due to the nature of the organization's work, processing privacy requests can be challenging. Records held by the PPSC often contain information relating to criminal or regulatory investigations or prosecutions that also frequently involve other organizations and government departments at the federal, provincial or territorial level.

During the 2016-2017 reporting period, the PPSC consulted with other government institutions on two (2) occasions. Legal advice was sought in order to respond to two (2) requests. Nine (9) requests were also considered complex due to the personal information of another individual being intermixed with the information of the applicant. In three (3) instances, the PPSC retrieved records from its regional offices and/or dealt with a request related to a high-profile matter.

Deemed refusals

The PPSC was in deemed refusal on one (1) occasion during the 2016-2017 reporting period due to the large volume of records that required processing. For this request, no extension was taken and the PPSC was unable to complete the processing of the request within the 30-day time period.

Requests for translation

The PPSC received no requests from applicants for translation from one official language to the other.

Requests for Correction of Personal Information and Notations

Paragraph 12(2)(a) of the *Act* provides that every individual who is given access to personal information about themselves that has been used, is being used, or is available for use for an administrative purpose (i.e. in a decision making process that directly affects the individual) is entitled to request correction of the information where the individual believes there is an error or omission.

There were no requests for correction of personal information nor were notations required during this reporting period.

Extensions

Paragraph 15(a) of the *Act* allows for an extension of the 30-day statutory time limit for a maximum of 30 days in cases where meeting the original time limit would unreasonably interfere with the operations of the institution processing the request, or when consultations with other government institutions are necessary and cannot reasonably be completed within the original time limit.

Reason for extensions

A total of three (3) extensions were taken during the 2016-2017 reporting period. In one (1) instance, the extension was sought on the basis that meeting the original time limit would unreasonably interfere with the operations of the PPSC. In two (2) instances, the extension was sought on the basis that consultations were necessary to comply with the request as it could not reasonably be completed within the original time limit.

Length of extensions

All of the extensions taken during the reporting period were for a duration of 16 to 30 days.

Consultations Received from Other Institutions and Organizations

Number of consultations

The PPSC received two (2) privacy consultations in 2016-2017, which is a 71% decrease in the number of consultations received during the previous reporting period.

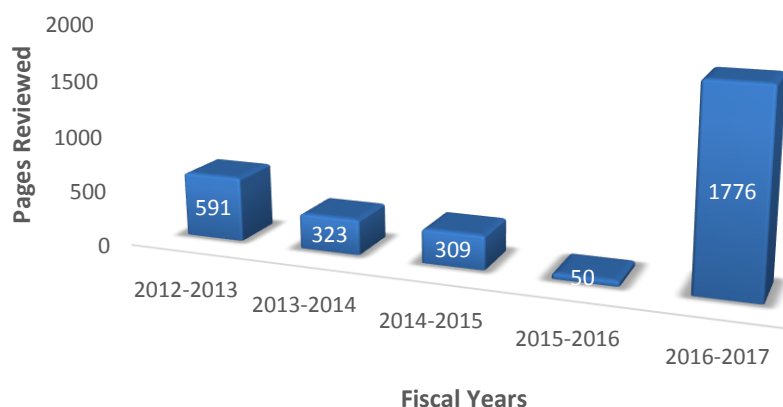
Sources of consultations

Health Canada (HC) and Environment and Climate Change Canada (ECCC) each sent one (1) consultation to the PPSC during this reporting period.

Number of Pages Reviewed

Although the number of privacy consultations the PPSC responded to in the 2016-2017 fiscal year decreased in comparison to the last five (5) reporting periods, the PPSC reviewed an all-time organizational high of 1776 pages this reporting period.

The following is a breakdown of the number of pages for privacy consultations that the PPSC has reviewed during each of the last five (5) reporting periods:



Recommendations

The PPSC made recommendations to disclose all records for one (1) of the two consultations. It was unable to process the other consultation as the records received were not relevant to the PPSC.

The PPSC's disclosure rates in 2016-2017 have decreased in comparison to the average rate of the five (5) previous years, which is likely attributable to the decrease in consultations received during this reporting period. During the period covering fiscal years 2012-2013 to 2016-2017, the PPSC processed a total of 42 consultations. In 80% of those cases, the PPSC recommended that information be released in whole or in part. During 2016-2017, full or partial disclosure of information was recommended in 50% of cases.

Completion time

Of the two (2) consultations that were completed, both were responded to within 15 days or less.

Over the last five (5) reporting periods, 83% of privacy consultations received by the PPSC were responded to within 30 days. From 2012-2013 to 2016-2017, 56% of consultations completed were processed in 15 days or less while an additional 29% were completed within 16 to 30 days.

Completion Time of Consultations on Cabinet Confidences

No consultations on the application of section 70 [Cabinet confidences] of the *Act* were carried out during the 2016-2017 reporting period.

Resources Related to the *Privacy Act*

During this reporting period, the PPSC spent a total of \$225, 444 to administer the *Act*, of which salaries accounted for \$165, 572 and Goods and Services accounted for \$59, 872. No overtime expenditures were incurred.

TRAINING ACTIVITIES

The ATIP Office provides advice on a regular basis to PPSC officials regarding the processing of privacy requests and interpretation of the *Act* to ensure the efficient and consistent processing of requests received by the PPSC.

ATIP personnel also provided informal training to employees on various privacy-related matters at times throughout the reporting period.

During this reporting period, the ATIP Office provided a training and awareness session regarding the PPSC's processes and employee obligations under the *Act* to approximately six (6) employees of the PPSC's Labour Relations and Classification Sections of Human Resources.

POLICIES, GUIDELINES, PROCEDURES, AND INITIATIVES

ATIP Governance Structure

The PPSC *ATIP Governance Structure* was approved by the PPSC's Executive Council in October 2011. The Governance Structure outlines the reporting relationships within the PPSC and establishes clear responsibilities for decision-making for the purposes of administering the *Act*.

Info Source

Info Source is published on the Open Government Portal and provides information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*.

Each year, the ATIP Office provides updates on the PPSC's activities and information holdings for publication in Info Source. In 2016-2017, the PPSC's Info Source chapter was revised to reflect changes to its Program Alignment Architecture.

Initiatives

The PPSC did not implement any new policies or initiatives related to privacy during the 2016-2017 reporting period. The PPSC expects to develop new and revised policies related to privacy during the next fiscal year. To assist in this endeavor, the PPSC's ATIP Office is in the process of staffing a full-time ATIP Policy and Operations Advisor.

COMPLAINTS, AUDITS, AND INVESTIGATIONS

Decisions made under the *Act* are subject to a two-tiered system of review. The first level of review is a formal complaint to the Office of the Privacy Commissioner of Canada (OPC); the second level is an application for judicial review to the Federal Court.

A total of three (3) complaints were filed with the OPC against the PPSC during the 2016-2017 reporting period. The PPSC received findings or recommendations from the Commissioner in connection with one (1) of these complaints during this reporting period. Three (3) additional complaints were carried over

from previous reporting periods in which the PPSC received findings or recommendations from the Commissioner during this reporting period.

The following table is a breakdown of the reasons for the complaints as well as the findings of the OPC's investigations:

Reason for Complaint	Number of Complaints	Results of OPC Investigations			
		Well Founded	Not Well Founded	Discontinued	OPC has yet to issue its findings
Refusal/Exemptions	2	2	0	0	0
Extension	0	0	0	0	0
Delay	4	2	0	0	2

With respect to the four (4) well-founded complaints, two were filed by the same applicant alleging that the PPSC improperly applied exemptions. Following discussions with the OPC, the PPSC agreed to resolve the complaints by releasing some additional information to the complainant. The other two (2) complaints were a result of delay. Due to the large volume of records involved, the PPSC was unable to process the requests within the statutorily prescribed time frame. In accepting the PPSC's reason for delay, the OPC found the complaints to be well-founded.

The PPSC reviews the outcomes of all of the Privacy Commissioner investigations and, where appropriate, incorporates lessons learned into business processes. No audits were received during this reporting period.

COURT ACTION

During this reporting period, no application for judicial review was filed with the Federal Court pursuant to section 41 of the *Act* with respect to privacy requests submitted to the PPSC.

MONITORING COMPLIANCE

The ATIP Office maintains a comprehensive statistical reporting and performance measurement system. Monthly reports are provided to the ATIP Coordinator identifying the number of active privacy requests, the sources and due dates of the requests, as well as the length of any extensions taken.

Information relating to the processing time of requests for correction of personal information is included in the monthly reports.

MATERIAL PRIVACY BREACHES

A material privacy breach involves improper or unauthorized collection, use, disclosure, retention or disposal of sensitive personal information which could reasonably be expected to cause serious injury or harm to the individual to whom it relates.

During this reporting period, the ATIP Office received reports of four (4) material privacy breaches. In two (2) instances, improperly vetted records were inadvertently disclosed. In one (1) case, a vehicle was broken into and an employee's laptop containing personal information was stolen. In the last case, an envelope containing confidential records was improperly addressed and was opened by a person other than the intended recipient.

The PPSC took immediate steps to mitigate these breaches. In addition, the PPSC reviewed its internal processes, provided additional training to employees, and reminded employees and agents of their responsibilities to ensure that such situations do not reoccur.

PRIVACY IMPACT ASSESSMENTS (PIAS)

A Privacy Impact Assessment (PIA) is a tool used to assist an organization to meet its privacy responsibilities with regard to the management of personal information. PIAs are initiated when assessing the privacy implications of new or substantially modified programs and activities involving personal information.

During this reporting period, no PIAs were completed by the PPSC.

PUBLIC INTEREST DISCLOSURES

Subsection 8(2) of the *Act* describes the circumstances under which personal information under the control of a government institution may be disclosed without the consent of the individual to whom the information pertains.

There were no disclosures made to federal investigative bodies for the purpose of enforcing any law of Canada or a province, or for carrying out a lawful investigation [paragraph 8(2)(e)] in fiscal year 2016-2017, nor were any disclosures made in the public interest [paragraph 8(2)(m)].

APPENDIX A – DELEGATION ORDER

Access to Information Act and Privacy Act Delegation Order

The Director of Public Prosecutions, pursuant to section 73 of the *Access to Information Act* and of the *Privacy Act*, hereby designates the persons appointed to the positions of:

Director, Corporate Planning and External Relations Directorate; and

Manager, ATIP, Access to Information and Privacy Office;

to exercise the powers, duties and functions of the Director as the head of the Office of the Director of Public Prosecutions, under the provisions of the *Access to Information Act* and of the *Privacy Act* and related regulations.

This order replaces all previous delegation orders made pursuant to the Acts by the Director.

Dated, at the City of Ottawa,
this 30 day of October, 2015



Brian Saunders
Director of Public Prosecutions
Directeur des poursuites pénales

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

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 Directeur des poursuites pénales délègue aux personnes nommées aux postes de :

Directeur, Direction de la planification ministérielle et des relations externes; et

Gestionnaire, AIPRP, Bureau de l'accès à l'information et de la protection des renseignements personnels;

les attributions dont le Directeur est, en qualité de responsable du Bureau du directeur des poursuites pénales, investi par les dispositions de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels* ou de son règlement.

Le présent document remplace et annule tout arrêté antérieur fait conformément aux Lois par le Directeur.

Daté, en la ville d'Ottawa,
ce 30 jour de octobre 2015

APPENDIX B – STATISTICAL REPORT ON THE PRIVACY ACT



Statistical Report on the *Privacy Act*

Name of institution: Public Prosecution Service of Canada

Reporting period: 2016-04-01 to 2017-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	23
Outstanding from previous reporting period	6
Total	29
Closed during reporting period	20
Carried over to next reporting period	9

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	1	1	0	0	0	0	0	2
Disclosed in part	0	7	2	1	0	0	0	10
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	3	2	1	0	0	0	0	6
Request abandoned	1	0	0	1	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	5	10	3	2	0	0	0	20

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)	1	24(b)	0
19(1)(d)	1	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	9
19(1)(f)	0	22.1	0	27	3
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of 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	2	0
Disclosed in part	7	3	0
Total	7	5	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	135	135	2
Disclosed in part	1340	1067	10
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	2
Neither confirmed nor denied	0	0	0
Total	1475	1202	14

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	2	135	0	0	0	0	0	0	0	0
Disclosed in part	6	104	4	963	0	0	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
Total	10	239	4	963	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	2	2
Disclosed in part	1	2	9	1	13
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	1	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0
Total	2	2	9	3	16

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
1	1	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	1	0	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	1	0	1

2.7 Requests for translation

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

Part 3: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

Part 4: Requests for Correction of Personal Information and Notations

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

Part 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
All disclosed	1	0	0	0
Disclosed in part	0	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	1	0
Total	1	0	2	0

5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	1	0	2	0
Total	1	0	2	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	2	1776	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	2	1776	0	0
Closed during the reporting period	2	1776	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 institutions

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
All disclosed	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1
Total	2	0	0	0	0	0	0	2

6.3 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
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

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

7.2 Requests with Privy Council Office

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

Part 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
3	0	3	0	6

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		\$165,572
Overtime		\$0
Goods and Services		\$59,872
• Professional services contracts	\$54,899	
• Other	\$4,973	
Total		\$225,444

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.86
Part-time and casual employees	0.13
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.27
Total	2.26

Note: Enter values to two decimal places.