



Canadian
human rights
commission

Commission
canadienne des
droits de la personne

CANADIAN HUMAN RIGHTS COMMISSION

ANNUAL REPORT

PRIVACY ACT

April 1, 2015 to March 31, 2016

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1. INTRODUCTION

This is the 32nd Annual Report to Parliament submitted by the Canadian Human Rights Commission (the Commission) pursuant to subsection 72(1) of the *Privacy Act* (PA).

The purpose of the PA is to protect the privacy of individuals with respect to personal information about themselves held by a government institution and to provide individuals with a right of access to that information.

The Commission's founding legislation inspires a vision for Canada in which "all individuals should have an opportunity equal with other individuals to make for themselves the lives that they are able and wish to have," free from discrimination.

The Commission promotes the core principle of equal opportunity and works to prevent and remedy discrimination in Canada by:

- promoting the development of human rights cultures;
- understanding human rights through research and policy development;
- protecting human rights through effective case and complaint management; and
- representing the public interest to advance human rights for all Canadians.

The Commission leads the administration of the *Canadian Human Rights Act* (CHRA) and ensures compliance with the *Employment Equity Act* (EEA.) The CHRA prohibits discrimination on the grounds of race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, disability and conviction for which a pardon has been granted or a record suspended. It provides a fair, accessible and effective complaints resolution mechanism whereby Canadians can raise allegations of discrimination. The EEA promotes equality in the workplace for four designated groups: women, Aboriginal people, persons with disabilities, and members of visible minorities.

The Commission develops and disseminates regulations, policies and knowledge; initiatives to prevent discrimination; and dispute resolution services to help address inquiries and complaints. It works with employers, service providers, individuals, unions, governmental and non-governmental organizations, and provincial/territorial and international human rights bodies to foster understanding and a commitment to achieving a society that respects human rights in everyday practice.

The Commission is responsible for developing and implementing information programs to foster public understanding of the CHRA and of the role and activities of the Commission. The Commission also undertakes and sponsors research programs related to its duties and functions under the CHRA. The Commission receives and processes human rights complaints. Throughout this process, the Commission encourages settlements by providing opportunities for dialogue and mediation. Under the EEA, the Commission audits federally regulated employers to ensure that they are providing equal opportunities for employment.

2. ORGANIZATIONAL STRUCTURE

The Commission is structured in the following way:

The Human Rights Protection Branch administers the *Canadian Human Rights Act* and protects individuals from discrimination through a fair, accessible and effective complaints process, from first contact through to litigation. The process includes intake, mediation, section 40/41 analysis, investigation, conciliation, and litigation. The Branch also conducts compliance audits to ensure that employers subject to the *Employment Equity Act* meet its requirements. In addition, the Branch also responds to requests from the public for information under the *Access to Information Act* and the *Privacy Act*. The Branch is made up of the following divisions:

- Resolution Services Division
- Investigations Division
- Employment Equity Compliance Division
- Legal Services Division

The Branch also includes the ATIP Services unit and the Commission meetings unit. Through all its integrated functions, the Branch represents the public interest and advances human rights for all Canadians.

The Human Rights Promotion Branch advances human rights principles and encourages best practices among employers, service providers, Aboriginal communities and the general public in Canada and abroad. The goal is to raise awareness of and respect for the *Canadian Human Rights Act* and the *Employment Equity Act*. The Branch engages with stakeholders, identifies systemic human rights issues, and conducts and supports research. The branch develops practical tools and research reports that can then be used by organizations, employers, and service providers to promote human rights and to prevent discrimination.

The Communications and Outreach Branch is responsible for ensuring that the Commission communicates to its audiences in a clear, concise, timely, and accurate manner. Communications leads the design, production and distribution of all communications tools and products. It provides information to the public through media engagement, the Commission website, and social media platforms.

The Corporate Management Branch provides services in the areas of human resources, planning (including estimates reports to Parliament), internal audit and evaluation, finance, assets management, security, telecommunications, information management and information technology. It also provides various services to the Office of the Public Sector Integrity Commissioner, the Office of the Commissioner of Lobbying and the Indian Residential Schools Truth and Reconciliation Commission.

3. ORGANIZATION OF ACTIVITIES

The Access to Information and Privacy (ATIP) Office is comprised of an Analyst and an ATIP Coordinator.

The deputy head of the Commission, the Chief Commissioner, has delegated her decision-making authority under the PA to the Executive Director during this reporting year. The power to process requests is delegated to the ATIP Office. As the functional delegate, the Executive Director oversees the processing of requests and the handling of complaints. The ATIP Office is organizationally housed within the Legal Services Division at the commission. The Director of Legal Services manages the financial and human resources of the ATIP Office and reviews and assists with complex requests and complaints. Specialized legal advice is provided through Corporate Legal Counsel.

The ATIP Coordinator has a number of duties including managing the processing of requests and complaints, providing policy and processing advice to the ATIP delegate and Commission staff and managing the ATIP Analyst. The ATIP Analyst is responsible for a number of tasks including the preliminary assessment of requests and coordination of retrievals from OPIs, entering essential data in case management program and preparing packages for the ATIP delegate and requester.

The ATIP Office is responsible for providing quality service to the public and to Commission staff. The ATIP Office begins the process by coordinating records retrieval. When a request comes in, the ATIP Office starts by sending it to the appropriate Departmental Head, also referred to as the Office of Primary Interest (OPI). The OPI will then pass the request to his/her staff to see if they have relevant documents. Should the request not be clear, the OPI will then ask the ATIP Office for clarification. Once the employees have gathered the records, they forward the information to their managers who in turn may make recommendations to the OPI and to the ATIP Office.

The ATIP Office then continues the process of triaging/scanning/indexing records, reviews all records, consults/liaises/negotiates with other government departments or third parties, provides an in-depth analysis, and, prepares the final release package which is subsequently sent to the Executive Director for final approval and signature. The approved release package is then returned to the ATIP Office to prepare the package for mailing.

The ATIP Office also deals with complaints from the Office of the Privacy Commissioner. Additionally, the ATIP Office provides formal ATIP training to all staff; compiles statistics; and prepares reports (Info Source, *Privacy Act* (PA) Annual Report).

4. SIGNED DELEGATION ORDER

The Delegation Order sets out the powers, duties and functions for the administration of the PA that has been delegated by the head of the institution, the Chief Commissioner.

Attached is the Signed Delegation Order - Appendix A.

5. STATISTICAL REPORT

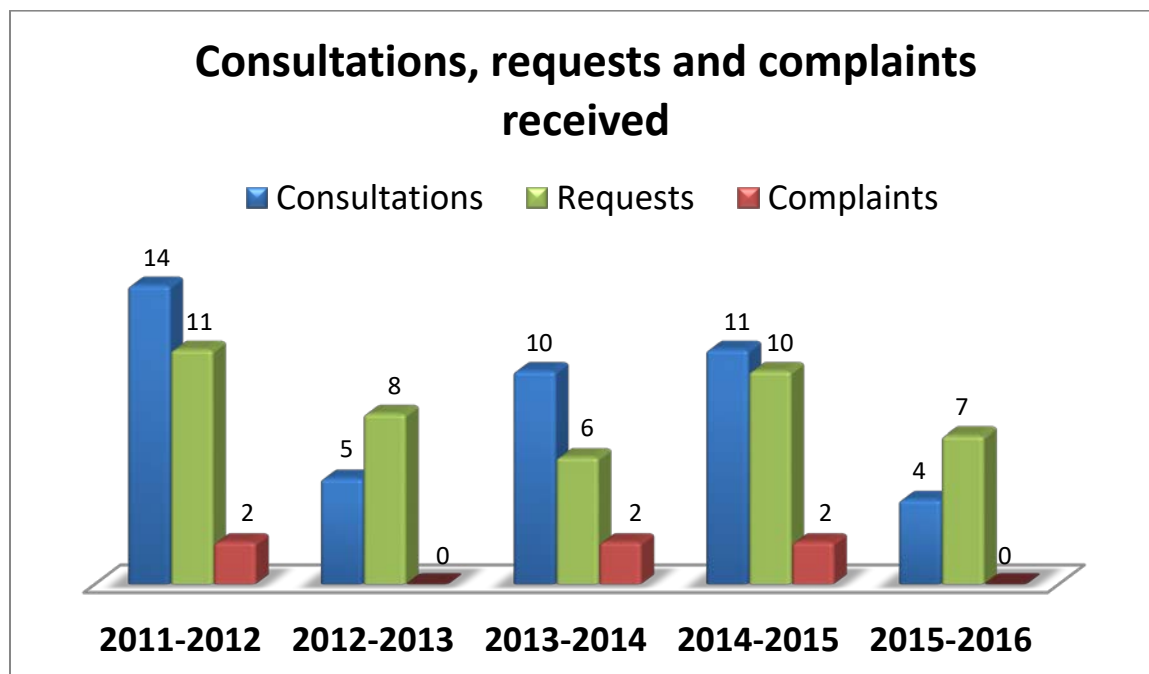
During the period under review, April 1, 2015 to March 31, 2016, the Commission received **7 new requests** plus the 3 that were brought forward from last year making a total of 10. Of the 10 requests, all were completed during the fiscal year. There is no trend to report since most requests came from people that have filed complaints at the Commission because they were allegedly discriminated against based on one or more of the prohibited grounds of the CHRA:

- race
- national or ethnic origin
- colour
- religion
- age
- sex
- sexual orientation
- marital status
- family status
- disability
- a conviction for which a pardon has been granted or a record suspended

and they are seeking access to their files. For the 10 requests completed, a total of 3,776 pages were processed.

Of the 10 completed requests:

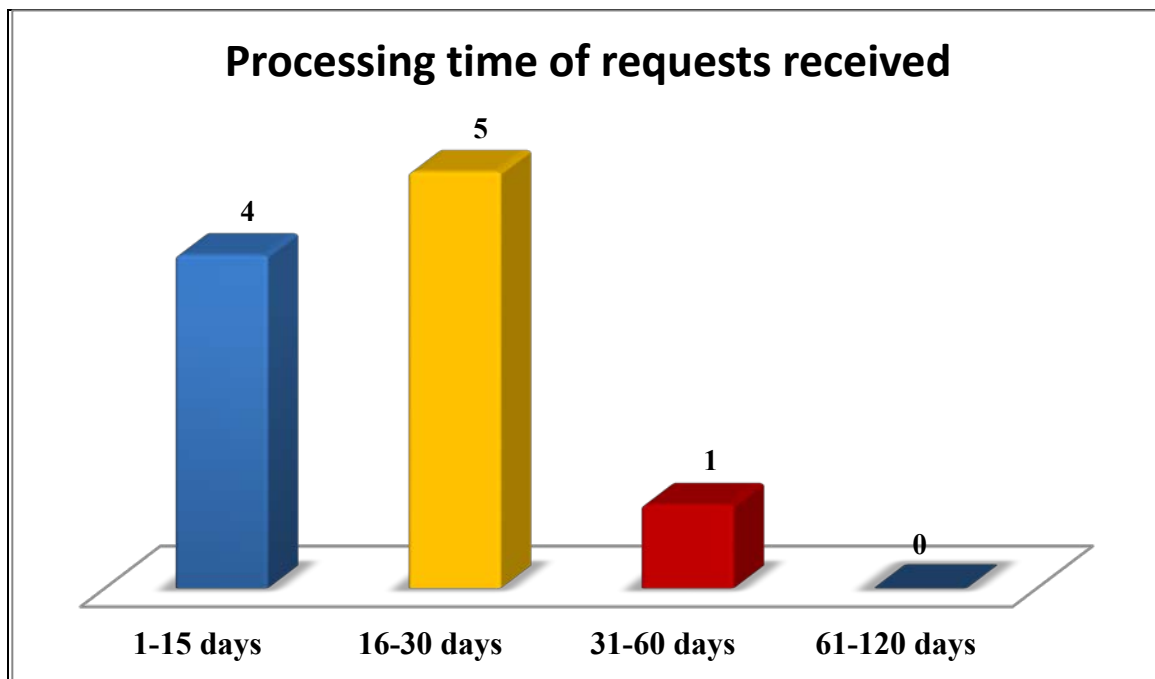
- 2 completed requests were fully disclosed;
- 5 completed requests were partially disclosed;
- 1 was all exempted; and finally,
- 2 found had no records.



The Commission also processed and completed **4 consultation requests** from other institutions for review of records originating from the Commission. **No informal requests** were received for 2015-2016.

The completion times for 10 privacy requests were as follows:

- 4 requests took 1 to 15 days;
- 5 requests took 16 to 30 days; and, finally
- 1 request took 31 to 60 days.



The Commission is committed to completing requests in a timely fashion. The Commission was not late but did ask for an extension of time for the one request that took 31-60 days because meeting the original time limit would have unreasonably interfered with the operations of the ATIP Office. The request generated over a thousand pages which, given the size of the Commission's ATIP Office, created a significant challenge.

For some requests, more than one exemption was invoked.

Section of the PA	Number of requests
<p><u>Section 22(1)(b)</u></p> <p>Law enforcement and investigation: where the head of a government institution may refuse to disclose any personal information requested under subsection 12(1) - (b) the disclosure of which could reasonably be expected to be injurious to the enforcement of any law of Canada or a province or the conduct of lawful investigations, including, without restricting the generality of the foregoing, any such information</p> <ul style="list-style-type: none"> (i) relating to the existence or nature of a particular investigation, (ii) that would reveal the identity of a confidential source of information, or (iii) that was obtained or prepared in the course of an investigation 	1
<p><u>Section 26</u></p> <p>Information about another individual: where the head of a government institution may refuse to disclose any personal information requested under subsection 12(1) about an individual other than the individual who made the request, and shall refuse to disclose such information where the disclosure is prohibited under section 8.</p>	5
<p><u>Section 27</u></p> <p>Solicitor-client privilege: where the head of a government institution may refuse to disclose any personal information requested under subsection 12(1) that is subject to solicitor-client privilege.</p>	4

Attached is a statistical report on the PA (Appendix B attached).

****NOTE: Legal Advice Sought**

Legal advice was requested and provided but not tracked.

6. EDUCATION AND TRAINING ACTIVITIES

The ATIP Office continues to provide policy and processing advice to Commission staff on the PA as needed.

The ATIP Office is developing an online training program for Commission staff. Once completed, the online training will be mandatory. The ATIP Office will keep records in order to ensure that all existing staff and new recruits receive the training. It is anticipated that the course development will be completed by Fall 2016.

Employees wanting more training for their personal and professional development are also referred to the Treasury Board Secretariat training calendar and to the University of Alberta's ATIP program.

7. INSTITUTIONAL POLICIES AND PROCEDURES

The functioning of the ATIP Office is governed by the Treasury Board Secretariat's Policies.

There is an on-going review and business re-engineering of the Commission's practices with regards to the PA requests. This review serves to improve our policies and practices. To make the ATIP functions operate more smoothly, we continue to develop new procedures to take into account the complexity of the requests so that we can achieve our goal of meeting the prescribed deadlines.

The Commission has developed a new procedures manual that is in the process of being finalized.

8. *PRIVACY ACT COMPLAINTS*

The Commission did not receive any new complaints between April 1, 2015 and March 31, 2016.

NUMBER OF COMPLAINTS	REASON FOR COMPLAINT	STATUS
1 received February 10, 2014	Miscellaneous	Closed - May 8, 2015 Not well founded No action required
1 received June 5, 2014	Refusal-Exemption	Ongoing

9. TIME TO PROCESS A REQUEST

Requests are monitored daily and information about the different processing stages is entered into the Commission's AccessPro Suite system.

Delays in processing requests primarily occur when consultations are needed. When it appears that a delay in processing a request is inevitable, the ATIP Analyst will contact the requester. If the requester cannot be reached, the ATIP Coordinator will then be notified of any concerns. The ATIP Delegate, currently the Commission's Executive Director, is then notified of the steps taken to ensure that the request is being processed in a reasonable time frame.

The Executive Director will decide next steps as needed and will bring any issues to the Chief Commissioner as needed.

10. MATERIAL PRIVACY BREACHES

No material privacy breaches occurred during the reporting period.

11. PRIVACY IMPACT ASSESSMENT

Preliminary Privacy Impact Assessments initiated:	0
Preliminary Privacy Impact Assessments completed:	0
Privacy Impact Assessments initiated:	1
Privacy Impact Assessments completed:	0
Privacy Impact Assessments forwarded to the Office of the Privacy Commissioner:	0

During the 2011-2012 fiscal year, the Commission initiated a privacy impact assessment of its handling of its personal information holdings. This review is to focus on the personal information collected from or exchanged with human rights complainants, employers and other parties. Due to lack of resources, the Commission did not complete its PIA as planned. Nonetheless, it remains an active project.

12. DISCLOSURE OF PERSONAL INFORMATION UNDER SUBSECTION 8(2)(m)

There was no disclosure under subsection 8(2)(m).

APPENDIX A

Access to Information Act and Privacy Act Delegation Order

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

The Acting Chief Commissioner, Canadian Human Rights Commission, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying the positions on an acting basis, to exercise the powers and functions of the Chief Commissioner as the head of a government institution, under the section of the Act set out in the schedule opposite each position. This delegation replaces any and all previous designations/delegations.

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 président par intérim, Commission canadienne des droits de la personne délègue aux titulaire des postes mentionnés aux annexes ci-après, ainsi qu'aux personnes occupant a titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les articles de la Loi mentionnés en regard de chaque poste. Le présent document remplace et annule toute désignation/délégation précédentes.

Position/Poste	<u>Schedule/Annexe</u>	
	<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>
Senior General Counsel / Avocate générale principale	Full Authority / Autorité absolue	Full Authority / Autorité absolue
Coordinator, Access to Information and Privacy / Coordinateur(trice), l'accès à l'information et de la protection des renseignements personnels	8(4), 9(1), 9(4), 10, 14(b), 15, 17(1), 17(2) ^c , 17(3) ^c , 31, 33(2), 77	4(2.1), 7(b), 8(1), 9, 11, 12(1), 12(2) ^c , 12(3) ^c , 26, 27(1), 27(4), 28(4), 33, 35(2), 43(1), 44(2), 71(1), 77

^c Delegation conditional on consultation with Executive Director / Délégation conditionnelle sur la consultation au Directeur Exécutif.

Dated, at the City of Ottawa,
this 20 day of JUNE, 2016

Daté à la ville d'Ottawa,
ce 20^e jour de JUIN, 2016

LA PRÉSIDENTE
MARIE-CLAUDE LANDRY, Ad. E.



MARIE-CLAUDE LANDRY, Ad. E.
CHIEF COMMISSIONER

**Powers, duties and functions delegated pursuant to Section 73 of the *Privacy Act*
Canadian Human Rights Commission /
Délégation des pouvoirs, fonctions et attributions en vertu de l'article 73 de la
Loi sur la protection des renseignements personnels
Commission canadienne des droits de la personne**

Section / L'article	Description	Executive Director / Directeur Exécutif	Access to Information and Privacy Coordinator / Accès à l'information et protection des renseignements personnels
8(2)	Disclose personal information without the consent of the person concerned / Communication à défaut du consentement de l'individu qu'ils concernent	X	
8(4)	Retain copy of 8(2)(e) requests and disclosed records / Conservation de demandes reçues et documents divulgués en vertu de l'alinéa 8(2)e)	X	X
8(5)	Notify Privacy Commissioner of 8(2)(m) disclosures / Informer le Commissaire d'une communication en vertu de l'alinéa 8(2)m	X	
9(1)	Retain record of use / Conserver un relevé des cas d'usage	X	X
9(4)	Notify Privacy Commissioner of consistent use and amend index / Informer le Commissaire d'un usage compatible et modifier le Répertoire	X	X
10	Include personal information in personal information banks / Verser des renseignements dans des fichiers de renseignements personnels	X	X
14(a)	Notify requestor whether or not access is to be given / Aviser le requérant si le document sera communiqué ou non	X	
14(b)	If access is to be given, give the individual who made the request access to the information or the part thereof / Communiquer les documents dans le cas échéant	X	X
15	Extension of time limits / Prorogation du délai	X	X
17(1)	Form of Access / Exercice de l'accès	X	X
17(2)	Language of Access / Langue de la communication	X	X ^c

^c Delegation conditional on consultation with Executive Director / Délégation subordonnée à la consultation avec le Directeur Exécutif

Section / L'article	Description	Executive Director / Directeur Exécutif	Access to Information and Privacy Coordinator / Accès à l'information et protection des renseignements personnels
17(3)	Access to record in alternative format / Communication sur un support de substitution	X	X ^c
18(2)	Denial of access – Exempt bank / Refus de communication – Fichiers inconsultables	X	
19(1)	Denial of access – Information obtained in confidence from another government / Refus de communication – Renseignements obtenus à titre confidentiel	X	
19(2)	Where disclosure of information as described in subsection 19(1) is authorized / Communication autorisée de renseignements décrits au paragraphe 19(1)	X	
20	Denial of access – Federal-provincial affairs / Refus de communication – Affaires fédéro-provinciales	X	
21	Denial of access – International affairs and defence / Refus de communication – Affaires internationales et défense	X	
22(1) and (2)	Denial of access – Law enforcement and investigations / Refus de communication – Enquêtes et maintien des lois	X	
22.3	Denial of access - <i>Public Servants Disclosure Protection Act</i> / Refus de communication - <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	X	
23	Denial of access – Security clearances / Refus de communication – Enquêtes de sécurité	X	
24	Denial of access – Individuals sentenced for an offence / Refus de communication – Individus condamnés pour une infraction	X	
25	Denial of access – Safety of individuals / Refus de communication – Sécurité des individus	X	
26	Denial of access – Personal information about other individuals / Refus de communication – Renseignements concernant un autre individu	X	

Section / L'article	Description	Executive Director / Directeur Exécutif	Access to Information and Privacy Coordinator / Accès à l'information et protection des renseignements personnels
27	Denial of access – Solicitor-client privilege / Refus de communication – Secret professionnel des avocats	X	
27	Waive Solicitor-client privilege / Renonciation au secret professionnel des avocats	X	
28	Denial of access – Physical or mental health of individual / Refus de communication – Dossiers médicaux	X	
31	Receive notice of intention to investigate / Recevoir l'avis d'enquête	X	X
33(2)	Right to make representations to Privacy Commissioner / Droit de présenter des enquêtes	X	X
35(1)	Follow-up on recommendation by the Privacy Commissioner – Investigation / Donner suite à la recommandation du Commissaire -- Enquêtes	X	
35(4)	Give applicant access to information based on recommendation of Privacy Commissioner / Approuver la communication des renseignements suite aux recommandations du Commissaire a la protection de la vie privée	X	
36(3)	Follow-up on recommendation by the Privacy Commissioner – Exempt banks / Donner suite à la recommandation du Commissaire -- Fichiers inconsultables	X	
37(3)	Follow-up on recommendation by the Privacy Commissioner – Compliance / Donner suite à la recommandation du Commissaire -- Vérifications	X	
51(2)(b)	Request that hearing be held in the National Capital Region / Règles spéciales pour l'audition des causes	X	
51(3)	Submit <i>ex parte</i> representations / Présentation d'arguments en l'absence d'une autre partie	X	
70	Denial of access – Cabinet confidences / Refus de communication – Documents confidentiels du Cabinet	X	
72	Report to Parliament / Rapports au Parlement	X	

Section / L'article	Description	Executive Director / Directeur Exécutif	Access to Information and Privacy Coordinator / Accès à l'information et protection des renseignements personnels
77	Responsibilities conferred on the head of the institution by the Regulations made under section 77 which are not included above / Responsabilités attribuées au responsable de l'institution par règlement fait en vertu de l'article 77 qui ne sont pas incluses ci-dessus	X	X

APPENDIX B



Statistical Report on the *Privacy Act*

Name of institution: Canadian Human Rights Commission

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

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	7
Outstanding from previous reporting period	3
Total	10
Closed during reporting period	10
Carried over to next reporting period	0

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	2	0	0	0	0	0	0	2
Disclosed in part	1	3	1	0	0	0	0	5
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	1	1	0	0	0	0	0	2
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	4	5	1	0	0	0	0	10

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)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	5
19(1)(f)	0	22.1	0	27	4
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	0	2
Disclosed in part	0	0	5
Total	0	0	7

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	873	749	2
Disclosed in part	2809	2426	5
All exempted	94	0	1
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	3776	3175	8

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	1	66	0	0	1	683	0	0	0	0
Disclosed in part	0	0	3	905	1	462	1	1059	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	2	66	3	905	2	1145	1	1059	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	1	0	1
Disclosed in part	0	0	3	0	3
All exempted	0	0	1	0	1
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	5	0	5

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
0	0	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	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

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	1	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	2	0	0	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	2	0	0	0
Total	2	0	0	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	4	49	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	4	49	0	0
Closed during the reporting period	4	49	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	4	0	0	0	0	0	0	4
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	4	0	0	0	0	0	0	4

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
0	0	0	0	0

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		\$33,538
Overtime		\$0
Goods and Services		\$875
• Professional services contracts	\$0	
• Other	\$875	
Total		\$34,413

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	2.00
Part-time and casual employees	1.84
Regional staff	0.00
Consultants and agency personnel	1.00
Students	0.00
Total	4.84

Note: Enter values to two decimal places.