



Canadian
human rights
commission

Commission
canadienne des
droits de la personne

CANADIAN HUMAN RIGHTS COMMISSION

ANNUAL REPORT

PRIVACY ACT

April 1, 2016 to March 31, 2017

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1. INTRODUCTION

This is the 33rd 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.

Section 72 of the *Privacy Act* requires that the head of every government institution shall prepare, for submission to Parliament, an annual report on the administration of the Act within the institution during each fiscal year.












This report describes the work of the Commission's Access to Information and Privacy Office for the fiscal year 2016-2017.

About the Commission

The Canadian Human Rights Commission is akin to an Agent of Parliament. It operates independently from government. As Canada's human rights watchdog, the Commission is responsible for representing the public interest and holding the Government of Canada to account on matters related to human rights.

The *Canadian Human Rights Act* (CHRA) gives the Commission the authority to research, raise awareness of, and speak out on any matter related to human rights in Canada. This year, Canada not only celebrates its 150th anniversary, and the 35th anniversary of the *Canadian Charter of Rights and Freedoms*, but also the 40th anniversary of the CHRA.

The Commission is responsible for administering the CHRA, which protects people in Canada from discrimination when based on any of the 11 grounds:

-  race,
-  national or ethnic origin,
-  color,
-  religion,
-  age,
-  sex,
-  sexual orientation,
-  marital status,
-  family status,
-  disability, and,
-  conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

The Commission has long advocated for two new grounds to be added to the CHRA.

- Bill S-201 would add the ground of “genetic discrimination” to the CHRA. The bill received Royal Assent on May 4th, 2017.
- Bill C-16 would add the ground of “gender identity or expression”. The Commission remains hopeful that Bill C-16 will be passed before the end of 2017.

The Commission also works with federally regulated employers to ensure compliance with the *Employment Equity Act*. This contributes to the elimination of employment barriers in various workplaces for women, Indigenous peoples, persons with disabilities and visible minorities.

2. ORGANIZATIONAL STRUCTURE

COMMISSION'S CORE RESPONSIBILITIES			
Engagement and Advocacy	Canadian Human Rights Complaints	Employment Equity Audits	Internal Services

Engagement and Advocacy

The Commission serves as an independent, national voice for the rights of people, especially those in vulnerable circumstances, in Canada. An important part of the Commission's work is to speak out and raise public awareness of human rights issues in Canada. Part of this work includes engaging and fostering partnerships by the Commission with other human rights organizations, with civil societies, law-makers, First Nations organizations, employers, and the public in order to affect human rights change.

Canadian Human Rights Complaints

As Canada's national human rights institution, the Commission receives discrimination complaints and works with both the complainant and respondent to resolve the issues through mediation. When a complaint cannot be settled, or when the Commission determines that further examination is warranted, it may refer the complaint to the Canadian Human Rights Tribunal.

In some cases, the Commission will also attend the Tribunal hearing to represent the public interest in cases where the outcome has the potential to clarify, influence, shape or define human rights law. If this happens, the Commission may also provide documents and call witnesses.

Employment Equity Audits

The Commission works with federally regulated employers to ensure compliance with the *Employment Equity Act*. This contributes to the elimination of employment barriers in various workplaces for

- ✓ women,
- ✓ Indigenous peoples,
- ✓ persons with disabilities, and,
- ✓ visible minorities.

Internal Services

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are:

- Management and Oversight Services;
- Communications Services;
- Legal Services;
- Human Resources Management Services;
- Financial Management Services;
- Information Management Services;
- Information Technology Services;
- Real Property Services;
- Material Services;
- Acquisition Services; and,
- Travel and Other Administrative Services.

3. ORGANIZATION OF ACTIVITIES

The Commission's Access to Information and Privacy (ATIP) Office is comprised of an ATIP Coordinator, an ATIP Analyst, and a Team Leader.

The Chief Commissioner, Marie-Claude Landry, has delegated her decision-making authority under the *Privacy Act* (PA) to the Director General of the Protection Branch during this reporting year. The power to process requests is delegated to the ATIP Office. As the functional delegate, the Director General 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 ATIP Coordinator has a number of duties including managing the processing of requests and complaints, the supervision of the ATIP Analyst, and providing policy and processing advice to the ATIP delegate, to senior management, as well as Commission staff.

The ATIP Analyst is responsible for a number of tasks including the coordination of the records retrieval from the Offices of Primary Interest (OPIs), reviewing requests, entering all essential data in the case management program and preparing packages for the requesters.

The Team Leader has supervisory responsibilities and assists with complex requests and complaints. (An ATIP Consultant assists on an as needed basis.)

Finally, because the ATIP Office is part of the Legal Services Division, its Director manages the financial and human resources of the ATIP Office.

The Commission's ATIP Office

The Commission's ATIP Office is responsible for providing quality service to the public and to the Commission. The ATIP Office begins the process by coordinating the records retrieval. When a request comes in, the ATIP Office starts by sending it to the appropriate Departmental Head, also referred to as the OPI. The OPI will then send the request to his/her staff to see if they have relevant documents. Should the request not be clear, the OPI will then seek clarification from the ATIP Office. 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/liases/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 Director General 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. Furthermore, the ATIP Office provides ATIP training to all staff; compiles statistics; and prepares reports (*Info Source, Privacy Act Annual Report*). Weekly reports are also prepared for the Director General, the Director, and the Team Leader.

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.

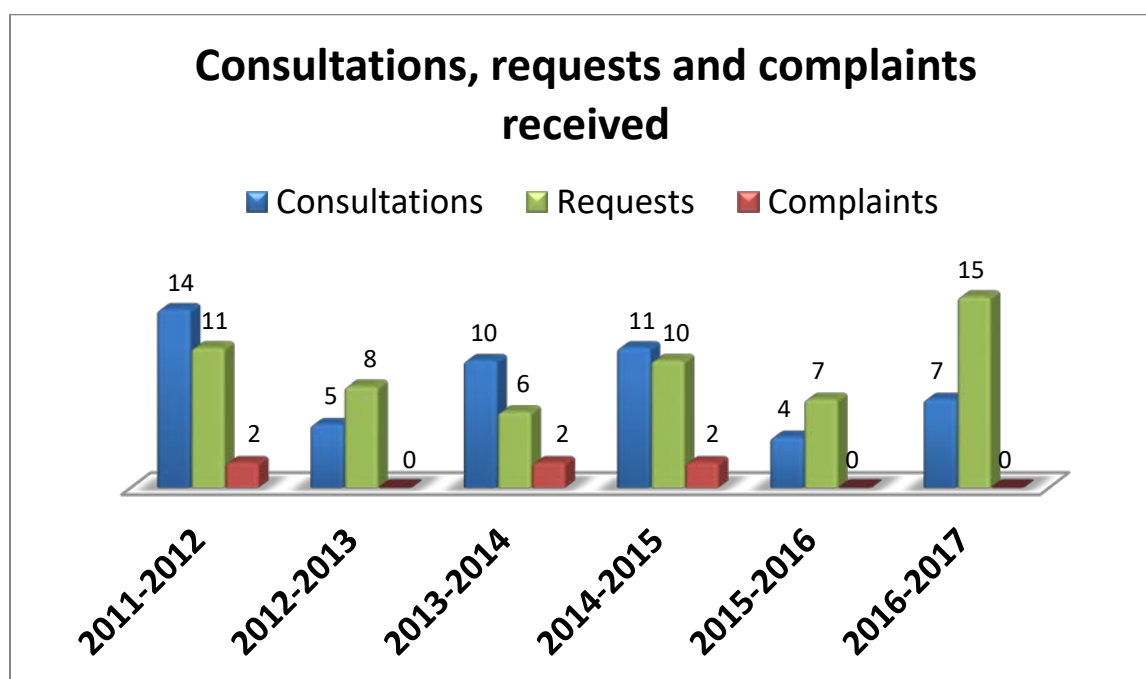
5. STATISTICAL REPORT

During the period under review, April 1, 2016 to March 31, 2017, the Commission received 15 **new requests**. Of the 15 requests, 14 were completed in 2016-2017 while the last one is to be completed in fiscal year 2017-2018. 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. The discrimination was 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, and,
- conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

These individuals are seeking access to their files. For the 14 requests completed, a total of 7,595 pages were processed. Of the 14 completed requests:

- 5 completed requests were fully disclosed; and,
- 9 completed requests were partially disclosed.



The Commission also processed and completed **7 consultation requests** from other institutions for review of records originating from the Commission.

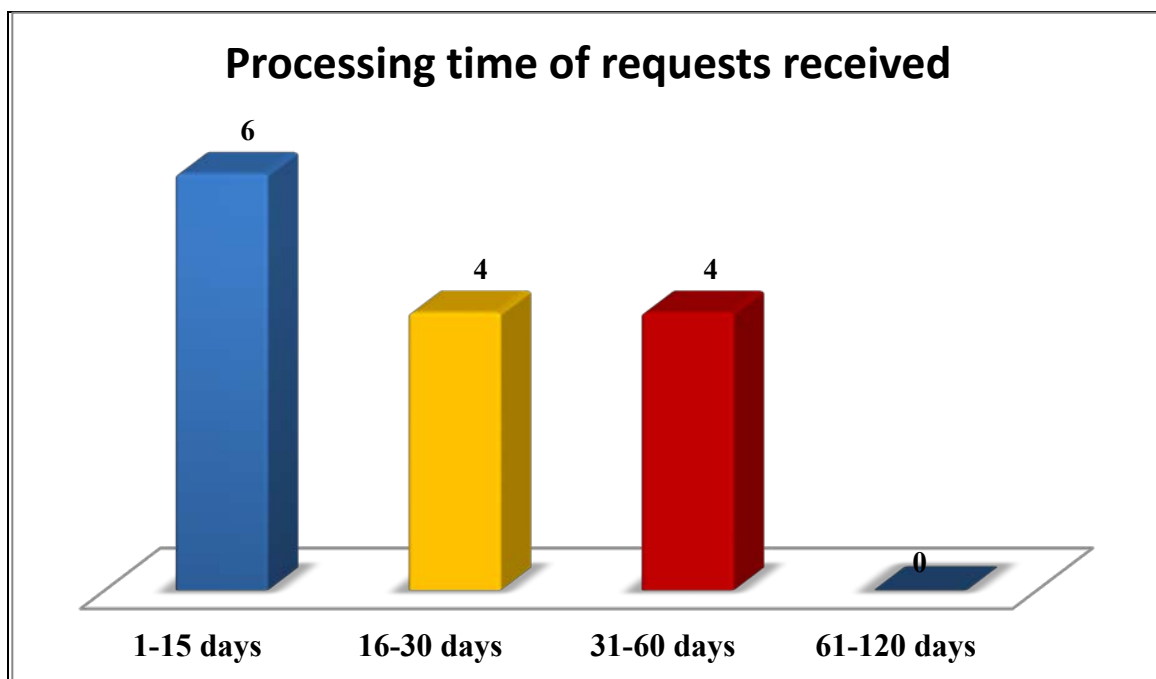
- 4 requests were all disclosed and completed within 1-15 days;
- 1 request was partially disclosed and completed within 1-15 days;
- 1 request was all exempted and completed within 1-15 days; and, finally,
- 1 request was partially disclosed and completed within 16-30 days.

All of these made a total of 146 pages.

The Commission did not receive any **informal requests** during 2016-2017 fiscal year.

As for the completion times of the 14 privacy requests, they were as follows:

- 6 requests took between 1 to 15 days;
- 4 requests took between 16 to 30 days; and, finally,
- 4 requests took between 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 on 4 occasions for the 31-60 days category because meeting the original time limit would unreasonably interfere with the operations, and given the size of the Commission's ATIP Office, this would create a significant challenge.

For some requests, more than one exemption was invoked.

Section of the PA	Number of requests
<u>Section 26</u> 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.	9
<u>Section 27</u> 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.	5

Attached is a statistical report on the *Privacy Act* - Appendix B.

NOTE: Legal Advice Sought

Legal advice was requested on an as needed basis for approximately 28% of the requests.

6. EDUCATION AND TRAINING ACTIVITIES

The ATIP Office continues to provide policy and processing advice to Commission staff on the PA as needed. Over the past year, we provided some training on an as-needed basis. Employees would come to the ATIP Office at any time to ask questions, and therefore, there was no official tracking system of how many people came to the office for advice/information.

The ATIP Office has developed an online training program for Commission staff. It will be mandatory for all to complete, and the Commission will keep track of the staff that took the training. The training program will be on the Commission's Intranet sometime during the summer 2017.

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 processing of requests. This review serves to improve our policies and practices. To make the ATIP functions operate more smoothly, the Commission continues to develop new procedures to take into account the complexity of the requests so that we can achieve our goal of fulfilling our mandate under the PA within the prescribed deadlines.

The development of a new ATIP procedures manual for the Commission is still underway.

8. *PRIVACY ACT COMPLAINTS*

The Commission did not receive any new complaints between April 1, 2016 and March 31, 2017.

NUMBER OF COMPLAINTS	REASON FOR COMPLAINT	STATUS
1 - Received June 5, 2014	Refusal-Exemption	Closed – June 10, 2016 Discontinued No action required

9. TIME TO PROCESS A REQUEST

Requests are monitored daily and information about the different processing stages is entered into the Commission's case management program.

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; and if necessary will discuss with the Team Leader. The ATIP Delegate, currently the Commission's Director General & Senior General Counsel, Human Rights Protection Branch, is then notified of the steps taken to ensure that the request is being processed in a reasonable time frame.

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

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

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 à 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	Senior General Counsel / Avocate générale principale	Coordinator, Access to Information and Privacy / Coordinateur(trice), l'accès à l'information et de la 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 est 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

Appendix A of June 20, 2016 Delegation Order
Annexe A de l'ordre de la délégation à 20 juin, 2016

Section / L'article	Description	Senior General Counsel / Avocate générale principale	Coordinator, Access to Information and Privacy / Coordinateur(trice), l'accès à l'information et de la protection des renseignements personnels
17(2)	Language of Access / Langue de la communication	X	X ^c
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	

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

Appendix A of June 20, 2016 Delegation Order
Annexe A de l'ordre de la délégation à 20 juin, 2016

Section / L'article	Description	Senior General Counsel / Avocate générale principale	Coordinator, Access to Information and Privacy / Coordinateur(trice), l'accès à l'information et de la protection des renseignements personnels
26	Denial of access – Personal information about other individuals / Refus de communication – Renseignements concernant un autre individu	X	
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 individuals / 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 recommendations by the Privacy Commissioner – Investigation / Donner suite à la recommandation du Commissaire -- Enquêtes	X	
35(4)	Give applicant access to information based on recommendations of the Privacy Commissioner / Approuver la communication des renseignements suite aux recommandations du Commissaire à la protection de la vie privée	X	
36(3)	Follow-up on recommendations by the Privacy Commissioner – Exempt banks / Donner suite aux recommandations du Commissaire à la protection de la vie privée -- Fichiers inconsultables	X	
37(3)	Follow-up on recommendations by the Privacy Commissioner – Compliance / Donner suite aux recommandations du Commissaire à la protection de la vie privée -- Vérifications	X	
51(2)(b)	Request that hearing be held in the National Capital Region / Règles spéciales pour l'audition des causes	X	

Appendix A of June 20, 2016 Delegation Order
Annexe A de l'ordre de la délégation à 20 juin, 2016

Section / L'article	Description	Senior General Counsel / Avocate générale principale	Coordinator, Access to Information and Privacy / Coordinateur(trice), l'accès à l'information et de la protection des renseignements personnels
51(3)	Submit <i>ex parte</i> representations / Soumettre des représentations ex-partie	X	
70	Denial of access – Cabinet confidences / Refus de communication – Documents confidentiels du Cabinet	X	
72	Report to Parliament / Rapports au Parlement	X	
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: 2016-04-01 to 2017-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	15
Outstanding from previous reporting period	0
Total	15
Closed during reporting period	14
Carried over to next reporting period	1

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	4	1	0	0	0	0	0	5
Disclosed in part	2	3	4	0	0	0	0	9
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	6	4	4	0	0	0	0	14

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	9
19(1)(f)	0	22.1	0	27	5
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	5
Disclosed in part	0	0	9
Total	0	0	14

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	1392	1384	5
Disclosed in part	6203	5033	9
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	7595	6417	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	3	89	0	0	2	1295	0	0	0	0
Disclosed in part	2	12	3	303	1	803	3	3915	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	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	5	101	3	303	3	2098	3	3915	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	5	0	5
Disclosed in part	0	0	7	0	7
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	12	0	12

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	0	0	0	0
Disclosed in part	4	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	4	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	4	0	0	0
Total	4	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	7	146	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	7	146	0	0
Closed during the reporting period	7	146	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							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	1	1	0	0	0	0	0	2
All exempted	1	0	0	0	0	0	0	1
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	6	1	0	0	0	0	0	7

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		\$39,809
Overtime		\$0
Goods and Services		\$2,518
• Professional services contracts	\$2,518	
• Other	\$0	
Total		\$42,327

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	2.00
Part-time and casual employees	0.36
Regional staff	0.00
Consultants and agency personnel	1.00
Students	0.00
Total	3.36

Note: Enter values to two decimal places.