

# Annual Report to Parliament **2016-2017** On the Access to Information Act and the Privacy Act





## Table of Contents

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

# **Chapter One: Access to Information Act Report**

## **Introduction**

This is the 2016-2017 Annual Report on the administration of the *Access to Information Act* for the Royal Canadian Mounted Police. It describes how the RCMP administered its responsibilities during the fiscal year 2016-2017 in relation to the *Act*.

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

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

In fiscal year 2016-2017, the RCMP introduced new procedures and practices that will ensure the continued provision of timely service to Canadians who seek to exercise their right to access records under the *Access to Information Act*, and which demonstrate leadership in the management of increasingly numerous and complex requests.

## **Organization**

### **About the Royal Canadian Mounted Police**

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

The RCMP is a federal, provincial and municipal policing organization, making it unique in the world. The RCMP provides federal policing services to all Canadians and policing services under contract to the three territories, eight provinces, more than 180 municipalities, 600 Aboriginal communities and three international airports.

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

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

The RCMP is structured by business lines: Federal Policing; Contract and Aboriginal Policing; Specialized Policing Services; Corporate Management; Human Resources; Internal Audit and Evaluation; Legal Services; Office of the Ethics Advisor; Public Affairs and Communications Services; and, Strategic Policy and Planning Directorate. Overarching these business lines are strategic priorities that are reviewed periodically to focus both operational and organizational

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

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

## **Access to Information and Privacy Branch**

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

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

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

- Disclosures: processes all formal requests under the *Access to Information*; and
- Compliance: monitors and develops internal policies, procedures and guidelines for the collection, retention, disposition, use and disclosure of all personal and non-personal information for Force-wide application, offers support to the ATIP reviewers and ATIP Officer in Charge, provides guidance to the Divisions with respect to section 4 to 8 of the Privacy Act, reviews and creates policies that reflect Treasury Board Secretariat Policies and Directives and the Office of the Privacy Commissioner expectations in order to meet its obligation in relation to the Info Source, Annual reports, Privacy Impact Assessments and internal training within the RCMP.

The RCMP ATIP Branch also accommodates requests for informal access to records. Appointments can be arranged for individuals who wish to review records related to *Privacy Act* requests or public documents of the RCMP, either at the Divisional level or at RCMP Headquarters in Ottawa.

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

## Activities and Accomplishments

The RCMP has always been an active participant in the support and promotion of access to information, and fiscal year 2016-2017 was no exception.

In April 2014, the RCMP joined the Access to Information and Privacy Online Request service, which allows Canadians to submit and pay for their requests online. The number of requests received by the RCMP through the online portal has increased over the past several years. During fiscal year 2014-2015, the percentage of requests received through the online portal was 51%. That percentage rose to 61% in 2015-2016, and to 64% in 2016-2017.

During the 2016-2017 fiscal year, the RCMP undertook the following initiatives to improve internal processes and client service under the *Access to Information Act*:

- Established an internal training program for junior analysts to expand their knowledge and application of the Act. This training program has resulted in a 20% increase in analytical capability for the branch without increasing resources;
- Formed a triage unit to analyze incoming requests and identify complex requests requiring clarification and refinement;
- Increased personnel within the ATIP Branch's Policy Unit to improve service standards;
- Engagement meeting was held with several internal stakeholders to improve dialogue between units and improve accountability.

## Performance

To monitor an organization's performance under the *Act*, a compliance rate is calculated as a percentage of the number of requests processed and completed within allotted time limits over the total number of requests. The RCMP monitors compliance through weekly updates to the Chief Strategic Policy and Planning Officer of the RCMP.

In the 2016-2017 reporting period, the RCMP's compliance rate was 65.4% compared to 78.2% in the previous reporting period.

This change in compliance can be attributed, in part, to the TBS *Interim Directive on the Administration of the Access to Information Act*. The elimination of all fees prescribed by the Act and Regulations, other than the application fee, contributed directly to an increase in complex requests with increased scope and volume.

The impact is evident when comparing 2016-2017 with the previous year. Not only was there a 25% increase in the number of requests received under the *Access to Information Act* compared to the previous reporting period, but the number of requests exceeding 5,000 pages increased by 233%.

During the same period, consultations received from other organizations have increased by 150% since the last reporting period and the pages required to be reviewed increased by 330%.

## **Human Resources**

The RCMP ATIP Branch has a total of 28.96 full-time person years, 0.70 part-time and casual person years and 0.93 students, all of whom are fully committed to the administration of the legislation under the *Access to Information Act*.

As the national institution responsible for the prevention and investigation of all varieties of criminal activity from street level drugs to crimes of violence to national security and terrorism, the RCMP operates in a high-risk environment that is both critically sensitive and exceedingly complex. To ensure that information can be disclosed without compromising the safety of the public or law enforcement personnel and to reduce the risk of undermining ongoing investigations or resulting judicial processes, approximately one quarter of all positions are filled with experienced police officers, from a variety of enforcement programs, who are trained as ATIP Analysts. This reduces the need for time-consuming consultations with program managers concerning *Access to Information Act* requests and preserves credibility with the law enforcement community, international agencies and other federal departments and information sources.

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

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

## **Education and Training**

The RCMP recognizes that every employee has a role to play in making government information accessible to Canadians. During this reporting period, more than 115 employees attended presentations delivered by ATIP staff to familiarize them with the ATIP process and their responsibilities within it.

In addition, the RCMP implemented a training program for junior analysts within the Branch, to expand their knowledge and application of the Act. This training program has resulted in a 20% increase in reviewing capacity for the Branch without increasing resources. This activity will continue into fiscal year 2017/2018.

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

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

As mentioned in the 2015-2016 report, the ATIP Branch will continue the task of formalizing its internal processes to ensure consistency and the provision of training and reference material to employees. This project will continue into the next reporting period as processes are streamlined and standardized.

### **New and Revised Access to Information Act Policies and Procedures**

During fiscal year 2016-2017, the RCMP continues to modernize and update all internal policies and procedures to ensure alignment with current reporting standards. These changes will continue to be developed in the 2017-2018 reporting period and will focus primarily on training at the detachment level to ensure that front line employees are knowledgeable of the RCMP's obligations under the federal legislation.

To promote transparency in compliance with TBS Guidelines, the RCMP proactively posts monthly summaries of completed Access to Information requests on its website to assist and facilitate the right of access of Canadians. In fiscal year 2016-2017, the RCMP received 336 informal requests for records previously released under Access to Information requests compared to 309 in 2015-2016.

### **Complaints and Audits**

During fiscal year 2016-2017, the RCMP received a total of 251 new complaints and a total of 169 complaints against the RCMP were closed by the Office of the Information Commissioner of Canada. Of the 169 closed complaints, 25% were unsubstantiated and 34% were well-founded. In many instances, following discussions between the RCMP and the Office of the Information Commissioner of Canada, the RCMP used its discretionary powers to release further information.

No significant actions were taken as a result of access to information complaints. No audits or investigations were conducted during the 2016-2017 reporting period.

### **Delegation Order**

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

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

## Chapter Two: Interpretation of the Statistical Report

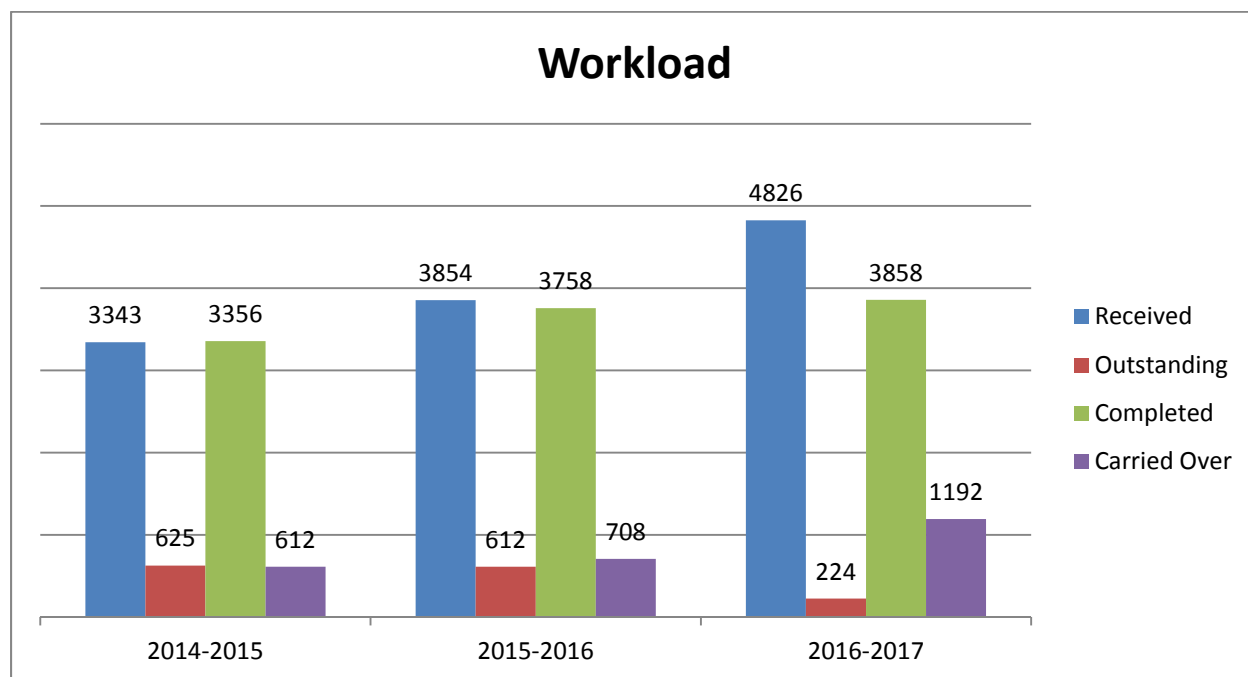
### Statistical Report and Supplemental Reporting Requirements

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

### Interpretation of the Statistical Report

#### Requests Received Under the *Access to Information Act*

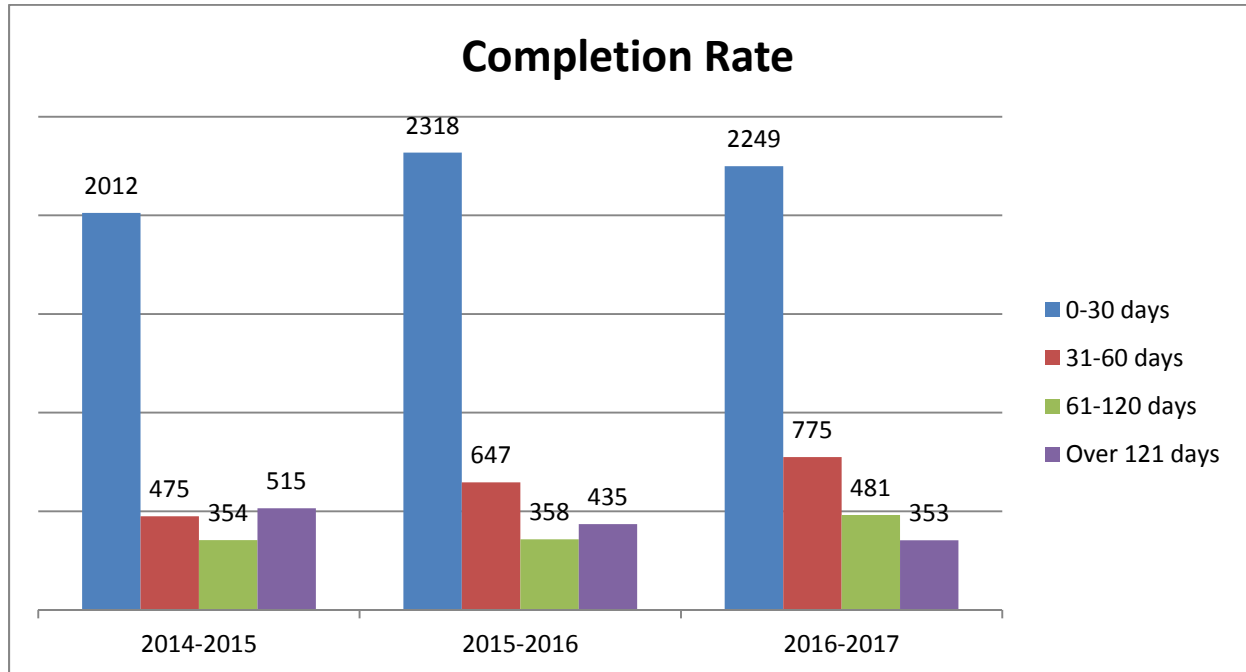
As noted in the statistical report in Appendix B, the RCMP received a total of 4,826 new requests under the *Access to Information Act* in 2016-2017. In addition, there were 224 requests outstanding from the previous reporting period for a total of 5,050 requests. Of these, 3,858 requests were completed and 1,192 were carried over to the 2017-2018. As evidenced below, Access to Information requests have been increasing over the last three reporting periods and will continue to increase.



The general nature of Access to Information requests received in the 2016-2017 reporting period covered a variety of topics, including contracts/program costs and expenses, information related to security issues, operational file material as well as the management of the RCMP.

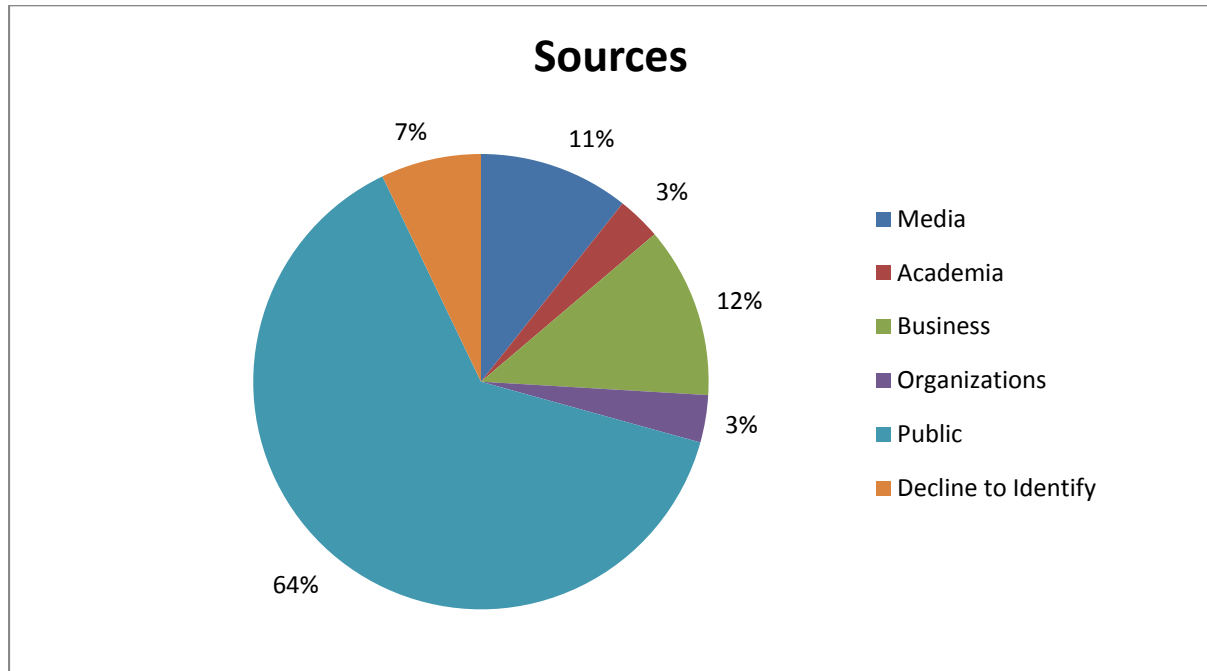
## Completion Time

The ATIP Branch was able to complete a total of 2,249 requests in 30 days or less, and extensions of 30 days were sought on 171 files. There were 775 requests completed in 31-60 days, 481 in 61-120 days and 353 requests were completed in more than 121 days.



### Source of Requests

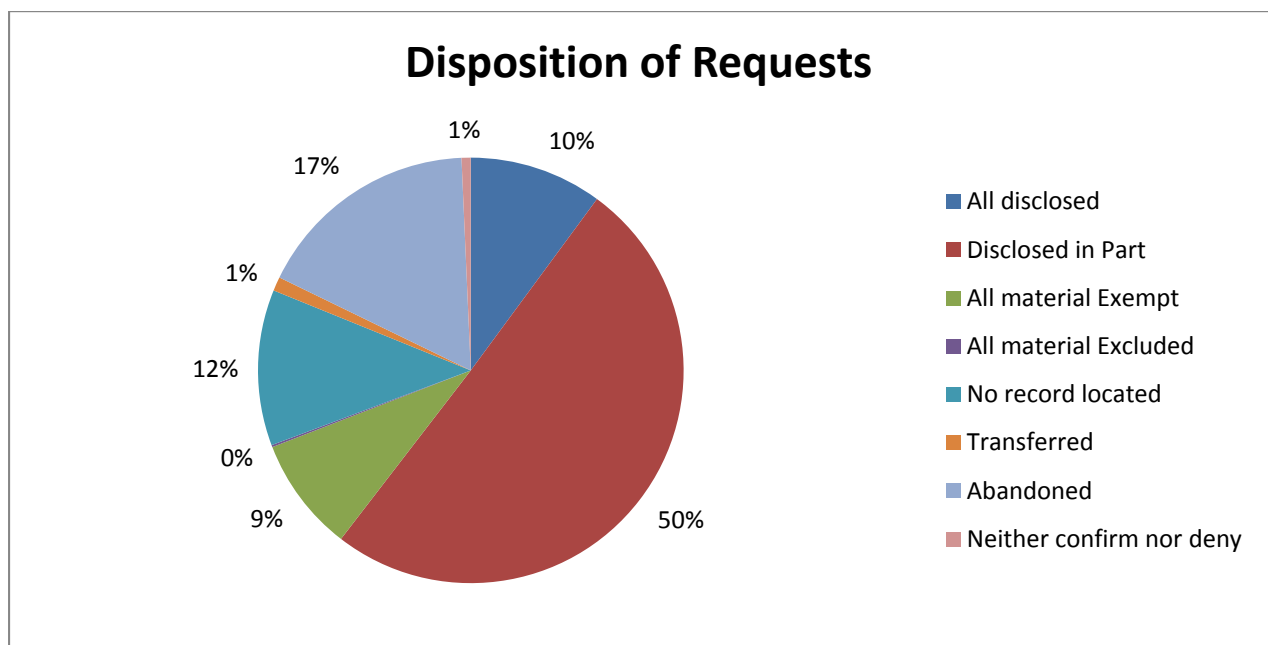
In terms of sources of requests received, 11% were from the media; 3% from academic sources; 12% from businesses; 3% from organizations; 64% from the public; and 7% from requesters who declined to identify.



### Disposition of Completed Requests

Of the 3,758 requests completed in 2016-2017, the dispositions of the completed requests were as follows:

- 390 requests were all disclosed (10%)
- 1,942 requests were disclosed in part (50%)
- 335 requests had all material exempted (9%)
- 6 requests had all material excluded (0%)
- 457 requests had no records located (12%)
- 41 requests were transferred (1%)
- 660 requests were abandoned by the requester (17%)
- 27 requests were neither confirmed nor denied (1%)



## **Exemptions and Exclusions**

As the RCMP is classified as an investigative body under Schedule I of the *Access to Information Act Regulations*, almost all possible exemptions listed under the *Access to Information Act* were utilized during the course of the reporting period. The most common exemption applied to records was Section 16, and all of its subsets, for the prevention of disclosure of information used in law enforcement, investigations and security. Other commonly used exemptions were Subsection 19(1), for personal information and Paragraph 13(1)(c), information obtained in confidence from the government of a province or provincial institution. The exclusions invoked under the *Access to Information Act* were under Subsection 68(a) for published material and 69(1) Confidences of the Queen's Privy Council for Canada.

## **Complaints and Investigations**

The RCMP ATIP Branch received 251 complaints under the *Access to Information Act* during the 2016-2017 fiscal year. The most common complaints under the *Access to Information Act* received by the RCMP were exemption complaints and deemed refusal complaints. In addition, during the reporting period, the RCMP made formal representations to 11 complaints pursuant to section 35 of the Act and received no reports of finding or recommendations from the Information Commissioner pursuant to section 37.

## **Appeals**

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

## **Conclusion**

The RCMP's achievements outlined in this report demonstrate our commitment to ensuring that every reasonable effort is made to meet our obligations under the *Access to Information Act*. The RCMP's goal for fiscal year 2017-2018 will be to continue our commitment to our obligations and responsibilities under the *Access to Information Act* while improving service standards.

To achieve this goal, the RCMP will further broaden our ATIP training functions so that an increased number of RCMP personnel may expand on their understanding of responsibilities inherent under the Act. In addition, functional, procedural and structural changes will be implemented in the ATIP Branch to ensure the RCMP will be positioned to maximize opportunities to meet existing challenges and to effectively meet future challenges.

# **Appendix A**

## **Delegation Order**

## Access to Information Act and Privacy Act Delegation Order

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

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

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

#### SCHEDULE/ANNEXE

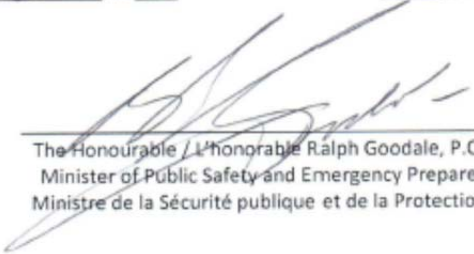
Position/Poste	<i>Privacy Act and Regulations/ Loi sur la protection des renseignements personnels et règlements</i>	<i>Access to information Act and Regulations/ Loi sur l'accès à l'information et règlements</i>
Commissioner of the RCMP / Commissaire de la GRC  Chief, Strategic Policy and Planning Officer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

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

Signed, at the City of Ottawa, this

Signé, à Ottawa, ce

4 day of Dec, 2015 jour de \_\_\_\_\_, 20\_\_\_\_

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

## **Appendix B**

### **Statistical Report on the *Access to Information Act***



## Statistical Report on the *Access to Information Act*

Name of institution: Royal Canadian Mounted Police

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

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

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	4826
Outstanding from previous reporting period	224
<b>Total</b>	<b>5050</b>
Closed during reporting period	3858
Carried over to next reporting period	1192

#### 1.2 Sources of requests

Source	Number of Requests
Media	516
Academia	150
Business (private sector)	586
Organization	162
Public	3068
Decline to Identify	344
<b>Total</b>	<b>4826</b>

#### 1.3 Informal 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	
244	67	12	8	5	0	0	336

**Note:** All requests previously recorded as “treated informally” will now be accounted for in this section only.

## 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	44	126	104	74	19	18	5	390
Disclosed in part	211	723	447	308	97	109	47	1942
All exempted	102	137	55	31	6	4	0	335
All excluded	1	2	0	2	0	0	1	6
No records exist	124	153	115	45	14	5	1	457
Request transferred	35	4	2	0	0	0	0	41
Request abandoned	497	73	46	17	6	12	9	660
Neither confirmed nor denied	3	14	6	4	0	0	0	27
Total	1017	1232	775	481	142	148	63	3858

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	31	16(2)	234	18(a)	2	20.1	0
13(1)(b)	9	16(2)(a)	4	18(b)	3	20.2	0
13(1)(c)	279	16(2)(b)	1	18(c)	0	20.4	0
13(1)(d)	87	16(2)(c)	3	18(d)	0	21(1)(a)	66
13(1)(e)	1	16(3)	0	18.1(1)(a)	0	21(1)(b)	73
14	0	16.1(1)(a)	4	18.1(1)(b)	0	21(1)(c)	17
14(a)	2	16.1(1)(b)	1	18.1(1)(c)	1	21(1)(d)	14
14(b)	0	16.1(1)(c)	3	18.1(1)(d)	0	22	28
15(1)	26	16.1(1)(d)	0	19(1)	1181	22.1(1)	2
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	13	23	92
15(1) - Def.*	1	16.3	1	20(1)(b)	11	24(1)	7
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	26
16(1)(a)(i)	1081	16.4(1)(b)	0	20(1)(c)	34		
16(1)(a)(ii)	766	16.5	0	20(1)(d)	29		
16(1)(a)(iii)	5	17	5				
16(1)(b)	90						
16(1)(c)	111						
16(1)(d)	2						

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

## 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	12	69(1)	0	69(1)(g) re (a)	6
68(b)	0	69(1)(a)	1	69(1)(g) re (b)	6
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	6
68.1	12	69(1)(c)	0	69(1)(g) re (d)	6
68.2(a)	12	69(1)(d)	0	69(1)(g) re (e)	6
68.2(b)	12	69(1)(e)	0	69(1)(g) re (f)	6
		69(1)(f)	0	69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	254	136	0
Disclosed in part	1054	888	0
<b>Total</b>	<b>1308</b>	<b>1024</b>	<b>0</b>

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	168328	162182	390
Disclosed in part	443668	223816	1942
All exempted	32422	0	335
All excluded	104	0	6
Request abandoned	9605	0	660
Neither confirmed nor denied	0	0	27

### 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	331	3175	40	8179	9	4493	6	5377	4	140958
Disclosed in part	1275	22001	443	57929	134	55491	84	81551	6	6844
All exempted	265	0	57	0	10	0	3	0	0	0
All excluded	6	0	0	0	0	0	0	0	0	0
Request abandoned	654	0	4	0	0	0	2	0	0	0
Neither confirmed nor denied	22	0	5	0	0	0	0	0	0	0
<b>Total</b>	<b>2553</b>	<b>25176</b>	<b>549</b>	<b>66108</b>	<b>153</b>	<b>59984</b>	<b>95</b>	<b>86928</b>	<b>10</b>	<b>147802</b>

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	15	0	0	174	189
Disclosed in part	80	1	0	209	290
All exempted	1	0	0	28	29
All excluded	1	0	0	5	6
Request abandoned	0	0	0	39	39
Neither confirmed nor	0	0	0	4	4
<b>Total</b>	97	1	0	459	557

### 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
1336	1209	26	20	81

#### 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	377	28	405
16 to 30 days	204	36	240
31 to 60 days	237	38	275
61 to 120 days	169	32	201
121 to 180 days	67	14	81
181 to 365 days	67	24	91
More than 365 days	30	13	43
<b>Total</b>	1151	185	1336

### 2.7 Requests for translation

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

## Part 3: Extensions

### 3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	42	0	20	1
Disclosed in part	216	0	53	2
All exempted	5	0	9	0
All excluded	1	0	0	0
No records exist	9	0	2	1
Request abandoned	6	0	1	0
<b>Total</b>	<b>279</b>	<b>0</b>	<b>85</b>	<b>4</b>

### 3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	134	0	35	2
31 to 60 days	78	0	34	0
61 to 120 days	34	0	15	1
121 to 180 days	8	0	1	0
181 to 365 days	24	0	0	0
365 days or more	1	0	0	1
<b>Total</b>	<b>279</b>	<b>0</b>	<b>85</b>	<b>4</b>

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	4482	\$22,410	49	\$1,255
Search	1	\$50	5	\$182,310
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	<b>4483</b>	<b>\$22,460</b>	<b>54</b>	<b>\$183,565</b>

## Part 5: Consultations Received From Other Institutions and Organizations

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	488	26937	35	1145
Outstanding from the previous reporting period	3	139	37	20678
<b>Total</b>	<b>491</b>	<b>27076</b>	<b>72</b>	<b>21823</b>
Closed during the reporting period	403	22068	69	21782
Pending at the end of the reporting period	88	5008	3	41

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	70	49	50	19	3	1	0	192
Disclose in part	51	38	42	33	6	5	0	175
Exempt entirely	7	5	3	3	0	0	0	18
Exclude entirely	0	1	0	0	0	0	0	1
Consult other institution	0	0	0	0	0	0	0	0
Other	8	3	6	0	0	0	0	17
<b>Total</b>	<b>136</b>	<b>96</b>	<b>101</b>	<b>55</b>	<b>9</b>	<b>6</b>	<b>0</b>	<b>403</b>

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	8	10	10	1	0	2	0	31
Disclose in part	7	8	5	7	1	3	0	31
Exempt entirely	1	0	1	0	0	0	0	2
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	1	0	3	1	0	0	0	5
<b>Total</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>9</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>69</b>

## Part 6: Completion Time of Consultations on Cabinet Confidences

### 6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	1	2	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	2	1	0	0	0	0	0	0	0	0
61 to 120	1	1	0	0	0	0	0	0	0	0
121 to 180	0	0	1	4	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	4	4	1	4	0	0	0	0	0	0

### 6.2 Requests with Privy Council Office

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

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
251	11	0	262

## Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

## Part 9: Resources Related to the *Access to Information Act*

### 9.1 Costs

Expenditures		Amount
Salaries		\$2,341,000
Overtime		\$15,000
Goods and Services		\$28,266
• Professional services contracts	\$14,975	
• Other	\$13,291	
<b>Total</b>		<b>\$2,384,266</b>

### 9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	28.96
Part-time and casual employees	0.70
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.93
<b>Total</b>	<b>30.59</b>

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

## Table of Contents

Chapter Three: <i>Privacy Act</i> Report .....	2
Introduction .....	2
Organization.....	2
About the Royal Canadian Mounted Police.....	2
Access to Information and Privacy Branch.....	3
Activities and Accomplishments.....	4
Performance.....	4
Human Resources.....	5
Education and Training .....	5
New and Revised Privacy-related Policies and Procedures .....	6
Privacy Impact Assessments .....	6
Disclosures Made Pursuant to Paragraph 8(2)(e) of the <i>Privacy Act</i> .....	7
Disclosures Made Pursuant to Paragraph 8(2)(m) of the <i>Privacy Act</i> .....	7
Complaints and Audits .....	7
Privacy Breaches .....	7
Delegation Order.....	7
Chapter Four: Interpretation of the Statistical Report .....	8
Statistical Report and Supplemental Reporting Requirements.....	8
Interpretation of the Statistical Report.....	8
Requests Received Under the <i>Privacy Act</i> .....	8
Completion Time .....	9
Disposition of Requests Completed .....	10
Exemptions and Exclusions .....	10
Consultations.....	11
Complaints and Investigations .....	11
Appeals .....	11
Conclusion.....	11
Appendix C : Delegation Order .....	12
Appendix D : Statistical Report on the <i>Privacy Act</i> .....	15

## Chapter Three: *Privacy Act* Report

### Introduction

This is the 2016-2017 Annual Report on the administration of the *Privacy Act* for the Royal Canadian Mounted Police. It describes how the RCMP administered its responsibilities during the fiscal year 2015-2016 in relation to the *Act*.

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

Section 72(1) of the *Privacy Act* requires that the head of every government institution prepare for submission to Parliament an Annual Report on the administration of the *Act* within the institution during each financial year.

In fiscal year 2016-2017, the RCMP introduced new procedures and practices that will ensure the continued provision of timely service to Canadians who seek to exercise their right to access records under the *Privacy Act*.

### Organization

#### About the Royal Canadian Mounted Police

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

The RCMP is a federal, provincial and municipal policing organization, making it unique in the world. The RCMP provides federal policing services to all Canadians and policing services under contract to the three territories, eight provinces, more than 180 municipalities, 600 Aboriginal communities and three international airports.

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

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

The RCMP is structured by business lines: Federal Policing; Contract and Aboriginal Policing; Specialized Policing Services; Corporate Management; Human Resources; Internal Audit and Evaluation; Legal Services; Office of the Ethics Advisor; Public Affairs and Communications Services; and, Strategic Policy and Planning Directorate. Overarching these business lines are strategic priorities that are reviewed periodically to focus both operational and organizational

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

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

## **Access to Information and Privacy Branch**

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

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

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

- Disclosures: processes all formal requests under the *Privacy Act*; and
- Compliance: monitors and develops internal policies, procedures and guidelines for the collection, retention, disposition, use and disclosure of all personal and non-personal information for Force-wide application, offers support to the ATIP reviewers and ATIP Officer in Charge, provides guidance to the Divisions with respect to section 4 to 8 of the *Privacy Act*, reviews and creates policies that reflect Treasury Board Secretariat Policies and Directives and the Office of the Privacy Commissioner expectations in order to meet its obligation in relation to the Info Source, Annual reports, Privacy Impact Assessments and internal training within the RCMP.

The RCMP ATIP Branch also accommodates requests for informal access to records. Appointments can be arranged for individuals who wish to review records related to *Privacy Act* requests or public documents of the RCMP, either at the Divisional level or at RCMP Headquarters in Ottawa.

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

## Activities and Accomplishments

The RCMP has always been an active participant in the support and promotion of access to information, and fiscal year 2016-2017 was no exception.

In April 2014, the RCMP joined the Access to Information and Privacy Online Request service which allows Canadians to submit and pay for their requests online. The number of requests received through the online portal has increased over the past several years. During fiscal year 2014-2015, the percentage of requests received online was 17%. That percentage rose to 43% in 2015-2016 year, and to 53% in 2016-2017.

During the 2016-2017 fiscal year, the RCMP undertook the following initiatives to improve internal processes and client service under the *Privacy Act*:

- Established an internal training program for junior analysts to expand their knowledge and application of the Act. This training program has resulted in a 20% increase in analytical capability for the branch without increasing resources;
- Formed a triage unit to analyze incoming requests and identify complex requests requiring clarification and refinement;
- Increased personnel within the ATIP Branch's Policy Unit to improve service standards;
- Engagement meeting was held with several internal stakeholders to improve dialogue between units and improve accountability.

## Performance

To monitor an organization's performance under the *Act*, a compliance rate is calculated as a percentage of the number of requests processed and completed within allotted time limits over the total number of requests. The RCMP monitors compliance through weekly updates to the Chief Strategic Policy and Planning Officer of the RCMP.

In the 2016-2017 reporting period, the RCMP's compliance rate was 69.9% compared to 82.1% in the previous reporting period.

This change in compliance can be attributed, in part, to a significant increase in the volume of requests. Although already one of the highest-volume departments, in 2016-2017, the ATIP Branch faced an increase of 524 requests received under the *Privacy Act*. This equates to an increase of over 10%.

During the same period, the number of consultations from other Government of Canada institutions and external organizations rose from 4 in 2015-2016 to 197. The extra consultations represent a 185% increase in the number of pages received to review for consultation from other Government of Canada institutions and other organizations over the previous year.

The RCMP's Policy Unit responded to a total of 520 policy-related queries from across the department and provided responses to over 200 PIA-related queries.

## **Human Resources**

The RCMP ATIP Branch has a total of 28.96 full-time person years, 0.70 part-time and casual person years and 0.93 students, all of whom are fully committed to the administration of the legislation under the *Privacy Act*.

As the national institution responsible for the prevention and investigation of all varieties of criminal activity from street level drugs to crimes of violence to national security and terrorism, the RCMP operates in a high-risk environment that is both critically sensitive and exceedingly complex. To ensure that information can be disclosed without compromising the safety of the public or law enforcement personnel and to reduce the risk of undermining ongoing investigations or resulting judicial processes, approximately one quarter of all positions are filled with experienced police officers, from a variety of enforcement programs, who are trained as ATIP Analysts. This reduces the need for time-consuming consultations with program managers concerning *Privacy Act* requests and preserves credibility with the law enforcement community, international agencies and other federal departments and information sources.

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

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

## **Education and Training**

The RCMP recognizes that every employee has a role to play in making government information accessible to Canadians. During this reporting period, more than 115 employees attended presentations delivered by ATIP staff to familiarize them with the ATIP process and their responsibilities within it.

In addition, the RCMP implemented a training program for junior analysts within the Branch, to expand their knowledge and application of the Act. This training program has resulted in a 20% increase in reviewing capacity for the Branch without increasing resources. This activity will continue into fiscal year 2017/2018.

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

As part of the ATIP Branch's overall training strategy and in conjunction with the RCMP training strategy, employees are encouraged to enroll in various ATIP-related courses as a way to gain

knowledge and improve their efficiency as ATIP specialists. As a part of their orientation, all ATIP employees receive a five-day ATIP course shortly after they arrive in the Branch.

As mentioned in the 2015-2016 report, the ATIP Branch will continue the task of formalizing its internal processes to ensure consistency and the provision of training and reference material to employees. This project will continue into the next reporting period as processes are streamlined and standardized.

### **New and Revised Privacy-related Policies and Procedures**

During fiscal year 2016-2017, the RCMP continued to modernize and update all internal policies and procedures to ensure alignment with current reporting standards. These changes will continue to be developed in the 2017-2018 reporting period and will focus primarily on training at the detachment level to ensure that front line employees are knowledgeable of the RCMP's obligations under the federal legislation.

### **Privacy Impact Assessments**

During the reporting period, the RCMP completed 1 Privacy Impact Assessment Addendum to a previously submitted PIA. The PIA addendum was submitted to both the Treasury Board Secretariat (TBS) and the Office of the Privacy Commissioner (OPC). The PIA addenda and a short description is listed below. The complete Executive Summary for this program can be found on the RCMP website at the following link: <http://www.rcmp.gc.ca/pia-efvp/index-eng.htm>

In addition, 17 PIAs and PIA addenda were reviewed by the RCMP ATIP Branch for programs and activities within the RCMP and over 200 PIA-related queries were responded to.

### **National Sex Offender Registry PIA Addendum**

The National Sex Offender Registry is comprised of three components namely, (1) the federal legislative framework (*Sex Offender Information Registration Act* (SOIRA)); (2) an electronic sex offender database administered by the RCMP; and (3) administration and enforcement of the legislation by police agencies. These three elements combine to create a tool to assist police officers in the prevention and investigation of sexual offences. The Registry allows them to search its contents using established criteria to identify possible suspects residing in the vicinity of the crime.

On December 1, 2016, the *Tougher Penalties for Child Predators Act* came into force. The Act brought some key amendments to SOIRA, including more stringent reporting requirements for sex offenders; a new category of child sex offenders; the inclusion of information on drivers' licences, passports, and travel outside Canada; and the authorization of Canada Border Services Agency (CBSA) to assist in the prevention and investigation of sexual crime.

The addendum to the initial privacy impact assessment was completed in September 2016 to assess the privacy implications of the revised legislation as a consequence of the *Tougher Penalties for Child Predators Act*.

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

During the 2016-2017 fiscal year, no disclosures pursuant to paragraph 8(2)(e) of the *Privacy Act*, were made by the RCMP.

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

During the 2016-2017 fiscal year, 37 disclosures were made pursuant to paragraph 8(2)(m) of the *Privacy Act*. All disclosures were related to either the duty status of charged RCMP members or the release of dangerous offenders into communities across Canada. In most cases, the RCMP made notification to the Office of the Privacy Commissioner prior to the disclosure.

### **Complaints and Audits**

During fiscal year 2016-2017, the RCMP received a total of 94 new complaints and a total of 1254 complaints against the RCMP were closed. Of the 1254 closed complaints, 84% were unsubstantiated and 17% were well-founded.

The Office of the Privacy Commissioner (OPC) investigated two use and disclosure complaints regarding the sharing of mental health information with authorities in the United States via the Canada Police Information Centre (CPIC) system. The OPC found that the complaints were well-founded and provided the RCMP with recommendations. Based on the recommendations, the RCMP implemented several changes to CPIC functionality and CPIC policies.

### **Privacy Breaches**

There were 22 privacy breaches reported during the 2016-2017 fiscal year. The breaches were all fully investigated and all affected parties were notified except for one case which is still under review. In an effort to reduce or prevent other privacy breaches, we remind RCMP employees the importance of properly protecting personal information.

### **Delegation Order**

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

## Chapter Four: Interpretation of the Statistical Report

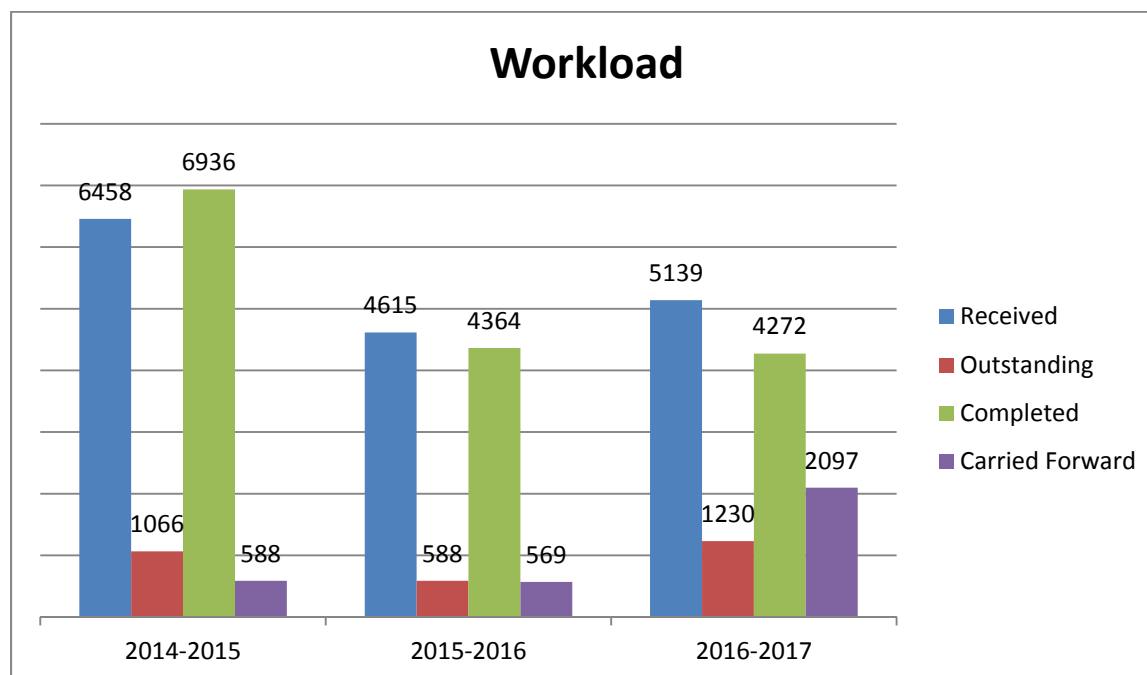
### Statistical Report and Supplemental Reporting Requirements

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

### Interpretation of the Statistical Report

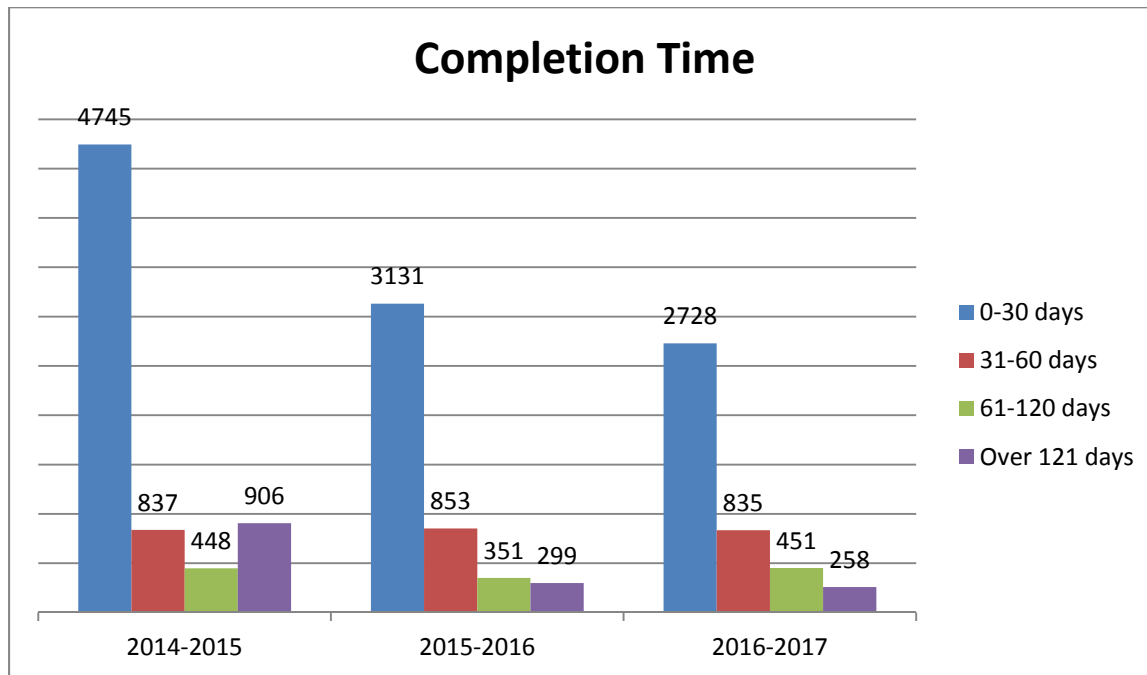
#### Requests Received Under the *Privacy Act*

As noted in the statistical report in Appendix D, the RCMP received a total of 5,139 new requests under the *Privacy Act*. In addition, there were 1230 requests outstanding from the previous reporting period for a total of 6369 requests. Of these, 4,272 requests were completed and 2,097 were carried over to the next reporting period.



## Completion Time

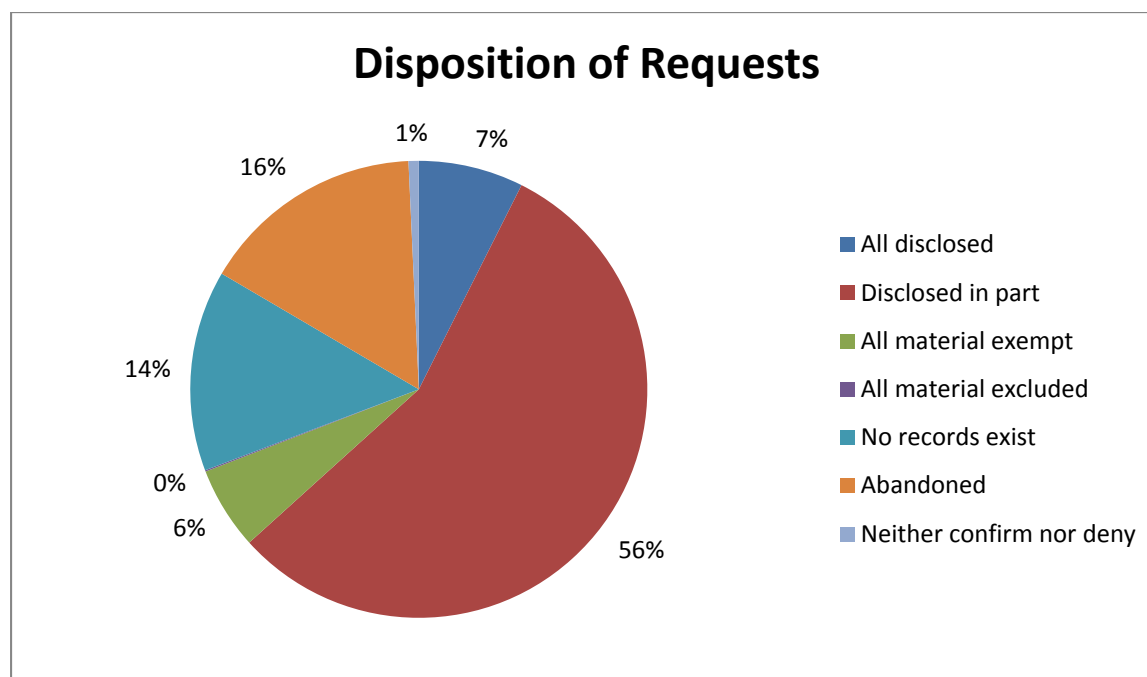
The ATIP Branch was able to complete a total of 2,728 requests in 30 days or less, and extensions of 30 days were sought on 353 files. There were 835 requests completed in 31-60 days, 451 in 61-120 days and 258 requests were completed in more than 121 days.



### Disposition of Requests Completed

Of the 4,272 requests completed in 2016-2017, the disposition of the completed requests and their relative percentage to all requests received are as follows:

- 317 requests were all disclosed (7%)
- 2,387 requests were disclosed in part (56%)
- 250 requests had all material exempted (6%)
- 4 requests had all material excluded (0%)
- 607 requests had no records exist (14%)
- 676 requests were abandoned by the requester (16%)
- 31 requests were neither confirmed nor denied (1%)



### Exemptions and Exclusions

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

## **Consultations**

During the reporting period, the RCMP completed 197 consultations totalling 32,882 pages. Of the 197 consultations, 68 were received from other organizations outside of the Government of Canada which is a significant rise since the 2015-2016 period in which RCMP received 4. Moreover, the number of pages received to review has increased by 185% compared to the 2015-2016 period.

During the 2016-2017 period, the RCMP initiated a total of 39 consultations with other federal and municipal government institutions.

## **Complaints and Investigations**

The ATIP Branch received 94 complaints under the *Privacy Act* during the 2016-2017 fiscal year. The most common complaints under the *Privacy Act* received by the RCMP were exemption complaints and deemed refusal complaints. The RCMP made no formal representations pursuant to section 33 and received 2 reports of finding with recommendations from the Privacy Commissioner pursuant to section 35.

## **Appeals**

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

## **Conclusion**

The RCMP's achievements outlined in this report demonstrate our commitment to ensuring that every reasonable effort is made to meet our obligations under the *Privacy Act*. The RCMP's goal for fiscal year 2017-2018 will be to continue our commitment to our obligations and responsibilities under the *Privacy Act* while improving service standards.

To achieve this goal, the RCMP will further broaden our ATIP training functions so that an increased number of RCMP personnel may expand on their understanding of responsibilities inherent under the *Act*. In addition, functional, procedural and structural changes will be implemented in the ATIP Branch to ensure the RCMP will be positioned to maximize opportunities to meet existing challenges and to effectively meet future challenges.

# **Appendix C**

## **Delegation Order**

## Access to Information Act and Privacy Act Delegation Order

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

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

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

#### SCHEDULE/ANNEXE

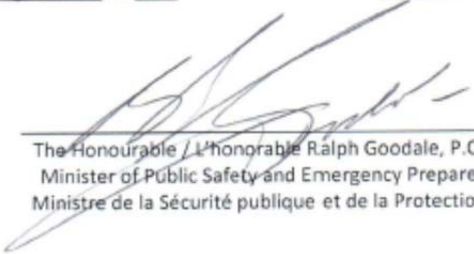
Position/Poste	<i>Privacy Act and Regulations/ Loi sur la protection des renseignements personnels et règlements</i>	<i>Access to information Act and Regulations/ Loi sur l'accès à l'information et règlements</i>
Commissioner of the RCMP / Commissaire de la GRC	Full Authority / Autorité absolue	Full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

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

Signed, at the City of Ottawa, this

Signé, à Ottawa, ce

4 day of Dec, 2015 jour de \_\_\_\_\_, 20\_\_\_\_

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

## **Appendix D**

### **Statistical Report on the *Privacy Act***



## Statistical Report on the *Privacy Act*

Name of institution: Royal Canadian Mounted Police

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

### Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	5139
Outstanding from previous reporting period	1230
<b>Total</b>	<b>6369</b>
Closed during reporting period	4272
Carried over to next reporting period	2097

### 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	42	147	81	29	12	6	0	317
Disclosed in part	282	932	597	371	107	86	12	2387
All exempted	94	95	42	15	4	0	0	250
All excluded	2	2	0	0	0	0	0	4
No records exist	292	206	68	23	11	7	0	607
Request abandoned	556	60	43	8	2	7	0	676
Neither confirmed nor denied	10	8	4	5	1	2	1	31
<b>Total</b>	<b>1278</b>	<b>1450</b>	<b>835</b>	<b>451</b>	<b>137</b>	<b>108</b>	<b>13</b>	<b>4272</b>

## 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	1288	23(a)	19
19(1)(a)	35	22(1)(a)(ii)	923	23(b)	0
19(1)(b)	6	22(1)(a)(iii)	6	24(a)	0
19(1)(c)	356	22(1)(b)	419	24(b)	0
19(1)(d)	135	22(1)(c)	1	25	4
19(1)(e)	0	22(2)	0	26	1530
19(1)(f)	0	22.1	0	27	88
20	0	22.2	0	28	13
21	4	22.3	0		

## 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	3	70(1)	0	70(1)(d)	1
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	173	144	0
Disclosed in part	1234	1153	0
<b>Total</b>	1407	1297	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	40278	36178	317
Disclosed in part	628198	366744	2387
All exempted	54908	0	250
All excluded	204	0	4
Request abandoned	718	0	676
Neither confirmed nor denied	0	0	31
<b>Total</b>	724306	402922	3665

## 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	227	3215	70	15365	15	8622	5	8976	0	0
Disclosed in part	1434	26027	632	99019	190	96706	120	129422	11	15570
All exempted	203	0	36	0	5	0	5	0	1	0
All excluded	4	0	0	0	0	0	0	0	0	0
Request abandoned	674	0	2	0	0	0	0	0	0	0
Neither confirmed nor denied	28	0	1	0	1	0	1	0	0	0
<b>Total</b>	<b>2570</b>	<b>29242</b>	<b>741</b>	<b>114384</b>	<b>211</b>	<b>105328</b>	<b>131</b>	<b>138398</b>	<b>12</b>	<b>15570</b>

## 2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	2	0	2
Disclosed in part	27	0	315	4	346
All exempted	1	0	4	0	5
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	1	0	0	1	2
<b>Total</b>	<b>29</b>	<b>0</b>	<b>321</b>	<b>5</b>	<b>355</b>

## 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
1283	1151	14	1	117

## 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	399	39	438
16 to 30 days	196	22	218
31 to 60 days	229	25	254
61 to 120 days	183	39	222
121 to 180 days	53	23	76
181 to 365 days	40	25	65
More than 365 days	3	7	10
<b>Total</b>	1103	180	1283

## 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	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	37	37	74

## Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	1
Requests for correction accepted	1
<b>Total</b>	2

## 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	29	0	0	0
Disclosed in part	290	0	8	0
All exempted	7	0	1	0
All excluded	0	0	0	0
No records exist	9	0	0	0
Request abandoned	9	0	0	0
<b>Total</b>	344	0	9	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	344	0	9	0
<b>Total</b>	344	0	9	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	143	30985	68	1897
Outstanding from the previous reporting period	1	5	8	547
<b>Total</b>	144	30990	76	2444
Closed during the reporting period	129	9105	68	2119
Pending at the end of the reporting period	15	21885	8	325

### 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	44	9	2	2	0	0	0	57
Disclosed in part	49	15	4	1	1	0	0	70
All exempted	2	0	0	0	0	0	0	2
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	95	24	6	3	1	0	0	129

### 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	23	7	0	0	0	0	0	30
Disclosed in part	20	8	5	0	1	0	0	34
All exempted	2	0	0	1	0	0	0	3
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
<b>Total</b>	46	15	5	1	1	0	0	68

## 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	1	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	1	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
<b>Total</b>	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
94	0	2	0	96

## Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	1
----------------------------	---

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

### 10.1 Costs

Expenditures		Amount
Salaries		\$2,341,000
Overtime		\$15,000
Goods and Services		\$28,266
• Professional services contracts	\$14,975	
• Other	\$13,291	
<b>Total</b>		<b>\$2,384,266</b>

### 10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	28.96
Part-time and casual employees	0.70
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.93
<b>Total</b>	<b>30.59</b>

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