



Administration of the *Privacy Act*

**Annual Report 2012–2013
Library and Archives Canada**



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Chapter I – Introduction

1.1 The Privacy Act

The *Privacy Act* (hereafter “the Act”) protects the privacy of individuals with respect to personal information about themselves held by government institutions, and provides individuals with a right of access to that information.

This report to Parliament describes the administration of the Act by Library and Archives Canada (LAC) over the course of fiscal year 2012–2013, and is in compliance with section 72.

1.2 Overview of Library and Archives Canada

The mandate of Library and Archives Canada is:

- To preserve the documentary heritage of Canada for the benefit of present and future generations;
- To serve as a source of enduring knowledge accessible to all, contributing to the cultural, social and economic advancement of Canada as a free and democratic society;
- To facilitate cooperation among Canadian communities involved in the acquisition, preservation and diffusion of knowledge; and
- To serve as the continuing memory of the Government of Canada and its institutions.

Until the full implementation of the Recordkeeping Directive, LAC is also the repository of federal information resources of business value, including personnel records. These records are created in support of public policy, administration of government, and program delivery.

These records are stored in the National Capital Region, as well as in Regional Service Centres located in Ottawa, Winnipeg, Vancouver, Toronto and Halifax.

Each year, LAC receives requests for access to records in its possession which have originated in other federal institutions and which LAC itself has created. Many of these records contain personal and other sensitive information.

1.3 The Access to Information, Privacy and Document Delivery Services Division

The Deputy Head and Librarian and Archivist of Canada; the Assistant Deputy Minister, Programs and Services; and the Director, Access to Information, Privacy and Document Delivery Services Division (hereafter ATIP Division); each have a responsibility for exercising all sections under the Act. Descriptions of LAC’s personal information holdings are published in *Info Source* which is updated by LAC program areas.

As of March 31, 2013, there were 15.03 full-time equivalents assigned to processing requests received under the *Privacy Act*.

Archival and Operational Records Section:

- Processes formal and informal requests for access to LAC's current restricted operational records and restricted archival records under LAC's control;
- Reviews restricted finding aids concerning restricted archival records transferred to LAC for permanent custody and severs personal information that will remain restricted; and
- Represents LAC in dealings with the Office of the Privacy Commissioner (OPC) of Canada regarding applications of the Act under LAC's control.

Personnel Records Section:

- Processes formal and informal privacy requests for restricted personnel files and other related records on former Canadian Forces members and on former federal government employees;
- Monitors other institutions' programs to gauge the effects on workloads, resources and processes; and
- Represents LAC in dealings with the OPC on applications of the Act to restricted records described above.

1.4 Delegation of authority

For the purposes of the Act, the Minister of Canadian Heritage and Official Languages delegates his powers, authorities and responsibilities to the Deputy Head and Librarian and Archivist of Canada. The Deputy Head is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures thereby ensuring that the Minister's responsibilities under the Act are met, and enabling appropriate processing and disclosure of information.

The Deputy Head delegates his powers, authorities and responsibilities to the Assistant Deputy Minister, Programs and Services Sector and the Director, Access to Information, Privacy and Document Delivery Services Division. The ministerial delegation order instrument is appended to this report.

Chapter II – Performance

Part 1 – Requests under the Privacy Act

During the reporting period spanning April 1, 2012 to March 31, 2013, LAC saw an increase of 9% in new formal requests received under the Act compared to 2011–2012. This is a long-term trend, as requests have risen 6.5% to 29% per year since 2008–2009.

Since 2008–2009, the number of privacy requests completed by LAC has risen between 1% and 26% per year.

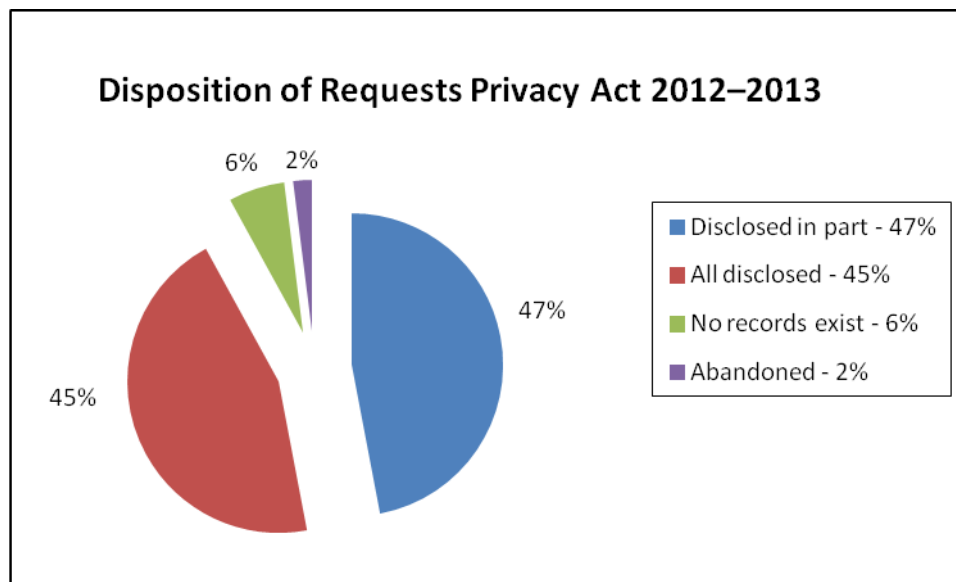
The percentage of requests carried over into the 2013–2014 reporting year (7.8%) is marginally higher than in other preceding reporting periods (4.8% and 6.4% were carried forward into 2011–2012 and into 2010–2011 respectively).

Part 2 – Requests closed during the reporting period

2.1 Disposition and completion time

In 2012–2013, LAC completed 824 formal requests under the Act. The disposition of requests is as follows:

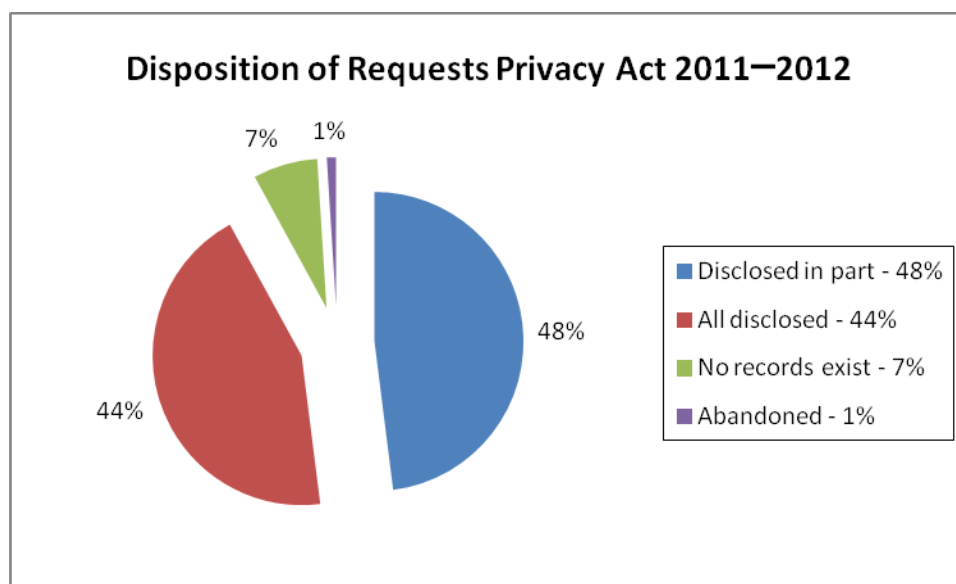
- 393 disclosed in part (47%)
- 371 all disclosed (45%)
- 47 no records exist (6%)
- 13 requests abandoned (2%)
- 0 all excluded (0%, not represented in chart below)
- 0 requests all exempted (0%, not represented in chart below)



In comparison, LAC completed 810 formal requests in 2011–2012 with the following dispositions:

- 389 disclosed in part (48%)
- 358 all disclosed (44%)
- 59 no records exist (7%)
- 4 requests abandoned (1%)

- 0 all excluded (0%, not represented in chart below)
- 0 all exempted (0%, not represented in chart below)



2.2 Exemptions

During 2012–2013, LAC invoked 388 exemptions under the Act, as follows:

Number of Requests	Section	Description
1	19(1)(a)	• personal information obtained in confidence from the government of a foreign state or an institution thereof
1	19(1)(d)	• personal information obtained in confidence from a municipal or regional government established by or pursuant to an Act of the legislature of a province or an institution thereof
1	21	• international affairs and defense
385	26	• information about another individual

Section 26 of the Act (personal information about another individual) was the exemption most frequently invoked by LAC in 2012–2013 and in preceding reporting periods (from 2008–2009 to 2011–2012). The majority of the privacy requests completed by LAC pertained to personnel and other related records of the Canadian Forces. These records may contain information about other individuals, but rarely contain personal information exempt under other sections of the Act.

Other potential exemptions which were not invoked by LAC during 2012–2013 include: 18(2), 19(1)(b), 19(1)(c), 19(1)(e), 19(1)(f), 20, 22(1)(a)(i), 22(1)(a)(ii), 22(1)(a)(iii), 22(1)(b), 22(1)(c), 22(2), 22.1, 22.2, 22.3, 23(a), 23(b), 24(a), 24(b), 25, 27 and 28.

2.3 Exclusions

The Act does not apply to personal information contained in certain materials (i.e., library material preserved for public reference purposes), and in Cabinet confidences. LAC did not invoke any exclusions in 2012–2013 and in 2011–2012 under sections 69(1)(a), 69(1)(b), 69.1, 70(1)(a), 70(1)(b), 70(1)(c), 70(1)(d), 70(1)(e), 70(1)(f) and 70.1.

2.4 Format of information released

Of the 824 requests completed in 2012–2013, information was disclosed or disclosed in part (personal information concerning another individual) in 764 cases. LAC released the information in the following formats:

- 705 requests in paper (92.3%)
- 59 requests in electronic format (cd-rom) (7.7%)
- 0 requests in other formats

Paper was also the most preferred format (91.7%) in 2011–2012.

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

LAC completed 393 requests in 2012–2013 for which 215,253 pages of personal information were processed and 181,106 pages were disclosed in part; 371 requests were completed for which 34,095 pages of personal information were processed and all disclosed, and 13 requests were abandoned by the requesters for which no pages had been reviewed nor disclosed.

LAC processed 249,348 pages of personal information for the privacy requests above. Approximately 229,964 pages of personal information were processed in the preceding reporting period. The total number of pages processed by LAC would have increased in 2012–2013 by 12% over 2011–2012 except for one very large request in 2011–2012 of 12,732 pages.

2.5.2 Relevant pages processed and disclosed by size of requests

Of the 393 requests completed in 2012–2013 for which 215,253 pages of personal information were processed and disclosed in part, nearly 29% of the requests consisted of 500 to 1000 pages. For the 389 requests completed in 2011–2012 for which 198,480 pages of personal information were processed and disclosed in part, nearly 50% of the requests consisted of 101 to 500 pages.

For the 371 requests completed during this reporting period for which 34,095 pages were processed and all disclosed, over 45% of those requests (46.7%) consisted of 101 to 500 pages. Of the 358 requests completed during 2011–2012 for which 31,484 pages were processed and all disclosed, over 50% of those requests (52.8%) also consisted of 101 to 500 pages.

2.5.3 Other complexities

LAC consulted with the Department of National Defence (DND) in 2012–2013 to complete 1 request for access to personal information. As a result, some of the requested personal information was disclosed in part.

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Only 1 request was completed by LAC in 2012–2013 after the statutory deadline because the information requested was not contained within LAC's holdings. In 2011–2013, 6 requests were completed by LAC after the statutory deadlines due to a consultation with the Canadian Security Intelligence Service and to workload.

2.6.2 Number of days past deadline

Of the 1 request completed in 2012–2013 by LAC after the statutory deadline (7 days), no extension of time had been taken.

Of the 6 requests completed in 2011–2012 by LAC after the statutory deadline, 2 requests were completed after the deadline even though extensions of time had been taken, and 4 requests were completed where no extensions of time had been taken.

2.7 Requests for translation

There were no requests for translations from English to French or from French to English in the 2012–2013 reporting year.

Part 3 – Disclosures under subsection 8(2)

During 2012–2013, LAC completed 22 requests from investigative bodies specified in the privacy legislation for which personal information was disclosed pursuant to section 8(2)(e) of the Act. The personal information was disclosed from LAC's personnel records of former Canadian Forces members and of former federal government employees. On 29 occasions in 2011–2012, LAC disclosed personal information from the personnel records of former Canadian Forces members to investigative bodies.

In 2012–2013, no disclosures were made by LAC under 8(2)(m) of the Act. On 3 occasions in 2011–2012 LAC disclosed personal information contained in the personnel records of former Canadian Forces members under section 8(2)(m) of the Act.

Part 4 – Requests for correction of personal information and notations

During 2012–2013, LAC was not requested to make any corrections to personal information. In 2011–2012, LAC was requested to make 1 correction to information contained in a military personnel file. The

correction was not accepted but a notation was attached to the personal information that was subject to the request.

Part 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Section 15 of the Act permits an extension of the statutory time limits if the processing of a large volume request within the original time limit would unreasonably interfere with the operations of the department. This extension was not invoked in 2012–2013 but was invoked 2 times in 2011–2012. One of the privacy requests in 2011–2012 concerned over 12,000 pages from LAC’s current restricted operational records.

The Act also permits an extension of the statutory time limits when consultations are necessary. In 2012–2013, only one request required an extension due to an external consultation compared to 2 requests in 2011–2012 that required such extensions.

5.2 Length of extensions

LAC required an extension of up to 30 days to complete 1 request in 2012–2013 and 4 requests in 2011–2012.

Part 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

LAC did not receive any consultation requests in 2012–2013 from another government institution concerning LAC’s current operational records, compared to 1 consultation request in 2011–2012.

6.2 Recommendations and completion time for consultations received from other government institutions

LAC did not receive any requests in 2012–2013 to provide recommendations to any other government institution. LAC completed the only consultation request it had received in 2011–2012 from another government institution within 15 days of its receipt. LAC had no objection to the information’s disclosure.

6.3 Recommendations and completion time for consultations received from other organizations

As in 2011–2012, LAC did not receive any consultation requests in 2012–2013 from other organizations.

Part 7 – Completion time of consultations on Cabinet confidences

The Act does not apply to Cabinet confidences. LAC did not consult the Privy Council Office for confirmation of Cabinet confidences in 2012–2013, nor in 2011–2012.

Part 8 – Resources related to the Privacy Act

8.1 Costs

During 2012–2013, the total salary costs associated with administering the Act decreased slightly over the last reporting period (\$0.940 million instead of \$0.944 million). The total cost for administering the Act was also less in 2012–2013 (by \$16,418).

8.2 Human resources

There was a slight increase (by 0.3) in the number of full-time equivalents associated with administering the Act in 2012–2013 compared to 2011–2012.

Part 9 – Other requests

The Division completed 6,157 informal privacy requests in 2012–2013 compared to 5,418 informal privacy requests in 2011–2012. This represents an increase of 12% over the previous year. The increase is a result of fewer pages of government information being reviewed informally. The completed requests involved reviewing approximately 311,046 pages of government information, a decrease of 43% over 2011–2012. This decrease in 2012–2013 is attributable to fewer requests (39%) completed for large numbers (850 to 2,200 pages) of personnel records of former Canadian Forces members compared to 2011–2012.

Part 10 – 2012–2013 Statistical Report on the Access to Information Act

A comprehensive statistical report on requests processed by LAC under the Act between April 1, 2012 and March 31, 2013 is appended to this report.

Chapter III – Miscellaneous

Part 1 – Education and training

The ATIP Division completed guides on *Privacy Act* roles and responsibilities for all of LAC Offices of Primary Interest (OPI) and OPI Liaison staff. A Privacy Breach presentation, intended for all LAC ATIP staff, is being developed and a training session will be given in May 2013.

Part 2 – Significant changes to organization, programs, operations or policy

No changes to report during the 2012–2013 reporting period.

Part 3 – Overview of new or revised Privacy Act-related policies and procedures implemented

LAC worked with a key federal government stakeholder (Canadian Security Intelligence Service) to share best practices, continuous improvements, policies, processes, resource strategies, as well as effective handling of consultation packages of restricted archival records under LAC's control that have been requested under the *Privacy Act*. In particular, the ATIP Division continues to collaborate with the Canadian Security Intelligence Service to improve turnaround times for mandatory consultations.

Part 4 – Complaints and investigations

In 2012–2013, the Office of the Privacy Commissioner of Canada (OPC) completed an investigation into 1 complaint which had been received in the previous reporting period about non-disclosure by LAC to the complainant, a former Canadian Forces member, of personal information about another individual. The complaint was settled in the course of the investigation.

Additional copies of this report may be obtained from the:

Manager, Access to Information, Privacy and Personnel Records Section
Library and Archives Canada
395 Wellington Street
Ottawa, Ontario K1A 0N4

Annex A: Delegation Instrument – Privacy Act

Effective Date: _____

Delegation of Financial Signing Authorities and Designation Order Instrument

Area Of Responsibility	Management Level		Functional Authorities											
	5	6	7	8	9	10	11	12	13	14	15	16	17	
	8FO	8FHO	Asst Dir Other	Director	Asst Dir	Director	Asst Dir	Director	Asst Dir	Director	Asst Dir	Director	Asst Dir	Director
1.0 Expenditure Inhibition with Availability of Funds	F	F	F	C	C	C								
1.1 Requisition for Goods and Services	F	F	F											
1.2 Siting and classification of positions	F	F	F											
1.3 Extra Pay	F	F	F											
1.4 Training and Development	F	F	F											
1.5 Travel and Expenses - Canada and Continental USA	F	F	F											
1.6 Travel and Expenses - International	F	F	F											
1.7 Requisition and Advance (Ingrated Requisition Program)	F	F	F											
1.8 Starting Expenses	F	F	F											
1.9 Conference Attendance / Sponsorship	OC	OC	OC											
1.10 Membership Fees	C	C	C											
1.11 Hospitality	C	C	C											
1.12 Traveler Payments	C	C	C											
1.13 Ex - Grant Payments	C	C	C											
1.14 Claims by or against the Crown	C	C	C											
1.15 Recognition Program	C	C	C											
2.0 Commitment Authority - Availability of Funds (Section 32 FAA)	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1 All Expenditures	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.1.0 Contracting Authority	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.1 Good local purchase authority	C	C	C	C	C	C	C	C	C	C	C	C	C	C
3.2 Temporary Hire	C	C	C	C	C	C	C	C	C	C	C	C	C	C
3.3 Services - Competitive (Amendment)	C	C	C	C	C	C	C	C	C	C	C	C	C	C
3.4 Services - Non-Competitive (Amendment)	C	C	C	C	C	C	C	C	C	C	C	C	C	C
3.5 Services - Non-Competitive (Amendment)	C	C	C	C	C	C	C	C	C	C	C	C	C	C
3.6 Purchase historical material, books and other publications	C	C	C	C	C	C	C	C	C	C	C	C	C	C
3.7 Books and other publications - Competitive (Amendment)	C	C	C	C	C	C	C	C	C	C	C	C	C	C
3.8 Travel Services	C	C	C	C	C	C	C	C	C	C	C	C	C	C
3.9 Emergency Contracting	C	C	C	C	C	C	C	C	C	C	C	C	C	C
3.10 Call up Against Standing Offer Agreements	C	C	C	C	C	C	C	C	C	C	C	C	C	C
3.11 Contract & Amendments Requiring Treasury Board Approval	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.12 Specified purpose account	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.13 Intra - Government Agreement	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.14 Federal Real Property Act	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.15 Write-off of Material and disposal of surplus material	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.16 Authority to confirm contract performance and price granted to officer (Section 31 FAA)	F	F	F	F	F	F	F	F	F	F	F	F	F	F
4.1 All Expenditures	F	F	F	F	F	F	F	F	F	F	F	F	F	F
5.0 Payment Authority (Section 33 FAA)	F	F	F	F	F	F	F	F	F	F	F	F	F	F
5.1 All Expenditures	F	F	F	F	F	F	F	F	F	F	F	F	F	F
5.6 Other Authorities	F	F	F	F	F	F	F	F	F	F	F	F	F	F
6.1 Return of Reserve General Cheques	F	F	F	C										
6.2 Submission to Treasury Board	C	C	C	C	C	C	C	C	C	C	C	C	C	C
6.3 Return of revenue as per Section 20 FAA	F	F	F	F	F	F	F	F	F	F	F	F	F	F
6.4 Debt Waiver	C	C	C	C	C	C	C	C	C	C	C	C	C	C
6.5 Waiver of Federal Interest or Administrative Charge	C	C	C	C	C	C	C	C	C	C	C	C	C	C
6.6 SR-ON per Section 58(1) FAA	C	C	C	C	C	C	C	C	C	C	C	C	C	C
7.0 Designation Order	F	F	F	F	F	F	F	F	F	F	F	F	F	F
7.1 Section 73 of the Privacy Act	F	F	F	F	F	F	F	F	F	F	F	F	F	F
7.2 Section 73 of the Access to Information Act	F	F	F	F	F	F	F	F	F	F	F	F	F	F

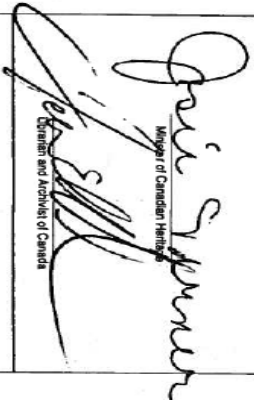
Department - Applies to all budgets in the Department.
 Area - Applies to a manager with an approved budget for a particular area of responsibility.

C = Conditional authority as set out in Policies and Guidelines (Appendix B)
 F = Full authority when approved budget and subject to authorities delegated to the department.

Delegation of Financial Signing Authorities and Designation Order

Delegation of Financial Signing Authorities
 Every Officer of the Department appointed to a position listed on the Delegation of Financial Authorities instrument, including those officially appointed on acting basis, is hereby granted financial signing authorities within the stated limits therein and in accordance with relevant statutes, regulations and directives.

Delegation Order
 Every Officer of the Department appointed to a position, including those officially appointed on acting basis, is hereby designated to exercise the powers to perform the duties and function of the Minister, as head of a government institution, pursuant to section 73 of the Access to Information Act and section 73 of the Privacy Act.


 Minister of Canadian Heritage
 Dominion and Archives of Canada

- Notes
- The authorities extend to the full amount available in the relevant budget and that they are limited by policies and procedures provided in the Treasury Board (TB) regulations and directives, issued pursuant to the Financial Administration Act (FAA), and by Departmental directives promulgated in Departmental manuals.
 - Spending authorities for Grants and Contributions are subject to the terms and conditions approved by the TB in the Manual in accordance with the authority delegated to the Minister by the TB.
 - Spending Authority (Section 34 of the FAA) and payment authority (Section 33 of the FAA) for a particular payment shall not be exercised by the same person.
 - Individuals may not approve payments by which they may personally benefit.
 - Anytime a delegated manager exercises expenditure inhibition authority for a transaction, a functional position may exercise Section 32 and 34 authority with respect to that transaction.
 - This instrument is to be read in conjunction with the Policies and Guidelines which more fully describe the authorities listed.



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DELEGATION OF FINANCIAL SIGNING AUTHORITIES AND DESIGNATION ORDER
INSTRUMENT – POLICIES AND GUIDELINES

**DELEGATION OF FINANCIAL SIGNING AUTHORITIES
AND
DESIGNATION ORDER INSTRUMENT
POLICIES AND GUIDELINES**

**Approved by the Librarian and Archivist of Canada
September, 2007**

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be "Peter Elliott".



DELEGATION OF FINANCIAL SIGNING AUTHORITIES AND DESIGNATION ORDER
INSTRUMENT – POLICIES AND GUIDELINES

Table U - Authority to Amend Delegation Instrument and Appendices

ELIGIBLE DOCUMENT	Authority
The delegation instrument (Delegation of Financial Signing Authority and Designation Order Instrument – Internal Version).	L&A - only when signed by the Minister SFO
Appendix B (Description of the Delegation of Signing Authorities and Designation Order Instrument - Policies and Guidelines)	L&A - Full authority, unless the change would result in a change to the delegation instrument that is outside the L&A's authority. SFO

SECTION 7.0 Designation Order

The purpose of this section is to establish the framework for managing the Access to Information and Privacy Act. The Minister responsible of Library and Archives Canada pursuant to *Section 73 of the Privacy Act and Section 73 of the Access to Information Act*, hereby designates the persons holding the positions set out below to exercise the powers to perform the duties and functions of the Minister, as head of a government institution, under the sections of the Act specified opposite each position.

Position	Privacy Act Section	Access to Information Section
Librarian and Archivist of Canada	All Sections	All Sections
Assistant Deputy Minister, Programs and Services	All Sections	All Sections
Director, Access to Information and Privacy Division	All Sections	All Sections
Manager, Access to Information and Privacy Division, PM-05 and AS-04	All Sections except 8(2)(j), 8(2)(m), 17(2)(b), 51, 77	All Sections except 12(2)(b), 12(3), 77
Senior Analyst, Access to Information and Privacy Division, PM-04	All Sections except 8(2), 17(2)(b), 51, 77	All Sections except 12(2)(b), 12(3), 77
Analyst, Access to Information and Privacy Division, PM-02	All Sections except 8(2), 17(2)(b), 51, 77	All Sections except 12(2)(b), 12(3), 77



DELEGATION OF FINANCIAL SIGNING AUTHORITIES AND DESIGNATION ORDER
INSTRUMENT – POLICIES AND GUIDELINES

Section 7.1 - Section 73 of the Privacy Act

The responsibilities that may be delegated under Section 73 of the Privacy Act are set out below, in relation to its various sections and subsections.

8(2)(j)	Disclose personal information for research purposes
8(2)(m)	Disclose personal information in the public interest or in the interest of the individual
8(4)	Retain copy of 8(2)(e) requests and disclosed records
8(5)	Notify Privacy Commissioner of 8(2)(m) disclosures
9(1)	Retain record of use
9(4)	Notify Privacy Commissioner of consistent use and amend index
10	Include personal information in personal information banks
14	Respond to request for access within 30 days; give access or give notice
15	Extend time limit
17(2)(b)	Translate requested information
18(2)	Refuse to disclose information contained in an exempt bank
19(1)	Refuse to disclose information obtained in confidence from another government
19(2)	Disclose information if the other government consents to the disclosure or makes the information public
20	Refuse to disclose information injurious to the conduct of federal-provincial affairs
21	Refuse to disclose information injurious to international affairs or defence
22	Refuse to disclose information prepared by an investigative body, information injurious to the enforcement of a law, or information injurious to the security of penal institutions



DELEGATION OF FINANCIAL SIGNING AUTHORITIES AND DESIGNATION ORDER
INSTRUMENT – POLICIES AND GUIDELINES

24	Refuse to disclose information collected by the Canadian Penitentiary Service, the National Parole Service or the National Parole Board while individual was under sentence if conditions in section are met
25	Refuse to disclose information which could threaten the safety of individuals
26	Refuse to disclose information about another individual, and shall refuse to disclose such information where disclosure is prohibited under Section 8
27	Refuse to disclose information subject to solicitor-client privilege
28	Refuse to disclose information relating to the individual's physical or mental health where disclosure is contrary to the best interests of the individual
31	Receive notice of investigation by the Privacy Commissioner
33(2)	Right to make representations to the Privacy Commissioner during an investigation
35(1)	Receive Privacy Commissioner's report of findings of the investigation and give notice of action taken
35(4)	Give complainant access to information after 35(1)(b) notice
36(3)	Receive Privacy Commissioner's report of findings of investigation of exempt bank
37(3)	Receive report of Privacy Commissioner's findings after compliance investigation
51(2)(b)	Request that Section 51 hearing be held in the National Capital Region
51(3)	Request and be given right to make representations in Section 51 hearings
72(1)	Prepare annual report to Parliament
77	Responsibilities conferred on the head of the institution by the regulations made under section 77 which are not included above



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Privacy Act*

Name of institution: Library and Archives Canada

Reporting period: 2012-04-01 to 2013-03-31

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	863
Outstanding from previous reporting period	31
Total	894
Closed during reporting period	824
Carried over to next reporting period	70

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	235	136	0	0	0	0	0	371
Disclosed in part	128	263	2	0	0	0	0	393
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	32	14	1	0	0	0	0	47
Request abandoned	12	1	0	0	0	0	0	13
Total	407	414	3	0	0	0	0	824

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)	1	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)	1	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	385
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	1	22.3	0		

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2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
69(1)(a)	0	70(1)(a)	0	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	0	70(1)(f)	0
				70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	362	9	0
Disclosed in part	343	50	0
Total	705	59	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	34,095	34,095	371
Disclosed in part	215,253	181,106	393
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	13

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	
	of Request	disclosed	of Request	disclosed	of Request	disclosed	of Request	disclosed	of Request	disclosed
All disclosed	285	4,949	65	15,907	20	12,186	1	1053	0	0
Disclosed in part	67	3,176	194	53,773	88	62,365	44	61,792	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
Abandoned	13	0	0	0	0	0	0	0	0	0
Total	365	8125	259	69680	108	74551	45	62845	0	0

2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	1	0	0	0	1

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
1	0	0	0	1

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	1	0	1
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	1	0	1

2.7 Requests for translation

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

PART 3 – Disclosures under subsection 8(2)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Total
22	0	22

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PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	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	0	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	1	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	0	0	1	0
Total	0	0	1	0

PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	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 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	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	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

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		\$940,626
Overtime		\$3,700
Goods and Services		\$53,998
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$39,211	
• Other	\$14,787	
Total		\$998,324

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	15.03	0.00	15.03
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	15.03	0.00	15.03

Annex C: Appendix A – 2012–2013 Additional Reporting Requirements – *Privacy Act*

Appendix A

Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
Library and Archives Canada	Nil