



Library and Archives
Canada

Bibliothèque et Archives
Canada

Administration of the *Privacy Act*

**Annual Report 2013-2014
Library and Archives Canada**

Table of Contents

Chapter I – Introduction	3
1.1 The Privacy Act.....	3
1.2 Overview of Library and Archives Canada	3
1.3 The Access to Information, Privacy and Document Delivery Services Division	3
1.4 Delegation of authority.....	4
Chapter II – Performance	4
Part 1 – Requests under the Privacy Act.....	4
Part 2 - Requests closed during the reporting period.....	4
2.1 Disposition and completion time.....	4
2.2 Exemptions.....	6
2.3 Exclusions	6
2.4 Format of information released.....	6
2.5 Complexity	6
2.5.1 Relevant pages processed and disclosed	6
2.5.2 Relevant pages processed and disclosed by size of requests	7
2.5.3 Other complexities	7
2.6 Deemed refusals.....	7
2.6.1 Reasons for not meeting statutory deadline.....	7
2.6.2 Number of days past deadline.....	7
2.7 Requests for translation.....	7
Part 3 – Disclosures under subsection 8(2).....	7
Part 4 – Requests for correction of personal information and notations	8
Part 5 – Extensions	8
5.1 Reasons for extensions and disposition of requests.....	8
5.2 Length of extensions.....	8
Part 6 – Consultations received from other institutions and organizations	8
6.1 Consultations received from other government institutions and organizations	8
6.2 Recommendations and completion time for consultations received from other government institutions..	8
6.3 Recommendations and completion time for consultations received from other organizations	8
Part 7 – Completion time of consultations on Cabinet confidences	8
Part 8 – Resources related to the Privacy Act.....	8
8.1 Costs.....	8
8.2 Human resources.....	9
Part 9 – Other requests.....	9
Part 10 – 2013–2014 Statistical Report on the Privacy Act.....	9
Chapter III – Miscellaneous	9
Part 1 – Education and training	9
Part 2 – Significant changes to organization, programs, operations or policy.....	9
Part 3 – Overview of new or revised Privacy Act-related policies and procedures implemented	9
Part 4 – Complaints and investigations.....	9
Annex A: Delegation Instrument – Privacy Act	10
Annex B: 2013–2014 Statistical Report – Privacy Act	15
Annex C: Appendix A – Additional Reporting Requirements – Privacy Act	22

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 2013-2014, 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.

The records under the care and control of LAC 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 and Personnel Records Section, Reference Services Division

The Librarian and Archivist of Canada (hereafter “Deputy Head”); the Chief Operating Officer; and the Director, Access to Information, Privacy and Document Delivery Services 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 a result of an organizational change that occurred on April 1, 2013, the Access to Information and Personnel Records Section became a part of the Reference Services Division at LAC.

As of March 31, 2014, 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 her 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 Chief Operating Officer 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, 2013 to March 31, 2014, LAC saw a decrease of 7% in new formal requests received under the Act compared to 2012-2013. This is a break from a long-term trend, as requests had risen 6.5% to 29% per year since 2008-2009.

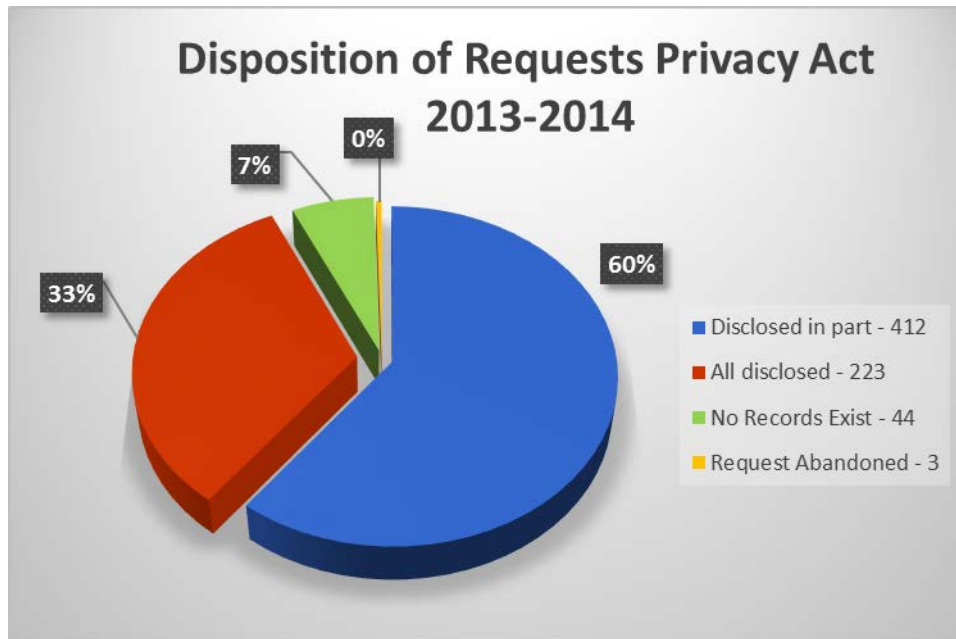
The percentage of requests carried over into the 2014-2015 reporting year (3.3%) is considerably lower than in other preceding reporting periods (4.8% and 7.8% were carried forward into 2012-2013 and into 2013-2014 respectively).

Part 2 – Requests closed during the reporting period

2.1 Disposition and completion time

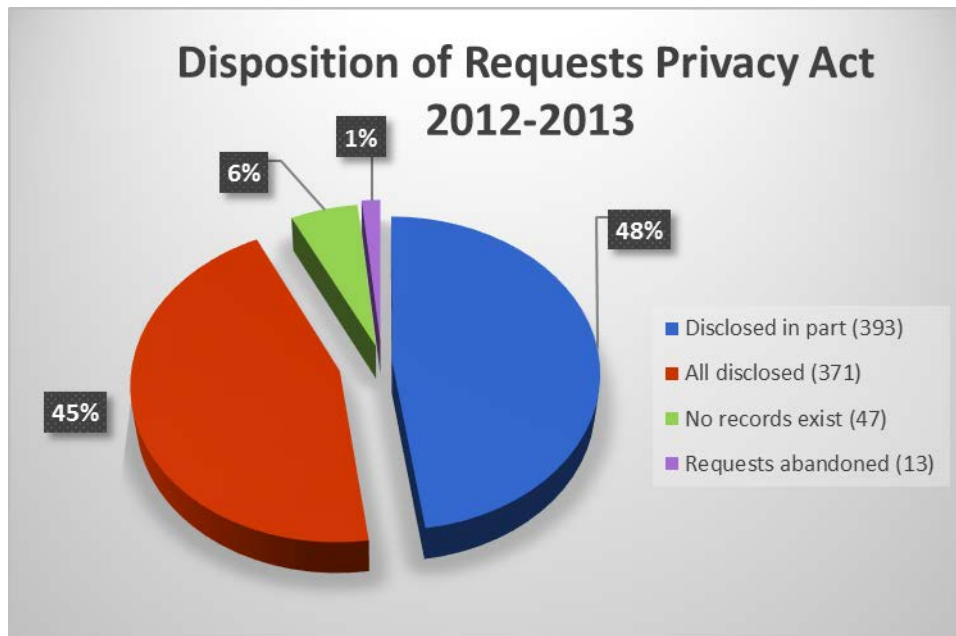
In 2013-2014, LAC completed 682 formal requests under the Act. The disposition of requests is as follows:

- 412 disclosed in part (60%);
- 223 all disclosed (33%);
- 44 no records exist (7%);
- 3 requests abandoned (0%);
- 0 all excluded (0%, not represented in chart below), and
- 0 requests all exempted (0%, not represented in chart below).



In comparison, LAC completed 824 formal requests in 2012-2013 with the following dispositions:

- 393 disclosed in part (48%);
- 371 all disclosed (45%);
- 47 no records exist (6%);
- 13 requests abandoned (1%);
- 0 all excluded (0%, not represented in chart below), and
- 0 all exempted (0%, not represented in chart below).



2.2 Exemptions

During 2013-2014, LAC invoked 419 exemptions under the Act, as follows:

Number of Requests	Section	Description
1	19(1)(c)	the government of a province or an institution thereof
1	21	international affairs and defense
414	26	information about another individual
2	27	solicitor-client privilege
1	28	medical records

Section 26 of the Act (personal information about another individual) was the exemption most frequently invoked by LAC in 2013-2014 and in preceding reporting periods (from 2008-2009 to 2012-2013). 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.

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 2013-2014 nor in 2012-2013 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 682 requests completed in 2013-2014, information was disclosed or disclosed in part (personal information concerning another individual) in 635 cases. LAC released the information in the following formats:

- 384 requests in paper (61%);
- 251 requests in electronic format (CD-ROM) (39%), and
- 0 requests in other formats.

Paper was also the most preferred format (92%) in 2012-2013.

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

LAC completed 412 requests in 2013-2014 for which 207,283 pages of personal information were processed and 206,851 pages were disclosed in part; 223 requests were completed for which 21,154 pages of personal information were processed 21,144 were disclosed, and three requests were abandoned by the requesters for which no pages had been reviewed nor disclosed.

LAC processed 228,437 pages of personal information for the privacy requests above. Approximately 249,348 pages of personal information were processed in the preceding reporting period. The total number of pages processed by LAC decreased in 2013-2014 by 8% since 2012-2013.

2.5.2 Relevant pages processed and disclosed by size of requests

Of the 412 requests completed in 2013-2014 for which 206,851 pages of personal information were processed and disclosed in part, nearly 44% of the requests consisted of 101 to 500 pages, 31% of requests consisted of 501-1000 pages and 10% of requests consisted of 1001-5000 pages. For the 393 requests completed in 2012-2013 for which 181,106 pages of personal information were processed and disclosed in part, nearly 50% of the requests consisted of 101 to 500 pages, 22% of the requests consisted of 501-1000 pages and 11% of the requests consisted of 1001-5000 pages.

For the 223 requests completed during this reporting period for which 21,144 pages were disclosed, over 75% of those requests (77%) consisted of 101 to 500 pages. Of the 371 requests completed during 2012-2013 for which 34,095 pages were processed and all disclosed, nearly 77% of those requests (76.8%) consisted of 101 to 500 pages.

2.5.3 Other complexities

LAC consulted with the Canadian Security Intelligence Service (CSIS) in 2013-2014 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

In 2013-2014, 11 requests were completed after the statutory deadlines due to “Other”, which means extensions that could have been taken were not taken within statutory deadlines. Only one request was completed by LAC in 2013-2014 after the statutory deadline because the information requested was not contained within LAC’s holdings.

2.6.2 Number of days past deadline

Of the 11 requests completed in 2013-2014 by LAC after the statutory deadline, 6 requests were completed between 1-15 days after the deadline, 2 requests were completed between 16-30 days after the deadline and 3 others were completed between 31-60 days after the deadline where no extensions of time were taken.

Of the one request completed in 2012-2013 by LAC after the statutory deadline (7 days), no extension 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 2013-2014 reporting year.

Part 3 – Disclosures under subsection 8(2)

During 2013-2014, LAC did not complete any request from investigative bodies specified in the privacy legislation for which personal information was disclosed pursuant to section 8(2)(e) of the Act.

In 2013-2014, there were three disclosures made by LAC under 8(2)(m) of the Act. In 2012-2013 no disclosures were made by LAC under section 8(2)(m) of the Act.

Part 4 – Requests for correction of personal information and notations

During 2013-2014, LAC was requested to make one correction to personal information. In 2012-2013, LAC was not requested to make any correction to information to personal information.

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 2013-2014, nor was it invoked in 2012-2013.

The Act also permits an extension of the statutory time limits when consultations are necessary. In 2013-2014, only one request required an extension due to an external consultation compared to one request in 2012-2013 that required such extension.

5.2 Length of extensions

LAC required an extension of up to 30 days to complete one request in 2013-2014 and one request in 2012-2013.

Part 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

As in 2012-2013, LAC did not receive any consultation requests in 2013-2014 from another government institution concerning LAC's current operational records.

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

As in 2012-2013, LAC did not receive any requests in 2013-2014 to provide recommendations to any other government institution.

6.3 Recommendations and completion time for consultations received from other organizations

As in 2012-2013, LAC did not receive any consultation requests in 2013-2014 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 2013-2014, nor in 2012-2013.

Part 8 – Resources related to the Privacy Act

8.1 Costs

During 2013-2014, the total costs associated with administering the Act decreased slightly over the last reporting period (\$967,080 instead of \$998,324).

8.2 Human resources

There was no change in the number of full-time equivalents (15.03) associated with administering the Act in 2013-2014 compared to 2012-2013.

Part 9 – Other requests

The section completed 4,983 informal privacy requests in 2013-2014 compared to 6,157 informal privacy requests in 2012-2013. This represents a decrease of 19% over the previous year. The decrease 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 2012-2013. This decrease in 2013-2014 is attributable to fewer requests completed for large numbers (850 to 2,200 pages) of personnel records of former Canadian Forces members compared to 2012-2013.

Part 10 – 2013-2014 Statistical Report on the Privacy Act

A comprehensive statistical report on requests processed by LAC under the Act between April 1, 2013 and March 31, 2014 is appended to this report.

Chapter III – Miscellaneous

Part 1 – Education and training

The ATIP Section 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, was developed and a training session was given in May 2013.

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

The ATIP unit changed from being its own division to becoming a section under the Reference Services Division on April 1, 2013.

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

LAC continued to work with a key federal government stakeholder (Canadian Security Intelligence Service) to share best practices, including the effective handling of consultation packages of restricted archival records under LAC's control that have been requested under the *Privacy Act*.

Part 4 – Complaints and investigations

In 2013-2014, the Office of the Privacy Commissioner of Canada (OPC) did not complete any investigations concerning LAC.

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	Functional Authorities														
	5	5	7	8	9	10	11	12	13	14	15	16	17	18	19
Management Level	SFO	SFO	Acting Off-Other	Director	Trust Services	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director
Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department
1.0 Expenditure Inhibition with Availability of Funds	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.1 Requisition for Goods and Services	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.2 Staffing and classification of positions	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.3 Extra Pay	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.4 Travel and Development	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.5 Travel and Advances - Canada and Continental USA	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.6 Travel and Advances - International	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.7 Requisition and Advances (Ingrated Requisition Program)	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.8 Standing Advances	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.9 Conference Attendance / Sponsorship	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.10 Membership Fees	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.11 Hospitality	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.12 Traveler Payments	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.13 Ex - Grants Payments	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.14 Claims By or against the Crown	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
1.15 Recognition Program	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
2.0 Commitment Authority - Availability of Funds (Section 32 FAA)	F	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	F
3.0 Contracting Authority	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.1 Goods (local purchase authority)	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.2 Temporary Help	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.3 Services - Competitive (Amendment)	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.4 Services - Non-Competitive Bidding (Amendment)	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.5 Services - Non-Competitive (Amendment)	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.6 Purchase financial material, books and other publications	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.7 Books and other publications - Competitive (Amendment)	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.8 Leasing services	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.9 Emergency Contracting	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.10 Call up signed Standing Offer Agreements	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.11 Contract & Amendments Requiring Treasury Board Approval	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.12 Specialized purpose account	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
3.13 Inta - Government Agreement	F	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	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	F
4.0 Authority to confirm contract performance and price granted to officers (Section 34 FAA)	F	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	F
5.0 Payment Authority (Section 23 FAA)	F	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	F
6.0 Other Authorities	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
8.1 Return of Unclaimed Cheques	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
8.2 Suspension to Treasury Board	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
8.3 Refund of revenue as per Section 20 FAA	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
8.4 Debt Write-off	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
8.5 Write off Records Transfer / Administrative Change	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
8.6 SR-ON per Section 186 (1) FAA	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
7.0 Disposition Order	F	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	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	F

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

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

Delegation of Financial Signing Authorities and Designation Order Instrument

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 designated to exercise the powers to perform the duties and function of the Minister, as listed in the instrument, pursuant to section 73 of the Access to Information Act and section 73 of the Privacy Act.

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 listed in the instrument, pursuant to section 73 of the Access to Information Act and section 73 of the Privacy Act.

Marie Simon
 Minister of Canadian Heritage
 Chairman and Architect of Canada

1. The authorities extend to the full resources available in the relevant budget and that they are limited by policies and procedures prescribed in the Treasury Board (TB) regulations and directives, issued pursuant to the Financial Administration Act (FAA), and by Departmental directives promulgated in Departmental manuals.
 2. Signing authorities for Grants and Contributions are subject to the terms and conditions approved by the TB under the authority of the Minister of the FA.
 3. Signing authority (Section 34 of the FAA) and payment authority (Section 23 of the FAA) for a particular payment, shall not be exercised by its acting person.
 4. Individuals may not approve payments by which they may personally benefit.
 5. 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.
 6. 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

Annex B: 2013-2014 Statistical Report – *Privacy Act*



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Privacy Act*

Name of institution: Library and Archives Canada

Reporting period: 2013-04-01 to 2014-03-31

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	635
Outstanding from previous reporting period	70
Total	705
Closed during reporting period	682
Carried over to next reporting period	23

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	108	110	4	1	0	0	0	223
Disclosed in part	107	299	4	1	0	0	1	412
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	25	18	0	1	0	0	0	44
Request abandoned	2	1	0	0	0	0	0	3
Total	242	428	8	3	0	0	1	682

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	1	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	414
19(1)(f)	0	22.1	0	27	2
20	0	22.2	0	28	1
21	1	22.3	0		

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	197	26	0
Disclosed in part	187	225	0
Total	384	251	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	21,154	21,144	223
Disclosed in part	207,283	206,851	412
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	3

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	172	3,377	43	10,989	6	3,965	2	2813	0	0
Disclosed in part	63	2,966	182	50,865	127	94,554	40	58,466	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	3	0	0	0	0	0	0	0	0	0
Total	238	6343	225	61854	133	98519	42	61279	0	0

2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	127	127
Disclosed in part	1	0	0	77	78
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	1	0	0	204	205

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
11	0	1	0	10

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	6	0	6
16 to 30 days	2	0	2
31 to 60 days	3	0	3
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	11	0	11

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
0	0	0

PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	1
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	More 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	More 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		\$906,414
Overtime		\$0
Goods and Services		\$60,666
• Contracts for privacy impact assessments	\$60,666	
• Professional services contracts	\$0	
• Other	\$0	
Total		\$967,080

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 – Additional Reporting Requirements – *Privacy Act*

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Library and Archives Canada	28

Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
Library and Archives Canada	0

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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	44	0	0	0	0	0	0	0	0
16 to 30	0	0	1	191	0	0	0	0	0	0
31 to 60	0	0	1	149	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	1	1399	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	1	44	2	340	0	0	1	1399	0	0

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0