



Government of Canada
Privy Council Office

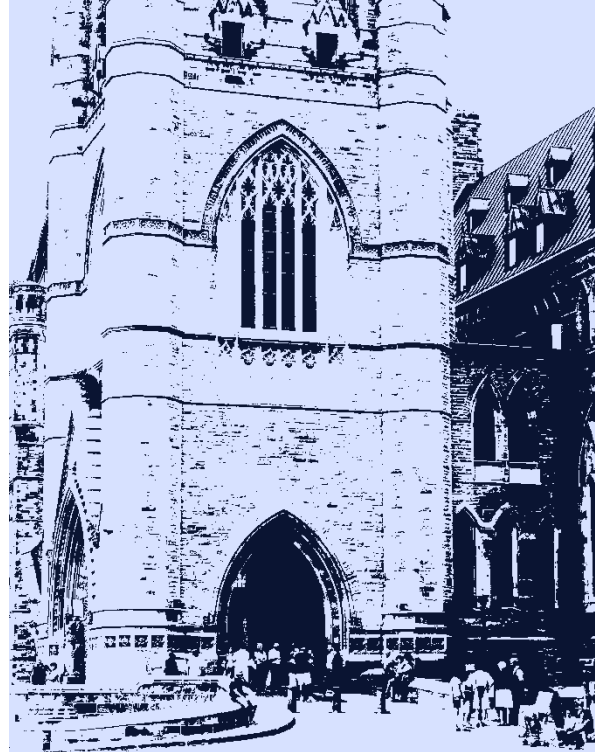
Gouvernement du Canada
Bureau du Conseil privé

2017 – 2018

ANNUAL REPORT TO
PARLIAMENT
ON THE *PRIVACY ACT*

PRIVY COUNCIL OFFICE

APRIL 1, 2017 *to* MARCH 31, 2018



Canada 

Annual Report to Parliament on the *Privacy Act* 2017-2018 Privy Council Office

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Introduction

The Privy Council Office (PCO) reports directly to the Prime Minister and is headed by the Clerk of the Privy Council and the Secretary to the Cabinet. PCO is both the Cabinet secretariat and the Prime Minister's source of public service advice across the entire spectrum of policy questions and operational issues facing the Government. As the hub of non-partisan, public service support to the Prime Minister, Cabinet and its decision-making structures, PCO ensures that the Government and Canadians are served by the highest quality public service.

PCO also provides support to the Prime Minister in his capacities as Minister of Youth and Minister of Intergovernmental Affairs, in addition to the Leader of the Government in the House of Commons and the Minister of Democratic Institutions.

PCO has three main roles:

PM and Ministers of the portfolio - To deliver analysis, advice and support to the Prime Minister and Ministers of the Portfolio in: setting and implementing the government's agenda; establishing the institutions, mandates and accountabilities of government; forming and leading the Cabinet; conducting intergovernmental and international relations; safeguarding national security; and communicating with Canadians. This includes:

- Bringing together non-partisan advice, analysis and information from across the Public Service;
- Consulting and collaborating with international and domestic partners inside and outside of government (including provincial and territorial governments);
- Supporting and advising on the development and implementation of the Government's Parliamentary and legislative programs; and
- Advising on Canada's Westminster style of government, on government structure and organization, and on Governor in Council appointments.

Secretariat to the Cabinet - To act as secretariat to the Cabinet and its committees in: conducting its deliberations; formulating its recommendations; and making and implementing decisions. This includes:

- Managing the Cabinet's decision-making system;
- Coordinating departments' policy and legislative proposals to cabinet, with supporting policy analysis; and
- Preparing Orders in Council and other statutory instruments to give effect to Government decisions.

Public Service Leadership - To lead and renew the public service in: advising the government; implementing its agenda; and delivering services and results to Canadians. This includes:

- Managing the recruitment and appointment process for senior positions in federal departments and agencies;

- Guiding policy on people management issues and public service renewal; and
- Building the capacity of the public service to meet emerging challenges and changing responsibilities of government.

This is the 35th *Annual Report to Parliament* on the administration of the *Privacy Act* (PA) by PCO, submitted as required by s. 72(1) of the PA. This report covers the reporting period of April 1, 2017 to March 31, 2018.

Additional copies of this report may be obtained from:

Access to Information and Privacy Division
Privy Council Office
55 Metcalfe Street, Room 1500
Ottawa, Ontario K1A 0A3

Highlights

- a) In the 2017-2018 fiscal year, the volume of privacy requests returned to numbers seen in years 2014-2015 and 2015-2016 with only 12 requests. This is a decrease from the 43 requests received in 2016-2017, which was the second highest number of requests received in the last ten years.
- b) PCO completed four Privacy Impact Assessments in 2017-2018 and worked with the Office of the Privacy Commissioner on several files across the department dealing with personal information.

Access to Information and Privacy (ATIP) Division

The *Privacy Act* (PA) protects the privacy of personal information held by the Government of Canada. The PA ensures the protection of that information against unauthorized use and disclosure, and provides individuals with the right of access to, and a means to correct, their personal information.

The ATIP Division is the focal point for access to information and privacy within PCO. The Division is responsible for managing requests for departmental or personal information, ensuring corporate understanding and compliance with the *Access to Information Act* (ATIA) and the PA, and fostering corporate awareness of access and privacy rights and responsibilities. On matters of access and privacy, the ATIP Division also acts as a primary liaison with the Office of the Information Commissioner (OIC), the Office of the Privacy Commissioner (OPC), the Treasury Board of Canada Secretariat (TBS), and partner departments.

The ATIP Division has a personnel complement of approximately 29 full-time equivalents (FTEs) that are organized into two areas of responsibility. The two areas of responsibility are organized as follows:

1) ATIP Operations (23 FTEs)

- Processes access to information and privacy requests;
- Oversees the collection and release of personal and/or business information;
- Provides expertise in access to information and privacy policy;
- Researches trends and best practices in access to information and privacy; and
- Develops and delivers ATIP training programs.

2) Client Services (6 FTEs)

- Organizes training and develops promotional products;
- Coordinates responses to Parliamentary questions and petitions on behalf of PCO; and
- Provides database administration.

Monitoring compliance

In order to meet the legislative deadlines for privacy requests, the timelines of individual requests are strictly monitored. Regular meetings and various reports are used to ensure all requests are on track to meet the deadlines. Given our delegation orders (described in the next section), PCO ATIP works very closely with our OPIs to ensure tasking and signoff timelines are respected.

Privy Council Office delegation orders

The Minister heading each government institution is responsible for the implementation of the PA within his or her institution. The Prime Minister, as the Head of the Privy Council Office and pursuant to s. 73 of the PA, is responsible for the implementation of the PA within PCO. Through PCO's delegation order, the Prime Minister designated the Director, Access to Information and Privacy (ATIP), as the individual within PCO to perform the powers, duties, functions, or administrative tasks pertaining to the PA. PCO Secretariats, or OPIs, holders of the information identified in a privacy request, approve the release of information to requesters and application of exemptions or exclusions and supporting rationales. This shared delegation of authority for the disposition of information is exercised diligently within PCO, and recorded formally at appropriate stages in the process. The PCO delegation orders are shown at Appendix A.

Education and training activities

PCO promotes ATIP requirements and best practices in face-to-face meetings, presentations, special events, learning products, on the intranet and through its training program. It fosters strong working relationships with clients, and operates under clearly established timelines and procedures.

In 2017-2018, PCO delivered ATIP training or awareness sessions to 99 employees through a total of 13 training events during the reporting year. The majority of these

training sessions provided an overview of ATIP to internal secretariats, as well as delivering insight on the process and the application of exemptions.

To promote understanding of access and privacy responsibilities, senior officials in PCO were provided with a summary of access and privacy statistics, performance and compliance. The Director of ATIP maintained regular contact with senior staff in the department, and ATIP senior staff met with departmental officials to clarify roles and strengthen working relationships. Throughout 2017-2018, PCO ATIP analysts liaised with clients to explain the five-stage request timeline, provide training on processes such as the search for records, assist with records review, and explain their working role.

PCO personnel are provided with multiple channels to information on access and privacy, such as instructional ATIP handouts, an e-mailbox for questions, takeaway learning tools, as well as comprehensive and educational electronic content on PCO's intranet.

Other activities

a) General operations

PCO ATIP provides support to requesters not captured by statistics. For example, routine inquiries about privacy and personal information matters are received which, whenever possible, are treated informally and to the satisfaction of the requesters. Further, PCO ATIP provides advice and guidance on privacy matters and activities across the department. PCO ATIP completed 4 Privacy Impact Assessments in 2017-2018 and assisted officials in various areas of the department to ensure that any activity related to personal information was in compliance with our responsibilities under the *Privacy Act*.

b) Data matching and sharing

For the 2017-2018 reporting period, PCO did not establish any new systems or processes which led to data matching or sharing of personal information, either within the Department or with any external sources. The Department was not involved in any data matching activities.

Privacy-related policies, guidelines, and procedures

a) Transitioning to an electronic office

As part of the Destination 2020 plan, which advocates for green government operations and a paperless office, PCO began the process of transforming into a paperless office. In 2016-2017, we introduced electronic tasking and notification of releases. These two processes alone have proven to be very successful and have greatly reduced the number of pages being printed on a daily basis. In 2017-2018, PCO

ATIP convened a working group to work with the secretariats to ensure we are meeting our client's needs as well as to find ways to work more efficiently with our partners. The working group has resulted in new ideas that we will be implementing on a trial basis in 2018-2019. The new electronic practices will reduce the use of printing resources, while increasing employee efficiency.

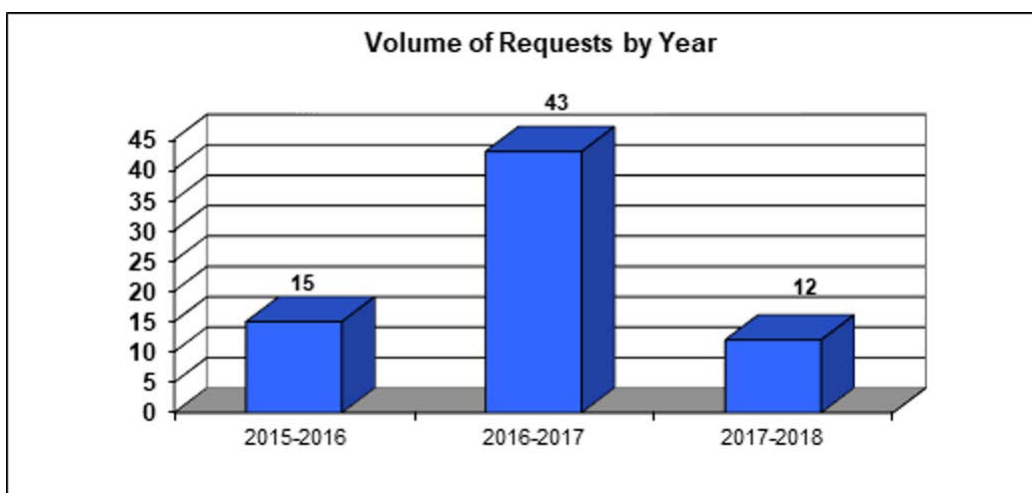
Material Privacy breaches

No Material Privacy breaches occurred during the 2017-2018 reporting period.

Interpretation of the Statistical Report

Part 1– Requests under the *Privacy Act*

Between April 1, 2017 and March 31, 2018, PCO received 12 requests for personal information under the PA, compared to 43 received the previous year.



Part 2 – Requests closed during the reporting period

2.1 Disposition and completion time

In 2017-2018, PCO completed 14 requests for personal information under the PA. The disposition of completed privacy requests was as follows:

- 8 disclosed in part; and
- 6 requests where no records existed.

Only five (5) requests remained active and were carried over into 2018-2019.

There are certain circumstances in which a privacy request may require more than 30 days to complete, such as the necessity to consult with external organizations or due to volume of pages to review. In 2017-2018, three (3) requests were completed in 30 days or less, five (5) requests were completed in the 31 to 60 day time frame, five (5) requests took 61 to 365 days, and one (1) request required more than 365 days.

2.2 Exemptions

There are instances where information qualifies for necessary protection under the PA. In 2017-2018, exemptions were invoked for the following number of requests:

- 8 under s. 26 – information about another individual;
- 2 under s. 21 – Information related to international affairs and defence of Canada;
- 2 under s. 27 – information subject to solicitor-client privilege; and
- 1 under s. 22.1(b) – information obtained by the Privacy Commissioner.

2.3 Exclusions

The PA does not apply to certain publicly available information described by s. 69(1) and s. 69(2) of the PA, or to confidences of the Queen's Privy Council for Canada pursuant to s. 70(1). During this reporting period, one (1) exclusion was cited under s. 70(1)(e).

2.4 Format of information released

In 2017-2018, PCO provided electronic copies of responsive records to requesters in six (6) instances, while two (2) requesters elected to receive their information in paper format.

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

In 2017-2018, 7,963 pages were processed in response to the eight (8) completed requests where records were found, of which, 7,166 pages were disclosed. This equates to a release rate of 90%, up 12 percent from last fiscal year when 217 pages were processed with 171 pages disclosed.

2.5.2 Relevant pages processed and disclosed by size of requests

Of the eight (8) requests for which records existed and were disclosed in part, three (3) had less than 100 pages to process, two (2) requests contained between 101-500, two (2) requests contained between 501-1000 pages and one (1) request resulted in 5747 pages disclosed.

2.5.3 Other complexities

The complex interdepartmental nature of information in many records under the control of PCO often necessitates external consultations and legal advice. This requirement is the principal reason why some requests take an extended length of time to process. During the reporting year, all eight (8) completed requests, where information was found, involved personal information about another individual that was blended or intermixed with the personal information of the requester. Additionally, two (2) requests required consultation.

2.6 Deemed refusals

During the 2017-2018 fiscal year, 10 requests were closed past the statutory deadline. One was closed past the deadline due to an internal consultation, while the remaining nine (9) deadlines were not met due to workload pressures.

2.7 Requests for translation

The PA states at s. 17(2) that “where access to personal information is to be given under this Act and the individual...requests that access be given in a particular one of the official languages of Canada, (a) access shall be given in that language, if the personal information already exists; and (b) where the personal information does not exist in that language, the head of the government institution...shall cause it to be translated or interpreted... if it would enable the individual to understand the information”. During this reporting period, there were no translations requested.

Part 3 – Disclosures under s. 8(2)

The PA sets out specific circumstances at subsection 8(2) in which government institutions may disclose personal information without the individual’s consent. Paragraph 8(2)(e) of the PA permits the disclosure of personal information “to an investigative body specified in the regulations, on the written request of the body, for the purpose of enforcing any law of Canada or a province or carrying out a lawful investigation, if the request specifies the purpose and describes the information to be disclosed.” Paragraph 8(2)(m) of the PA permits the disclosure of personal information when the public interest clearly outweighs any invasion of privacy or when the disclosure would benefit the individual involved. No disclosures were made under paragraphs 8(2)(e) or 8(2)(m) of the PA during the 2017-2018 reporting period.

Part 4 – Requests for correction of personal information and notations

The PA specifies at s. 12(1) that any Canadian citizen or permanent resident of Canada has a right to and shall, on request, be given access to any personal information about the individual found in a personal information bank and personal information under the control of a government institution. An individual should be entitled to correction of

personal information where there is an error or omission, a request that a notation be attached, and assurance that any party who has requested the information within the last two years be notified of the correction and make changes to their copies. There were no requests for correction of personal information and notations made during the reporting period.

Part 5 – Extensions

5.1 Reasons for extensions and disposition of requests

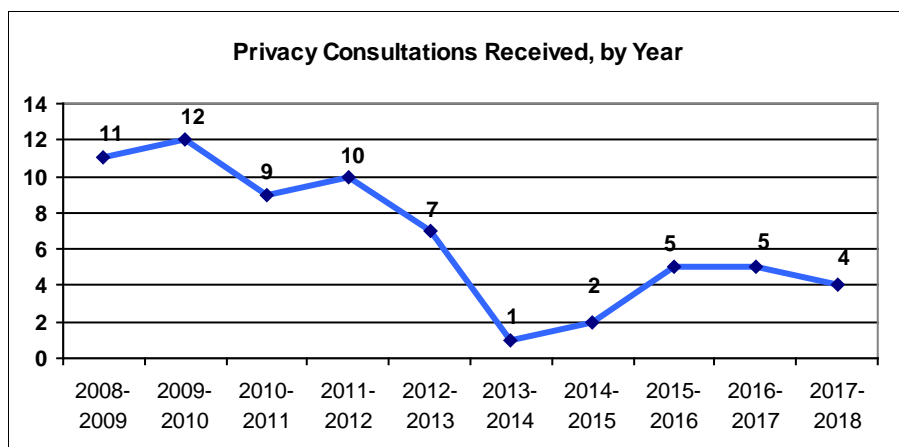
The PA provides for extensions to the legislated 30-day time limit, for consultations or if meeting the original time limit would unreasonably interfere with the operations of the government institution. In the 2017-2018 fiscal year, PCO took five (5) extensions to accommodate operations under s. 15(a)(i) and one (1) extension due to consultation under 15(a)(ii). Of these six (6) cases where extensions were taken all requests were disclosed in part.

5.2 Length of extensions

All six (6) of the extensions taken by PCO were for a period of 16 to 30 days.

Part 6 – Consultations received from other institutions and organizations

PCO received four (4) privacy consultations from other government institutions in the 2017-2018 fiscal year, totalling 36 pages. No consultations were received from other organizations. This number is in line with the five (5) consultations received last two fiscal years, as shown in the chart below. The processing of consultation requests requires resources at a level similar to the processing of privacy requests.



Of the four (4) consultations received in 2017-2018, three (3) were completed in 16 to 30 days and one (1) was completed in 31-60 days. Two (2) of these requests were all disclosed, and one (1) was disclosed in part.

Part 7 – Completion time of consultations on Cabinet confidences

As reported at Part 2.3, one (1) exclusion was cited in this fiscal year. The consultation with the Cabinet Confidentiality Legal Unit took 21 days to complete.

Part 8 – Complaints and investigations

8.1 Complaints received

In 2017-2018, PCO received one (1) complaint under section 31.

8.2 Types of complaints

In 2017-2018, PCO received one (1) complaint related to possible missing records. The Office of the Privacy Commissioner discontinued the complaint.

8.3 Investigations

In 2017-2018, there were two (2) ongoing investigations carried over from 2016-2017. One (1) investigation was closed in 2017-2018 and one (1) is still ongoing.

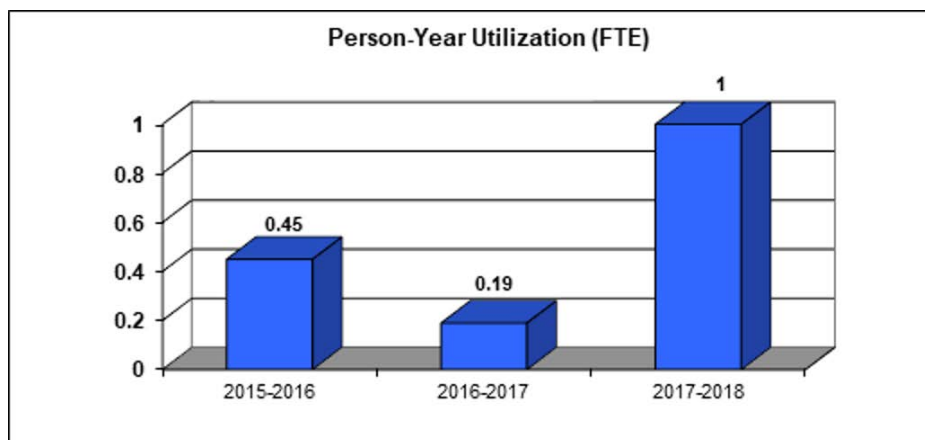
Part 9 – Privacy Impact Assessments (PIAs)

PCO completed four (4) Privacy Impact Assessment (PIA) during the 2017-2018 reporting period. One (1) PIA was in regard to the Prime Minister's Youth Council. Two (2) were related the Prime Minister's website. The final PIA was completed concerning staffing and resource management.

Part 10 – Resources related to the *Privacy Act* (PA)

In the 2017-2018 reporting period, the total salary costs associated with administering the PA were \$75,753, up \$2,835 from the previous year, and overtime costs were \$1,048. No specific goods and services costs were attributed to the application of the PA. Total cumulative costs amounted to \$76,801, an increase of \$2,874 from 2016-2017.

The associated person-year resource utilization for the 2017-2018 reporting period was approximately one (1) full-time equivalents (FTE).



Appendices

Appendix A: Delegation orders

Appendix B: 2017-2018 Statistical Report on the *Privacy Act*

Appendix A: Delegation order

Privacy Act

DELEGATION ORDER

The Prime Minister, as head of the Privy Council Office and pursuant to section 73 of the *Privacy Act*^a, hereby designates the officers or employees holding the positions set out in the schedule hereto, and any persons acting in those positions, to exercise or perform the powers, duties and functions of the Prime Minister as the head of a government institution under the sections of the *Act* and the regulations opposite each position in the schedule.

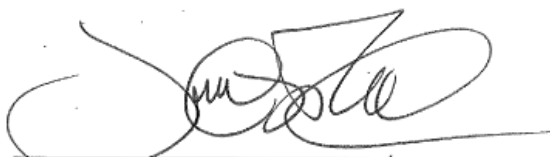
This delegation order supercedes all previous delegation orders.

Loi sur la protection des renseignements personnels

ARRÊTÉ DE DÉLÉGATION

Le Premier ministre, en sa qualité de responsable du Bureau du Conseil privé et conformément à l'article 73 de la *Loi sur la protection des renseignements personnels*^a, délègue aux titulaires des postes énumérés en annexe, et à toutes autres personnes agissant dans ces postes de façon intérimaire, ses attributions à titre de responsable d'une institution fédérale aux termes des articles de la *Loi* et du règlement figurant en regard de chaque poste à l'annexe.

Le présent arrêté de délégation remplace et annule tout arrêté qui le précède.



Prime Minister / Premier ministre

DEC 23 2015

Date

^a R.S. 1985, c. P-21 / L.R. 1985, ch. P-21

SCHEDULE / ANNEXE

Position / Poste	Sections of the Privacy Act^a / Articles de la Loi sur la protection des renseignements personnels^a	Sections of the Privacy Regulations^b / Articles du Règlement sur la protection des renseignements personnels^b
1. Clerk of the Privy Council and Secretary to the Cabinet. / <i>Greffier du Conseil privé et Secrétaire du Cabinet.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
2. Any senior management position within the Privy Council Office that reports directly to the position set out in paragraph 1 above. / <i>Tout poste de la haute gestion au sein du Bureau du Conseil privé, qui se rapporte directement au poste indiqué au paragraphe 1 ci-dessus.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
3. All Assistant Secretaries and Assistant Deputy Ministers within the Privy Council Office. / <i>Tous les Secrétaires adjoints et les Sous-ministres adjoints au sein du Bureau du Conseil privé.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
4. Any management position that is responsible for a unit within the Privy Council Office and that reports directly to a position covered by paragraph 2 above other than the Assistant Deputy Minister of Corporate Services Branch. / <i>Tout poste de gestionnaire qui est responsable pour une unité au sein du Bureau du Conseil privé et qui se rapporte directement à un poste envisagé au paragraphe 2 ci-dessus autre que le Sous-ministre adjoint de la Direction générale des services ministériels.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
5. Privacy Coordinator within the Privy Council Office. / <i>Coordonnateur/trice de la protection des renseignements personnels au sein du Bureau du Conseil privé.</i>	8(4); 8(5); 9(1); 9(4); 10(1); 14; 15; 16; 17; 19; 35(4).	7; 9; 11(2); 11(4).

^a R.S. 1985, c. P-21 / L.R. 1985, ch. P-21

^b SOR/83-508 / DORS/83-508

Appendix B: 2017-2018 Statistical Report on the *Privacy Act*

Statistical Report on the *Privacy Act*

Name of institution: The Privy Council Office

Reporting period: 2017-04-01 to 2018-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	12
Outstanding from previous reporting period	7
Total	19
Closed during reporting period	14
Carried over to next reporting period	5

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	0	0	0	0	0	0	0	0
Disclosed in part	0	1	1	2	1	2	1	8
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	2	4	0	0	0	0	6
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	3	5	2	1	2	1	14

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	1	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	8
19(1)(f)	0	22.1	0	27	2
20	0	22.2	0	28	0
21	2	22.3	0		

2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	2	6	0
Total	2	6	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	0	0	0
Disclosed in part	7963	7166	8
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	7963	7166	8

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	3	85	2	392	2	942	0	0	1	5747
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	3	85	2	392	2	942	0	0	1	5747

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	2	0	8	0	10
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	2	0	8	0	10

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
10	9	0	1	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	4	0	4
16 to 30 days	0	0	0
31 to 60 days	0	2	2
61 to 120 days	0	0	0
121 to 180 days	0	1	1
181 to 365 days	1	1	2
More than 365 days	0	1	1
Total	5	5	10

2.7 Requests for translation

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

Part 3: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
4	0	0	4

Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Part 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	5	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	5	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	5	0	1	0
Total	5	0	1	0

Part 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	4	36	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	4	36	0	0
Closed during the reporting period	4	36	0	0
Pending at the end of the reporting period	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	2	0	0	0	0	0	2
Disclosed in part	0	1	1	0	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	3	1	0	0	0	0	4

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							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	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

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

7.2 Requests with Privy Council Office

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

Part 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
1	0	0	0	1

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	4
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Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		\$75,753
Overtime		\$1,048
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$76,801

10.2 Human Resources

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

Note: Enter values to two decimal places.