



Department of Justice  
Canada

Ministère de la Justice  
Canada

# **ANNUAL REPORT TO PARLIAMENT 2017-18**

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# Table of Contents

PART I – GENERAL INFORMATION .....	3
PART II – REPORT ON THE <i>PRIVACY ACT</i> .....	10
Statistical Report.....	10
Interpretation of the Statistical Report.....	10
Consultations by other Federal Institutions or Departments .....	13
Other types of Requests .....	13
Complaints, Investigations and Federal Court Cases .....	14
Review by the Federal Court of Canada.....	14
Request for Correction of Personal Information .....	15
Use and Disclosure .....	15
Disclosure under Paragraph 8(2) .....	15
Exempt Banks.....	15
Audits Conducted by the Privacy Commissioner.....	15
Privacy Breaches .....	16
Privacy Impact Assessments (PIAs).....	16
PART III – ANNUAL STATISTICAL REPORT .....	17
APPENDIX A – DELEGATION ORDER.....	24

# INTRODUCTION

The *Privacy Act* (PA) was proclaimed into force on July 1, 1983.

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

Section 72 of the PA requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of the PA within the institution during each financial year.

This thirty-fifth Annual Report on the Administration of the PA is prepared in accordance with section 72 of the Act. It is intended to describe how the Department of Justice administered its responsibilities during fiscal year 2017-18.

## *PART I – GENERAL INFORMATION*

### *DEPARTMENT OF JUSTICE*

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To better understand the context within which the PA is administered, this section provides background information about the Department of Justice.

The Department of Justice has a dual mandate. This mandate stems from the dual role of the Minister of Justice, who is also the Attorney General of Canada.

In support of the Minister of Justice, the Department is responsible for providing policy and program advice and direction through the development of the legal content of bills, regulations and guidelines. In support to the Attorney General of Canada, the Department is responsible for litigating civil cases by or on behalf of the Federal Crown and for providing legal advice to federal law enforcement agencies and other government departments.

### *PRIVACY ACTIVITIES*

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The Access to Information and Privacy (ATIP) Coordinator is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures in order to enable efficient processing of requests under the PA. The Coordinator is also responsible for related policies, systems and procedures stemming from the PA.

The responsibility for the coordination of new data collection at the Department of Justice also lies with the ATIP Coordinator. This ensures compliance with the PA and, as necessary, the creation of new Personal Information Banks or Program Records.

### **Activities of the Access to Information and Privacy (ATIP) Office include:**

- Processing requests under the PA;
- Acting as spokesperson for the Department of Justice in dealing with the Treasury Board Secretariat, the Privacy Commissioner and other government departments and agencies regarding the application of the PA;
- Responding to consultation requests submitted by other federal institutions on Department of Justice documents located in their files and on records that may be subject to solicitor-client privilege;
- Coordinating, reviewing, approving and publishing new entries and modifications to Info Source, an annual Government of Canada resource that describes its organization and information holdings;
- Preparing the Annual Report to Parliament and other statutory reports, as well as other materials that may be required by central agencies;
- Developing policies, procedures and guidelines for the orderly implementation of the PA by the Department;
- Promoting awareness of the PA, to ensure Departmental respect of the obligations imposed on the Government;
- Monitoring Departmental compliance with the PA, its regulations and relevant procedures and policies; and
- Participating in and advising on the preparation of Privacy Impact Assessments (PIAs).

### **Monitoring Compliance**

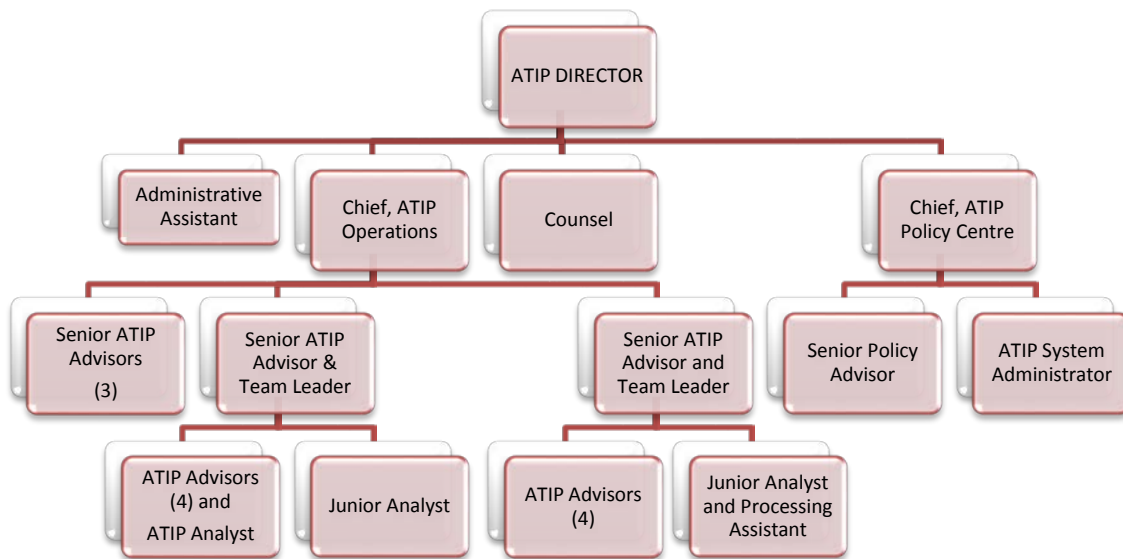
The workload is assessed, through the ATIP Case Management System, on a daily basis in order to ensure that workload is evenly distributed and effectively managed to meet statutory deadlines. Various reports are produced on a weekly, bi-weekly, monthly and quarterly basis to ensure that all levels of officials are advised.

*ORGANIZATION FOR THE IMPLEMENTATION OF ACCESS TO INFORMATION  
ACTIVITIES*

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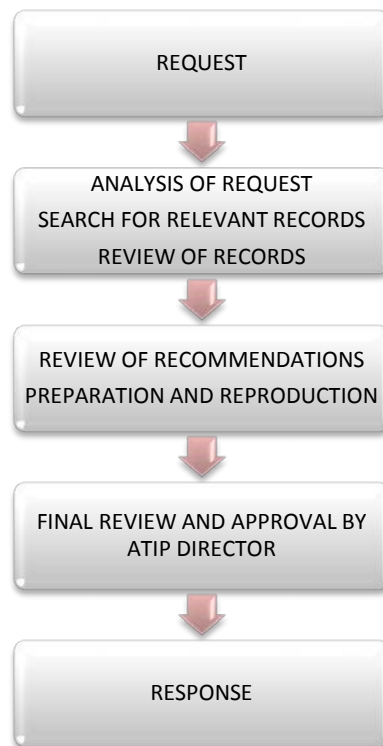
The ATIP Coordinator, who is also referred to as the ATIP Director, has full authority delegated by the Minister for the administration of the Act. For the purpose of increased executive oversight, full authority is also conferred to the Assistant Deputy Minister and Chief Financial Officer, Management Sector and the Chief Information Officer. The Delegation Order can be found at **Appendix A** of this report.

Within the ATIP Office, four employees were dedicated on a full-time basis to the administration of the PA and related functions. The organizational chart of the ATIP Office is as follows:



Officials of the Department were directly involved in the application of the PA by making recommendations concerning the disclosure of records and by ensuring compliance with the provisions of the Act.

The stages for processing requests are as follows:



The reading rooms at the Department of Justice headquarters and those located in the regional offices across Canada make available to the public the most recent published version of Info Source, as well as Departmental publications and manuals. Many of these publications can be found on the Department of Justice and the Treasury Board Secretariat's websites.



## *ADMINISTRATIVE ISSUES*

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### **Salary and Administrative Expenditures**

A total of four full-time equivalents were utilized on a full-time basis in the administration of the PA. The salary expenditures amounted to \$325,982.

The administrative expenditures amounted to \$48,457 which included professional services contracts.

These costs do not include resources expended by the Department's other sectors to meet the requirements under the PA.

### **Accomplishments**

The Department of Justice continues to strive to provide leadership and improve its performance in order to maintain the highest standards of service. For fiscal year 2017-18, the ATIP Office accomplished the following:

- To reduce internal processing timelines and paper consumption, when appropriate, the ATIP Office used SharePoint, a web application platform, for the transfer of information with the Offices of Primary Interest;
- To better serve Canadians, the Department of Justice continued to be part of the Access to Information and Privacy Online Request Pilot Project. Canadians can continue to submit requests under the PA through an online channel;
- To ensure that the consultation process remains as efficient as possible, the Department developed guidelines for the ATIP community that clarify the ATIP Office's role in requests that have been received by other federal government institutions pursuant to the PA. Additionally, the Office updated and communicated its service standards to assist the community in estimating the turnaround time for consultations with the Department. The timeframes continue to be reviewed periodically to ensure that they remain current;
- Continued to develop internal guidance documents and tools to ensure consistency and to document best practices and lessons learned. These guidance documents are routinely discussed at regular staff meetings and updated as required;

- Continued to update its internal procedures in order to process PA requests more efficiently and to share its best practices with other government institutions; and
- Continued to reduce paper consumption by printing double-sided, as well as providing release packages electronically to requesters when appropriate.

## **Education and Training**

ATIP officers regularly provide advice and informal training on the application of ATIP legislation to Departmental employees who must review relevant records requested under the PA.

Formal awareness information sessions are also provided to other sectors within the Department. Particular emphasis is placed on those aspects of the Act that are directly related to the employees' areas of responsibility. Five sessions were provided this fiscal year (a total of 96 participants):

- Finance Management Team (Travel and Hospitality) – 13 participants
- Human Resources Branch Management Team – 10 participants
- Ministerial Correspondence Unit – 22 participants
- Criminal Law Policy Section – 30 participants
- Finance and Planning Branch – 21 participants

The Centre for Information and Privacy Law (CIPL) also offered training to 310 Departmental employees:

- Public Law and Services Sector Learning Day 2017 – 200 participants
- Practice Group Meeting on Cabinet Confidences – 20 participants
- Legislative Services Branch Learning Day: Cabinet Confidence and Legislative Process (Panel on Solicitor-Client privilege and Cabinet Confidences) – 90 participants

In addition, formal training was offered through the Department of Justice's Learning Program, to an additional 87 employees:

- ATIP Fundamentals – 2017 (2 sessions for a total of 39 participants)
- Solicitor-Client Privilege Training (2 sessions for a total of 48 participants)

ATIP training is part of the recommended courses under the values and ethics component of the Department's Roadmap for new Managers. An e-orientation deck is posted on the Department's Intranet site for employee consultation.

The CIPL also provided information sessions outside the Department of Justice, to other government institutions:

- Cabinet Confidences – (25 Transport Canada Officials)

ATIP employees regularly participate in collective awareness sessions with ATIP Counsel to review recent jurisprudence and case law related to the PA. The ATIP Counsel participates in monthly ATIP Practice Group meetings during which information is exchanged and viable solutions are proposed. The Practice Group is open to all Departmental counsel, including those from Legal Services Units, and its mandate is to discuss questions such as the right of access to information or privacy issues.

In addition to mentorship and partnership relationships, workshops and presentations are also regularly provided within the ATIP Office on various topics concerning the application of the ATIA and related policy and procedures. This allows ATIP employees to benefit from each other's respective levels of experience and knowledge.

Finally, ATIP employees participate in training sessions, conferences and seminars organized by the Treasury Board Secretariat or by various associations on matters relating to both access and privacy. These exchanges provide updates for employees in the development of ATIP and upcoming trends in this area.

## PART II – REPORT ON THE PRIVACY ACT

### REQUESTS UNDER THE PRIVACY ACT

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#### Statistical Report

The Annual Statistical Report for fiscal year 2017-18 is included at Part III of this Report.

#### Interpretation of the Statistical Report

##### Overview of Requests Pursuant to the *Privacy Act*

Fiscal Year	# of Requests Received	# of Requests Completed	# of Pages Processed	# of Pages Released
2017-18	292	286	33,915	17,503
2016-17	261	244	54,095	19,094
2015-16	307	300	63,058	24,850

##### Requests Received Pursuant to the *Privacy Act*

292 requests were received during the period under review. In addition, 40 requests were carried forward from previous years, for a total of 332 requests.

##### Requests Completed Pursuant to the *Privacy Act*

286 requests were completed during the period under review. Forty-six (46) were carried forward to be completed in fiscal year 2018-19.

There was an increase in the number of requests completed from those of the previous year (42 requests). Responding to formal privacy requests involved the review of 33,915 pages, of which 17,503 pages were partially or entirely disclosed.

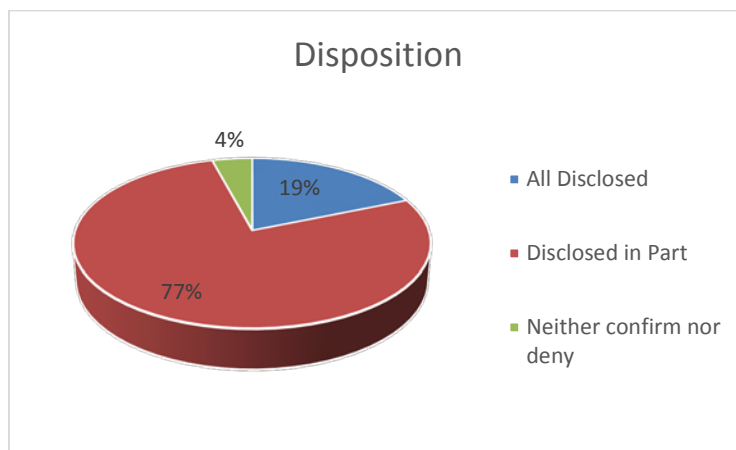
### Disposition of Completed Requests

Of the 286 requests completed in fiscal year 2017-18:

- No relevant records existed under the control of the Department of Justice for 181 requests; and
- 57 requests were abandoned by the applicant. In the majority of cases the applicant did not pursue the requests, either by withdrawing them or by not providing the clarification that was requested by the ATIP Office.

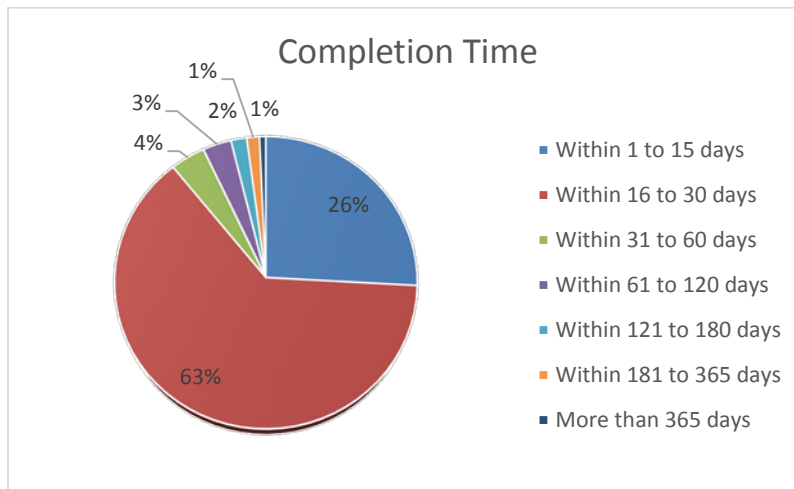
The remaining 48 requests were released in the following manner:

- 9 were fully disclosed (19%);
- 37 were partially disclosed (77%); and
- 2 instances where the Department could neither confirm nor deny the existence of records (4%).



### Completion Time and Extensions

Out of 286 requests completed in 2017-18, 255 (89%) were processed within 30 days or less.



The ATIP Office routinely monitors the processing time for privacy requests. This routine monitoring is done through various statistical reports (weekly, monthly, quarterly and yearly) and meetings with ATIP staff to ensure that requests are being processed in a most timely manner. All ATIP staff, portfolio contacts and senior management are made aware of the performance metrics.

In some instances, the Department found it necessary to seek extensions to the prescribed time limits due to the need to consult with other government institutions (once) and interference with operations (24 times).

### Exemptions Invoked

The Department invoked exemptions under the PA for 51 requests. Section 26 was invoked most often (29 times), which exempts personal information relating to individuals other than the requester, and section 27 (21 times), which exempts information relating to solicitor-client privilege. For further details regarding all the exemptions invoked, please refer to the Statistical Report at Part III of this Report.

### Exclusions Cited

No Information was excluded.

### Method of Access

A total of 19 requesters wanted paper copies and 27 requesters chose to receive information on CD-ROM at no extra charge, an option which tends to be more widely accepted.

### *Consultations by other Federal Institutions or Departments*

#### **Overview of Consultations Requests Received from other Government Institutions and Organizations**

<b>Fiscal Year</b>	<b># of Requests Received</b>	<b># Pages Received</b>	<b># of Requests Completed</b>	<b># of Pages Reviewed</b>
<b>2017-18</b>	31	994	30	1,081
<b>2016-17</b>	73	2,805	74	4,904
<b>2015-16</b>	84	2,742	85	3,857

During the period under review, the Department received 31 requests from other government institutions and organizations requesting recommendations regarding records originating from, pertaining to, or of interest to the Department of Justice. In addition, three consultations outstanding from previous years were carried over, for a total of 34. In total, the Department were reviewed 1,081 pages for these consultations.

Of the 34 consultations active throughout the reporting period, 30 were completed during the 2017-18 fiscal year and the remaining four were carried forward to be completed in fiscal year 2018-19.

### *Other types of Requests*

#### **Advice**

The ATIP Office also acted as a resource on several occasions for departmental officials as well as those from other government institutions, offering advice and guidance on the provisions of the legislation as well as related policies. The Office was consulted on the disclosure and collection of information on a wide-range of issues.

## *Complaints, Investigations and Federal Court Cases*

### **Complaints Filed**

Seven complaints were filed with the Office of the Privacy Commissioner (OPC) during the reporting period. The reasons for the complaints were as follows:

- Three related to delay;
- Three related to exemption or exclusion of information; and,
- One concerned the handling of the request in general.

### **Completed Investigations**

Complaint findings are defined as follows:

Well-founded: The OPC found evidence of the complainant's rights being denied under the PA.

Not well-founded: The investigation uncovered no evidence leading the OPC to conclude that the government institution violated the complainant's rights under the PA.

Resolved: After a thorough investigation, the OPC helped negotiate a solution that satisfied all parties. The finding is used for those complaints in which well-founded would be too harsh to fit what essentially is a miscommunication or misunderstanding.

Settled during the course of investigation: The OPC helped negotiate a solution that satisfied all parties during the investigation, but did not issue a finding.

Discontinued: The complaint was withdrawn or abandoned by the complainant before allegations were fully investigated.

Eight (8) investigations were completed during the reporting period, some of which had been carried forward from previous years. Out of the eight (8), three (3) were not well-founded, one (1) was discontinued by the complainant, one (1) was settled during the course of the investigation, and three (3) were well-founded. No key issues were raised as a result of these complaints.

At the end of the fiscal year, 10 complaints were still under investigation by the OPC.

## *Review by the Federal Court of Canada*

No applications were filed before the Federal Court pursuant to sections 41, 42 and 44 of the PA during the reporting period.



### ***Request for Correction of Personal Information***

Paragraph 12(2)(a) of the PA provides that every individual given access to personal information about himself or herself that has been used, is being used, or is available for use for an administrative purpose, is entitled to request correction of such information where the individual believes there is an error or omission therein.

The Department of Justice has not received any request for correction of personal information during the reporting period.

### ***Use and Disclosure***

It is the Department of Justice's policy that personal information be used solely for the purpose for which it is collected or for a consistent use as described in the Info Source publication.

### ***Disclosure under Paragraph 8(2)***

Sub-paragraph 8(2)(m) of the PA permits the disclosure of personal information in situations where the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure or when the disclosure would clearly benefit the individual to whom the information relates. The Privacy Commissioner must be informed of disclosures to be made under these provisions.

The Department did not disclose personal information pursuant to paragraph 8(2)(m) during the reporting period.

### ***Exempt Banks***

The Department of Justice had no exempt banks under the PA.

### ***Audits Conducted by the Privacy Commissioner***

Pursuant to subsection 37(1) of the PA, the Privacy Commissioner may carry-out investigations in respect of personal information under the control of government institutions to ensure compliance with paragraphs 4 to 8.

No formal investigations by the Commissioner were completed during the reporting period.

### *Privacy Breaches*

Federal institutions are required to notify the Office of the Privacy Commissioner of Canada and the Treasury Board of Canada Secretariat of all material privacy breaches and of the mitigation measures being implemented if the breach involves sensitive personal information and could reasonably be expected to cause serious injury to the individual.

One material breach occurred during this reporting period wherein taxpayer information was emailed to the incorrect email address.

### *Privacy Impact Assessments (PIAs)*

PIAs are a means to ensure that privacy principles are taken into account during the design, implementation and evolution of programs and services that involve personal information. Programs and services with potential privacy risks are required to undergo a PIA.

No PIAs were completed during this reporting period.

**PART III – ANNUAL STATISTICAL REPORT**



Government of Canada / Gouvernement du Canada

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

Name of institution: Department of Justice Canada

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

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

	Number of Requests
Received during reporting period	292
Outstanding from previous reporting period	40
<b>Total</b>	<b>332</b>
Closed during reporting period	286
Carried over to next reporting period	46

**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	3	6	0	0	0	0	0	9
Disclosed in part	1	11	7	8	4	4	2	37
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	48	130	2	1	0	0	0	181
Request abandoned	22	32	2	0	1	0	0	57
Neither confirmed nor denied	0	2	0	0	0	0	0	2
<b>Total</b>	<b>74</b>	<b>181</b>	<b>11</b>	<b>9</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>286</b>

## 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	29
19(1)(f)	0	22.1	0	27	21
20	0	22.2	0	28	0
21	0	22.3	0		

## 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	1	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)	1	70.1	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	6	3	0
Disclosed in part	13	24	0
<b>Total</b>	19	27	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	343	339	9
Disclosed in part	33572	17164	37
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	57
Neither confirmed nor denied	0	0	2
<b>Total</b>	33915	17503	105

## 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	8	232	1	107	0	0	0	0	0	0
Disclosed in part	14	468	12	3018	4	1302	5	4769	2	7607
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	57	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	2	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>81</b>	<b>700</b>	<b>13</b>	<b>3125</b>	<b>4</b>	<b>1302</b>	<b>5</b>	<b>4769</b>	<b>2</b>	<b>7607</b>

## 2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	5	1	0	0	6
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	1	0	0	1
<b>Total</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>8</b>

## 2.6 Deemed refusals

### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
24	20	1	0	3

## 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	3	2	5
16 to 30 days	1	1	2
31 to 60 days	0	6	6
61 to 120 days	0	3	3
121 to 180 days	2	2	4
181 to 365 days	0	3	3
More than 365 days	0	1	1
<b>Total</b>	6	18	24

## 2.7 Requests for translation

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

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

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

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

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
<b>Total</b>	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	21	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	2	0	0	0
Request abandoned	1	0	0	0
<b>Total</b>	24	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	24	0	1	0
<b>Total</b>	24	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	31	994	0	0
Outstanding from the previous reporting period	3	132	0	0
<b>Total</b>	34	1126	0	0
Closed during the reporting period	30	1081	0	0
Pending at the end of the reporting period	4	45	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	1	0	1	0	0	0	2
Disclosed in part	2	4	7	5	1	0	0	19
All exempted	0	0	3	0	0	0	0	3
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	4	2	0	0	0	0	0	6
<b>Total</b>	6	7	10	6	1	0	0	30

### 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
<b>Total</b>	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	1	3	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	1	3	0	0	0	0	0	0	0	0

### 7.2 Requests with Privy Council Office

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



## Part 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
7	1	0	0	8

## Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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## Part 10: Resources Related to the *Privacy Act*

### 10.1 Costs

Expenditures		Amount
Salaries		\$325,880
Overtime		\$102
Goods and Services		\$48,457
• Professional services contracts	\$43,339	
• Other	\$5,117	
<b>Total</b>		<b>\$374,439</b>

### 10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	3.80
Part-time and casual employees	0.20
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>4.00</b>

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

## APPENDIX A – DELEGATION ORDER

Access to Information and Privacy Act Delegation Order  
Arrêté sur la délégation en vertu de la Loi sur l'accès à  
l'information et la protection des renseignements personnels

The Minister of Justice of Canada, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Act set out in the schedule opposite each position. This designation replaces the attached designation.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*, le ministre de la Justice du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les articles de la Loi mentionnés en regard de chaque poste. Le présent document remplace et annule le document ci-joint.

Schedule/Annexe

Position/Poste	<i>Privacy Act</i> and Regulations/Loi sur la protection des renseignements personnels et règlements	<i>Access to Information Act</i> and Regulations/Loi sur l'accès à l'information et règlements
The Deputy Minister and Associate Deputy Minister /Le Sous-ministre et Sous-ministre délégué	33(2) and 35(1)/33(2) et 35(1)  Full authority/Autorité absolue	35(2) and 37(1)/35(2) et 35(1)  Full authority/Autorité absolue
The Director, Access to Information and Privacy Office/Le directeur, Bureau de l'accès à l'information et de la protection des renseignements personnels	Full authority/Autorité absolue	Full authority/Autorité absolue
The Assistant Deputy Minister Management Sector and Chief Financial Officer/Le Sous-ministre adjoint, Secteur de la gestion et dirigeant principal des Finances	Full authority/Autorité absolue	Full authority/Autorité absolue
The Chief Information Officer/Le Dirigeant principal de l'information	Full authority/Autorité absolue	Full authority/Autorité absolue
The Chief of Operations, Chief of Policy and Legal Counsel, Access to Information and Privacy Office / Le Chef des opérations, Chef des politiques et le Conseiller juridique, Bureau de l'accès à l'information et de la protection des renseignements personnels	15, and the mandatory provisions of 26 for all records / 15 et les dispositions obligatoires de l'article 26 pour tous les dossiers	8(1), 9, 11(2) to (6) inclusive, and the mandatory provisions of 19(1) for all records / 8(1), 9, 11(2) à (6) inclusivement et les dispositions obligatoires de l'article 19(1) pour les dossiers
The Senior Access to Information and Privacy Advisors/Les conseillers principaux en accès à l'information et protection des renseignements personnels	15 for all records/15 pour tous les dossiers	8(1) and 9 for all records/8(1) et 9 pour tous les dossiers

Dated, at the City of Ottawa, this 12th day of May, 2016

Daté, en la ville d'Ottawa, ce jour de \_\_\_\_\_ 2016

MINISTRE DE LA JUSTICE  
L'HONORABLE JODY WILSON-RAYBOULD  
THE HONOURABLE JODY WILSON-RAYBOULD  
MINISTER OF JUSTICE

  
Original signed by /  
Original signé par