



Department of Finance
Canada

Ministère des Finances
Canada

Annual Report to Parliament on the *Administration* of the *Privacy Act*

2018–2019

Canada

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Introduction

The Annual Report to Parliament on the Administration of the *Privacy Act* (the *Act*) within the Department of Finance Canada (the 'Department') is prepared and tabled in Parliament in accordance with section 72 of the *Act* and covers the period from April 1, 2018 to March 31, 2019.

Purpose of the Privacy Act

The *Act* came into force on July 1, 1983. Its purpose is to protect the privacy of individuals with respect to personal information about themselves held by federal government institutions. It also provides Canadian citizens, permanent residents, and individuals present in Canada a right of access to their personal information.

The Department recognizes that the right of access to personal information is an essential element of our system of democracy. It is committed to openness and transparency, respecting both the spirit and the requirements of the *Act*, its regulations and related policy instruments. The Department further acknowledges the importance of facilitating access to information by requiring that its employees make every reasonable effort to assist applicants.

Mandate of the Department of Finance Canada

The Department helps the Government of Canada develop and implement strong and sustainable economic, fiscal, tax, social, security, international and financial sector policies and programs. It plays an important central agency role, working with other departments to ensure that the government's agenda is carried out and that ministers are supported with high-quality analysis and advice.

The Department's responsibilities include:

- Preparing the federal Budget and the Update of Economic and Fiscal Projections;
- Preparing the Annual Financial Report of the Government of Canada and, in cooperation with the Treasury Board of Canada Secretariat and the Receiver General for Canada, the Public Accounts of Canada;
- Developing tax and tariff policy and legislation;
- Managing federal borrowing on financial markets;
- Designing and administering major transfers of federal funds to the provinces and territories;
- Developing financial sector policy and legislation;
- Representing Canada in various international financial institutions and groups.

The Minister of Finance is accountable for ensuring that his responsibilities are fulfilled both within his portfolio and with respect to the authorities assigned through legislation. In particular, the Minister has direct responsibility for a number of acts as well as fiscal and tax policy relating to other acts that are under the responsibility of other ministers.

Administration of the Privacy Act

Access to Information and Privacy Division

The Access to Information and Privacy (ATIP) Division is part of the Communications Policy Division, Consultations and Communications Branch. The ATIP Division is responsible for administering the *Access to Information Act* and the *Privacy Act* for the Department. As a centralized operation, the ATIP Division coordinates the timely processing of requests under the legislation, handles complaints lodged with the Privacy Commissioner, and responds to informal inquiries. Division staff also provides guidance to departmental officials on matters involving the *Act*. Within the ATIP Division, 13 employees were dedicated on a full-time basis to the administration of the *Access to Information Act* and the *Privacy Act* along with related functions. The ATIP Division comprises a director, supported by two managers, eight ATIP analysts and two administrative assistants.

The ATIP Division continued to work diligently on staffing actions throughout the fiscal year in order to address departures and to prepare for the possible coming into force of Bill C-58, *An Act to amend the Access to Information Act and the Privacy Act and to make consequential amendments to other Acts*. Two senior ATIP advisors were staffed in early 2019 and will assist the ATIP Division in addressing backlog of *Access to Information Act* requests and complaints and ensuring readiness for the new requirements of Bill C-58.

Principles on Assistance to Applicants

With the passing of the *Federal Accountability Act*, section 4(2.1) was added to the *Access to Information Act*:

"The head of a government institution shall, without regard to the identity of a person making a request for access to a record under the control of the institution, make every reasonable effort to assist the person in connection with the request, respond to the request accurately and completely and, subject to the regulations, provide timely access to the record in the format requested."

While a similar provision was not included in the *Privacy Act*, the Department is nonetheless committed to both the spirit and intent of these principles and to the *Directive on Privacy Requests and Correction of Personal Information* with respect to their application when processing *Privacy Act* requests.

Training and Awareness

This year, the ATIP Division participated in two departmental orientation sessions. These are provided to new employees who join the Department as a means to introduce them to the activities of each Branch. It provided information about the ATIP Division, the administration of the *Act*, and information management practices to 65 new employees.

Four other training sessions were given to 132 departmental employees within various branches of the Department. Topics included effective processing of Access to Information requests, understanding legislative requirements in addition to the provisions of exemptions and exclusions under both Acts. Other training sessions were to provide employees details of the Bill C-58 proposed amendments to the *Access to Information Act* and the *Privacy Act* and the Department's obligations. Ad hoc training on a variety of subjects was also provided as needed to individuals throughout the Department including to new ATIP branch contacts.

Policies, Guidelines, Procedures and Initiatives

Bill C-58 Preparedness

Bill C-58, *An Act to Amend the Access to Information Act and the Privacy Act, and to make consequential amendments to other Acts*, was referred to the Standing Senate Committee on Legal and Constitutional Affairs on June 6, 2018 and was going through a clause-by-clause review as of March 31, 2018.

Some of the proposed measures coming into effect upon Royal Assent which will have a significant impact on the Department include:

- Providing the Information Commissioner with order-making power:
 - this would apply to the release of government records, time extensions, fees, access in official language requested, and format for accessibility purposes;
- Requiring government departments to seek written consent of the Information Commissioner for time extensions for more than 30 days for the processing of *Access to Information Act* requests;
- Information Commissioner's approval required to decline to act on requests that are vexatious or made in bad faith;
- Facilitating the sharing of ATIP processing services between institutions within the same Ministerial portfolio;
- Legislate proactive publication and expand coverage of the *Access to Information Act* to new institutions not previously covered (e.g. Ministers' offices).

The Department is working to ensure its resources and processes are in place to be ready and minimize impacts of these changes. These changes will have an effect on all of the Department not only the ATIP Division. The Department is ensuring it has a department-wide strategy on how best to implement these changes and be ready upon implementation.

One of these strategies was to establish a departmental ATIP Bill C-58 Transition Committee comprised of representatives from each branch of the Department.

The Committee is responsible for making recommendations on how best to comply with Bill C-58's requirements and sharing of best practices regarding information management and business processes.

Regular updates were provided throughout the fiscal year to the Departmental Coordinating Committee (DCC). The DCC is comprised of general directors or equivalent representation from each branch.

Other Activities

To ensure policy compliance and adherence to procedures for appropriate handling and preparation of responses to ATIP requests, the ATIP Division continued to update tools used by staff both in the ATIP Division and across the Department and held face-to-face meetings with new staff and contacts. Both tools and meetings were instrumental in ensuring that the Department's employees are aware of their roles and responsibilities related to access to information and privacy requests. In addition, the ATIP Division reviewed its current structure in order to incorporate the functions of two new ATIP Senior Advisors. As a result, a new roles and responsibilities chart was developed to describe the functions of each level. The ATIP Division also collaborated in developing a team charter which has become a roadmap that defines the division's purpose and how all members are working together to achieve the expected outcomes.

Both tools and meetings were instrumental in ensuring that the Department's employees are aware of their roles and responsibilities related to access to information and privacy requests.

Delegation of Authority

The delegation of authority approved on December 1, 2015 provides the authority to approve or deny the release of information under the *Act* is shared by the Deputy Minister, the Associate Deputy Ministers, the Assistant Deputy Ministers of Consultations and Communications Branch and Corporate Services Branch, the Senior Director, Communications Policy Division, the ATIP Director, ATIP Team Leaders and Senior ATIP analysts to sign off on more administrative matters. The ATIP Director normally performs the function, with the exception of disclosures pursuant to paragraph 8(2)(e) of the *Act*, which are usually handled by the Assistant Deputy Minister of the Corporate Services Branch.

DESIGNATION / DÉLÉGATION

***PRIVACY ACT /
LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS***

Privacy Act Designation Order

***Arrêté sur la délégation en vertu de la
Loi sur la protection des renseignements
personnels***

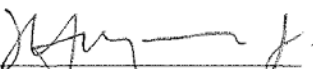
The Minister of Finance Canada, pursuant to section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of the Department of Finance, under the provisions of the Act and related regulations set out in the schedule opposite each position.

This designation replaces all previous delegation orders.

En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, le ministre des Finances 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 ou elle] est, en qualité de responsable du Ministère des Finances, investi[e] par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

Dated in Ottawa on this 1st day of December, 2015 Fait à Ottawa en ce 1 jour de décembre 2015


Minister of Finance Canada
Le ministre des Finances Canada

SCHEDULE 1 Designation Order—Privacy Act		Deputy Minister	Associate Deputy Minister	Associate Deputy Minister and G7 Deputy for Canada	Assistant Deputy Minister Consultations and Communications Branch	Assistant Deputy Minister Corporate Services Branch	Senior Director, Communications Policy Director, ATIP	ATIP Team Leaders, Senior ATIP Analysts
Powers, duties, or functions	Section							
Disclosure for research purposes	8(2)(j)	•	•	•	•		•	
Disclosure in the public interest or in the interest of the individual	8(2)(m)	•	•	•	•		•	
Copies of requests under 8(2)(e) to be retained	8(4)	•	•	•	•	•	•	•
Notice of disclosure under 8(2)(m)	8(5)	•	•	•	•		•	
Record of disclosures to be retained	9(1)	•	•	•	•		•	•
Consistent uses	9(4)	•	•	•	•		•	•
Personal information to be included in personal information banks	10	•	•	•	•		•	•
Notice where access requested	14	•	•	•	•		•	
Extension of time limits	15	•	•	•	•		•	•
Language of access	17(2)(b)	•	•	•	•		•	•
Access to personal information in alternative format	17(3)(b)	•	•	•	•		•	•
Exemption (exempt bank) - Disclosure may be refused	18(2)	•	•	•	•		•	
Exemption - Personal information obtained in confidence	19(1)	•	•	•	•		•	
Where authorized to disclose	19(2)	•	•	•	•		•	
Exemption - Federal-provincial affairs	20	•	•	•	•		•	
Exemption - International affairs and defence	21	•	•	•	•		•	
Exemption - Law enforcement and investigation	22	•	•	•	•		•	
Exemption - <i>Public Servants Disclosure Protection Act</i>	22.3	•	•	•	•		•	
Exemption - Security clearances	23	•	•	•	•		•	
Exemption - Individuals sentenced for an offence	24	•	•	•	•		•	
Exemption - Safety of individuals	25	•	•	•	•		•	
Exemption - Information about another individual	26	•	•	•	•		•	
Exemption - Solicitor-client privilege	27	•	•	•	•		•	
Exemption - Medical record	28	•	•	•	•		•	
Notice of intention to investigate	31	•	•	•	•		•	
Right to make representation	33(2)	•	•	•	•		•	•

SCHEDULE 1 Designation Order—<i>Privacy Act</i>		Deputy Minister	Associate Deputy Minister	Associate Deputy Minister and G7 Deputy for Canada	Assistant Deputy Minister Consultations and Communications Branch	Assistant Deputy Minister Corporate Services Branch	Senior Director, Communications Policy Director, ATIP	ATIP Team Leaders, Senior ATIP Analysts
Powers, duties, or functions	Section							
Findings and recommendations of Privacy Commissioner (complaints)	35(1)	•	•	•	•		•	•
Access to be given	35(4)	•	•	•	•		•	
Report of findings and recommendations (exempt banks)	36(3)	•	•	•	•		•	•
Report of findings and recommendations (compliance review)	37(3)	•	•	•	•		•	•
Special rules for hearings	51(2)(b)	•	•	•	•		•	•
<i>Ex parte</i> representations	51(3)	•	•	•	•		•	•
Report to Parliament	72(1)	•	•	•	•		•	•
Privacy Regulations								
Reasonable facilities and time provided to examine personal information	9	•	•	•	•		•	•
Notification that correction to personal information has been made	11(2)	•	•	•	•		•	•
Notification that correction to personal information has been refused	11(4)	•	•	•	•		•	•
Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	13(1)	•	•	•	•		•	
Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	14	•	•	•	•		•	

Information Holdings

All government institutions subject to the *Access to Information Act* and the *Privacy Act* publish an inventory of their information holdings as well as relevant details about personal information under their control. The information can assist individuals in making an access to information or personal information request, or in exercising their privacy rights.

A description of the Department's programs, activities, and information holdings, including its classes of records and personal information banks can be found in [Info Source: Sources of Federal Government and Employee Information](#).

Some programs and activities, such as human resources and financial management, are common to most government institutions. These are known as [internal services](#) and they involve the following types of information:

- [Standard classes of records](#): These are descriptions of all records created and used to support internal services.
- [Standard personal information banks](#): These are descriptions of personal information contained in records, and collected and used to support internal services.

Interpretation of Statistical Report (Annex A)

Part 1 – Requests under the *Privacy Act*

The number of formal requests received in 2018-2019 was 21, a 5% increase from 20 formal requests received the previous reporting year. No request was carried over from 2017-2018. By the end of 2018-2019, all 21 requests were completed.

Table 1 illustrates a five-year trend.

Table 1

Overview of Privacy Act Requests

Fiscal Year	New Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate %
2018-2019	21	21	23	23	100%
2017-2018	20	21	40	40	100%
2016-2017	18	17	183	177	100%
2015-2016	36	37	2746	2595	100%
2014-2015	20	19	439	381	89.5%

Part 2 – Requests Closed During the Reporting Period

Disposition / Completion Time of Requests

Many individuals who submit *Privacy Act* requests incorrectly assume that the Department holds the same type and amount of personal information as is held by the Canada Revenue Agency, banks, and trust companies. That is not the case and explains why many requests do not result in the retrieval of personal information. The following table indicates the disposition of the 21 completed requests this fiscal year:

Disposition	Number of Requests	Percentage of Requests
All disclosed	2	9.5%
Disclosed in part	0	0%
All exempted	0	0%
All excluded	0	0%
No records exist	15	71.4%
Request abandoned	4	19.1%
Neither confirmed or denied	0	0%
Total	21	100%

Completion Time

Of the 21 requests completed, all were closed on time. Of the 21 requests closed during the reporting period; all but one (95%) were completed within 30 days.

Exemptions / Exclusions

In 2018-2019, the Department did not invoke any exemptions pursuant to specific sections of the *Act*.

In addition, no exclusions were applied.

Format of Information Released

Records were provided to applicants in two cases and all were in paper format. No applicants asked to review the records as opposed to receiving a copy.

Complexity

None of the requests were considered complex as they did not contain any personal information about individuals other than the requestors.

Deemed Refusals

All requests were responded to within the statutory deadlines

Translations

There were no requests for translation this reporting period.

Part 3 – Disclosures under Subsection 8(2) and 8(5) (Permissible Disclosures)

Paragraph 8(2)(e) of the *Act* allows for disclosures of personal information “to an investigative body...for the purpose of enforcing any law.” The Department did not make any disclosures pursuant to paragraph 8(2)(e) of the *Act* in this reporting period.

Paragraph 8(2)(m) of the *Act* allows for disclosures of personal information in the public interest. The Department made one disclosures pursuant to paragraph 8(2)(m) of the *Act* in this reporting period. Following an incident between two individuals within the Department, a letter summarizing the incident was provided to parties who had a vested interest in the matter. The Office of the Privacy Commissioner was notified after this disclosure.

Part 4 – Requests for Correction of Personal Information and Notations

No requests for corrections or notations were received from applicants this reporting period.

Part 5 – Extensions

No extensions of the statutory time limits under the *Act* were taken this fiscal year.

Part 6 – Consultations Received from Other Institutions and Organizations

No consultations were received from other government institutions or organizations.

Part 7 – Completion Time of Consultations on Cabinet Confidences

No consultations with respect to Cabinet confidences were required.

Part 8 - Complaints/Investigations/Audits

No complaints were lodged against the Department during the reporting period and none were carried forward from 2017-2018.

No audits or investigations were initiated or completed this fiscal year.

Part 9 - Privacy Impact Assessments

The Department did not initiate or complete any Privacy Impact Assessments this reporting period.

Part 10 – Resources Related to the *Privacy Act*

Administration of the *Act* cost the Department \$7,147.00 in 2018-2019. Costs incurred in the reporting period include the salaries of ATIP Division staff and the administrative expenses associated with administration of the *Act*. Costs do not include salaries of other departmental personnel involved in processing requests.

Appeals to the Federal Court of Canada

No appeals were made to the Federal Court.

Monitoring Compliance

Due to the small number of requests processed by the Department under the *Act*, including corrections or notations, monitoring of requests is conducted within the ATIP Division as required in order to ensure that the Department meets its legislated obligations.

Material Privacy Breaches

There was one material privacy breach which occurred this reporting period and reported to the Office of the Privacy Commissioner and to the Treasury Board of Canada.

The material privacy breach involved an email sent to individuals who applied in a competitive process, providing the names of all applicants; the email was copied to all applicants in error. The Department has taken immediate measures to lessen the risk of error in providing unsuccessful applicants with the results of a selection process going forward.

Annex A

Statistical Report on Privacy Act Requests

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	21
Outstanding from previous reporting period	0
Total	21
Closed during reporting period	21
Carried over to next reporting period	0

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	2	0	0	0	0	0	2
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
No records exist	12	2	1	0	0	0	0	15
Request abandoned	4	0	0	0	0	0	0	4
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	16	4	1	0	0	0	0	21

2.2 Exemptions

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

2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	2	0	0
Disclosed in part	0	0	0
Total	2	0	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	23	23	2
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	4
Neither confirmed nor denied	0	0	0
Total	23	23	6

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	2	23	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	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
Request abandoned	4	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	6	23	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
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	0	0	0	0	0

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
0	0	0	0	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	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

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
0	1	1	2

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	0	0	0	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	0	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	0	0
Total	0	0	0	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	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 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	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

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
0	0	0	0	0

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	\$6,881
Overtime	\$0
Goods and Services	\$266
Professional services contracts	\$0
Other	\$266
Total	\$7,147

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.25
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.25