



Public Safety
Canada

Sécurité publique
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BUILDING A **SAFE AND RESILIENT CANADA**



Public Safety Canada

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

2018-2019

Canada



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Canada 

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Introduction

Each fiscal year, the head of every government institution prepares and submits an annual report to Parliament on the administration of the *Privacy Act*.

This report is tabled in Parliament in accordance with section 72 of the *Privacy Act* under the direction of the Minister of Public Safety and Emergency Preparedness. It describes how Public Safety Canada administered and fulfilled its obligations under the *Privacy Act* between April 1, 2018, and March 31, 2019.

The Privacy Act

The *Privacy Act* came into force on July 1, 1983. It protects the privacy of individuals by imposing obligation on government institutions subject to the act. These obligations limit the collection, retention, use, disclosure and disposal of personal information held by these government institutions. It also gives individuals the right of access to their own personal information, with limited and specific exemptions, and the rights to request the correction of that information. Individuals who are not satisfied with an institution's handling of their personal information or any matter related to a formal request made under the *Privacy Act* are entitled to complain to the [Privacy Commissioner of Canada](#).

Overview of Public Safety Canada

Public Safety Canada was created in 2003 to ensure coordination across all federal departments and agencies responsible for national security and the safety of Canadians.

Our Mandate, Mission and Vision

Our mandate is to keep Canadians safe from a range of risks such as natural disasters, crime and terrorism. Our mission is to build a safe and resilient Canada. Our vision is to, through outstanding leadership, achieve a safe and secure Canada and strong and resilient communities.

Three Essential Roles of the Department

1. Support the Minister's responsibility for all matters related to public safety and emergency management not assigned to another federal organization;
2. Exercise leadership at the national level for national security and emergency preparedness; and
3. Support the Minister's responsibility for the coordination of entities within the Public Safety Portfolio.

Organizational Structure

Our Branches

Public Safety branches are Emergency Management and Programs, Community Safety and Countering Crime, Portfolio Affairs and Communications, National and Cyber Security, and Corporate Management. The department also has a Chief Audit and Evaluation Executive and is supported by the Legal Services Unit.

Our Regional Offices

We have five [Regional Offices](#) representing the Atlantic, Quebec, Ontario, the Prairies and British Columbia and the North. Our regional offices are the primary point of contact for the Department at the provincial level. They deliver a coordinated federal response to emergencies; facilitate the effective delivery of emergency management, Indigenous policing and crime prevention programs; and improve partnerships with other levels of government and key regional stakeholders.

Our Portfolio: Partner Agencies and Review Bodies

The [Canada Border Services Agency \(CBSA\)](#) manages the nation's borders by enforcing Canadian laws governing trade and travel, as well as international agreements and conventions. CBSA facilitates legitimate cross-border traffic and supports economic development while stopping people and goods that pose a potential threat to Canada.

The [Canadian Security Intelligence Service \(CSIS\)](#) investigates and reports on activities that may pose a threat to the security of Canada. CSIS also provides security assessments, on request, to all federal departments and agencies.

The [Correctional Service of Canada \(CSC\)](#) helps protect society by encouraging offenders to become law-abiding citizens while exercising reasonable, safe, secure and humane control. CSC is responsible for managing offenders sentenced to two years or more in federal correctional institutions and under community supervision.

The [Parole Board of Canada \(PBC\)](#) is an independent body that grants, denies or revokes parole for inmates in federal prisons and provincial inmates in province without their own parole board. The PBC helps protect society by facilitating the timely reintegration of offenders into society as law-abiding citizens.

The [Royal Canadian Mounted Police \(RCMP\)](#) enforces Canadian laws, prevents crime and maintains peace, order and security.

The [Civilian Review and Complaints Commission for the Royal Canadian Mounted Police \(CRCC\)](#) investigates complaints from the public about the conduct of members of the RCMP in

an open, independent and objective manner. The Commission also holds public hearings and conducts research and policy development to improve the public complaints process.

The [Office of the Correctional Investigator \(OCI\)](#) conducts independent, thorough and timely investigations about issues related to Correctional Service Canada. The OCI may initiate an investigation based on a complaint from (or on behalf of) an offender, as the result of a ministerial request, or on its own initiative.

The [RCMP External Review Committee \(ERC\)](#) is an independent agency that promotes fair and equitable labour relations within the RCMP. The Committee conducts an independent review of appeals in disciplinary, discharge and demotion matters, as well as certain kinds of grievances.

Our Access to Information and Privacy (ATIP) Office

The ATIP Office is part of Public Safety Canada's ATIP and Executive Services Division within the Department's Portfolio Affairs and Communications Branch. The Director of ATIP and Executive Services, supported by one Administrative Assistant, is responsible for ATIP as well as Ministerial Correspondence and Secretariat Services. The ATIP Office consists of 13 full-time employees and consists of two streams of ATIP-related work: the ATIP Operations Unit and the Privacy Policy and Training Unit (PPTU).

The ATIP Office is responsible for the coordination and implementation of policies, guidelines and procedures to ensure departmental compliance with the *Access to Information Act* and the *Privacy Act*. The team is also responsible for responding to requests made under the Acts, as well as providing the following services to the Department:

- Processing consultations received from other institutions;
- Providing advice and guidance to employees and senior officials on ATIP related matters such as privacy impact assessments (PIA) and privacy breaches;
- Producing the Annual Reports to Parliament;
- Delivering ATIP awareness sessions to departmental employees;
- Coordinating regular updates to Public Safety's Info Source publication;
- Reviewing departmental documents, such as audits and evaluations, prior to proactively disclosing these on the departmental website;
- Developing departmental procedures for processing ATIP requests;
- Maintaining the Department's ATIP reading room; and
- Participating in forums for the ATIP community, such as the Treasury Board Secretariat's ATIP Community meetings and working groups

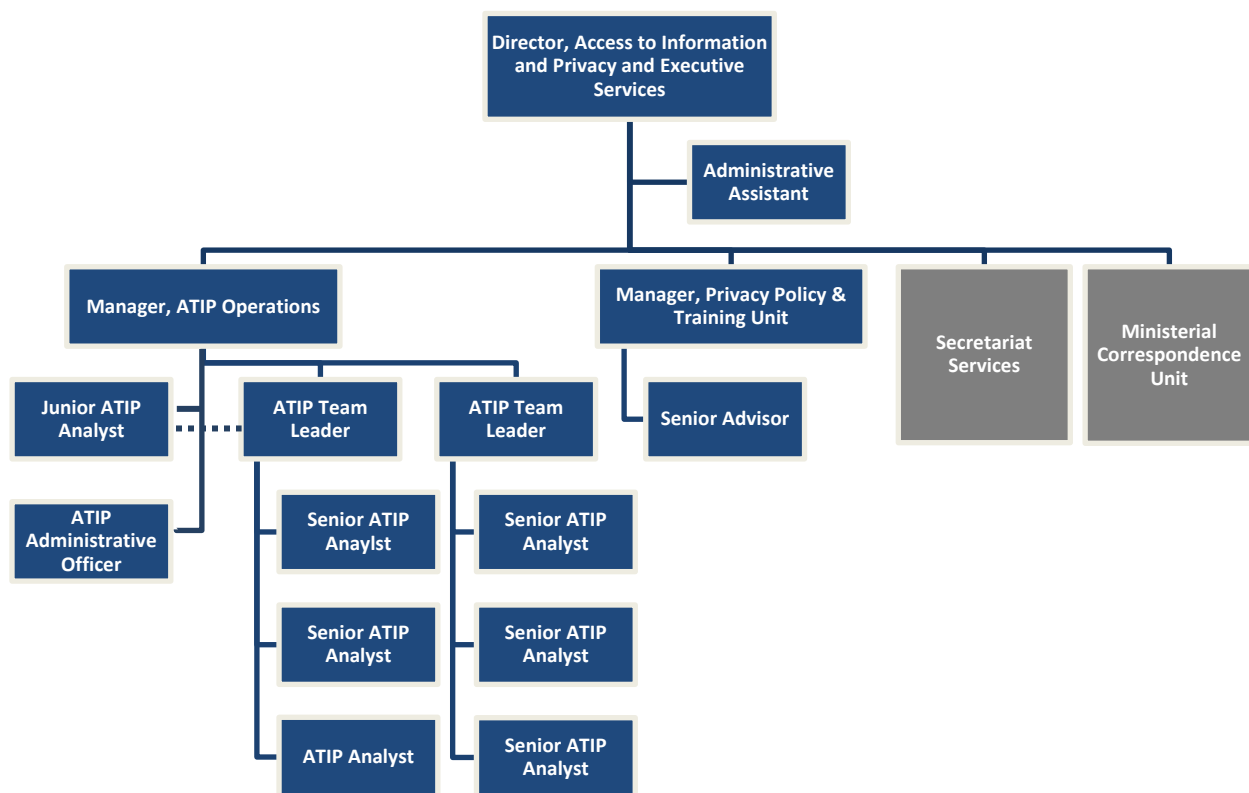


Figure 1. The ATIP and Executive Services Division Organization Chart. Long

Description. The figure illustrates the organizational structure of the ATIP and Executive Services Division. The Director of the ATIP and Executive Services Division is supported by one Administrative Assistant. The Director also has the Manager of ATIP Operations, the Manager of the Privacy Policy and Training Unit (PPTU) as well as the Manager of Secretariat Services and the Manager of the Ministerial Correspondence Unit as direct reports. The ATIP Office consists of 13 full-time positions including the Manager of ATIP Operations and the Manager of the PPTU. The Manager of ATIP Operations and the Manager of the PPTU manage two separate streams of the ATIP Office. These streams are:

1. The ATIP Operations Unit which includes the Manager of ATIP Operations, two ATIP Team Leaders, five Seniors ATIP Analysts, one ATIP Analyst, one Junior ATIP Analyst, and one ATIP Administrative Officer. The ATIP Team Leaders and the ATIP Administrative Officer report to the Manager. The Junior ATIP Analyst reports to the Manager for administrative tasks and to the first ATIP Team Leader for operational tasks. Two Senior ATIP Analysts and the ATIP Analyst also report to the first ATIP Team Leader. The other three Senior ATIP Analysts report to the second ATIP Team Leader.
2. The PPTU which includes the Manager of the PPTU and one Senior Advisor who reports to the Manager of the PPTU.

Delegation of Authority

The Minister of Public Safety and Emergency Preparedness is responsible for how the department administers and complies with the *Privacy Act*, the *Privacy Regulations* and Treasury Board of Canada Secretariat policy instruments. Section 73 of the *Privacy Act* gives the minister the authority to designate one or more officers or employees of Public Safety to exercise or perform all, or part, of the minister's powers, duties, and functions under the Act.

Public Safety's current delegation order for the *Privacy Act* was signed by the Minister of Public Safety and Emergency Preparedness on January 8, 2016. The signed Delegation Order is attached in Annex A. This designation replaces all previous delegation orders.

The Public Safety positions that are authorized to perform the powers, duties, and functions given to the Minister of Public Safety and Emergency Preparedness as head of a government institution under the provisions of the *Privacy Act* and its regulations are the following:

Deputy Minister

- Full Authority

Associate Deputy Minister

- Full Authority

Assistant Deputy Minister, Portfolio Affairs and Communications

- Authority to apply subsection 9(4), section 10, subsection 19(1) to section 31 and section 70 of the *Privacy Act*

Assistant Deputy Ministers and Chief Audit Executive

- Authority to apply subsection 9(4) and section 10 of the *Privacy Act*

Director General, Cabinet and Parliamentary Affairs, and Executive Services

- Authority to apply subsection 9(4), section 10, subsection 19(1) to section 31 and section 70 of the *Privacy Act*

Director, ATIP and Executive Services

- Full Authority with the exception of paragraph 8(2)(m) of the *Privacy Act*

Manager, ATIP Operations

- Full Authority with the exception of paragraph 8(2)(m) of the *Privacy Act*

Team Leaders, ATIP Operations

- Authority to apply section 15 of the *Privacy Act*

Analysts, ATIP Operations

- Authority to apply section 15 of the *Privacy Act*

Highlights of the Statistical Report and Multi-Year Trends

Annex B provides a statistical report on *Privacy Act* requests processed by Public Safety Canada between April 1, 2018 and March 31, 2019. The following explains and interprets the statistical information, and identifies multi-year trends.

Overview of the Statistical Report

In 2018-2019, Public Safety Canada received 62 requests under the *Privacy Act*, an increase of approximately 195 per cent over the previous year. This year, Public Safety Canada has completed 100 per cent of privacy requests on time. It took the department an average of 27 days to process a request made under the *Privacy Act*. For the past five consecutive years, Public Safety has completed 100 per cent of privacy request on time.

ATIP Request Volume and Workload

In 2018-2019, the total number of requests received under the *Access to Information Act* and the *Privacy Act* increased by 12.3 per cent and the total number of pages processed has increased by 95.7 per cent. Over the past five years, the average growth per year of the number of requests received is 8.2 per cent and the average growth per year of the number of pages processed is 25.3 per cent. The following table and chart demonstrate the ATIP workload over the past five years.

Table 1. ATIP Request Volume and Workload.

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Access to information (ATI) requests received by Public Safety Canada	310	346	417	421	473
ATI consultations received from other institutions	238	271	247	256	251
Privacy requests received by Public Safety Canada	23	35	67	21	62
Privacy consultations received from other institutions	9	3	4	3	1
Total workload	580	655	735	701	787
Total pages processed	91278	109208	70109	85442	167184

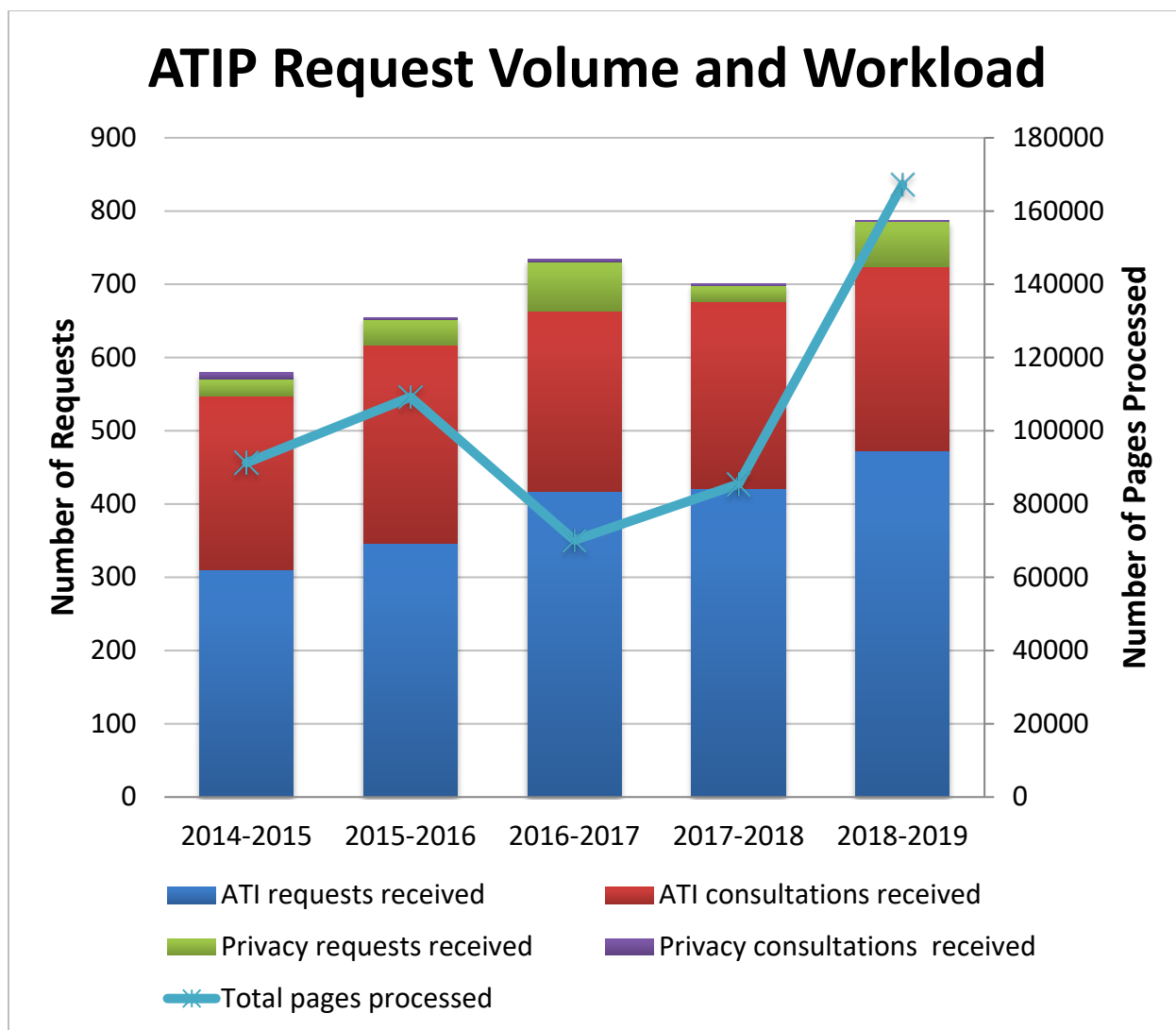


Figure 2. ATIP Request Volume and Workload. Long description: The figure is a dual axis column and line chart that illustrates the data found in Table 1. ATIP Volume and Workload. The chart has five stacked columns that demonstrates the volume of requests received per fiscal year from 2014-2015 to 2018-2019. Each column has four stacks that demonstrate the differences in volume between the number of ATI requests received by Public Safety Canada, the number of ATI consultations received from other institutions, the number of Privacy requests received by Public Safety Canada and the number of Privacy consultations received from other institutions. A linear chart is superposed over the column chart. The linear chart shows the number of pages process during each fiscal year which demonstrates ATIP's workload. Stack proportions are similar from column to column. Request volumes increased from year to year, except for a small drop 2017-2018. The number of pages processed increased from 2014-2015 to 2015-2016, then dropped approximately by one third in 2016-2017, then starts to increase again in 2017-2018 and rapidly rises to almost double in 2018-2019.

Requests Received under the *Privacy Act*

The number of privacy requests remains small compared to the volume of access to information requests. Public Safety Canada collects little information directly from Canadians in comparison to portfolio agencies whose mandates are more operational in nature, such as the Royal Canadian Mounted Police (RCMP) and Correctional Service of Canada (CSC) who receive thousands of privacy requests annually.

Public Safety Canada received 62 *Privacy Act* requests this fiscal year, representing an increase of approximately 195.2 per cent over the number of requests received during the previous year (21). Over the past five years, the average growth of *Privacy Act* requests received is 67.5 per cent.

Of 62 requests received and one carried over from the previous fiscal year, 58 requests were completed and five requests were carried over into the next fiscal year.

Extensions

During this fiscal year, the department invoked ten extensions under section 15 of the *Privacy Act*:

- Two extensions were invoked to conduct required consultations; and,
- Eight extensions were invoked due to interference with operations.

Completion Times

All 58 requests were completed within the statutory deadline. Of the 58 completed requests:

- Five were completed within 15 days;
- 42 were completed between 16 to 30 days; and
- 11 between 31 to 60 days.

Disposition of Requests

Of the 58 completed requests:

- 13 requests were disclosed without exemptions applied;
- 26 requests disclosed in part;
- Two requests were exempted in their entirety;
- One request was abandoned;
- 16 requests where no records existed; and,
- Zero requests where the existence of records was neither confirmed nor denied.

In total 30 exemptions and no exclusions were applied under the *Privacy Act*:

- Section 21 was applied three times;
- Subparagraph 22(1)(a)(iii) was applied once;
- Paragraph 22(1)(b) was applied once;

- Section 26 was applied 24 times; and,
- Section 27 was applied once.

Over the past five fiscal years, sections 21, 26 and 27 make up 96 per cent of the exemptions applied to records requested under the *Privacy Act*.

- Section 26 is used in 74 per cent of instances;
- Section 21 is used in 12 per cent of instances;
- Section 27 is used in ten per cent of instances; and,
- The remaining four per cent make up other sections that have occasionally been used to apply exemptions and exclusions.

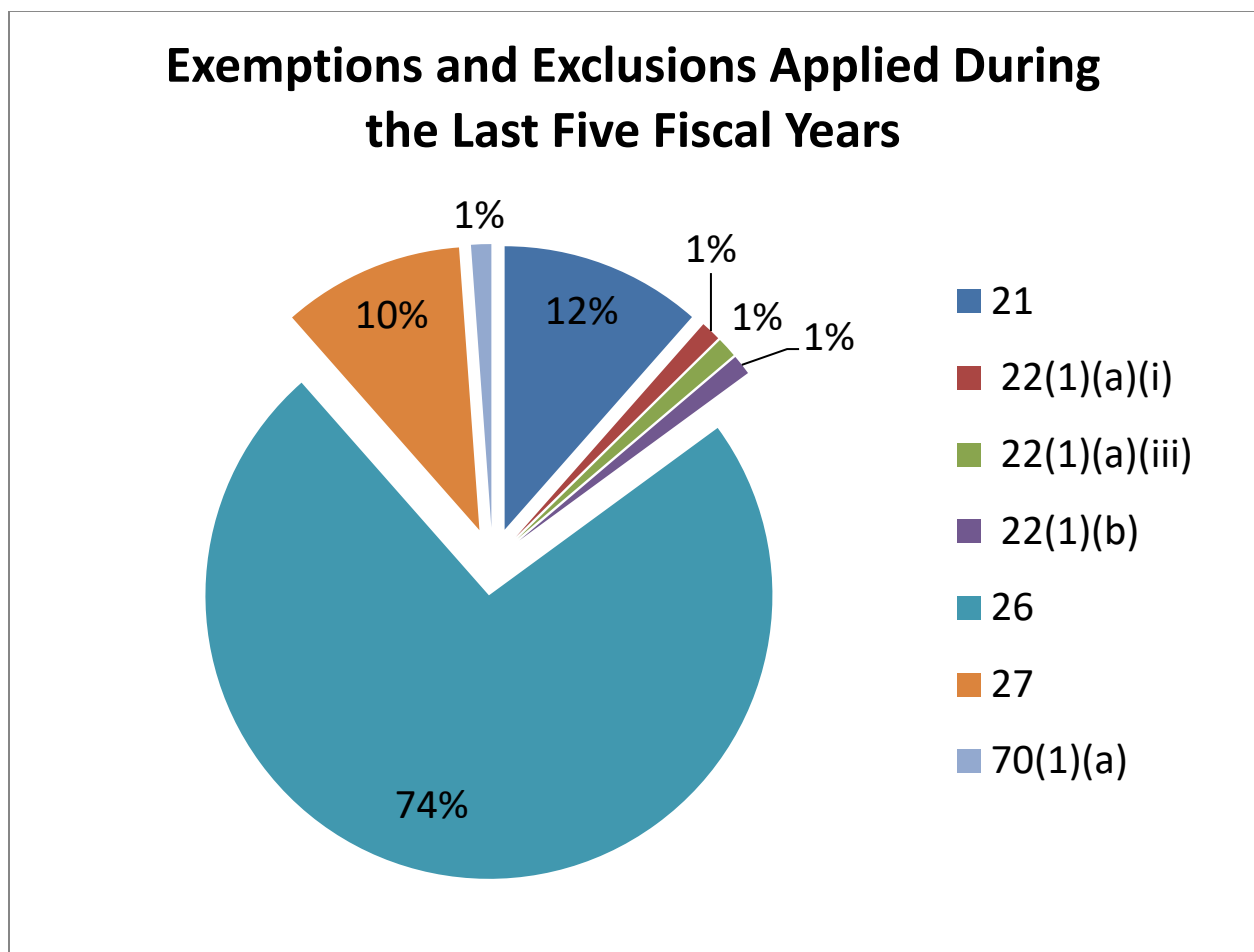


Figure 3. Privacy Act Sections Applied for Exemptions and Exclusions During the Last Five Fiscal Years. Long description: The figure is a pie chart that illustrates the sections of the *Privacy Act* that were applied to exempt or exclude information from requests during the last five fiscal years. The percentage of each section applied in the last five years is as follows: 12 per cent under section 21, one per cent under subparagraph 22(1)(a)(i), one per cent under subparagraph 22(1)(a)(iii), one per cent under paragraph 22(1)(b), 74 per cent under section 26, ten per cent under section 27 and one per cent under paragraph 70(1)(a).

Consultations from other Institutions

During this fiscal year, one consultation was received from another institution.

Challenges/Complexities

The ATIP Operations Unit did not experience any significant challenges with regards to Privacy Requests. The complexity of the requests received remains challenging due to the interwoven information of multiple individuals.

Training and Awareness

Training

This fiscal year, the ATIP Office provided 48 training or information sessions on the *Access to Information Act* and *Privacy Act*. A variety of subject matters were presented from retrieving and reviewing records in response to an Access to Information (ATI) request, to privacy Breaches and proactive publication. A grand total of 848 people attended these sessions.

An additional 306 Public Safety employees complete the online course Access to Information and Privacy Fundamentals (I015) this fiscal year. This course is offered by the Canada School of Public Service and is mandatory for all new employees joining Public Safety Canada.

Awareness

This fiscal year, the ATIP Office has also raised ATIP awareness through the department's internal communications vehicles, publishing three internal InfoBulletin articles, one intranet InfoCentral page and one Frequently Asked Questions intranet page.

Policies, Guidelines or Procedures and Initiatives

During the year, Public Safety's Privacy Breach guidelines were updated. The guidelines now include a preliminary assessment tool that will help employees to determine if a breach has occurred and how to contain it. The department's Privacy Breach and Threat Assessment form was also created to replace our previous form. This form allows the department to better assess the breach as well as to better document the incident, its containment and the mitigation strategy.

Work to update Public Safety's privacy notice statement and consent templates and guidelines started this fiscal year and will be completed in early fiscal year 2019-2020. Public Safety's statement of completeness form for ATIP requests has also been updated.

Summary of Key Issues and Actions Taken on Complaints, Audits or Investigations

Public Safety Canada responded to 14 complaints this fiscal year which were resolved. There were no audits or key issues during the year.

Monitoring Compliance

Reports on ATIP compliance and retrieval statistics are reported to the Executive Committee in the Weekly ATIP Report. Additionally, on a quarterly basis, the number of *Privacy Act* requests, training sessions and attendees, privacy breaches and completed Privacy Impact Assessments are included in the Weekly ATIP Report.

Material Privacy Breaches

There was one material privacy breach reported this fiscal year. The breach was the result of a human error. One individual was affected. The individual was notified of the breach. The department has taken necessary steps to protect the individual from potential harm. Training and awareness sessions were provided to employees. Further mitigation strategy includes more tailored training for specific groups which will be developed and rolled out in the next fiscal year.

Privacy Impact Assessments

The Passenger Protect Program (PPP) PIA

The PPP is an important part of Canada's national security framework. Transport Canada (TC) launched the PPP in 2007 to protect aviation by denying boarding to any specified person whom the Minister of Transport determined to be an immediate threat to aviation security. Sections of the *Aeronautics Act* and the *Identity Screening Regulations* were used in order to allow for the specifying of individuals, to respond to threats through an emergency direction, collecting and sharing information with air carriers, and for monitoring air carrier compliance with information-protection requirements.

In February of 2011, the PPP underwent machinery of government changes. An Order in Council transferred the responsibility for determining the individuals who should be included on the list from the Minister of Transport to the Minister of Public Safety. Communicating the list of names of these individuals to air carriers remained the responsibility of the Minister of Transport, as did the issuance of emergency directions to deny boarding in cases where an air carrier identified a potential match to a listed person, pursuant to paragraph 4.81(1)(b) of the *Aeronautics Act*.

On August 1, 2015, the *Secure Air Travel Act* (SATA) came into force to provide a solid legislative framework for the PPP. Among its provisions, the SATA:

1. Sets out authorities of the Minister of Public Safety and the Minister of Transport;
2. Clarifies authorities relating to the collection and disclosure of information;
3. Broadens the mandate of the PPP to include the prevention of travel by air for the purpose of committing certain terrorism offences, as defined in the *Criminal Code*, such as recruiting, training, or conducting attacks;
4. Transfers the authority for making directions to air carriers to take a specific, reasonable and necessary action against a listed person from the Minister of Transport to the Minister of Public Safety. The Minister of Transport remains responsible for communicating the list and any direction made by the Minister of Public Safety to air carriers, for disclosing information collected from air carriers and operators of aviation reservation systems to the Minister and any other person or entity referred to in section 10, as well as for ensuring compliance with aviation-related laws and regulations.

For more information on the PPP, please visit the program's website at:

<https://www.publicsafety.gc.ca/cnt/ntnl-scrct/cntr-trrrsm/pssngr-prtct/index-en.aspx>

Information on this PIA can be found at the following link:

<https://www.publicsafety.gc.ca/cnt/trnsprnc/ccss-nfrmtn-prvc/prvc-mpct-sssmnt/pssngr-prtct-en.aspx>

Memorial Grant Program for First Responders PIA

In recognition of the critical role of first responders in protecting Canadians, the Memorial Grant Program will provide a new federal tax-free grant of \$300,000 to families of police officers, firefighters and paramedics including volunteers, reservists or auxiliary members who die as a direct result of their duties on or after April 1, 2018. The objective of the grant is to recognize the service and sacrifice of Canada's first responders who die in the line of duty, including deaths resulting from occupational illness and deaths resulting from a psychological impairment (i.e., suicide).

Information on this PIA can be found at the following link:

<https://www.publicsafety.gc.ca/cnt/trnsprnc/ccss-nfrmtn-prvc/prvc-mpct-sssmnt/mmrl-grnt-prgrm-frst-rspndrs-en.aspx>

Public Interest Disclosures Pursuant to paragraph 8(2)(m) of the *Privacy Act*

Paragraph 8(2)(m) of the *Privacy Act* provides the head of the institution with the authority to disclose personal information where the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure, or where the disclosure would clearly benefit the individual to whom the information relates. No disclosures pursuant to paragraph 8(2)(m) of the *Privacy Act* were made by Public Safety Canada this fiscal year.

Delegation Order – Privacy Act and Regulations

Arrêté de délégation des attributions – Loi sur la protection des renseignements personnels et les règlements sur la protection des renseignements personnels

Department of Public Safety and Emergency Preparedness – Ministère de la Sécurité publique et de la Protection civile

The Minister of Public Safety and Emergency Preparedness, pursuant to section 73 of the *Privacy Act**, hereby designates the persons holding the positions set out below, 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 Public Safety and Emergency Preparedness, under the section of the Act and related regulations set out 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 de la Sécurité publique et de la Protection civile délègue aux titulaires des postes sous mentionnés, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable du Ministère de la Sécurité publique et de la Protection civile, investi 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.

Section/ Article		Deputy Minister/Sous-ministre; Associé Deputy Minister/Sous-ministre délégué Assistant Deputy Minister, Portfolio Affairs and Communications; Directeur Général, Cabinet and Parliamentary Affairs, and Executive Services Sous-ministre adjoint, Affaires du portefeuille et des communications; Directeur général, Affaires du cabinet et parlementaires, et services exécutifs Assistant Deputy Ministers, Chief Audit Executive, Sous-ministres adjoints, Dirigeant principal de la vérification ATIP Manager/Cessionnaire AIPRP Directeur, ATIP and Executive Services/Directeur AIPRP et services exécutifs Team Leaders, ATIP Operations and ATIP Analysts Chefs d'équipe Opérations et analystes d'AIPRP				
8(2)(j)	Disclosure for research purposes Communication à des fins de recherche	•			•	
8(2)(m)	Disclosure in the public interest or in the interest of the individual Communication dans l'intérêt public ou d'une personne	•				
8(4)	Copies of requests under 8(2)(e) to be retained Conservation des copies des demandes en vertu de 8(2)(e)	•			•	
8(5)	Notice of disclosure under 8(2)(m) Avis de communication en vertu de 8(2)(m)	•			•	
9(1)	Record of disclosures to be retained Conservation d'un relevé des cas d'usage	•			•	
9(4)	Consistent uses Usages compatibles	•	•	•	•	
10	Personal information to be included in personal information banks Versement des renseignements personnels dans des fichiers de renseignements personnels	•	•	•	•	
14	Notice when access requested Notification lors de demande de communication	•			•	

Delegation Order – Privacy Act and Regulations
Arrêté de délégation des attributions Loi sur la protection des renseignements personnels et des règlements
sur la protection des renseignements personnels
Department of Public Safety and Emergency Preparedness – Ministère de la Sécurité publique et de la
Protection civile

Section/ Article	Action					
		Deputy Minister/Sous-ministre; Associate Deputy Minister/Sous-ministre délégué	Assistant Deputy Minister, Portfolio Affairs and Communications; Director General, Cabinet and Parliamentary Affairs, and Executive Services Sous-ministre adjoint, Affaires du portefeuille et des communications; Directeur général, Affaires du cabinet et parlementaires, et services exécutifs	Assistant Deputy Ministers, Chief Audit Executive, Sous-ministres adjoints, Dirigeant principal de la vérification	ATIP Manager/Gestionnaire AIPRP Director, ATIP and Executive Services/Directeur AIPRP et services exécutifs	Team Leader, ATIP Operations and ATIP Analysts Chef d'équipe, Opérations et analystes d'AIPRP
15	Extension of time limits Prorogation du délai	•			•	•
17(2)(b)	Language of access Version de la communication	•			•	
17(3)(b)	Access to personal information in alternative format Communication sur support de substitution	•			•	
18(2)	Exemption (exempt bank) – Disclosure may be refused Exception (fichiers consultables) – autorisation de refuser	•			•	
19(1)	Exemption – Personal information obtained in confidence Exception – renseignements obtenus à titre confidentiel	•	•		•	
19(2)	Exemption – Where authorized to disclose Exception – cas où la divulgation est autorisée	•	•		•	
20	Exemption – Federal-provincial affairs Exception – affaires fédéro-provinciales	•	•		•	
21	Exemption – International affairs and defence Exception – affaires internationales et défense	•	•		•	
22	Exemption – Law enforcement and investigations Exception – application de la loi et enquêtes	•	•		•	
22.3	Exemption – <i>Public Servants Disclosure Protection Act</i> Exception – <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	•	•		•	
23	Exemption – Security clearances Exception – enquêtes de sécurité	•	•		•	
24	Exemption – Individuals sentenced for an offence Exception – individus condamnés pour une infraction	•	•		•	
25	Exemption – Safety of individuals Exception – sécurité des individus	•	•		•	
26	Exemption – Information about another individual Exception – renseignements concernant un autre individu	•	•		•	
27	Exemption – Solicitor-client privilege Exception – secret professionnel des avocats	•	•		•	
28	Exemption – Medical record Exception – dossiers médicaux	•	•		•	
31	Notice of intention to investigate Avis d'enquête	•			•	

Delegation Order – Privacy Act and Regulations
Arrêté de délégation des attributions – Loi sur la protection des renseignements personnels et des règlements
sur la protection des renseignements personnels
Department of Public Safety and Emergency Preparedness – Ministère de la Sécurité publique et de la
Protection civile

Section/ Article		Deputy Minister/Sous-ministre: Associate Deputy Minister/Sous-ministre délégué Assistant Deputy Minister, Portfolio Affairs and Communications; Director General, Cabinet and Parliamentary Affairs, and Executive Services Sous-ministre adjoint, Affaires du portefeuille et des communications; Directeur général, Affaires du cabinet et parlementaires, et services exécutifs Assistant Deputy Ministers, Chief Audit Executive, Sous-ministres adjoints, Dirigeant principal de la vérification ATP Manager/Coordonnateur AIPRP Directeur, ATP and Executive Services/Directeur AIPRP et services exécutifs Team Leaders, ATP Operations and ATP Analysts Chefs d'équipe, Opérations et analystes d'AIPRP				
35(1)	Findings and recommendations of Privacy Commissioner (complaints) Conclusions et recommandations du Commissaire à la protection de la vie privée	•	•		•	
35(4)	Access to be given Communication accordée	•			•	
36(3)	Report of findings and recommendations (exempt banks) Rapport des conclusions et recommandations (fichier inconsultable)	•			•	
37(3)	Report of findings and recommendations (compliance review) Rapport des conclusions et recommandations du Commissaire (contrôle d'application)	•			•	
51(2)(b)	Special rules for hearings Règles spéciales (auditions)	•			•	
51(3)	Ex parte representations Présentations d'arguments en l'absence d'une partie	•			•	
70	Confidences of the Queen's Privy Council for Canada Documents confidentiels du Conseil privé de la Reine pour le Canada	•	•		•	
72(1)	Annual report to Parliament Rapport annuel au Parlement	•			•	
Privacy Regulations/Règlement sur la protection des renseignements personnels						
9	Reasonable facilities and time provided to examine personal information Fournir des installations convenables et fixer un moment pour examiner les renseignements personnels	•			•	
11(2)	Notification that correction to personal information has been made Avis que les corrections demandées ont été effectuées	•			•	
11(4)	Notification that correction to personal information has been refused Avis que les corrections demandées ont été refusées	•			•	

Delegation Order – Privacy Act and Regulations
Arrêté de délégation des attributions – Loi sur la protection des renseignements personnels et des règlements sur la protection des renseignements personnels
Department of Public Safety and Emergency Preparedness – Ministère de la Sécurité publique et de la Protection civile

Section/ Article		Deputy Minister/Sous-ministre; Associate Deputy Minister/Sous-ministre délégué Assistant Deputy Minister, Portfolio Affairs and Communications; Directeur Général, Cabinet and Parliamentary Affairs, and Executive Services Sous-ministre adjoint, Affaires du portefeuille et des communications; Directeur général, Affaires du cabinet et parlementaires, et services exécutifs Assistant Deputy Minister, Chief Audit Executive, Sous-ministres adjoints, Dirigeant principal de la vérification ATIP Manager/Cordonnaire AIPRP Director, ATIP and Executive Services/Directeur AIPRP et services exécutifs Team Leaders, ATIP Operations and ATIP Analysts Chefs d'équipe, Opérations et analystes d'AIPRP				
13(1)	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 requester Le cas échéant, autoriser la communication des renseignements personnels concernant son état physique ou mental à un médecin ou à un psychologue en situation légale d'exercice, afin que celui-ci puisse donner son avis quant à savoir si la prise de connaissance de ces renseignements par l'individu lui porterait préjudice	•			•	
14	Disclosure of personal information relating to physical or mental health may be made to a requester in the presence of a qualified medical practitioner or psychologist Le cas échéant, communiquer les renseignements personnels concernant son état physique ou mental à l'individu en la présence d'un médecin ou à un psychologue en situation légale d'exercice	•			•	

Dated, at the City of Ottawa, this 8 th day of

Jan, 2016

Daté, en la ville d'Ottawa, ce 8 e jour de

Jan, 2016


 Hon. Ralph Goodale, P.C., M.P./L'hon. Ralph Goodale, C.P., député

*R.S.C. 1985, c. P-21

*L.R.C. (1985), ch. P-21



Statistical Report on the *Privacy Act*

Name of institution: Public Safety Canada

Reporting period: 2018-04-01 to 2019-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	62
Outstanding from previous reporting period	1
Total	63
Closed during reporting period	58
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	12	1	0	0	0	0	13
Disclosed in part	2	14	10	0	0	0	0	26
All exempted	0	2	0	0	0	0	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	2	14	0	0	0	0	0	16
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	5	42	11	0	0	0	0	58

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)	1	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	24
19(1)(f)	0	22.1	0	27	1
20	0	22.2	0	28	0
21	3	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)	0
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	6	7	0
Disclosed in part	5	21	0
Total	11	28	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	836	487	13

Disclosed in part	7200	5362	26
All exempted	57	0	2
All excluded	0	0	0
Request abandoned	0	0	1
Neither confirmed nor denied	0	0	0
Total	8093	5849	42

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	11	188	2	299	0	0	0	0	0	0
Disclosed in part	13	368	6	1050	6	3022	1	922	0	0
All exempted	2	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	27	556	8	1349	6	3022	1	922	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	1	0	13	0	14
Disclosed in part	1	0	26	0	27
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	39	0	41

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	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
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	1	0
Disclosed in part	8	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	8	0	2	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	8	0	2	0
Total	8	0	2	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	1	7	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	1	7	0	0
Closed during the reporting period	1	7	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							
	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	Total
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	1	0	0	0	0	0	0	1
Total	1	0	0	0	0	0	0	1

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	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	Total
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
14	0	0	0	14

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	3
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Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		\$256,962
Overtime		\$0
Goods and Services		\$4,838
• Professional services contracts	\$0	
• Other	\$4,838	
Total		\$261,800

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	3.06
Part-time and casual employees	0.13
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	3.19

Part 11: New Exemptions Tables

Section	Number of requests
22.4 National Security and Intelligence committee	0
27.1 Patent or Trademark privilege	0