

DEFENCE CONSTRUCTION CANADA

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# **2018–2019 *PRIVACY ACT* ANNUAL REPORT**

**April 1, 2018, to March 31, 2019**



Defence Construction Canada  
Construction de Défense Canada

Canada

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## REPORT ON THE *PRIVACY ACT*

### INTRODUCTION

The *Privacy Act* (PA) protects the privacy of Canadian citizens and permanent residents against the unauthorized use and disclosure of personal information about themselves held by a government institution. It also provides individuals with a right of access to that information and the right to correct inaccurate personal information. In addition, the PA legislates how the government collects, stores, disposes of, uses and discloses personal information.

Section 72 of the PA requires the head of every federal government institution to submit an annual report to Parliament on the administration of the PA during the financial year. This annual report summarizes the management and administration of the PA within Defence Construction (1951) Limited (DCC) in the 2018–19 reporting period.

### MANDATE OF DCC

The principal mandate of DCC, pursuant to the *Defence Production Act* (DPA), is to meet the infrastructure and environmental needs of the Department of National Defence and the Canadian Armed Forces (DND/CAF) by providing quality services. DCC's mission is to provide timely, effective and efficient project delivery and full lifecycle support for infrastructure and environmental assets required for the defence of Canada. DCC is an agent of the Crown incorporated for the purpose of carrying out the procurement for and delivering of defence infrastructure projects. The DPA defines a defence contract as a contract with an agent of Her Majesty that in any way relates to defence projects or to the designing, manufacturing, producing, constructing, finishing, assembling, transporting, repairing, maintaining, servicing or storing of, or dealing in defence projects. DCC's Letters Patent permit DCC to take on, lease, or in exchange, procure, purchase or otherwise acquire, construct, alter, renovate, add to, improve, and to hold, manage, maintain, operate, supervise, repair, heat, lease, sell, salvage, realize or otherwise dispose of real and personal property—and in particular, lands and buildings. DCC reports to Parliament through the Minister of Public Services and Procurement.

### DCC'S ACCESS TO INFORMATION AND PRIVACY OFFICE

DCC's Access to Information and Privacy (ATIP) Office is accountable for developing and implementing effective policies, guidelines, systems and procedures to ensure that DCC meets its responsibilities under the *Access to Information Act* (ATIA) and the PA.

The main activities of the ATIP Office include the following:

- monitoring compliance with relevant Acts, regulations, procedures and policies;
- processing requests under both Acts;
- developing and maintaining policies, procedures and guidelines to ensure that DCC respects the Acts;
- promoting awareness of the Acts within DCC to ensure that employees are aware of their responsibilities;
- preparing annual reports to Parliament and other statutory reports, as well as other material that Central Agencies may require;
- representing DCC in dealings with the Treasury Board of Canada Secretariat (TBS), the Information and Privacy Commissioners, and other government departments and agencies to determine how the Acts apply to DCC; and
- helping DCC meet its commitments to ensure openness and transparency, through proactive and informal disclosure of information.

#### **ORGANIZATIONAL STRUCTURE**

During the 2018–19 reporting period, the ATIP Office had three full-time employees: one ATIP Coordinator, one ATIP Deputy Coordinator and one ATIP Administrator. The restructuring of the ATIP Office, which was initiated in the previous reporting period, was concluded with the staffing of the ATIP Administrator position.

#### **DELEGATION OF AUTHORITY**

Pursuant to section 73 of the PA, the President has delegated his powers and duties to the ATIP Coordinator to allow the Corporation to meet its legislated requirements.

See Appendix A for the Delegation Order.

#### **SUMMARY AND HIGHLIGHTS OF ACTIVITIES**

During the reporting period, the ATIP Office saw an increase in engagement from other departments within the Corporation.

During the 2018–19 reporting period, the ATIP Office was engaged in three major initiatives: the Virgin Pulse Global Challenge (VPGC), the Cyber and Privacy Insurance application, and the Secure Cloud and Managed Services project.

For the VPGC, the ATIP Office reviewed the VPGC's Privacy Policy and all documents cited therein, TBS publications, DCC's corporate policies and the Privacy Impact Questionnaire, and concluded that no privacy impact assessment (PIA) was required for this voluntary, non-administrative and non-decision-making initiative. As a result, there were no changes to DCC's personal information banks.

The ATIP Office also assisted in the completion of the Cyber and Privacy Insurance application. In doing so, the ATIP Office reviewed the circumstances and the scope of the collection of personal information within the Corporation. No personal information was collected or shared in the processing of this application. As a result, no PIA was required and no changes to DCC's personal information banks occurred.

The ATIP Office also commenced a formal PIA following the examination of privacy risks associated with DCC's Secure Cloud and Managed Services project. This is ongoing.

In addition, the ATIP Office revised its communication templates during the 2018–19 reporting period, implementing a new release letter.

Also, the ATIP Office created a business case in favour of transitioning to a new ATIP request processing software solution.

## **TRAINING AND AWARENESS**

During the 2018–19 reporting period, DCC continued to present ATIP Office activity to inform senior management of the volume of access to information and privacy requests, increase awareness of access to information and privacy issues, and help the ATIP Office fulfill its mandate.

The ATIP Office briefs DCC's five executives monthly and 20 senior managers twice a year.

Topics covered in the presentation include the following:

- annual and quarterly comparisons of ATIP requests handled and pages reviewed;
- consultation requests, by region and government institution; and
- annual ATIP requests, by source type.

A plain language policy document on the PA is accessible to all employees via the DCC intranet.

The ATIP Office created a training module intended for DCC staff based on the Canada School of Public Service's introductory online ATIP course. This self-directed training covers DCC's responsibilities under the ATIA and PA, and will be reviewed by the ATIP Coordinator in the next reporting period.

The ATIP Coordinator continued to provide training to the new ATIP Deputy Coordinator on DCC ATIP processes and practices. The ATIP Deputy Coordinator provided training to the new ATIP Administrator on DCC ATIP processes and practices, as well as general training based on Office of the Privacy Commissioner (OPC) resources, including its PIA publication and Privacy Commissioner Alerts.

### **POLICIES, GUIDELINES AND PROCEDURES**

The development and review of policies, guidelines and procedures related to the PA, including DCC's Privacy Impact Assessment Policy, the DCC Privacy Breach Protocol, and the DCC Privacy Management Framework, continued into this reporting period.

In addition, the ATIP Coordinator engaged senior DCC staff on the ATIP Office tasking process to identify appropriate points of contact within each region. This information was compiled in a reference document for use by the ATIP Office and is intended to improve engagement of appropriate subject matter experts when retrieving DCC-held records and responding to external consultation requests.

DCC has established and reminds employees of their obligations under the following policies, guidelines and procedures related to the PA:

- DCC ATIP Policies and Procedures; and
- DCC's Code of Business Conduct which includes the *Public Servants Disclosure Protection Act* (PSDPA).

DCC requires all employees to review and comply with DCC's Code of Business Conduct, as a condition of employment. This Code articulates expectations, incorporates the PSDPA and provides procedures for the disclosure of wrongdoing under that Act.

Each year, DCC employees are required to review their obligations and responsibilities under the Code and to actively acknowledge their continued compliance. This annual process is concluded electronically. DCC sends each employee an e-mail reminder and tracks responses through an automated system. This allows DCC to keep accurate records and to take appropriate follow-up action. New employees must pass an online test regarding the Code shortly after they are hired. In 2018–19, 100% of DCC's employees responded to the annual request for review and all new hires completed the required test.

The Code includes DCC employee obligations under the PA, to help ensure effective and consistent administration and compliance with the PA and its regulations.

## PRIVACY ACT STATISTICAL REPORT

### SUMMARY OF REQUESTS

The table below shows the number of PA requests received and processed by DCC over the past four reporting periods:

Reporting Period	Requests Received	Number of Pages Processed	Completion Time
2018-19	2	64	Within 15 days
2017-18	0	0	Not applicable
2016-17	1	28	Within 30 days
2015-16	1	4	Within 15 days

No requests under the PA were carried over from the previous reporting period.

### DISPOSITION OF COMPLETED REQUESTS

Of the two requests completed during this reporting period, DCC responded to one request as “all disclosed” and one as “disclosed in part,” as per the Government of Canada Statistical Report nomenclature.

### COMPLETION TIME AND EXTENSIONS

During the reporting period, DCC completed all requests within 15 days.

### EXEMPTIONS INVOKED

During the reporting period, DCC invoked section 26 in the processing of one request to protect the personal information of an individual other than the requester.

### EXCLUSIONS INVOKED

Not applicable.

### CONSULTATIONS COMPLETED

DCC did not receive any consultation requests during the reporting period.

### MONITORING OF REQUESTS AND CORRECTION OF PERSONAL INFORMATION

The ATIP Deputy Coordinator monitors DCC’s case management system daily to check for “red” highlights in case files, which indicate a delay. This ensures continued compliance with principles of the PA.

The ATIP Deputy Coordinator meets with the ATIP Coordinator weekly to review the status of case files and develop appropriate strategies to improve compliance rates.

Additionally, the ATIP Deputy Coordinator distributes the ATIP Monthly Activity Report by e-mail to the Executive Management Group. This report captures new requests, both formal and informal, as well as requests for consultation received during the preceding month. It also contains statistical information regarding ATIP Office activity on a monthly and year-to-date basis.

No correction of personal information occurred during this reporting period.

#### **PRIVACY BREACH SUMMARY**

No material privacy breaches occurred during the reporting period.

#### **PRIVACY IMPACT ASSESSMENT (PIA)**

DCC initiated a PIA for the Secure Cloud and Managed Services project. A notification of this PIA was submitted to the OPC, and the PIA is expected to be completed in the next reporting period.

#### **DISCLOSURES PURSUANT TO PARAGRAPH 8(2)(M)**

DCC made no disclosures under paragraph 8(2)(m) of the PA during the reporting period.

#### **TRANSLATION**

There were no requests for records to be translated during the reporting period.

#### **COSTS**

DCC's costs directly associated with the administration of the PA for 2018–19 were estimated to be \$48,993. Most of DCC's costs relating to ATIP Office activities were for work under the ATIA and are noted in the *2018–19 Access to Information Act Annual Report*.

#### **COMPLAINTS AND REQUESTS FOR JUDICIAL REVIEW**

DCC did not receive any complaints from the OPC in this reporting period. One complaint from the previous reporting period was concluded as the matter was not well founded.



**APPENDIX A:  
DELEGATION  
ORDER – ACCESS TO  
INFORMATION ACT  
AND PRIVACY ACT**



Defence Construction Canada  
Construction de Défense Canada

## ACCESS TO INFORMATION AND PRIVACY ACT DELEGATION ORDER

### ARRÊTÉ SUR LA DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET DE LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

<p>The President and CEO of Defence Construction (1951) Limited, pursuant to section 73 of the <i>Access to Information Act</i> and the <i>Privacy Act</i>, hereby designates the person holding the position set out below, or the person occupying on an acting basis the position, to exercise the powers and functions of the President as the head of a government institution, under the section of the Act set out in the attached schedules. This Designation Order supersedes all previous Designation Orders.</p>	<p>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 Président et premier dirigeant de Construction de Défense (1951) Limitée délègue au titulaire du poste mentionné ci-après, ainsi qu'à la personne occupant à titre intérimaire ledit poste, les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par les articles des Loi mentionnées dans les annexes ci-jointes. Le présent décret de délégation remplace et annule tout décret antérieur.</p>
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Position / Poste	Access to Information Act and Regulations <i>Loi sur l'accès à l'information et règlements</i>	Privacy Act and Regulations <i>Loi sur la protection des renseignements personnels et règlements</i>
Director, Governance and Legal Affairs, and Corporate Secretary Directrice, Gouvernance et Affaires juridiques, et secrétaire de la Société	Schedule A Annexe A	Schedule B Annexe B

Dated, at the City of Ottawa, this <u>17<sup>th</sup></u> day of <u>November</u> , 2016.	Daté, en la ville d'Ottawa, ce <u>17<sup>e</sup></u> jour de <u>novembre</u> , 2016.
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LE PRÉSIDENT ET PREMIER DIRIGEANT  
CONSTRUCTION DE DEFENSE (1951) LIMITEE

ORIGINAL SIGNED BY | ORIGINAL SIGNÉ PAR  
JAMES S. PAUL

PRESIDENT AND CEO  
DEFENCE CONSTRUCTION (1951) LIMITED

**SCHEDULE B - DELEGATION OF POWERS, DUTIES AND FUNCTIONS PURSUANT TO  
SECTION 73 OF THE PRIVACY ACT**

**ANNEXE B - DÉLÉGATION DE POUVOIRS ET D'ATTRIBUTIONS EN VERTU DE L'ARTICLE  
73 DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

<i>Articles</i>	<i>Privacy Law</i>	<i>Loi sur la protection des renseignements personnels</i>
8(2)(j)	Disclose personal information 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 le 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 where access requested	Notification lors de demande de communication
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 inconsultables)- 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 investigation	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	Exception – Solicitor-Client privilege	Exception - secret professionnel des avocats
28	Exception – Medical record	Exception - dossiers médicaux
31	Notice of intention to investigate	Avis d'enquête
33(2)	Right to make representation	Droit de présenter ses observations
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)	<i>Ex parte</i> representations	Présentation d'arguments en l'absence d'une partie

<b>Articles</b>	<b>Privacy Regulations</b>	<b>Règlements sur la protection des renseignements personnels</b>
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
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 requestor	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 requestor 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.

**APPENDIX B:  
STATISTICAL  
REPORT ON THE  
*PRIVACY ACT***

## Statistical Report on the *Privacy Act*

Name of institution: Defence Construction Canada

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

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

	Number of Requests
Received during reporting period	2
Outstanding from previous reporting period	0
<b>Total</b>	<b>2</b>
Closed during reporting period	2
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	1	0	0	0	0	0	0	1
Disclosed in part	1	0	0	0	0	0	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</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)	0	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	1
19(1)(f)	0	22.1	0	27	0
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)	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	0	1	0
Disclosed in part	0	1	0
<b>Total</b>	0	2	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	22	22	1
Disclosed in part	42	42	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
<b>Total</b>	64	64	2



### 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	1	22	0	0	0	0	0	0	0	0
Disclosed in part	1	42	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	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.5.3 Other complexities

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

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

### 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		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	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		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<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
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		\$48,993
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$48,993</b>

##### 10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.65
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.65</b>

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