



Infrastructure
Canada



2019-20

INFRASTRUCTURE CANADA

Annual Report on the Administration of the *Privacy Act*

Canada

1. **INTRODUCTION**

Purpose of the *Privacy Act*

The *Privacy Act* protects the privacy of individuals with respect to their personal information that is held by government institutions, and provides these individuals with a right of access to this information. In addition, the *Privacy Act* gives individuals rights over the collection, use and disclosure of their personal information.

Section 72 of the *Privacy Act* requires that the head of every government institution prepare and submit an annual report to parliament, detailing the administration of the Act within the institution for each fiscal year.

This annual report describes how Infrastructure Canada (INFC) administered the *Privacy Act* from April 1, 2019 to March 31, 2020.

Mandate of Infrastructure Canada

Infrastructure Canada (INFC) was established in 2002 to ensure that Canadians benefit from world-class public infrastructure from coast to coast to coast. As the federal lead on the Government of Canada's \$180 billion [Investing in Canada](#) plan, INFC develops strategic, long-term and collaborative plans in support of economically vibrant, sustainable and inclusive communities.

INFC's mandate includes enabling investments in social, green, public transit and other core public infrastructure, as well as trade and transportation infrastructure to:

- provide long-term, predictable support to help Canadians benefit from world-class, modern public infrastructure;
- make investments, build partnerships, develop policies, deliver programs, and foster knowledge about public infrastructure in Canada; and
- help address complex challenges that Canadians face every day – ranging from the rapid growth of our cities, to climate change, and environmental threats to our water and land.

INFC works in partnership with provinces, territories, municipalities, Indigenous communities, other federal departments and agencies, the private sector and not-for-profit organizations to achieve its mandate.

2. **ORGANIZATIONAL STRUCTURE**

Departmental organization

INFC is overseen by the Minister of Infrastructure and Communities and the Minister for Women and Gender Equality and Rural Economic Development. The Ministers are supported by the Deputy Minister of Infrastructure and Communities, who is supported by the Assistant Deputy Ministers of Policy and Results, Program Operations, Corporate Services, Communities and Rural Economic Development, and Investment, Partnerships and Innovation as well as the Directors General of Communications, the Corporate Secretariat, and the Chief Audit and Evaluation Executive.

INFC is part of the Infrastructure and Communities portfolio which includes the Jacques Cartier and Champlain Bridges Incorporated, the Windsor-Detroit Bridge Authority, the Canada Infrastructure Bank, and federal interests in the Toronto Waterfront Revitalization Corporation.

There was no service agreement under section 73.1 of the *Privacy Act* for INFC during this reporting period.

Organization of the Access to Information and Privacy (ATIP) Division

The ATIP Division at INFC is led by the Director, ATIP and Executive Correspondence, who reports to the Director General of the Corporate Secretariat. As of the end of the reporting period, the division was fully staffed and was comprised of eight members: the director, team leader, part-time senior ATIP advisor, two full-time senior analysts, and three full-time junior analysts. The work of the division under the Act involves:

- processing *Privacy Act* requests and related activities;
- providing advice and guidance to employees and senior officials on privacy-related matters;
- developing and delivering training to departmental employees; and
- representing INFC in dealings with the Treasury Board Secretariat, the Privacy Commissioner, and other government institutions regarding the application of the ATIP legislation.

Section 11 of Annex B shows a breakdown of resources as they relate solely to the administration of the *Privacy Act*.

3. **DELEGATION ORDER**

INFC updated its delegation instrument in February 2020 to reflect changes introduced under Bill C-58 and to provide partial delegation to the senior analyst and team leader (PM-05s). Full authority to exercise the powers, duties and functions of the Deputy Minister for all sections of the Act is delegated to all Assistant Deputy Ministers, the Chief Audit and Evaluation Executive, the Director General of Communications and the Director, ATIP and Executive Correspondence. The team leader and senior ATIP advisor are delegated the ability to notify requesters where access is requested, and to notify of an extension to the time limits of a request.

See Annex A for a copy of the signed delegation order.

4. **PERFORMANCE OVERVIEW 2019-2020**

The *Statistical Report on the Privacy Act* is prepared by government institutions to assist the Treasury Board of Canada Secretariat (TBS) to analyze trends and exercise oversight. INFC's 2019-20 annual statistical report is provided in Annex B and Annex C (Supplemental Statistical Report – Requests affected by COVID-19 measures).

PRIVACY REQUESTS CLOSED WITHIN LEGISLATED TIMELINES

One of the key measures of INFC privacy request performance is the number of requests closed within legislated timelines. In 2019-20, INFC closed 15 requests within the legislated timelines, giving an overall compliance rate of 100% for this reporting period. This is consistent with the two previous fiscal years as outlined in the table below.

Table 1: Number of requests closed within legislated timelines

	2016-17	2017-18	2018-19	2019-20
Number of requests closed	1	1	2	15
Number of requests closed within legislated timelines	0	1	2	15
Percentage of requests closed within legislated timelines	0%	100%	100%	100%

OVERVIEW OF REQUESTS RECEIVED AND CLOSED

The department received a significant increase in requests pursuant to the *Privacy Act* during 2019-20 (16 versus one the previous reporting period) and carried forward no requests from 2018-19. INFC is in a healthy position, closing 94% of requests received in this reporting period. The one request being carried forward into 2020-21 in the table below is a request that straddles reporting periods, not a request that is overdue.

Table 2: Number of Privacy requests received

	2016-17	2017-18	2018-19	2019-20
Number of requests received in reporting period	1	2	1	16
Carried forward from last reporting period	0	0	1	0
Closed in reporting period	1	1	2	15
Carried forward to next reporting period	0	1	0	1

OVERVIEW ON COMPLETION TIMES OF CLOSED REQUESTS AND EXTENSIONS

Section 14 of the *Privacy Act* requires institutions to provide a response to the requester within 30 days of receipt of the request, or to notify the requester that an extension is required. Section 15 allows institutions to extend the time limit by a maximum of another 30 days. Of the 15 requests completed during the reporting period, all 15 were completed within 30 days allowing for one-hundred percent of responses to be completed within legislated timelines. Over the past fiscal year, INFC has improved its ability to respond quickly to straightforward requests. This trend is illustrated in the first row of the following table. It shows that in 2019-20, INFC completed 80% of requests in 15 days or less, up by 80% from last fiscal year and completed 100% of closed requests within 30 days or less.

Table 3: Processing time for completed requests

Processing Time	Number of requests			
	2016-17	2017-18	2018-19	2019-20
1 to 15 days	0	0	0	12
16 to 30 days	0	1	2	3
31 to 60 days	1	0	0	0

CONSULTATIONS FROM OTHER GOVERNMENT INSTITUTIONS AND ORGANIZATIONS

When other institutions and organizations retrieve information that concerns or originates from INFC in response to *Privacy Act* requests, they may consult the INFC ATIP Division for recommendations on release. Other government institutions are defined as federal institutions subject to the Act. Other organizations include the governments of the provinces, territories and municipalities, and of other countries.

INFC did not receive any consultation requests in this reporting period.

IMPACT OF COVID-19

The *Privacy Act* protects the privacy of individuals with respect to their personal information held by government institutions, and provides these individuals with a right of access to this information. Due to exceptional measures put in place to curb the spread of COVID-19, departments have faced challenges to maintain this important function while operating within a fully remote work environment. At the end of the fiscal year, INFC

was able to continue to process and complete requests in a timely manner and was operating at nearly full working capacity. This is because of procedures previously put in place by the department, and the ATIP Division, to help reduce the operational impact of administering the Act, as well as new measures adopted in light of the remote working environment.

In recent years, the department issued tablets and cellphones to all employees, allowing for greater flexibility to work remotely. This included upgrading our network to allow for secure remote access and the ability to process records from a distance. In addition, the ATIP Division had previously begun transitioning from many paper-based operations to more electronic practices where possible, prior to the COVID-19 pandemic.

INFC has been working remotely since March 16, 2020. During this time the division has been able to conduct all record retrieval and approval processes electronically through the use of departmental shared drives and encrypted email exchanges. Email is used for external correspondence whenever possible. Limitations due to file size have posed some challenges to the ATIP Division, however, ATIP continues to adapt and find new avenues to increase its functionality and maintain its high rate of compliance.

Annex C includes statistical information related to impact of COVID-19.

5. TRAINING AND AWARENESS

The ATIP Division provided eight formal training sessions in 2019-20 to 109 employees. All sessions contained a privacy component and included Processing ATIP Requests 101, Privacy 101 and ATIP Essentials for Executives. This represents a 36% increase in employee training from the 2018-19 reporting period.

The formal ATIP training framework, which was implemented in the previous fiscal year, establishes training expectations for employees, as well as course criteria, duration and frequency. The framework capitalizes on training offered by the Canada School of Public Service, as employees are required to take the school's introductory ATIP course as a pre-requisite to the institution-specific training. Not only does this framework standardize ATIP training offerings and uptake, but also facilitates the ability to track and plan for future training needs.

Institution-specific training was offered in a variety of formats to best suit the needs of employees across the department. Courses offered included a two-hour general ATIP course available to all employees, a 90-minute ATIP essentials course for executives and a 90-minute course devoted solely to privacy. In addition, group training outside of the regularly scheduled sessions was offered to meet the specific content needs and schedules of teams or employees. Lastly, the division offered 1-on-1 coaching to all newly appointed ATIP contacts, to ensure consistency and comfort in this role across the department.

Information related to training offered by the ATIP Division can be accessed by all employees through our newly updated intranet webpage. Over the past fiscal year, the ATIP Division has expanded its web presence by redesigning the webpage to include a variety of resources related to roles and responsibilities under the *Privacy Act*. The updated webpage includes resources on processing privacy requests, identifying sensitive information, how to protect personal information, ATIP training, and frequently asked questions.

The ATIP Division will continue to offer three training sessions per year to all INFC employees, 1-on-1 coaching for new ATIP contacts and customized group sessions, as requested. This will help to maintain consistent and current approaches to privacy functions across the department.

6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

In 2019-20, the ATIP Division made a number of positive changes, focusing on measures to reduce our reliance on paper-based functions and on the commencement of the design of a privacy policy suite of tools.

The ATIP Division continued to roll out several electronic initiatives throughout the past fiscal year. These new initiatives allowed INFC to maintain full ATIP operations when the public health measures were put in place to curb the spread of COVID-19 and protect the health and safety of Canadians. Employees within the ATIP office are equipped with tablets and VPN access to telework. The rollout of electronic record retrieval and approvals throughout the entire department has proven to be an effective means of reducing retrieval times and lessening the operational burden of paper-based retrieval on our Offices of Primary Interest. Shared drives are setup as a means to assist with the process and email within the network is used for smaller files.

The ATIP Division began working with our Information Technology Division and third party vendor to launch a major case management and redaction system update. This update will automate many administrative tasks and allow the division to process privacy requests more efficiently. The update to the system is expected to launch in late 2020.

INFC also commenced a major review of the department's privacy practices and procedures, with the goal of creating a consolidated privacy policy suite of tools. The new suite, which is expected to roll out next fiscal year, will inform all employees of their responsibilities under the *Privacy Act*, including the protection of personal information throughout its lifecycle.

In 2019-20, ATIP conducted an interval review of all INFC forms with the goal of ensuring forms in use by the department contain a privacy notice statement. As part of this process, privacy notice statements were drafted using a standard template which includes the necessary elements listed in the Treasury Board Secretariat Directive on Privacy Practices. This review encompassed a total of 63 forms, leading to 31 new privacy notice statements in total being drafted. The final step of this project is to place the

privacy notice statements on the forms and upload the revised version onto the intranet for use by the department. This project is expected to be finalized next fiscal year.

7. KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS

No complaints were received, nor audits or investigations concluded during the reporting period. No requests for judicial review were filed.

8. MONITORING COMPLIANCE

INFC makes every effort to meet statutory deadlines and actively monitors the time taken to process privacy requests and requests for the correction of personal information. Monitoring begins as soon as a request is received by the ATIP Division, entered into the case management system and assigned to an analyst. Deadlines are tracked electronically as well as on whiteboards in the office (prior to the pandemic), which highlight files nearing completion or targeted deadlines. Maintaining positive working relationships with the programs areas by engaging in early discussions of requests, providing guidance when needed, and sending weekly status reports to the offices of the Assistant Deputy Ministers/Directors General (highlighting the requests in retrievals, under consultation and in approvals) has been instrumental to ensuring INFC's compliance with the legislation.

Due to INFC's ability to respond to requests within 30 days, no additional monitoring of processing times was required in the reporting period. There were no requests for correction of information.

9. MATERIAL PRIVACY BREACHES

A privacy breach is defined by the Office of the Privacy Commissioner as the loss of, unauthorized access to, or disclosure of, personal information. A material privacy breach is defined by the Treasury Board Secretariat (TBS) as involving sensitive information that could reasonably be expected to cause serious injury or harm to the individual and/or involves a large number of affected individuals.

No material privacy breaches were reported to the Office of the Privacy Commissioner or to the Treasury Board of Canada Secretariat during the reporting period.

10. PRIVACY IMPACT ASSESSMENTS

Privacy impact assessments (PIAs) are risk management tools to determine whether privacy risks are present in new or existing departmental programs, initiatives or projects that collect, use and retain personal information.

During the reporting period, the department did not complete any PIAs, but it initiated two PIA Needs Analyses.

11. PUBLIC INTEREST DISCLOSURES

Paragraph 8(2(m)) allows institutions to disclose personal information in circumstances where the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure, or where disclosure would clearly benefit the individual to whom the information relates. No disclosure was made under paragraph 8(2(m)) of the *Privacy Act* during the reporting period.

ANNEXES

- Annex A: *Privacy Act* Delegation Order
- Annex B: 2019-20 Statistical Report on the *Privacy Act*
- Annex C: Supplemental Statistical Report – Requests affected by COVID-19 measures

Annex A

Privacy Act Delegation Order

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

The Deputy Minister of Infrastructure and Communities, pursuant to section 95(1) of the *Access to Information Act* and section 73(1) 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 Deputy Minister as the head of Infrastructure and Communities, 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 95(1) de la *Loi sur l'accès à l'information* et de l'article 73(1) de la *Loi sur la protection des renseignements personnels*, la sous-ministre de l'Infrastructure et des Collectivités délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont elle est, en qualité de responsable de l'Infrastructure et des Collectivités, investie 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.

Schedule / Annexe

Position / Poste	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et Règlement</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et Règlement</i>
Assistant Deputy Ministers / Sous-ministre adjoint (e)	Full authority / Autorité absolue	Full authority/ Autorité absolue
Chief Audit and Evaluation Executive / Dirigeant (e) principal (e) de la vérification et de l'évaluation	Full authority / Autorité absolue	Full authority / Autorité absolue
Director General of Communications / Directeur (trice) général (e) des communications	Full authority / Autorité absolue	Full authority / Autorité absolue
ATIP Coordinator / Coordonnateur (trice) de l'AIPRP	Full authority / Autorité absolue	Full authority / Autorité absolue
ATIP Team Lead and Senior ATIP Advisor (PM-05) / Chef d'équipe de l'AIPRP et Conseiller (ère) principal (e) de l'AIPRP (PM-05)	7(a) Notice where access requested / Notification 9 Extension of time limits / Prorogation du délai	14(a) Notice where access requested / Notification 15 Extension of time limits / Prorogation du délai



Kelly Gillis

Deputy Minister of Infrastructure and Communities / Sous-ministre de l'Infrastructure et des Collectivités

FEB 19 2020

Date

Annex B

2019-20 Statistical Report on the *Privacy Act*

Statistical Report on the *Privacy Act*

Name of institution: Infrastructure Canada

Reporting period: 2019-04-01 to 2020-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	16
Outstanding from previous reporting period	0
Total	16
Closed during reporting period	15
Carried over to next reporting period	1

Section 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	2	0	0	0	0	0	3
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	3	1	0	0	0	0	0	4
Request abandoned	7	0	0	0	0	0	0	7
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	12	3	0	0	0	0	0	15

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	3
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	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

Paper	Electronic	Other
2	2	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1013	1013	11

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	1	4	0	0	0	0	0	0	0	0
Disclosed in part	0	0	3	1009	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	7	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	8	4	3	1009	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 Closed requests

2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	15
Percentage of requests closed within legislated timelines (%)	100

2.7 Deemed refusals

2.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timelines 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

2.8 Requests for translation

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

Section 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

Section 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

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
0	0	0	0	0	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 or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Section 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
Carried over to the next 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							
	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

Section 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

Section 8: Complaints and Investigations Notices Received

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

Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

9.1 Privacy Impact Assessments

Number of PIA(s) completed	0
----------------------------	---

9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	0	0	0	0

Section 10: Material Privacy Breaches

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

Section 11: Resources Related to the *Privacy Act*

11.1 Costs

Expenditures		Amount
Salaries		\$46,804
Overtime		\$0
Goods and Services		\$387
• Professional services contracts	\$0	
• Other	\$387	
Total		\$47,191

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.48
Part-time and casual employees	0.17
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.02
Total	0.67

Note: Enter values to two decimal places.

Annex C

2019-20 Supplemental Statistical Report – Requests affected by COVID-19 measures

2019-2020 Supplemental Statistical Report – Requests affected by COVID-19 measures

In addition to completing the forms for the Statistical Reports on the ATIA and Privacy Act for 2019-20, institutions are asked to complete this Supplemental Report to help identify the impact of COVID-19 measures on institutional performance for 2019-20 and going forward. The data requirements are set out in the tables below.

Supplemental Statistical Report on the *Access to Information Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 1 – Requests Received

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	106
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total¹	106

¹ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 2 – Requests Closed

		Col. 1	Col. 2
		Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	121	2
Row 2	Received from 2020-03-14 to 2020-03-31	0	0
Row 3	Total²	121	2

² – Total for Row 3 Col. 1 should equal the total in the ATI Statistical Report section 3.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the ATI Statistical Report section 3.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 3 – Requests Carried Over

		Col. 1
		Number of requests
Row 1	Requests received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	9
Row 2	Requests received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
Row 3	Total³	9

3 – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 5

Supplemental Statistical Report on the *Privacy Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 4 – Requests Received

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	16
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total¹	16

¹ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 5 – Requests Closed

		Col. 1	Col. 2
		Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	15	0
Row 2	Received from 2020-03-14 to 2020-03-31	0	0
Row 3	Total²	15	0

² – Total for Row 3 Col. 1 should equal the total in the Privacy Statistical Report Section 2.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the Privacy Statistical Report Section 2.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 6– Requests Carried Over

		Col. 1
		Number of requests
Row 1	Requests from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	1
Row 2	Requests from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
Row 3	Total³	1

³ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 5