



2020–2021 Annual Report to Parliament Privacy Act



Agence spatiale
canadienne

Canadian Space
Agency

Canada



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Introduction

The *Privacy Act* (the Act) came into effect on July 1, 1983.

It extends the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution, and that provide individuals with a right of access to that information.

Pursuant to section 72, the head of every federal institution shall prepare an annual report on the administration of the Act within the institution. The reports are submitted to Parliament at the end of each fiscal year.

This report provides information on the activities of the Canadian Space Agency (CSA) related to the administration of the Act during the 2020–2021 fiscal year.

Mandate of the Canadian Space Agency

To provide a better understanding of the context in which the Act is implemented at the CSA, this section gives an overview of the CSA's objectives and activities.

The CSA reports to the Minister of Innovation, Science and Economic Development. Its mandate, as set out in the *Canadian Space Agency Act*, is “*to promote the peaceful use and development of space, to advance the knowledge of space through science and to ensure that space science and technology provide social and economic benefits for Canadians.*”

Mission

The CSA is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.

To fulfil its mission, the CSA:

- pursues excellence collectively;
- advocates a client-centred attitude;



- supports employee-oriented practices and open communications;
- commits itself to both empowerment and accountability; and
- pledges to co-operate and work with partners for our mutual benefit.

The CSA has been a source of inspiration for Canadians since its creation in 1989. In addition to consolidating major federal space programs, it coordinates all the components of the Canadian Space Program and manages Canada's major space-related activities.

The new [Space Strategy for Canada](#) launched in 2019 highlighted the importance of space as a strategic national asset and identified harnessing space science and technology as a priority to solve important issues on Earth. This new plan allowed the CSA to undertake a series of initiatives to support the Canadian space industry so it can take full advantage of the growth in the global space sector, while ensuring that Canada keeps pace.

More information on the CSA's activities can be found at: <http://www.asc-csa.gc.ca>.



Organizational Structure

Delegations of Authority

Under the Act, the head of the CSA is the Minister of Innovation, Science and Economic Development. In June 2016, some of the powers under the Act were delegated by the Minister to the incumbents of the CSA positions of Vice-President, Chief Information Officer, and Access to Information and Open Data coordinator. The appended grid on delegation of authorities identifies the powers delegated.

During 2020–2021, organizational changes were put in place, which resulted in the delegations of authority residing with the positions of the Chief Information Officer and the Access to Information Coordinator. Following these changes in September 2021, the Information Management and Technologies Directorate, of which the Office of Access to Information and Personal Information (ATIP) is a part, now reports directly to the president of the CSA.

The updated delegations of authority were approved by the Minister in May 2021 (see appendix).

The Access to Information and Open Data coordinator is responsible for implementing the Act on a daily basis and reports to the Chief Information Officer.

The Access to Information and Privacy (ATIP) Office is comprised of the Access to Information and Open Data Coordinator and the Access to Information and Open Data Officer and a junior ATIP officer. In addition, during the year, the ATIP Office was able to benefit from the help of a casual employee in order to compensate for the increase in requests.

This office works closely with all sectors of the CSA to ensure the application of and compliance with the Act.



Lastly, the Act allows government institutions to provide services related to access to information to another government institution presided over by the same minister or under the responsibility of the same minister, or to receive such services themselves from any other such institution. However, at the CSA, no contract for such services, as stipulated in section 73.1 of the Act, has been entered into with any other government institution.

Evolving Role of the ATIP Office

In 2016–2017, the ATIP Office was mandated not only to process requests under the Act and to report on its administration, but also to implement the Open Government and Open Science initiatives.

Open government is becoming a global priority in improving transparency and making information more readily available to the public. The Government of Canada is no exception in that regard and has implemented a series of commitments in which departments and agencies are taking part. Briefly, the goal is to release as much data and information as possible in a manner that is accessible, interoperable and publicly usable. This vision of transparency is closely linked to the vision for the application of the Act.

Further to a decision to link Access to Information and Open Government and open science activities, the ATIP Office has become a one-stop shop for CSA employees wishing to share information and members of the public wishing to obtain information.

This innovative and effective pairing, which resulted from a centralization of activities, has made it possible for the CSA to optimize its acquisition and application of knowledge.



Request Processing Procedure

When it receives a request under the Act, the ATIP Office consults the CSA's office of primary interest and, when necessary and appropriate depending on the case, Justice Canada, the information-related communities of practice, the Treasury Board Secretariat or other institutions.

The ATIP Office uses an electronic ATIP request processing system to record the administrative actions taken, to review the records in question and to apply any exemptions and exclusions.

Once the documents have been analyzed and the consultations held, the ATIP Office recommends the application of the exemptions to the Chief Information Officer of the CSA, who is responsible for approving the communication of documents disseminated under the Act. The records in response to the requests are then sent to the requesters.

Performance for 2020–2021

During the reporting period, the CSA processed 35 personal information requests. Of the 35 requests processed, 94% received a response within the legislated time limits.

For more details about the processing of the requests, consult the highlights of the statistical report below. The detailed statistical report for the period of April 1, 2020, to March 31, 2021, can be found in the appendix.

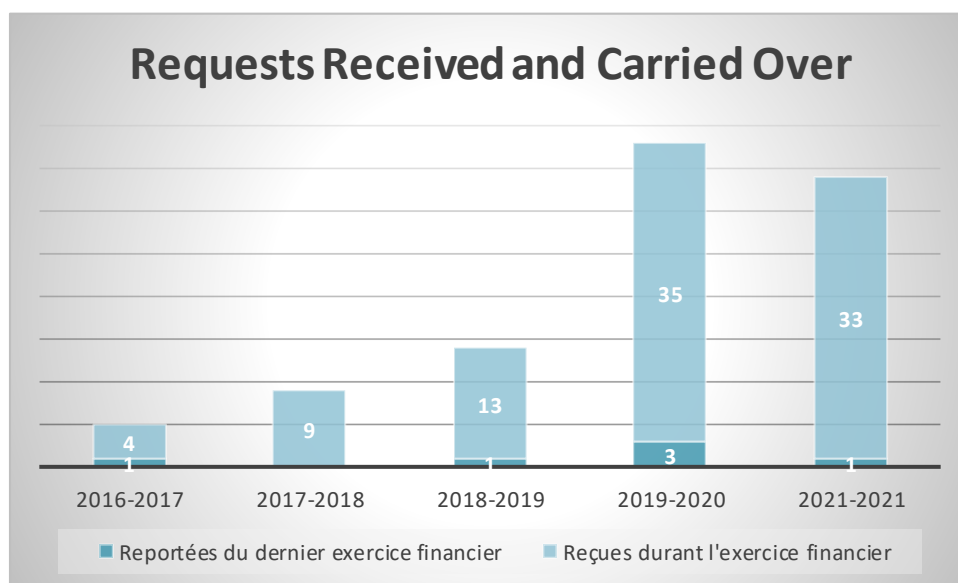
Highlights of the 2020–2021 Statistical Report

Requests Received and Processed

This year, the number of requests for access to personal information received by the CSA decreased slightly. In fact, the number of requests received was 35 in 2019–2020 and 33 in 2020–2021, which represents a decrease of 6%.

Of these, the CSA processed 35 requests during the year, including three requests carried over from the previous year, while one request was carried over to the next fiscal year.

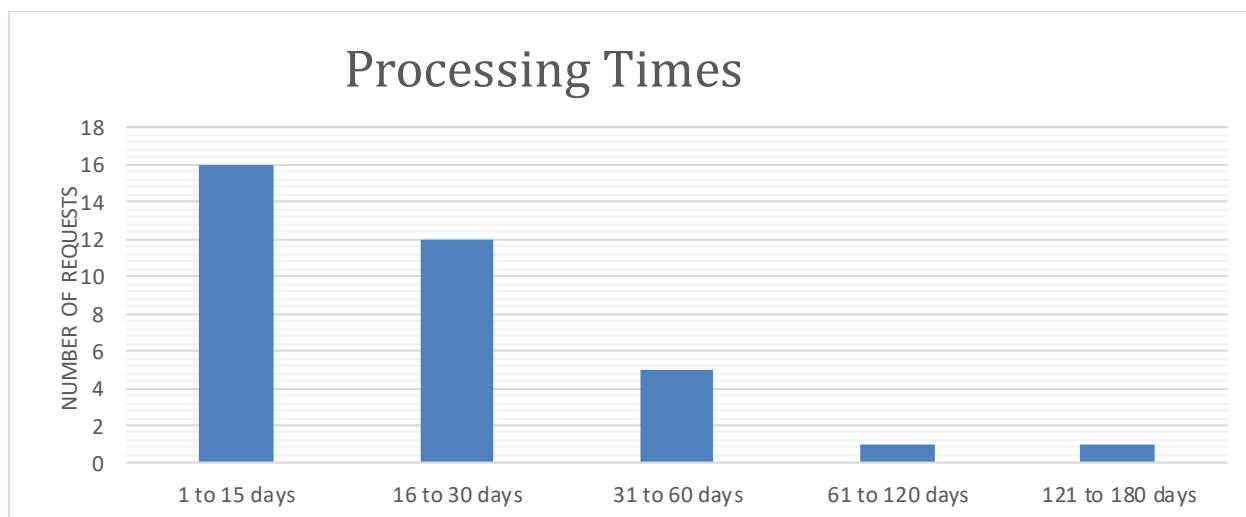
The following table illustrates the trend in requests received and carried over during the last five fiscal years:



Provisions and Processing Times

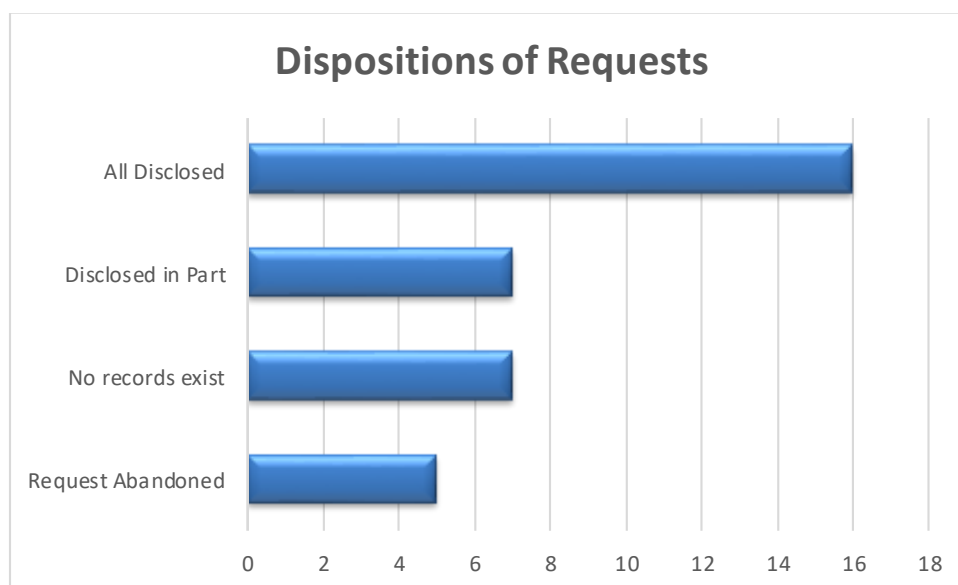
The Act stipulates that responses to access requests must normally be provided within 30 calendar days. Of the requests processed in 2020–2021, 28 (80%) were processed within this timeframe, while responses for 7 requests (20%) took more than 30 days.

It is important to note that the Act provides for the extension of processing times for some requests if, for instance, consultations must be held or if processing the requests would interfere with the operations of the government institution (for example, a large volume of requests). This year, consultations were required to process three requests, so they were extended as required by law. So, taking into account the extension cases, 94% of the requests processed by the ATIP Office were answered within the prescribed timeframe.



Of the 35 requests processed this year, 7 requests (20%) were disclosed in part, while 16 requests (46%) were fully disclosed. Of the remaining requests, 14% were abandoned by the requesters and 20% had no documents.

The following table presents all the provisions invoked.





Exemptions and Exclusions Invoked

For the 7 partially disclosed requests, section 26 (information concerning other individuals) was invoked. In addition, for two of these requests section 27 (professional secrecy and privilege) was also invoked.

The CSA also had to use the Access to Information Act to protect certain information found in a request that contained information relating to reviews and audits.

Format of Information Disclosed

Of the 23 requests that were answered this year, a total of 21 disclosures (91%) were made electronically, while one request (4%) was disclosed in paper format and another (4%) was been delivered by hand.

Pages Reviewed and Disclosed

The number of pages disclosed can vary considerably from year to year, depending on the subject of the requests and the amount of relevant documents held by the CSA.

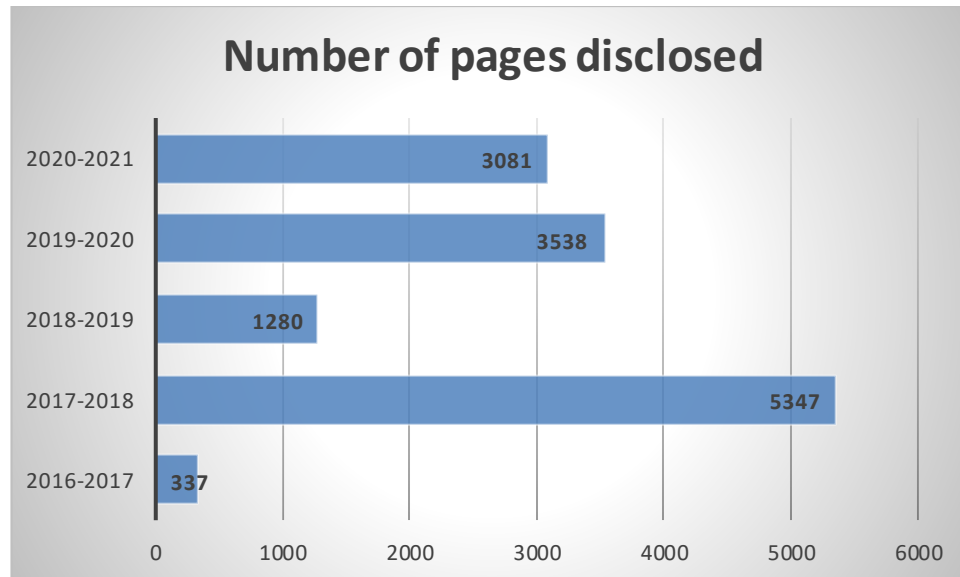
The increase in the number of requests processed in 2020–2021, however, did not translate into an increase in the average number of pages disclosed. In 2019–2020, an average of 161 pages disclosed per request, while this year the average of pages disclosed is 134.

The number of pages processed during the year increased and represented additional complexity for the ATIP Office. A total of 4,802 pages were processed, compared to 4,391 the previous year.

A total of 19 requests contained less than 100 pages, two requests were between 101 and 500 pages, one request between 501 and 1,000 pages, and finally, a single request required processing over 1,000 pages.



The following table illustrates the fluctuation in the number of pages disclosed over the last five years:



Consultations and Extensions

This year, three requests were extended under paragraph 15 (a) (ii) - consultation. These three requests required consultations with other federal institutions, other organizations or legal services. Note that the same request may require consultations with more than one category.

The applicants for each of these requests have been notified of the extension of time, as specified by law.

Consultations Received from Other Federal Institutions

It is rare for the CSA to receive consultation requests from other government institutions or organizations relating to personal information. In 2020–2021, the CSA did not receive any such requests.



Administration Fees and Costs

For the reporting period, operating costs have been estimated at \$124,128 for the reporting period. Of this amount, 74% of the costs were dedicated to salary with an amount of \$91,346. The cost of goods and services represented 26% (\$32,782). These expenses are related to the maintenance of the electronic system to process access requests and to the awarding a contract for a security assessment and authorization in support of a privacy impact assessment, in addition to containing costs related to the purchase of administrative and other supplies.

Impact of COVID-19

Throughout the year, the CSA has been able to receive and process requests, despite the exceptional situation of COVID-19. Request processing had already undergone a digital transition before the pandemic. This has made it possible to continue processing with teleworking resources. The processing of requests was possible, regardless of the transmission channels, the classification level of information and the format of the documents to be processed.

Training and Awareness

In addition to managing ATIP requests, ATIP Office staff provide CSA employees with guidance and advice on complying with the Act. The guidance and advice are presented in a personalized way based on the requests.

In addition, employees were invited to take the Access to Information and Privacy Fundamentals course (IO15) given by the Canada School of Public Service, through its corporate calendar of mandatory and optional training. A total of eight learners took the training this year.

Information sessions on processing Access to Information requests and awareness sessions on record marking at the CSA were also available upon request. However, none of those sessions were given in 2020–2021.



Electronic Tools

The CSA continues to use the Treasury Board Secretariat (TBS) ATIP Online Request Service (AORS) to receive these requests. During 2020–2021, ATIP Office participated in training and testing for TBS's new ATIP Online Access Management Tool (AOMT). The implementation of this tool is expected to occur in 2021–2022, the CSA is awaiting instructions on this.

Following the commissioning of a new access to information request management system during 2019–2020, the ATIP Office was able to benefit from this system all year round, which facilitated the reporting and tracking of access to information requests.

Policies, Guidelines, Procedures and Initiatives

The CSA's policies, guidelines and procedures for the administration of the *Privacy Act* are published on its intranet. In 2020–2021, no changes were made to these documents.

Summary of Key Issues and Actions Taken with Respect to Complaints or Audits

No complaints were received by the CSA in 2020–2021.

Compliance Monitoring

The time spent on processing requests is tracked through the electronic ATIP request processing system. For related CSA reporting purposes, reports, including a weekly report, are sent to senior management and others involved in the requests.

Material Privacy Breach

A privacy breach involves improper or unauthorized collection, use, disclosure, retention or disposal of personal information. In 2020–2021, there were no material privacy breaches.



Privacy Impact Assessments

All government institutions that are subject to the Act and that create, sponsor or fund programs, projects or initiatives involving the collection, use or sharing of personal information, are responsible for conducting a Privacy Impact Assessment. The Treasury Board of Canada Secretariat (TBS) [Directive on Privacy Impact Assessment](#) supports institutions such as the CSA in this activity.

The CSA drafted two PIAs during 2019–2020. The help of contract agency employees was required for these assessments. A first evaluation looked at the CSA Junior Astronaut Campaign, while a second evaluated a new set of recruiting and hiring tools via video. At the end of the 2020–2021 fiscal year, these two assessments were still ongoing and were due for approval in 2021–2022.

Disclosure in the Public Interest

Section 8(2)(m) of the Privacy Act allows the head of a government institution to disclose personal information without the consent of the individual concerned where, in his opinion, there are grounds for public interest would clearly justify a possible invasion of privacy, or where it is clearly in the best interests of the individual to do so. During the reporting period, the CSA made only one disclosure of personal information in accordance with this provision. A disclosure notice was sent to the Office of the Privacy Commissioner after their information was disclosed.

Conclusion

Through its ATIP Office, the CSA will continue its mandate to respond to all requests for access to personal information in accordance with the spirit and letter of the Act. Its mandate will also include the dissemination of data and information as part of the Open Government and Open Science initiatives.



Delegation Order





Approved in May 2021

Canadian Space Agency

Agence spatiale canadienne

Access to Information Act and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

The Minister of Industry, pursuant to subsections 95(1) of the *Access to Information Act* and 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 and functions of the Minister as the head of a government institution, under the section of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders.

En vertu des paragraphes 95(1) de la *Loi sur l'accès à l'information* et 73(1) de la *Loi sur la protection des renseignements personnels*, le ministre de l'Industrie délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les articles des lois mentionnées en regard de chaque poste. Le présent arrêté de délégation remplace et annule tout décret antérieur.

Schedule / Annexe

<u>Position / Poste</u>	<u>Access to information Act and Regulations / Loi sur l'accès à l'information et règlements</u>	<u>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</u>
Chief Information Officer / Dirigeant principal de l'information	Full authority / Autorité absolue	Full authority / Autorité absolue
Coordinator Access to Information and Open Data/ Coordonnateur, Accès à l'information et données ouvertes	Full authority / Autorité absolue	Full authority / Autorité absolue

Dated, at the City of Ottawa

Daté, en la ville d'Ottawa

This ___ day of _____, 2021

Ce ___ jour de _____ 2021

Minister of Industry

Ministre de l'Industrie





Approved in June 2016

Canadian Space Agency

Agence spatiale canadienne

Access to Information Act and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

The Minister of Industry Canada, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders

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

Schedule / Annexe

Position / Poste

Access to information Act and Regulations / Loi sur l'accès à l'information et règlements

Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements

Vice President / Vice-président

Full authority / Autorité absolue

Full authority / Autorité absolue





Chief Information Officer /
Dirigeant principal de
l'information

Full authority / Autorité
absolue

Full authority / Autorité
absolue

Coordinator ATIP Services /
Coordonnateur, Services de
l'AIPRP

Section / Articles: 4(2.1), 7,
8(1), 9, 11(2), (3), (4), (5),
(6), 12, 25, 26, 27(1), (4),
43, 44, 71, 72

Section / Articles : 8(4), 9(1),
(4), 10, 15, 17, 31, 35(4),
72(1)

Dated, at the City of Ottawa
this 10 day of June

, 2016

Daté, en la ville d'Ottawa
ce 10 jour de Juin

2016

THE HONOURABLE NAVDEEP SINGH BAINS
MINISTER OF INDUSTRY (to be known as Minister of
INNOVATION, SCIENCE AND ECONOMIC
DEVELOPMENT)

L'HONORABLE NAVDEEP SINGH BAINS
MINISTRE D'INDUSTRIE CANADA (sera identifié comme Ministre
de l'INNOVATION, des SCIENCES et du DÉVELOPPEMENT
ÉCONOMIQUE)





Statistical Report on the *Privacy Act*





Statistical Report on the Privacy Act

Name of institution: Canadian Space Agency

Reporting period: 01/04/2020 to 31/03/2021

Section 1: Requests Under the Privacy Act

1.1 Number of requests

	Number of Requests
Received during reporting period	33
Outstanding from previous reporting period	3
Total	36
Closed during reporting period	35
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	5	8	2	1	0	0	0	16
Disclosed in part	0	3	3	0	1	0	0	7
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	6	1	0	0	0	0	0	7
Request abandoned	5	0	0	0	0	0	0	5
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	16	12	5	1	1	0	0	35

TBS/SCT 350-63

Canada

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	7
19(1)(f)	0	22.1	0	27	2
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
1	21	1

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
4802	3081	28

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	15	162	0	0	0	0	1	1929	0	0
Disclosed in part	4	148	2	289	1	553	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	5	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	24	310	2	289	1	553	1	1929	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	1	0	1	0	2
Disclosed in part	2	1	0	0	3
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	3	1	1	0	5

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	33
Percentage of requests closed within legislated timelines (%)	94.3

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
2	0	1	1	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	1	0	1
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	1	1	2



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	1	0	1

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	
3	0	0	0	0	0	3	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	3	0	0
31 days or greater								0
Total	0	0	0	0	0	3	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							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

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
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9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	54	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		\$88,203
Overtime		\$3,143
Goods and Services		\$32,782
• Professional services contracts	\$30,000	
• Other	\$2,782	
Total		\$124,128

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.810
Part-time and casual employees	0.180
Regional staff	0.000
Consultants and agency personnel	0.100
Students	0.000
Total	1.090

Note: Enter values to three decimal places.