

***2021–2022 Annual Report to Parliament
Privacy Act***



Agence spatiale
canadienne

Canadian Space
Agency

Canada

Annual Report to Parliament – Privacy Act – 2022

Ce document est également offert en français sous le titre Rapport annuel au Parlement 2021-2022 – Loi sur la protection des renseignements personnels - 2022

© His Majesty the King in Right of Canada, as represented by the Minister of Innovation, Science and Industry, 2022

Catalogue Number: ST96-6E-PDF

ISSN: 2293-975X



Table of Contents

Introduction	4
Mandate of the Canadian Space Agency.....	4
Mission	4
Organizational Structure	5
Delegations of Authority	5
Evolving Role of the ATIP Office.....	6
Request Processing Procedure.....	7
Performance for 2021–2022	7
Highlights of the 2021–2022 Statistical Report	7
Requests Received and Processed.....	7
Provisions and Processing Times.....	8
Exemptions and Exclusions Invoked	9
Format of Information Disclosed	9
Pages Reviewed and Disclosed	10
Consultations and Extensions	10
Consultations Received from Other Federal Institutions.....	11
Administration Fees and Costs	11
Impact of COVID-19	11
Training and Awareness	11
Electronic Tools.....	12
Policies, Guidelines, Procedures and Initiatives	12
Summary of Key Issues and Actions Taken with Respect to Complaints or Audits	12
Compliance Monitoring.....	12
Material Privacy Breach.....	12
Privacy Impact Assessments	13
Disclosure in the Public Interest	13
Conclusion	13
Delegation Order.....	14
Statistical Report on the <i>Privacy Act</i>	17



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 provides 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 2021–2022 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 institution'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 the following: <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 Government Coordinator.

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 2020, 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 appended grid on delegation of authorities identifies the powers delegated.



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

Overseen by the Cybersecurity & Information Management Director, the ATIP Office is comprised of the Access to Information and Open Government Coordinator, the Access to Information Senior Officer and a Junior Officer.

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, no agreement for such services, as stipulated in section 73.1 of the *Act*, was 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 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 appropriate Office of Primary Interest and, when necessary and appropriate depending on the case, Justice Canada, information-related communities of practice, Treasury Board Secretariat (TBS) 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 2021–2022

During the reporting period, the CSA processed 8 personal information requests. Of the 8 requests processed, 87.5% received a response within the legislated time limits outlined in the *Act*.

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, 2021 to March 31, 2022 can be found in the appendix.

Highlights of the 2021–2022 Statistical Report

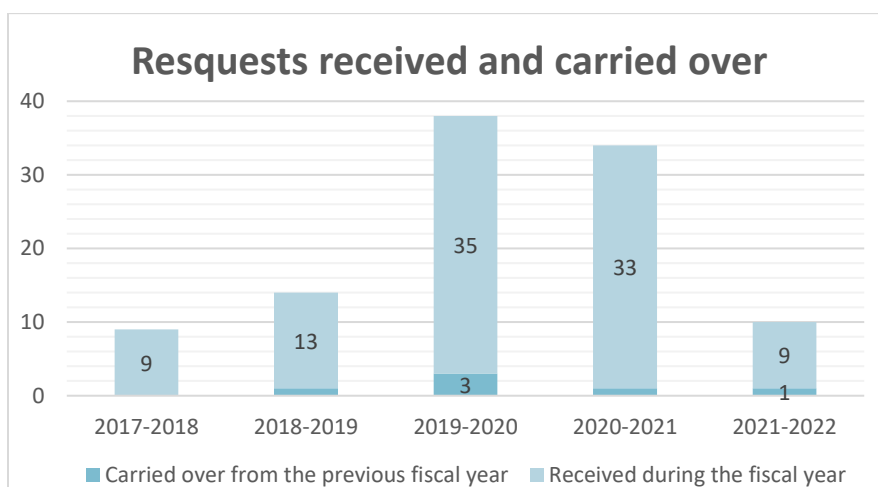
Requests Received and Processed

This year, the number of requests for access to personal information received by the CSA decreased. In fact, the number of requests received was 33 in 2020–2021 and 9 in 2021–2022, which represents a decrease of the requests.



Of these, the CSA processed 8 requests during the year, including 1 request carried over from the previous year, while 2 requests were carried over to the next fiscal year.

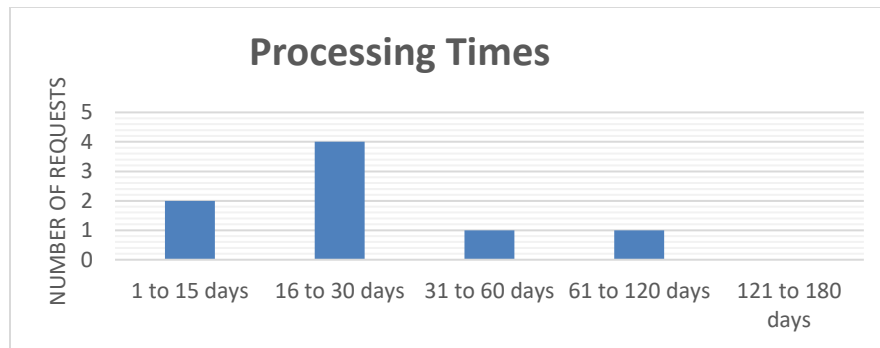
The following table illustrates the trend in requests received and carried over during the last five fiscal years:



Provisions and Processing Times

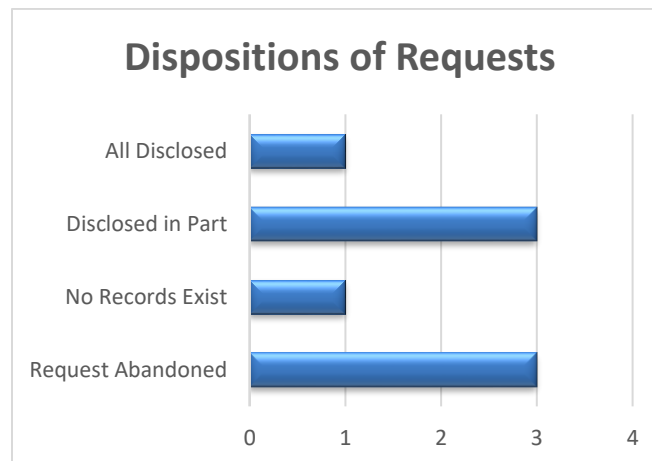
The *Act* stipulates that responses to access requests must be provided within 30 calendar days. Of the 8 requests processed in 2021–2022, 6 requests (75%) were processed within this timeframe, while responses for 2 requests (25%) took more than 30 days. In effect, 1 of these 2 requests was extended for consultation purposes while the 2nd exceeded the legislative deadline of 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, 1 request was extended for consultation purposes.



Of the 8 requests processed this year, 3 requests (37.5%) were disclosed in part, while 1 request (12.5%) was fully released. Of the remaining requests, 3 requests (37.5%) were abandoned by the requesters and 1 request (12.5%) had no existing documents that responded to the request.

The following table presents all the provisions invoked.



Exemptions and Exclusions Invoked

For the 3 partially disclosed requests, articles 21 [international affairs and defence], 26 [information concerning other individuals] and 27 [solicitor-client privilege] were invoked.

Format of Information Disclosed

Of the 8 requests answered this year, all were disclosed electronically.



Pages Reviewed and Disclosed

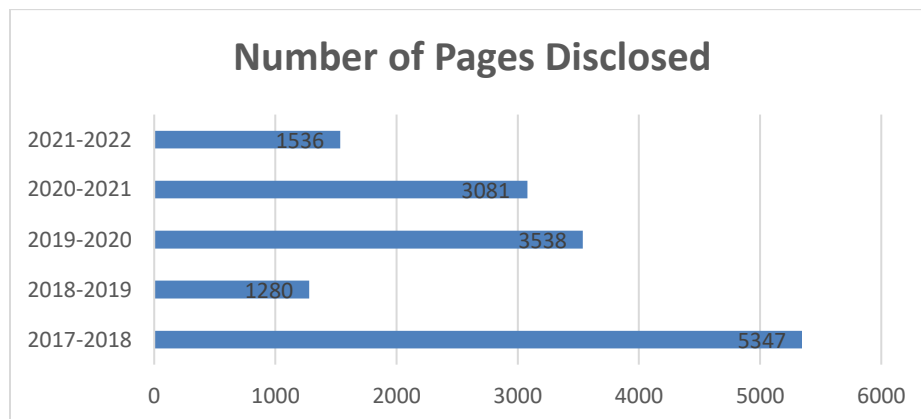
The number of pages disclosed can vary considerably from year to year, depending on the subject of the requests and the amount of relevant documents held by the CSA.

We disclosed an average of 192 pages per file, while last year the average of pages disclosed was 134.

The number of pages processed during the year decreased. A total of 3297 pages were processed, compared to 4802 the previous year.

In total, 1 request contained less than a hundred pages, 3 requests had between 101 and 500 pages, and finally, 1 request required the processing of more than 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, 1 request was extended under paragraph 15 (a) (ii) - consultation. This request 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 applicant for this request was 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 2021–2022, the CSA did not receive any such requests.

Administration Fees and Costs

For the reporting period, operating costs have been estimated at \$114,194. Of this amount, 97% of the costs were dedicated to salary with an amount of \$112,172. The cost of goods and services represented 3% (\$3,022). These expenses are related to the awarding of a contract in support of privacy assessments.

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 10 learners took the training this year.

Information sessions on the processing of access to information, personal information requests and awareness sessions on document marking at the CSA are available upon request. This year, 3 sessions were given to nearly 95 participants.



Electronic Tools

The CSA continues to use the TBS's Online ATIP Request Service to receive these requests. During 2021-2022, the ATIP Office participated in training and testing for the new TBS ATIP Online Access Management Portal. The implementation of this tool took place in July 2022.

The ATIP Office currently uses an access to information request management tool which was implemented in 2019-2020. After obtaining this tool, the ATIP Office was able to benefit from its functions throughout the year, which facilitated the production of reports and follow-up of access to information requests. Through TBS procurement, the ATIP Office is preparing for a new system to be implemented in 2023-2024.

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 2021–2022, 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 2021–2022.

Compliance Monitoring

The time spent on processing Access to Information requests is tracked through the electronic ATIP request processing system. For CSA reporting purposes, reports, including one weekly report, are sent to senior management and others concerned by the requests.

Material Privacy Breach

A privacy breach involves improper or unauthorized collection, use, disclosure, retention or disposal of personal information. In 2021–2022, 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. 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 Astronauts 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 evaluations were still ongoing. The one on [*recruitment and staffing activities using virtual staffing tools*](#) was completed in 2021-2022 and the second one is expected to be submitted for approval in 2022-2023.

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 did not disclose any personal information in accordance with this provision.

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*.



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 <i>Access to Information Act and Privacy Act Delegation Order</i> <i>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</i>		
<p>The Minister of Industry Canada, pursuant to section 73 of the <i>Access to Information Act</i> and the <i>Privacy Act</i>, 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</p>	<p>En vertu de l'article 73 de la <i>Loi sur l'accès à l'information</i> et la <i>Loi sur la protection des renseignements personnels</i>, 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</p>	
<u>Schedule / Annexe</u>		
<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>
Vice President / Vice-président	Full authority / Autorité absolue	Full authority / Autorité absolue

1



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*

 Government of Canada / Gouvernement du Canada

Statistical Report on the *Privacy Act*

Name of institution: Canadian Space Agency

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		9
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		10
Closed during reporting period		8
Carried over to next reporting period		2
• Carried over within legislated timeline	2	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	4
E-mail	5
Mail	0
In person	0
Phone	0
Fax	0
Total	9

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of informal requests

Completion Time							
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
0	0	0	0	0	0	0	0



2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 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	1	0	0	0	0	0	1
Disclosed in part	0	1	1	1	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	0	1	0	0	0	0	0	1
Request abandoned	2	1	0	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	2	4	1	1	0	0	0	8

3.2 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	2
19(1)(f)	0	22.1	0	27	1
20	0	22.2	0	27.1	0
21	1	22.3	0	28	0
		22.4	0		

3.3 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

3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	4	0	0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
3297	1536	7

3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	1	420	0	0	0	0	0	0
Disclosed in part	1	29	2	632	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	2	0	0	0	0	0	1	2216	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	3	29	3	1052	0	0	1	2216	0	0



3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	1	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	1	0	1
Neither confirmed nor denied	0	0	0	0	0
Total	0	1	1	0	2

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	7
Percentage of requests closed within legislated timelines (%)	87.5

3.7 Deemed refusals

3.7.1 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
1	1	0	0	0



3.7.2 Request 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 timeline where an extension was taken	Total
1 to 15 days	1	0	1
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	1	0	1

3.8 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 4: 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 5: 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 6: Extensions

6.1 Reasons for extensions

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 ConfidenceSection (Section 70)	External	Internal	
1	0	0	0	0	0	1	0	0

6.2 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 ConfidenceSection (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	1	0	0
31 days or greater								0
Total	0	0	0	0	0	1	0	0



Section 7: Consultations Received From Other Institutions and Organizations

7.1 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 within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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

7.3 Recommendations and completion time for consultations received from other organizations outside the 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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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 9: Complaints and Investigations Notices Received**

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

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)**10.1 Privacy Impact Assessments**

Number of PIAs completed	1
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	7	1	0	0
Central	50	0	0	0
Total	57	1	0	0

Section 11: Privacy Breaches**11.1 Material Privacy Breaches reported**

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

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0
---	---

Section 12: Resources Related to the Privacy Act**12.1 Allocated Costs**

Expenditures	Amount
Salaries	\$111,172
Overtime	\$0
Goods and Services	\$3,022
• Professional services contracts	\$3,022
• Other	\$0
Total	\$114,194

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.800
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.005
Students	0.000
Total	1.805

Note: Enter values to three decimal places.