



Department of Justice  
Canada

Ministère de la Justice  
Canada

# **ANNUAL REPORT TO PARLIAMENT 2020-21**

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# INTRODUCTION

The *Privacy Act* (PA) was proclaimed into force on July 1, 1983.

The PA extends to individuals the right of access to information about themselves held by the Government, subject to specific and limited exceptions. The PA also protects individuals' privacy by preventing others from having access to their personal information and gives individuals substantial control over the collection, use, and disclosure by the federal government of such information.

Section 72 of the PA requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of the PA within the institution during each financial year.

This thirty-eighth Annual Report on the Administration of the PA is prepared in accordance with section 72 of the Act. It is intended to describe how the Department of Justice (hereinafter referred to as "the Department") administered its responsibilities during fiscal year 2020-21.

## ***PART I – GENERAL INFORMATION***

### *DEPARTMENT OF JUSTICE*

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To better understand the context within which the PA is administered, this section provides background information about the Department.

The Department has a dual mandate. This mandate stems from the dual role of the Minister of Justice, who is also the Attorney General of Canada.

In support of the Minister of Justice, the Department is responsible for providing policy and program advice and direction through the development of the legal content of bills, regulations and guidelines. In support to the Attorney General of Canada, the Department is responsible for litigating civil cases by or on behalf of the Federal Crown and for providing legal advice to federal law enforcement agencies and other government departments.

### *PRIVACY ACTIVITIES*

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The Access to Information and Privacy (ATIP) Director (also referred to as the ATIP Coordinator) is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures in order to enable efficient processing of requests under the PA. The Coordinator is also responsible for related policies, systems and procedures stemming from the PA.

The responsibility for the coordination of new data collection at the Department also lies with the ATIP Coordinator. This ensures compliance with the PA and, as necessary, the creation of new Personal Information Banks or Program Records.

**Activities of the ATIP Office include:**

- Ensuring timely processing of requests under the PA and assisting clients in accordance with the principles for assisting applicants;
- Acting as spokesperson for the Department in dealing with the Treasury Board Secretariat, the Privacy Commissioner and other government departments and agencies regarding the application of the PA;
- Responding to consultation requests submitted by other federal institutions on Department documents located in their files and on records that may be subject to solicitor-client privilege;
- Coordinating, reviewing, approving and publishing new entries and modifications to Info Source, an annual Government of Canada resource that describes its organization and information holdings;
- Preparing the Annual Report to Parliament and other statutory reports, as well as other materials that may be required by central agencies;
- Developing, coordinating and implementing policies, procedures and guidelines for the orderly implementation of the PA by the Department;
- Providing advice and guidance to senior management and all departmental employees on privacy related matters, as well promoting awareness of the PA, to ensure Departmental respect of the obligations imposed on the Government;
- Monitoring Departmental compliance with the PA, its regulations and relevant procedures and policies;
- Advise and review departmental Privacy Impact Assessments (PIAs) and/or Privacy Protocols for Non-Administrative Uses; and
- Investigate and mitigate privacy breaches in accordance with the Treasury Board Secretariat's Breach Guidelines.

**Monitoring Compliance**

The workload was assessed, through the ATIP Case Management System, on a daily basis in order to ensure that workload was evenly distributed and effectively managed to meet statutory deadlines. Various reports were produced to ensure that all levels of officials are advised.

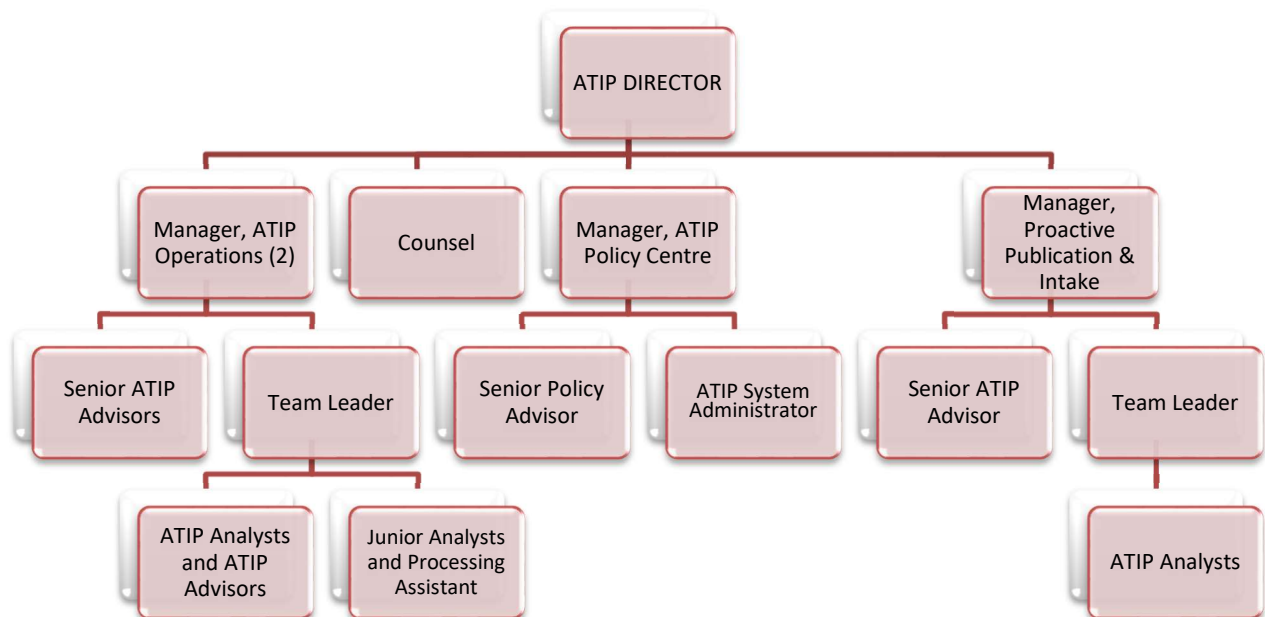
## ORGANIZATION FOR THE IMPLEMENTATION OF ACCESS TO INFORMATION ACTIVITIES

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The ATIP office reports to the Chief Information Officer of the Information Solutions Branch, under the direction of the Assistant Deputy Minister and Chief Financial Officer of the Management Sector.

The ATIP Director has full authority delegated by the Minister for the administration of the Act. For the purpose of increased executive oversight, full authority is also conferred to the Deputy Minister and Associate Deputy Minister, the Assistant Deputy Minister and Chief Financial Officer, Management Sector and the Chief Information Officer. The Delegation Order can be found at **Appendix A** of this report.

The ATIP team comprises analysts and privacy policy experts, who play a key compliance and risk mitigation role for the Department. Within the ATIP Office, 3.98 employees were dedicated on a full-time basis to the administration of the PA and related functions. The organizational chart of the ATIP Office is as follows:



The ATIP Office is supported by a designated network of offices of primary interest (OPIs), holders of the relevant information identified in an access request. OPIs are directly involved in the application of the PA by making recommendations concerning the disclosure of records and by ensuring compliance with the provisions of the Act.

The stages for processing requests are as follows:



The reading rooms at the Department's headquarters and those located in the regional offices across Canada make available to the public the most recent published version of Info Source, as well as departmental publications and manuals. Many of these publications can be found on the Department's and the Treasury Board Secretariat's websites.



## *ADMINISTRATIVE ISSUES*

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### **Salary and Administrative Expenditures**

A total of 3.98 full-time equivalents were utilized on a full-time basis in the administration of the PA. The salary expenditures amounted to \$405,506.

The administrative expenditures amounted to \$41,177 which included professional services contracts.

These costs do not include resources expended by the Department's other sectors to meet the requirements under the PA. There were no service agreements under section 73.1 of the PA to which the Department was party during the reporting period.

### **Accomplishments**

The Department continued to strive to provide leadership and improve its performance in order to maintain the highest standards of service. For fiscal year 2020-21, the ATIP Office accomplished the following:

- The Department continued to work throughout the COVID-19 lockdowns. ATIP employees worked remotely since March 13, 2020 and continued to assist applicants and process requests.
- The Department instituted alternative working arrangements to help ATIP employees affected by school closures, loss of childcare arrangements, and disruption to family life due to COVID-19. The Department worked diligently to provide service to clients, and communicated with its clients clearly during the challenge.
- The Department continued to publish its annual reports to Parliament on the [Department's website](#) as well as the summaries of the completed requests on the [Open Government Portal](#), thereby improving communication with applicants and promoting transparency. This practice is in accordance with the Treasury Board Secretariat's directives and policies and with the ten principles of practice outlined on the ATIP Office's website for the public.

- The Department continued to use SharePoint, a web application platform, for the transfer of information with the Offices of Primary Interest to reduce internal processing timelines and paper consumption and allow for business continuity during office closure.
- To better serve our clients, the Department continued to be part of the [Access to Information and Privacy Online Request Service](#). Our clients can continue to submit requests under the PA through an online channel.
- The Department monitored guidelines and service standards for the ATIP community that clarify the ATIP Office's role in requests that have been received by other federal government institutions pursuant to the PA.
- The Department continued to develop internal guidance documents and tools to ensure consistency and to document best practices and lessons learned. These guidance documents are routinely discussed at regular staff meetings and updated as required.
- The Department continued to update internal procedures in order to process PA requests more efficiently and to share best practices with other government institutions.
- Given the ATIP office worked remotely since March 2020, there was a considerable reduction in paper consumption. The office mostly receives electronic requests and records, as well as provides release packages electronically to applicants in most cases. The Department instituted E-Post in 2019-20, in order to move away from paper consumption and to provide greater convenience to clients.
- The Department met its obligations under Part II – proactive publication.

## **Education and Training**

ATIP employees regularly provided advice and informal training on the application of ATIP legislation to departmental employees who must review relevant records requested under the PA.

Due to work restrictions and COVID-19 challenges, the ATIP Office did not provide as much training this year. However, normally, formal awareness information sessions are offered to other sectors within the Department. Particular emphasis is placed on those aspects of the Act that are directly related to the employees' areas of responsibility.

With the implementation of MS Teams across the department, the ATIP Office began to use the platform to deliver training later in the year:

- Ministers Office – 3 sessions – 8 participants
- Regional Privacy Breach training – 25 participants
- Questions and Answers (Qs and As) Sessions – 4 sessions – 36 participants
- ATIP Process overview – 1 session – 9 participants

ATIP training is part of the recommended courses under the values and ethics component of the Department's Roadmap for new Managers. An e-orientation deck is posted on the Department's Intranet site for employee consultation.

ATIP employees regularly participated in collective awareness sessions with ATIP Counsel to review recent jurisprudence and case law related to the PA. The ATIP Counsel participated in monthly ATIP Practice Group meetings during which information was exchanged and viable solutions proposed. The Practice Group is open to all departmental counsel, including those from Legal Services Units, and its mandate is to discuss questions such as the right of access to information or privacy issues.

In addition to mentorship and partnership relationships, workshops and presentations were regularly provided within the ATIP Office on various topics concerning the application of the PA and related policy and procedures. This allowed ATIP employees to benefit from each other's respective levels of experience and knowledge.

Finally, ATIP employees participated in training sessions, conferences and seminars organized by the Treasury Board Secretariat or by various associations on matters relating to both access and privacy. These exchanges provided updates for employees in the development of ATIP and upcoming trends in this area.

## ***PART II – REPORT ON THE PRIVACY ACT***

### ***REQUESTS UNDER THE PRIVACY ACT***

#### ***Statistical Report***

The Annual Statistical Report for fiscal year 2020-21 is included at Part III of this Report.

#### ***Interpretation of the Statistical Report***

##### **Overview of Requests Pursuant to the *Privacy Act***

<b>Fiscal Year</b>	<b># of Requests Received</b>	<b># of Requests Completed</b>	<b># of Pages Processed</b>	<b># of Pages Released</b>
<b>2020-21</b>	128	130	25,853	5,468
<b>2019-20</b>	196	201	28,125	12,176
<b>2018-19</b>	253	248	14,479	7,397

##### **Requests Received Pursuant to the *Privacy Act***

128 requests were received during the period under review. In addition, 46 requests were carried forward from previous years, for a total of 174 requests.

##### **Requests Completed Pursuant to the *Privacy Act***

130 requests were completed during the period under review and 44 were carried forward to be completed in fiscal year 2021-22.

Responding to formal privacy requests involved the review of 25,853 pages, of which 5,468 pages were partially or entirely disclosed.

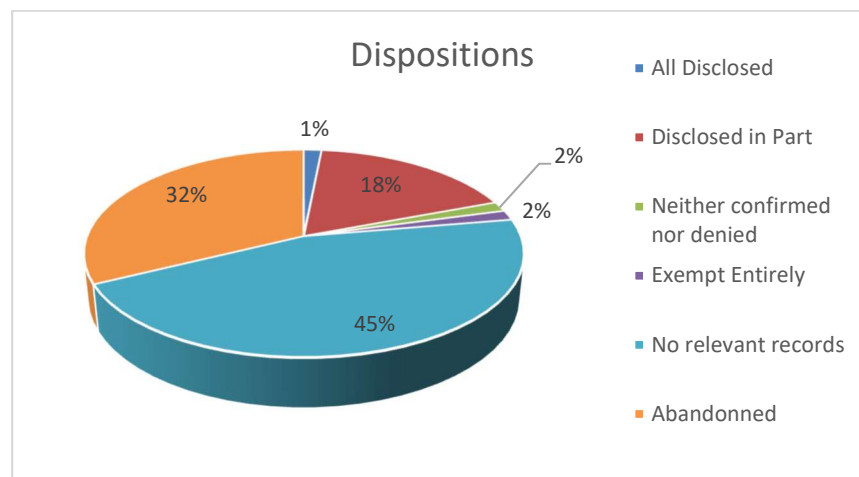
### Disposition of Completed Requests

Of the 130 requests completed in fiscal year 2020-21:

- No relevant records existed under the control of the Department for 59 (45%) requests; and
- 42 (32%) requests were abandoned by the applicant. In the majority of cases, the applicant did not pursue the requests, either by withdrawing them or by not providing the clarification that was requested by the ATIP Office.

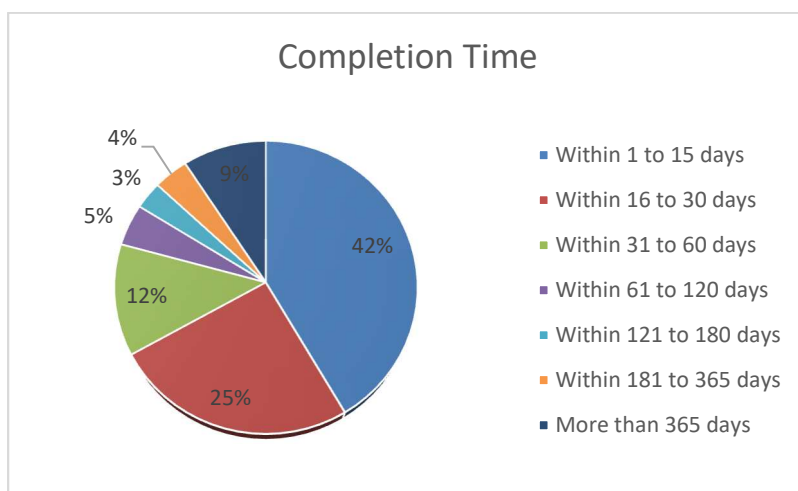
The remaining 29 requests were released in the following manner:

- 2 were fully disclosed (1%);
- 23 were partially disclosed (18%);
- 2 could not be confirmed nor denied (2%); and
- 2 were entirely exempted (2%).



### Completion Time and Extensions

Out of 130 requests completed in 2020-21, 87 (67%) were processed within 30 days or less.



The ATIP Office routinely monitored the processing time for privacy requests. This routine monitoring was done through various statistical reports and meetings with ATIP employees to ensure that requests were being processed in a most timely manner. All ATIP employees, portfolio contacts and senior management were made aware of the performance metrics.

In some instances, the Department found it necessary to seek extensions to the prescribed time limits due to interference with operations (39 times).

### Exemptions Invoked

The Department invoked exemptions under the PA for 43 requests. Section 26 was invoked most often (24 times), which exempts personal information relating to individuals other than the applicant, and section 27 (18 times), which exempts information relating to solicitor-client privilege. For further details regarding all the exemptions invoked, please refer to the Statistical Report at Part III of this Report.

### Exclusions Cited

Information was excluded under section 70(1) once during the reporting period.

### Method of Access

A total of 6 requesters wanted paper copies and 19 applicants chose to receive information electronically.

### *Consultations by other Federal Institutions or Departments*

#### **Overview of Consultations Requests Received from other Government Institutions and Organizations**

<b>Fiscal Year</b>	<b># of Requests Received</b>	<b># Pages Received</b>	<b># of Requests Completed</b>	<b># of Pages Reviewed</b>
<b>2020-21</b>	25	1,793	26	2,891
<b>2019-20</b>	19	369	19	951
<b>2018-19</b>	26	1,387	26	1,162

During the period under review, the Department received 25 requests from other government institutions and organizations requesting recommendations regarding records originating from, pertaining to, or of interest to the Department. In addition, 5 consultations outstanding from previous years were carried over, for a total of 30. In total, the Department reviewed 1,793 pages for these consultations.

Of the 30 consultations active throughout the reporting period, 26 were completed during the 2020-21 fiscal year and the remaining four were carried forward to be completed in fiscal year 2021-22.

### *Other types of Requests*

#### **Advice**

The ATIP Office acted as a resource on several occasions for departmental officials as well as those from other government institutions, offering advice and guidance on the provisions of the legislation as well as related policies. The Office was consulted on the disclosure and collection of information on a wide range of issues.

## **Complaints Filed**

The Department received 5 Notices of Intention to Investigate from the Office of the Privacy Commissioner (OPC) during the reporting period. The reasons for the complaints were as follows:

- 2 related to delay;
- 1 related to exemption;
- 1 concerned the handling of the request in general; and
- 1 concerned the used and disclosure of personal information

## **Completed Investigations**

Complaint findings are defined as follows:

Well-founded: The institution contravened a provision of the PA.

Well-founded and resolved: The institution contravened a provision of the PA but has since taken corrective measures to resolve the issue to the satisfaction of the OPC.

Not well-founded: There was no or insufficient evidence to conclude the institution/organization contravened the privacy legislation.

Resolved: The investigation revealed that the complaint is essentially a result of a miscommunication, misunderstanding, etc., between parties; and/or the institution agreed to take measures to rectify the problem to the satisfaction of the OPC.

Settled: The OPC helped negotiate a solution that satisfied all parties during the course of the investigation, and did not issue a finding.

Discontinued: The investigation was terminated before allegations were fully investigated.

Early Resolution (ER): Applied to situations in which the issue is resolved to the satisfaction of the complainant early in the investigation process and the OPC did not issue a finding.

A total of 6 investigations were completed during the reporting period, some of which had been carried forward from previous years. Of the 6 investigations, 2 were not well-founded (including the complaint on use and disclosure of personal information), 1 was well-founded; 3 were closed in Early Resolution. No key issues were raised as a result of these complaints.

At the end of the fiscal year, 4 complaints were still under investigation by the OPC.



### *Review by the Federal Court of Canada*

No applications were filed before the Federal Court pursuant to sections 41, 42 and 44 of the PA during the reporting period.

### *Request for Correction of Personal Information*

Paragraph 12(2)(a) of the PA provides that every individual given access to personal information about himself or herself that has been used, is being used, or is available for use for an administrative purpose, is entitled to request correction of such information where the individual believes there is an error or omission therein.

The Department did not receive any request for correction of personal information during the reporting period.

### *Use and Disclosure*

It is the Department's policy that personal information be used solely for the purpose for which it is collected or for a consistent use as described in the Info Source publication.

### *Disclosure under Paragraph 8(2)*

Paragraph 8(2)(m) of the PA permits the disclosure of personal information in situations where the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure or when the disclosure would clearly benefit the individual to whom the information relates. The Privacy Commissioner must be informed of disclosures to be made under these provisions.

The Department did not disclose personal information pursuant to paragraph 8(2)(m) during the reporting period.

### *Exempt Banks*

The Department had no exempt banks under the PA.

### ***Audits Conducted by the Privacy Commissioner***

Pursuant to subsection 37(1) of the PA, the Privacy Commissioner may carry-out investigations in respect of personal information under the control of government institutions to ensure compliance with paragraphs 4 to 8.

No formal investigations by the Commissioner were completed during the reporting period.

### ***Privacy Breaches***

Federal institutions are required to notify the OPC of Canada and the Treasury Board of Canada Secretariat of all material privacy breaches and of the mitigation measures being implemented if the breach involves sensitive personal information and could reasonably be expected to cause serious injury to the individual.

1 material breach was reported during this reporting period.

#### Summary of the Material Privacy Breach

A letter and attached receipts containing taxpayer information were sent by courier from the Department's office in Edmonton to an employee's home. The employee was working from home due to COVID-19. The employee confirmed that she did not receive the package and filed a breach report. The matter was investigated by the ATIP Office and the documents were deemed to be lost. The Department filed a report with the Edmonton Police Service. The individuals were informed of the breach.

#### Corrective measures taken

The Department moved to further limit physical transfer of documents via courier during the COVID-19 outbreak to the extent possible.

### ***Privacy Impact Assessments (PIAs)***

PIAs are a means to ensure that privacy principles are taken into account during the design, implementation and evolution of programs and services that involve personal information. Programs and services with potential privacy risks are required to undergo a PIA.

No PIAs were completed during this reporting period.

## PART III – ANNUAL STATISTICAL REPORT



Government  
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du Canada

### Statistical Report on the *Privacy Act*

Name of institution: Department of Justice

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

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

##### 1.1 Number of requests

	Number of Requests
Received during reporting period	128
Outstanding from previous reporting period	46
<b>Total</b>	<b>174</b>
Closed during reporting period	130
Carried over to next reporting period	44

#### 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	0	0	1	1	0	0	0	2
Disclosed in part	0	3	4	3	3	2	8	23
All exempted	0	1	0	0	0	1	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	32	18	6	1	1	1	0	59
Request abandoned	22	9	5	1	0	1	4	42
Neither confirmed nor denied	0	2	0	0	0	0	0	2
<b>Total</b>	<b>54</b>	<b>33</b>	<b>16</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>12</b>	<b>130</b>

TBS/SCT 350-63

## 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)	1	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	24
19(1)(f)	0	22.1	0	27	18
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)	1	70(1)	1	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
6	19	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
25853	5468	71

### 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	14	0	0	1	586	0	0	0	0
Disclosed in part	5	121	7	941	5	2006	5	1642	1	158
All exempted	1	0	1	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	42	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	2	0	0	0	0	0	0	0	0	0
<b>Total</b>	51	135	8	941	6	2592	5	1642	1	158

### 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	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	1	0	0	0	1

## 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	91
Percentage of requests closed within legislated timelines (%)	70

## 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
39	31	1	0	7

### 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	8	0	8
16 to 30 days	3	0	3
31 to 60 days	6	1	7
61 to 120 days	2	2	4
121 to 180 days	0	0	0
181 to 365 days	5	1	6
More than 365 days	6	5	11
<b>Total</b>	<b>30</b>	<b>9</b>	<b>39</b>

## 2.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## 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
<b>Total</b>	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	
4	2	1	0	0	0	0	1	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	2	1	0	0	0	0	1	0
31 days or greater								0
<b>Total</b>	2	1	0	0	0	0	1	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	25	1793	2	10
Outstanding from the previous reporting period	5	1561	0	0
<b>Total</b>	30	3354	2	10
Closed during the reporting period	26	2891	1	3
Carried over to the next reporting period	4	463	1	7



**6.2 Recommendations and completion time for consultations received from other Government of Canada institutions**

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
All disclosed	1	1	0	0	1	0	0	3
Disclosed in part	5	3	5	3	0	0	1	17
All exempted	1	1	0	0	0	0	0	2
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	1	1	1	0	1	0	0	4
<b>Total</b>	<b>8</b>	<b>6</b>	<b>6</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>26</b>

**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	1	0	0	0	0	0	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

## 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 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
<b>Total</b>	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
5	0	3	0	8

## 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
	0	0	0	0

## Section 10: Material Privacy Breaches

Number of material privacy breaches reported to TBS	1
Number of material privacy breaches reported to OPC	1

## Section 11: Resources Related to the Privacy Act

### 11.1 Costs

Expenditures		Amount
Salaries		\$405,506
Overtime		\$2,660
Goods and Services		\$41,177
• Professional services contracts	\$40,022	
• Other	\$1,155	
<b>Total</b>		<b>\$449,343</b>

### 11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	3.980
Part-time and casual employees	0.480
Regional staff	0.000
Consultants and agency personnel	0.320
Students	0.000
<b>Total</b>	<b>4.780</b>

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

## APPENDIX A – DELEGATION ORDER

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

The Minister of Justice of Canada, pursuant to subsections 95(1) of the *Access to Information Act* and 73(1) of the *Privacy Act*, hereby delegates any powers, duties and functions under the Acts to the persons holding the positions set out in the schedule hereto, as well as to the persons occupying those positions on an acting basis. This delegation order replaces any previous delegation order.

En vertu des paragraphes 95(1) de la *Loi sur l'accès à l'information* et 73 (1) *Loi sur la protection des renseignements personnels*, le ministre de la Justice du Canada délègue les attributions suivantes aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes. Le présent arrêté de délégation remplace et annule tout autre arrêté de délégation.

#### Schedule/Annexe

POSITION/POSTE	<i>Privacy Act</i> and Regulations/ <i>Loi sur la protection des renseignements personnels</i> et règlements	<i>Access to Information Act</i> and Regulations/ <i>Loi sur l'accès à l'information</i> et règlements
The Deputy Minister and Associate Deputy Minister / Sous-ministre et Sous-ministre délégué	<b>Full authority/Autorité absolue</b>	<b>Full authority/Autorité absolue</b> (including for the Act as it was prior to June 21, 2019/incluant la Loi telle qu'elle existait avant le 21 juin 2019)
The Director, Access to Information and Privacy Office/Le directeur, Bureau de l'accès à l'information et de la protection des renseignements personnels	<b>Full authority/Autorité absolue</b>	<b>Full authority/Autorité absolue</b> (including for the Act as it was prior to June 21, 2019/incluant la Loi telle qu'elle existait avant le 21 juin 2019)
The Assistant Deputy Minister Management Sector and Chief Financial Officer/Le Sous-ministre adjoint, Secteur de la gestion et dirigeant principal des Finances	<b>Full authority/Autorité absolue</b>	<b>Full authority/Autorité absolue</b> (including for the Act as it was prior to June 21, 2019/incluant la Loi telle qu'elle existait avant le 21 juin 2019)
The Chief Information Officer / Le Dirigeant principal de l'information	<b>Full authority/ Autorité absolue</b>	<b>Full authority/ Autorité absolue</b> (including for the Act as it was prior to June 21, 2019/incluant la Loi telle qu'elle existait avant le 21 juin 2019)
The Chief of Operations, Chief of Policy and Legal Counsel, Access to Information and Privacy Office / Le Chef des opérations, Chef des politiques et le Conseiller juridique, Bureau de l'accès à l'information et de la protection des renseignements personnels	15, and the mandatory provisions of section 26 for all records / 15 et les dispositions obligatoires de l'article 26 pour tous les documents	8(1), 9, 11, and the mandatory provisions of section 19 for all records / 8(1), 9, 11 et les dispositions obligatoires de l'article 19 pour tous les documents
The Senior Access to Information and Privacy Advisors/Les conseillers principaux en accès à l'information et protection des renseignements personnels	15 for all records/15 pour tous les documents	8(1) and 9 for all records/8(1) et 9 pour tous les documents

Dated, at the City of Ottawa, this 16<sup>th</sup> day of October, 2020      Daté, en la ville d'Ottawa, ce 16 jour de octobre 2020



MINISTRE DE LA JUSTICE

THE HONOURABLE



L'HONORABLE

MINISTER OF JUSTICE