



Canadian Security
Intelligence Service

Service canadien du
renseignement de sécurité



ANNUAL REPORT

2021-2022

Administration of the
ACCESS TO INFORMATION ACT

Canada 

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1. Introduction

The *Access to Information Act* (hereafter the “Act”) provides Canadian citizens, as well as individuals and corporations present in Canada, the right to access federal government records of a non-personal nature. The public’s right of access to information is balanced against the legitimate need to protect sensitive information and to maintain the effective functioning of government, while promoting transparency and accountability in government institutions. The *Act* complements, but does not replace, other means of obtaining government information.

In June 2019, Bill C-58, *An Act to Amend the Access to Information Act and Privacy Act and to make consequential amendments to other Acts*, received Royal Assent. The Bill brought forth the most significant advances to the *Act* since it came into force in 1983. The amendments include providing the Information Commissioner (IC) with order making powers, allowing government institutions to seek the approval of the IC to decline to act on vexatious requests, requiring government institutions to proactively publish various information, etc.

This report is prepared and tabled in Parliament in accordance with section 94 of the *Access to Information Act* and with section 20 of the *Service Fees Act*. It covers the way in which the Canadian Security Intelligence Service (CSIS) administered the *Act* from April 1, 2021 to March 31, 2022.

The Service is not reporting on behalf of wholly owned subsidiaries or non-operational institutions.

2. CSIS Mandate

CSIS has, for the past 38 years, continued to demonstrate its value to Canadians by providing the Government of Canada with crucial information and advice linked to threats to the security of Canada and to Canadian interests. The *CSIS Act* gives CSIS the mandate to investigate activities suspected of constituting threats to the security of Canada including terrorism and violent extremism, espionage and sabotage, foreign influenced activities, and subversion of government. In addition to providing advice to Government on these threats, CSIS may also take lawful measures to reduce them. The Service also provides security assessments on individuals who require access to classified information or sensitive files within the Government of Canada as well as security advice relevant to the exercise of the *Citizenship Act* and the *Immigration and Refugee Protection Act*. Foreign intelligence collection within Canada is also conducted by CSIS at the request of the Minister of Foreign Affairs or the Minister of National Defence.

In June 2019, the *National Security Act, 2017* received Royal Assent. This legislation modernized the original *CSIS Act* by addressing outdated legal authorities, introducing new safeguards and accountability measures as well as clarifying CSIS’ responsibilities. The legislation addressed specific challenges and provided new modern authorities needed to keep pace with continuous changes in the threat, as well as the technological and legal landscapes.

3. Organizational Structure

During the 2021-2022 fiscal year, the Access to Information and Privacy (ATIP) Section remained under the Deputy Director, Policy and Strategic Partnerships Directorate. Within the Directorate, the ATIP Section is part to the Litigation and Disclosure Branch headed by the Director General. The employees of the ATIP Section are fully dedicated to the administration of both the *Access to Information Act* and the *Privacy Act* programs within CSIS, providing high quality and timely responses to internal and external clients including other government departments as well as providing advice to CSIS employees as they fulfill their obligations under both *Acts*. CSIS Legal Services Branch, staffed by Department of Justice lawyers, provides legal advice as required.

The CSIS ATIP Section consisted of twenty full-time positions to fulfill CSIS' obligations under both the *Access to Information Act* and *the Privacy Act*. It included one Chief (Coordinator), one Deputy Chief, three unit Heads, thirteen full-time Analysts, one Administrative Officer, and one Researcher. The ATIP Section also had one part-time Analyst working on historical records under the *Access to Information Act*. During the 2021-2022 fiscal year, the ATIP Section welcomed a new Coordinator and experienced resourcing challenges due to the ongoing COVID-19 pandemic. CSIS will be looking to modernize its ATIP Section during the next reporting period.

The ATIP Section's responsibilities vis-à-vis the *Act* are divided in two categories:

Operations

- receiving and processing all requests in accordance with the *Act*;
- assisting requesters in formulating their requests when required;
- gathering all pertinent records and ensuring that the search for information is rigorous and complete;
- conducting the initial review of the records and providing recommendations to the program areas;
- conducting and responding to all internal and external consultations;
- consolidating the recommendations;
- applying all discretionary and mandatory exemptions under the *Act*;
- assisting the Office of the Information Commissioner (OIC) in all access to information related matters including complaints against CSIS; and
- representing CSIS in access to information litigation cases.

Policies and Procedures

- coordinating the annual Info Source update and submission to the Treasury Board Secretariat of Canada (TBS);
- preparing the annual report on the administration of the *Act*;
- providing ongoing advice and guidance to senior management and departmental staff on all matters related to the access to information program;

- promoting access to information awareness and training sessions and ensuring all employees are aware of the obligations imposed by the legislation;
- monitoring departmental compliance with the Act, regulations and relevant procedures and policies;
- posting summaries of ATIA requests to Open Canada and processing informal requests;
- maintaining the CSIS public reading room;
- ensuring the Service meets its obligations under Part 2 of the Act; and
- participating in ATIP community activities, such as TBS ATIP community meetings and various working groups.

As defined by Section 96 of the Act, CSIS did not provide or receive services related to any power, function to or from another government institution during this reporting period.

4. Delegation Order

In accordance with Section 95(1) of the Act, a delegation order signed by the Minister of Public Safety and Emergency Preparedness designates the persons holding the positions of Director of CSIS, Deputy Director of the Policy and Strategic Partnerships Directorate, Director General of the Litigation and Disclosure Branch as well as the Chief of the Access to Information and Privacy Section to exercise and perform the duties of the Minister as Head of the institution.

The Honourable Bill Blair, P.C., M.P. issued the delegation order (Annex A) on October 27, 2022. The Honourable Marco E. L. Mendicino, P.C., M.P issued the delegation for the 2022-2023 reporting period.

5. Interpretation of the 2021-2022 statistical report for requests under the Access to Information Act

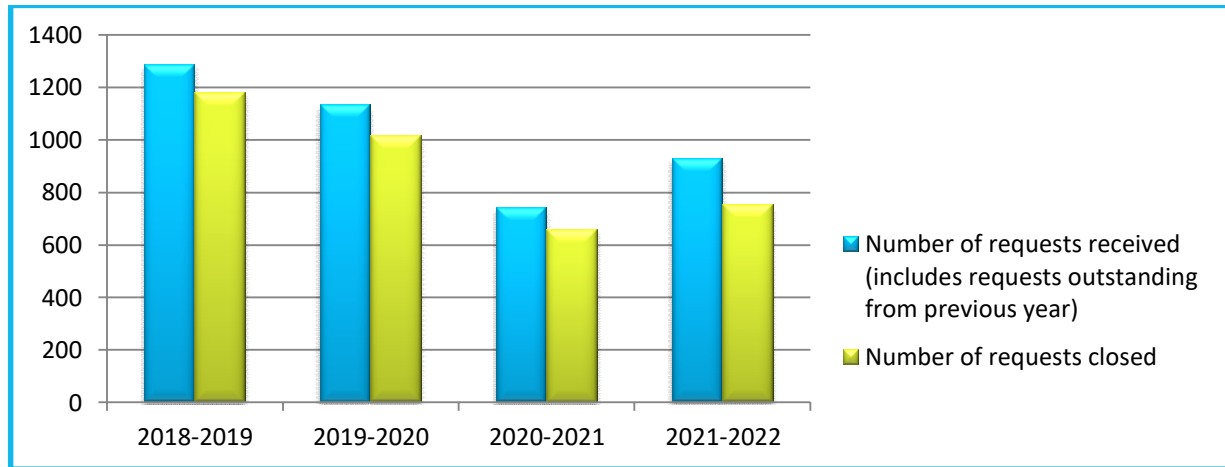
Every year, TBS requires institutions to submit a statistical report on their administration of the Access to Information Act, which contains cumulative data on the application of the legislation during the fiscal year. The CSIS Statistical Report for 2021-2022 as well as the Supplemental Report are included in Annex B and Annex C of this report. The statistics included in this report have been rounded to the nearest decimal point.

Table 1. Overview of the 2021-2022 statistics on the Service's administration of access to information requests in relation to statistics from the three previous years.

Fiscal year	Requests received	Outstanding requests	Requests closed	Requests carried over	Number of pages processed	Number of pages released	On-time compliance rate
2021-2022	844	84	752	176	45,243	17,428	94 %
2020-2021	624	119	658	85	41,415	11,887	81 % *
2019-2020	1,029	105	1,014	120	76,863	26,782	95 %
2018-2019	1,146	143	1,181	108	40,146	16,304	98 %

* The Covid-19 pandemic had a significant impact on the on-time compliance rate during the 2020-2021 fiscal year.

Figure 1 - Multi-year trend: Number of requests received vs. number of requests closed



As indicated in table 1, the Service received 844 requests under the Act between April 1, 2021 and March 31, 2022. This represents a 35 % increase from requests received during the previous reporting period. The Service had 84 outstanding requests at the end of the 2020-2021 reporting period. Of those 84 requests, 74 were received during the 2020-2021 fiscal year and 10 were received before April 1, 2020.

As of the end of the 2021-2022 fiscal year, 176 requests were carried over to the next fiscal year (see section 3.1 of Annex C). Ninety-two percent of those open requests were within their legislated timelines as of March 31, 2022 and eight percent were beyond their legislated timelines as of that same date.

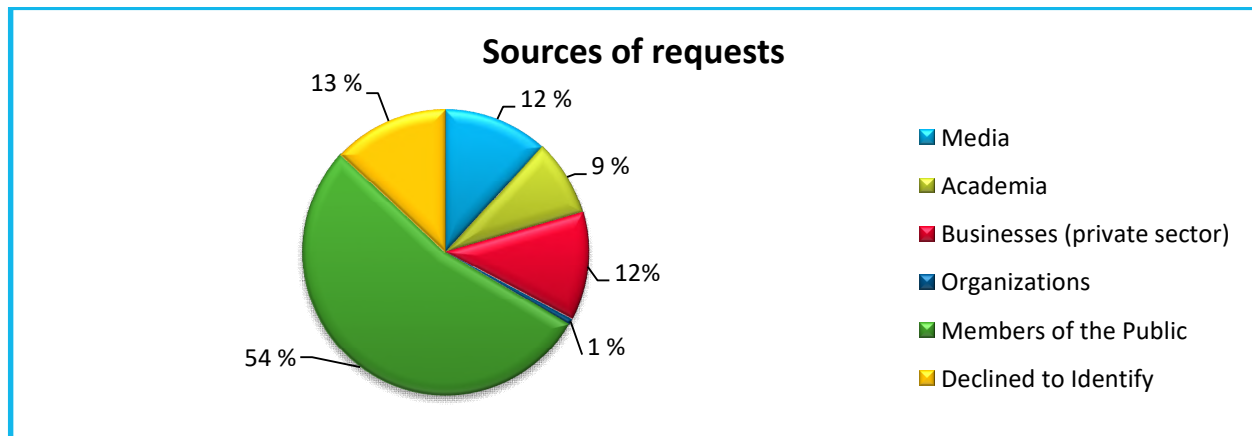
Table 2. Number of open requests outstanding from previous reporting periods (Section 3.1 of Annex C)

Fiscal year open requests were received	Open requests that are <i>within</i> legislated timelines as of March 31, 2022	Open requests that are <i>beyond</i> legislated timelines as of March 31, 2022	Total
2021-2022	162	0	162
2020-2021	0	11	11
2019-2020	0	2	2
2018-2019	0	1	1
Received prior to 2017-2018	0	0	0
Total	162	14	176

5.1 - Sources of requests

The 844 requests received during this reporting period came from various sources. Fifty-four percent of requests came from members of the public who, largely, were seeking the status of their citizenship and immigration application or seeking to discover whether the Service had investigative information on them. Twelve percent of requests came from businesses such as law offices looking for access to the immigration and citizenship information of their clients. Twelve percent of requests came from members of the media, nine percent came from academics, and thirteen percent of requesters declined to identify. It is worth noting that 92 % of requests received were submitted through the ATIP Online Request Service (AORS).

Figure 2 - Sources of requests



5.2 - Disposition of completed requests

The ATIP Section successfully closed 752 requests during the 2021-2022 reporting period: 40 % were closed within 1 to 15 days, 34 % were closed within 16 to 30 days and 10 % took over 121 days to close. Of the records relevant to these requests, none were all disclosed, 34 % were disclosed in part, 13 % were all exempted, 32 % did not exist and for 15 %, the existence could be neither confirmed nor denied. No requests were denied based on being vexatious, submitted out of bad faith or an abuse of right.

Figure 3 - Multi-year trend: Disposition of closed requests

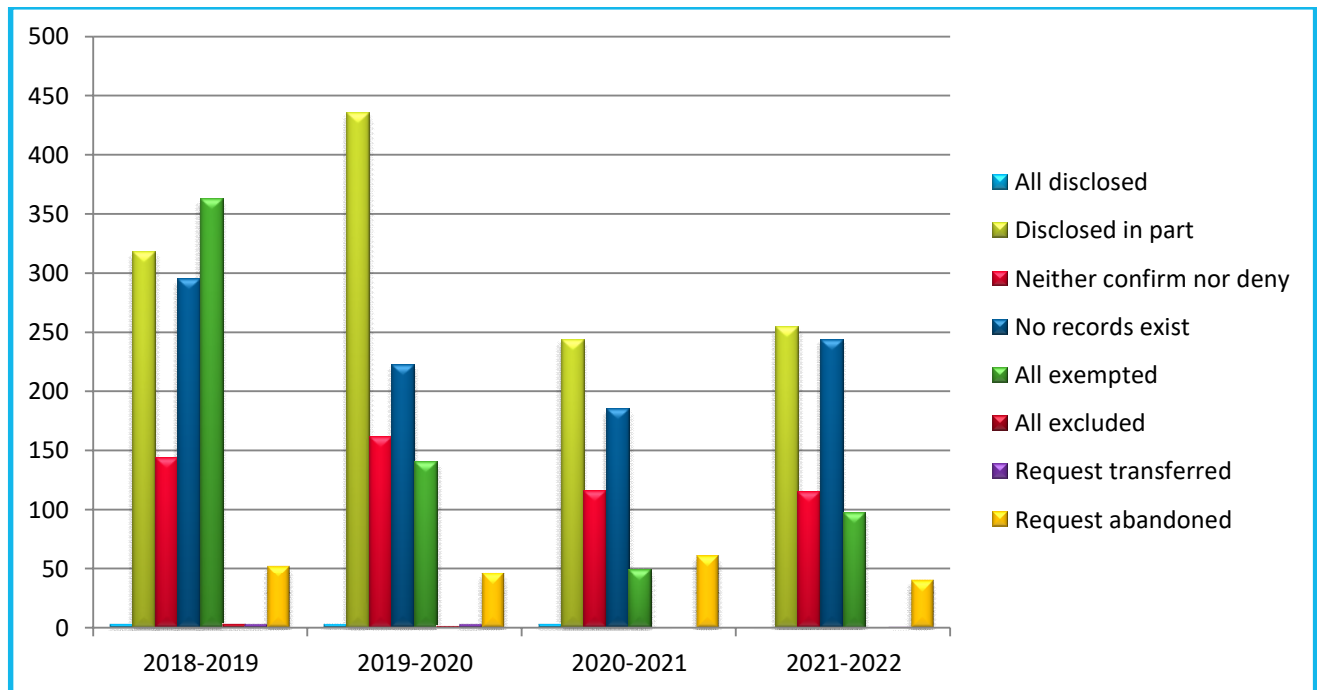
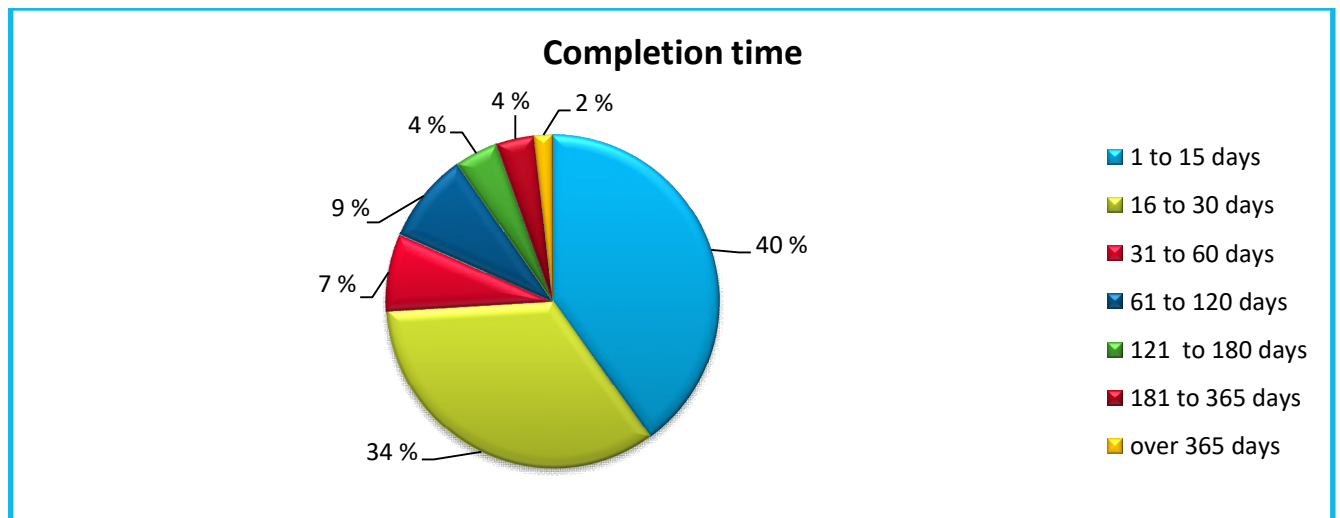


Figure 4 - Completion time



5.3 - Deemed refusals

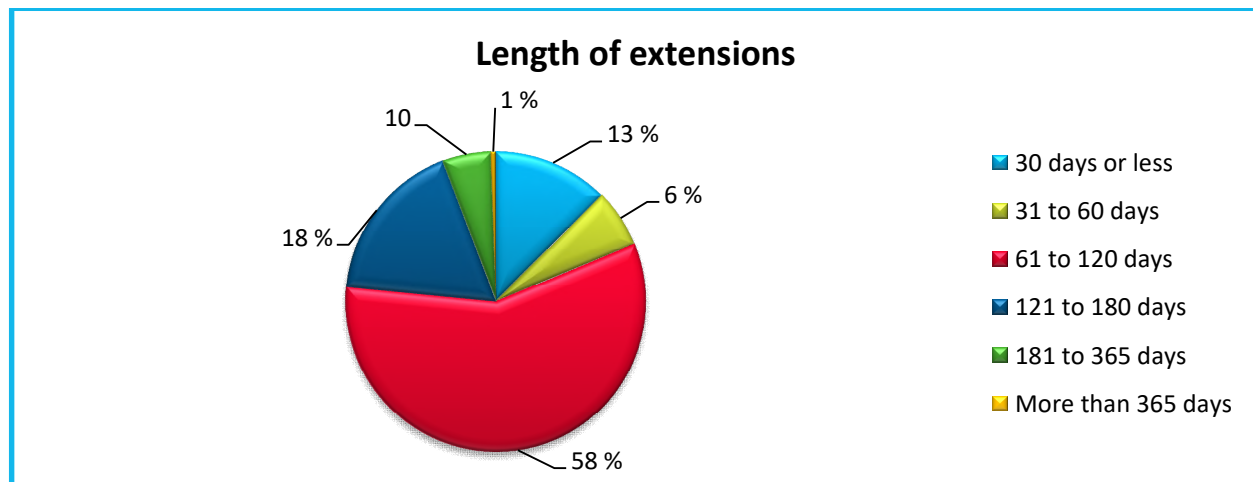
Out of the 752 requests closed during this reporting period, the ATIP Section successfully closed 707 requests (94 %) within the legislated timelines; however, the remaining 45 requests (6 %) were closed past the legislated timelines. It is important to note that out of the 45 requests, extensions were taken on 91 %. The two main reasons for requests being closed past the legislated timelines were the need to

consult other government departments on classified records and the interference with operations/workload. The COVID-19 pandemic measures taken by other Government of Canada departments continued to have an impact on the Service's ability to close requests within the legislated timeframe.

5.4 - Extensions

The legislation allows for extensions when the response requires internal or external consultations, additional review time due to large amount of records, or when the review could interfere with Service operations. Throughout the reporting period, there were 191 requests where extensions were taken. Fifty-six percent of those extensions were taken due to the Service's need to consult various other government departments on classified records and forty-four percent were due to the interference with operations/workload. Timelines were extended by less than 60 days in 19 % of cases, between 61 to 120 days in 58 % of cases and by more than 121 days in 23 % of cases. In one case, it was necessary to take an extension of 365 days or more.

Figure 5 - Length of extensions



5.5 - Exemptions and exclusions invoked

The *Access to Information Act* allows institutions to exempt information from being released for a variety of reasons. The ATIP Section invoked 2,084 exemptions under the *Act* during the reporting period.

Table 3. Breakdown of the exemptions used

Section of the Act	Type of exemption	Number of times
Section 13	Records obtained in confidence from other levels of government	75

Section 14	Records expected to be injurious to federal-provincial relations	0
Section 15	Records expected to be injurious to the Government of Canada in the conduct of international affairs, the defense of Canada and subversive activities	429
Section 16	Records containing law enforcement, investigations and security information	949
Section 17	Records expected to threaten the safety of individuals	14
Section 19	Records containing personal information	176
Section 20	Records containing third-party information	1
Section 21	Records containing information related to the internal decision-making processes of government	122
Section 22	Records containing test procedures, tests and audits	3
Section 23	Records related to solicitor-client privilege	23
Section 24	Records where there are statutory prohibitions against disclosure	292
Section 26	Records where information is to be published within 90 days	0

The Act does not apply to information already publically available or excludes material such as Cabinet Confidences. The ATIP Section invoked exclusions under the Act, 153 times.

Table 4. Breakdown of exclusions used

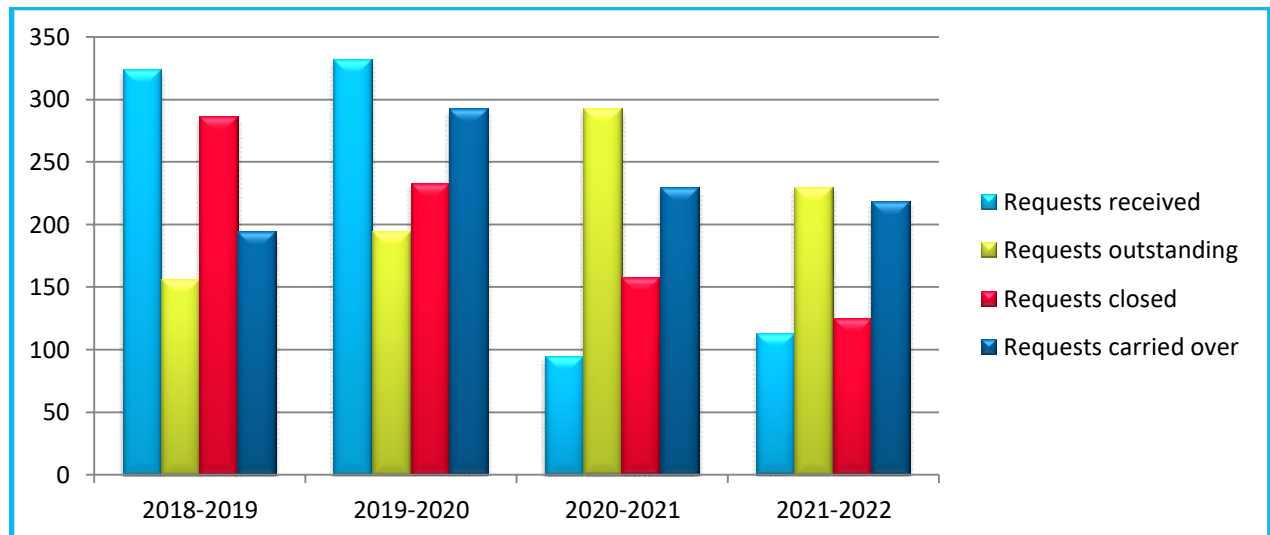
Section of the Act	Exclusion type	Number of times
Section 68	Information that could be found in the public domain	1
Section 69	Confidence's of the Queen's Privy Council for Canada	152

5.6 - Consultations received from other Government of Canada institutions

During the 2021-2022 fiscal year, the Service received 113 access to information consultation requests involving Service records or matters. Two-hundred-and-thirty requests were outstanding from the 2020-2021 fiscal year. The large majority of the requests carried over to the 2021-2022 fiscal year were consultation requests from Library and Archives Canada (LAC). These consultations involve an immense number of pages to review and contain dated Royal Canadian Mounted Police and CSIS security intelligence files as well as complex and sensitive information. The Service is continuously striving to address the backlog of LAC consultations. During this reporting period, the ATIP Section devoted two of its full-time employees and one part-time employee to work exclusively on LAC requests. Additional resources are essential to enable the Service to reduce the backlog. The ATIP Section completes the review of historical consultations based on the requirements and priorities of LAC. Regular communications between both institutions took place during this reporting period.

Throughout the 2021-2022 reporting period, the ATIP Section closed 125 consultation requests totaling 19,357 pages reviewed. Sixty-two percent of consultation requests were processed in less than 60 days, while thirty-eight percent took more than 61 days to process. Two-hundred-and-eleven consultation requests were carried over to the next fiscal year. The following table outlines the trends on the Service's consultation requests during the past four fiscal years.

Figure 6 - Multi-Year trend: Consultations received from other federal Institutions



5.7 – Other requests

The Service processes informal requests (not subject to the *Access to Information Act*) in an efficient and timely manner in order to promote transparency and open government. The ATIP Section processed 565 informal requests, mostly received via Open Canada. Of those, 93 % were requests for information previously released under the *Act*. The ATIP Section re-released 49,174 pages during the 2021-2022 fiscal year and was able to process 82 % of these requests within 15 days of receipt.

The ATIP Section also acted as a resource for CSIS employees, including executives, by offering advice and guidance further to provisions in the legislation. The ATIP Section provided assistance over 154 times on a variety of matters including, but not limited to, information management, security of information, policies, memorandum of understandings, Parliamentary Question Period Notes (QPNs) and releases of information made by CSIS outside the parameters of the *Act*.

During the reporting period, there were 50 requests made under the *Act* further to the proactive publication of briefing note titles and tracking numbers. These requests will likely increase as the Service continues to deliver on its obligations under Part II of the *Act*.

Throughout 2021-2022, the ATIP Section continued to receive telephone calls and emails from the public seeking direction on how to obtain information and/or how to submit a request under the *Access to Information Act*. The administration team in the ATIP Section provided guidance in a professional

manner and often directed these individuals to the ATIP Online Request Service website for additional information.

5.8 – Impact of Covid-19 measures

As indicated in table 1, the on-time compliance rate of the ATIP Section for the previous reporting period (2020-2021) was significantly impacted by the global COVID-19 pandemic. The measures taken by the Service as well as those taken by the Government of Canada to combat the spread of the Coronavirus had considerable repercussions on the CSIS ATIP Section. However, the Service's on-time compliance rate improved substantially this fiscal year. There were eight weeks throughout the fiscal year that the Service's ATIP Section was reduced to partial capacity as a response to provincial lockdowns and/or COVID outbreaks. Although the Section was reduced, it was still able deliver on its legislative obligations. As noted in the 2021-2022 Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act* (Annex C), the Service was able to receive paper requests by mail and through the AORS for all 52 weeks. For 44 weeks of the 2021-2022 fiscal year, the ATIP Section had the ability to process paper and electronic records at full capacity while respecting the COVID guidelines established by the institution in accordance with various Public Health bodies.

However, the most significant constraint of the COVID-19 pandemic on the Service's ATIP Section continued to be the inability of certain institutions to receive and process Secret and Top Secret records. Although the CSIS ATIP Section was operating at full capacity for the majority of the year, several institutions advised the Service of their persistent inability to neither receive nor process classified material because of their inability to access their offices to review classified consultation requests. This resulted in requests being in deemed refusal, partial responses to requesters and the need to take lengthy extensions. At the end of the 2021-2022 fiscal year, most of the pandemic restrictions were lifted, yet a few institutions remained unable to receive and process classified records. The Service anticipates that it will be inundated with consultation requests and responses once the remaining institutions return to the workplace. The impact will likely be discussed in the 2022-2023 annual report.

As mentioned earlier in the report, the CSIS ATIP Section experienced various resourcing challenges throughout the fiscal year, mostly due to the COVID-19 pandemic and shortage of qualified resources. Despite these challenges, the ATIP Section found innovative methods to staff vacant positions and began discussing the modernization of its section. The results of the modernization initiative will be discussed in the 2022-2023 ATIP annual reports.

6. Training and Awareness

During the 2021-2022 reporting period, the ATIP Section did not conduct many in-person training due to the ongoing COVID-19 restrictions. Rather, employees were encouraged to use other means of communication such as telephone calls, informal briefings, collaborative software, teleconferences, etc. Internally, the ATIP Section did continue to offer its awareness sessions through ATIP e-learning narrated slides. The narrated slides form part of the employee orientation program, which is required for all new employees. All other Service employees have the ability to reference the narrative slides at any given time through an e-learning application. The narrated slides provides participants with an

overview of the *Act* and the *Privacy Act*, promotes a better comprehension of individual responsibilities and obligations relating to the *Acts* and offers a greater understanding of the internal ATIP process. During the 2021-2022 fiscal year, 255 Service employees viewed the ATIP online module.

Following a request from another government institution, the CSIS ATIP Section provided an overview, via video teleconference (VTC), of its internal ATIP process in order to help the institution improve their compliance rate. A foreign partner also approached the ATIP Section to obtain a better understanding of the Canadian Access to Information and Privacy legislations. A VTC was organized to discuss retention, applicable exemptions, the right of access, type of requesters, types of information/records processed, extensions, complaints, proactive publication, pending amendments to the *Acts*, roles of the Information Commissioner and the Privacy Commissioner, etc. Both VTC's were excellent opportunities for the CSIS ATIP Section to demonstrate its professionalism and expertise in the field.

7. Policies, Guidelines, Procedures and Initiatives

The ATIP Section did not implement any new or revised policies, guidelines, procedures or initiatives related to access to information matters this fiscal year.

8. Issues and Actions Taken on Complaints or Audits

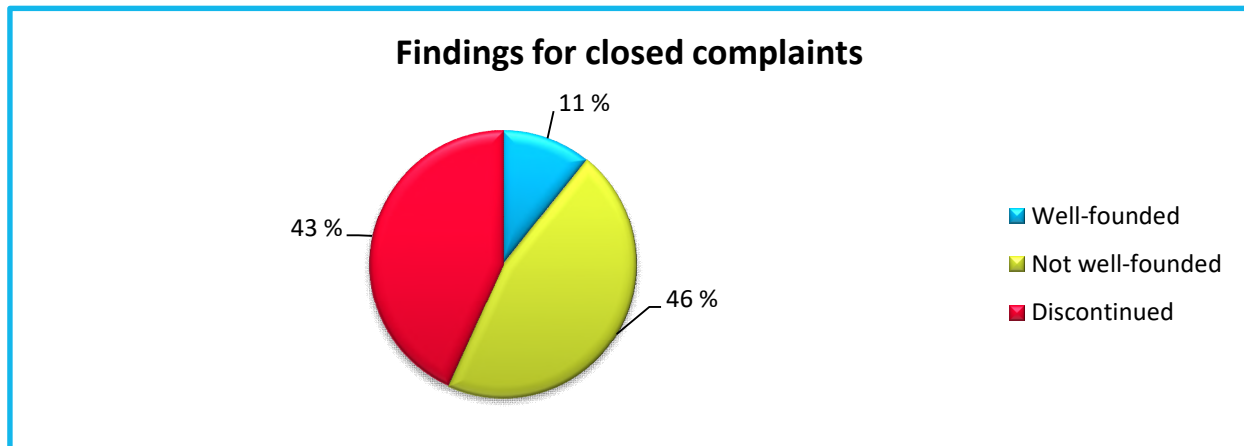
Section 30 (1) of the *Act* provides requesters with the right to file a complaint with the OIC if they are not satisfied with the response to their access to information request. Reasons for complaints include the refusal of an institution to disclose records, missing information, and delays in receiving a response. Thirty new complaints were registered with the OIC during the 2021-2022 fiscal year. This represents 4 % of the total number of *ATIA* requests received throughout the fiscal year.

Table 5. Reasons for complaints

Reasons for complaints	Number of new complaints
Delay (Deemed refusal)	4
Refusal – Exemption or exclusion	3
Refusal – No records or incomplete searches	4
Miscellaneous	19
Total	30

OIC investigators closed and issued their findings on 37 complaints. They determined that 46 % were not well-founded, while 43 % of the complaints were discontinued. Four complaints were deemed well-founded; however, three of those were resolved and did not require any action from the Service. The fourth well-founded complaint was subject to a section 37(1) initial report containing recommendations and a section 37(2) final report containing an order. Both the recommendation and the order were addressed and resolved on a priority basis.

Figure 7 – Findings for closed complaints



The Service had 68 open complaints at the end of the 2021-2022 reporting period. The following table shows the number of open complaints that were outstanding from previous reporting periods (see Annex C - section 3.2 of the Supplemental Statistical Report on the *Access to Information and Privacy Acts*).

Table 6. Number of open complaints that were outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received	Number of Open Complaints
2021-2022	21
2020-2021	20
2019-2020	13
2018-2019	6
2017-2018	1
2016-2017	1
2015-2016 or earlier	6

CSIS continues to work closely with the OIC in order to resolve complaints in an efficient and timely manner. The Service reviews the outcome of all investigations by the OIC and where appropriate, integrates lessons learned into corporate processes. The CSIS ATIP Section prides itself on providing excellent service and a proactive approach.

There were no audits conducted during the reporting period.

There were no Court actions filed against CSIS relating to the Act during the reporting period.

9. Monitoring Compliance

There is a robust case monitoring system in place using reports produced by the ATIP Case Management software. Requests are monitored by the Chief ATIP as well as the unit Heads on an ongoing basis. The ATIP Coordinator conveys compliance issues to the Director General, Litigation and Disclosure Branch when required.

10. Fees

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by an institution. With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*. The \$ 5.00 application fee is the only fee that can be charged under the *Act*. During the 2021-2022 fiscal year, the total fee revenue for the Service was \$ 3,420.

In accordance with the Interim Directive on the Administration of the *Act*, issued on May 5, 2016 and the changes to the *Act* that came into force on June 21, 2019, CSIS waives all fees prescribed by the *Act* and the Regulations, other than the \$ 5.00 application fee set out in paragraph 7(1)(a) of the Regulations. Fees waived by the Service totaled \$ 800.

11. Other

During the 2021-2022 fiscal year, the ATIP Section incurred \$ 988,799 in salary costs and \$ 1,210 in other costs associated with the administration of the *Access to Information Act*. The cost of operating the ATIA program during the 2021-2022 fiscal was \$ 990,009.

ANNEX A

Access to Information Act Delegation Order

Arrêté sur la délégation en vertu de la *Loi sur l'accès à l'information*

The Minister of Public Safety and Emergency Preparedness, pursuant to section 95 (1) of the *Access to Information Act**, hereby delegates the persons holding the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Minister as the head of a government institution, that is, the Canadian Security Intelligence Service, under the sections of the *Act* set out in the schedule opposite each position.

En vertu de l'article 95 (1) de la *Loi sur l'accès à l'information**, le Ministre de la Sécurité publique et de la Protection civile délègue aux titulaires des postes mentionnés à l'annexe ci-après, les attributions dont il est, en qualité de responsable d'une institution fédérale, c'est-à-dire, le Service canadien du renseignement de sécurité, investi par les articles de la *Loi* mentionnés en regard de chaque poste.

Schedule

Annexe

Position

Access to Information Act and Regulations

Poste

Loi sur l'accès à l'information et règlements

Director of the CSIS / Directeur du SCRS

Full Authority / Autorité absolue

Deputy Director, Policy and Strategic Partnerships / Sous-directeur, Politiques et partenariats stratégiques

Full Authority / Autorité absolue

Director General, Litigation and Disclosure /
Directeur général, Litiges et divulgations

Full Authority / Autorité absolue

Chief, ATIP / Chef, AIPRP

Full Authority / Autorité absolue

Dated, at the City of Ottawa
this 27^m day of Oct. 2020.

Daté, en la ville d'Ottawa,
le ____ ième jour de ____ 2020.



Bill Blair, P.C., M.P.
Minister of Public Safety
and Emergency and Preparedness

Bill Blair, C.P., député
Ministre de la Sécurité publique
et de la Protection civile

ANNEX B



Statistical Report on the *Access to Information Act*

Name of institution: Canadian Security Intelligence Service (CSIS)

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

Section 1: Requests Under the *Access to Information Act*

1.1 Number of requests

		Number of Requests
Received during the reporting period		844
Outstanding from previous reporting periods		84
▪ Outstanding from previous reporting period	74	
▪ Outstanding from more than one reporting period	10	
Total		928
Closed during reporting period		752
Carried over to next reporting period		176
▪ Carried over within legislated timeline	162	
▪ Carried over beyond legislated timeline	14	

1.2 Sources of requests

Source	Number of Requests
Media	100
Academia	73
Business (private sector)	103
Organization	6
Public	452
Decline to Identify	110
Total	844

1.3 Channels of requests

Channel	Number of Requests
Online	776
E-mail	65
Mail	3
In person	0
Phone	0
Fax	0
Total	844

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during the reporting period		565
Outstanding from previous reporting periods		0
▪ Outstanding from previous reporting period	0	
▪ Outstanding from more than one reporting period	0	
Total		565
Closed during reporting period		564
Carried over to next reporting period		1

2.2 Channels of informal requests

Source	Number of Requests
Online	526
E-mail	39
Mail	0
In person	0
Phone	0
Fax	0
Total	565

2.3 Completion time of informal 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	
460	56	29	18	1	0	0	564

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1,000 Pages Released		1,001-5,000 Pages Released		More Than 5,000 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
36	572	1	185	1	737	0	0	0	0

2.5 Pages re-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 Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
392	10,462	115	21,700	19	17,012	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 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	0	0	0	0	0	0
Disclosed in part	31	72	28	63	28	20	13	255
All exempted	38	44	5	1	1	8	0	97
All excluded	0	0	0	0	0	0	0	0
No records exist	147	79	15	0	3	0	0	244
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	34	3	2	1	0	0	0	40
Neither confirm nor denied	50	58	6	1	0	0	0	115
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	301	256	56	66	32	28	13	752

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	58	16(2)	14	18(a)	0	20.1	0
13(1)(b)	5	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	7	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	5	16(2)(c)	8	18(d)	0	21(1)(a)	60
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	54
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	5
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	3
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	3

15(1)	43	16.1(1)(d)	0	19(1)	176	22.1(1)	0
15(1) – I.A.*	6	16.2(1)	0	20(1)(a)	0	23	23
15(1) – Def.*	3	16.3	0	20(1)(b)	1	23.1	0
15(1) – S.A.*	377	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	292
16(1)(a)(i)	247	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	2	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	312	16.6	0				
16(1)(b)	37	17	14				
16(1)(c)	329	*I.A: International Affairs, Def: Defence of Canada, S.A: Subversive Activities					
16(1)(d)	0						

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	1	69(1)	8	69(1)(g) re (a)	24
68(b)	0	69(1)(a)	6	69(1)(g) re (b)	17
68(c)	0	69(1)(b)	7	69(1)(g) re (c)	11
68.1	0	69(1)(c)	6	69(1)(g) re (d)	19
68.2(a)	0	69(1)(d)	7	69(1)(g) re (e)	29
68.2(b)	0	69(1)(e)	8	69(1)(g) re (f)	9
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
67	188	0	0	0	0

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
45,243	17,428	507

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

Disposition	Less than 100 Pages Processed		100-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More than 5,000 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	0	0	0	0	0	0	0	0
Disclosed in part	193	6,293	47	9,774	10	7,733	4	5,322	1	6,010
All exempted	73	3,088	21	3,877	2	1,822	1	1,227	0	0

All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	40	97	0	0	0	0	0	0	0	0
Neither confirm nor denied	115	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	421	9,478	68	13,651	12	9,555	5	6,549	1	6,010

4.5.3 Relevant minutes processed and disclosed for audio formats

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

4.5.4 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 confirm nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant Minutes processed and disclosed for video formats

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

4.5.6 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 confirm nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	111	10	0	121
All exempted	4	1	0	5
All excluded	0	0	0	0
Request abandoned	9	0	0	9
Neither confirm nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	1	0	0	1
Total	125	11	0	136

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	707
Percentage of requests closed within legislated timelines (%)	94,01595745

4.7 Deemed refusals

4.7.1 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
45	13	23	8	1

4.7.2 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 timeline where an extension was taken	Total
1 to 15 days	2	8	10
16 to 30 days	1	3	4

31 to 60 days	1	7	8
61 to 120 days	0	7	7
121 to 180 days	0	2	2
181 to 365 days	0	8	8
More than 365 days	0	6	6
Total	4	41	45

4.8 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 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	70	0	94	0
All exempted	1	0	10	0
All excluded	0	0	0	0
Request abandoned	12	0	2	0
No records exist	1	0	1	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	84	0	107	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	18	0	6	0
31 to 60 days	7	0	5	0
61 to 120 days	49	0	62	0
121 to 180 days	4	0	29	0
181 to 365 days	6	0	4	0
365 days or more	0	0	1	0
Total	84	0	107	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	684	\$3,420.00	160	\$800.00	0	\$0.00
Other Fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	684	\$3,420.00	160	\$800.00	0	\$0.00

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	113	2,415	2	65
Outstanding from the previous reporting period	230	33,381	0	0
TOTAL	343	35,796	2	65
Closed during the reporting period	125	19,357	2	65
Carried over within legislated timeline	32	2,845	0	0
Carried over beyond negotiated timelines	186	13,594	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	
Disclosed entirely	10	7	4	1	0	1	1	24
Disclosed in part	12	18	24	9	1	6	26	96
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	2	0	0	0	0	0	3	5
TOTAL	24	25	28	10	1	7	30	125

Section 9: Investigations and Reports of findings

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
30	0	68

9.2 Investigations and reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
1	1	0	1	0	1

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the *Access to Information Act*

11.1 Allocated costs

Expenditures	Amount
Salaries	\$988,799
Overtime	\$1,095
Goods and Services	\$115
<ul style="list-style-type: none"> ▪ Professional services contracts ▪ Other 	<ul style="list-style-type: none"> \$0 \$115
Total	\$990,009

11.2 Human resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	10,000
Part-time and casual employees	0,500
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
Total	10,500

Note: Enter values to three decimal places.

ANNEX C



Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: Canadian Security Intelligence Service (CSIS)

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

Section 1: Capacity to Receive Requests under the *Access to Information Act* and the *Privacy Act*

1.1 Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	0
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records under the *Access to Information Act* and the *Privacy Act*

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	8	44	52
Protected B Paper Records	0	8	44	52
Secret and Top Secret Paper Records	0	8	44	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	8	44	52
Protected B Electronic Records	0	8	44	52

Secret and Top Secret Electronic Records	0	8	44	52
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Section 3: Open Requests and Complaints under the *Access to Information Act*

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	162	0	162
Received in 2020-2021	0	11	11
Received in 2019-2020	0	2	2
Received in 2018-2019	0	1	1
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	162	14	176

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	21
Received in 2020-2021	20
Received in 2019-2020	13
Received in 2018-2019	6

Received in 2017-2018	1
Received in 2016-2017	1
Received in 2015-2016 or earlier	6
Total	68

Section 4: Open Requests and Complaints under the *Privacy Act*

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	50	9	59
Received in 2020-2021	0	6	6
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	50	15	65

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	7
Received in 2020-2021	8

Received in 2019-2020	1
Received in 2018-2019	1
Received in 2017-2018	1
Received in 2016-2017	5
Received in 2015-2016 or earlier	0
Total	23

Section 5: Social Insurance Number (SIN)

Did your institution receive authority for a new collection or consistent use of the SIN in 2021-2022	No
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