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BUILDING A **SAFE AND RESILIENT CANADA**



Public Safety Canada
Annual Report to Parliament on the Administration of
the *Privacy Act*
2020-2021

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Introduction

Each fiscal year, the head of every government institution prepares and submits an annual report to Parliament on the administration of the *Privacy Act*.

This report is tabled in Parliament in accordance with section 72 of the *Privacy Act* under the direction of the Minister of Public Safety and Emergency Preparedness. It describes how Public Safety Canada administered and fulfilled its obligations under the *Privacy Act* between April 1, 2020, and March 31, 2021.

The Privacy Act

The *Privacy Act* came into force on July 1, 1983. It protects the privacy of individuals by imposing obligations on government institutions subject to the act. These obligations limit the collection, retention, use, disclosure and disposal of personal information held by these government institutions. It also gives individuals the right of access to their own personal information, with limited and specific exemptions, and the rights to request the correction of that information. Individuals who are not satisfied with an institution's handling of their personal information or any matter related to a formal request made under the *Privacy Act* are entitled to complain to the [Privacy Commissioner of Canada](#).

Overview of Public Safety Canada

Public Safety Canada was created in 2003 to ensure coordination across all federal departments and agencies responsible for national security and the safety of Canadians.

Mandate, Mission and Vision

Our mandate is to keep Canadians safe from a range of risks such as natural disasters, crime and terrorism. Our mission is to build a safe and resilient Canada. Our vision is to, through outstanding leadership, achieve a safe and secure Canada and strong and resilient communities.

Three Essential Roles of the Department

1. Support the Minister's responsibility for all matters related to public safety and emergency management not assigned to another federal organization;
2. Exercise leadership at the national level for national security and emergency preparedness; and
3. Support the Minister's responsibility for the coordination of entities within the Public Safety Portfolio.

Organizational Structure

Public Safety Canada

The department is organized into five branches: Emergency Management and Programs, Community Safety and Countering Crime, Portfolio Affairs and Communications, National and Cyber Security, and Corporate Management. The department also has a Chief Audit and Evaluation Executive and is supported by the Legal Services Unit.

Five [Regional Offices](#) represent the Atlantic, Quebec, Ontario, the Prairies and British Columbia and the North. Our regional offices are the primary point of contact for the Department at the provincial level. They deliver a coordinated federal response to emergencies; facilitate the effective delivery of emergency management, Indigenous policing and crime prevention programs; and improve partnerships with other levels of government and key regional stakeholders.

The Public Safety Portfolio: Partner Agencies and Review Bodies

The [Canada Border Services Agency \(CBSA\)](#) manages the nation's borders by enforcing Canadian laws governing trade and travel, as well as international agreements and conventions. CBSA facilitates legitimate cross-border traffic and supports economic development while stopping people and goods that pose a potential threat to Canada.

The [Canadian Security Intelligence Service \(CSIS\)](#) investigates and reports on activities that may pose a threat to the security of Canada. CSIS also provides security assessments, on request, to all federal departments and agencies.

The [Correctional Service of Canada \(CSC\)](#) helps protect society by encouraging offenders to become law-abiding citizens while exercising reasonable, safe, secure and humane control. CSC is responsible for managing offenders sentenced to two years or more in federal correctional institutions and under community supervision.

The [Parole Board of Canada \(PBC\)](#) is an independent body that grants, denies or revokes parole for inmates in federal prisons and provincial inmates in province without their own parole board. The PBC helps protect society by facilitating the timely reintegration of offenders into society as law-abiding citizens.

The [Royal Canadian Mounted Police \(RCMP\)](#) enforces Canadian laws, prevents crime and maintains peace, order and security.

The [Civilian Review and Complaints Commission for the Royal Canadian Mounted Police \(CRCC\)](#) investigates complaints from the public about the conduct of members of the RCMP in an open, independent and objective manner. The Commission also holds public hearings and conducts research and policy development to improve the public complaints process.

The [Office of the Correctional Investigator \(OCI\)](#) conducts independent, thorough and timely investigations about issues related to the Correctional Service of Canada. The OCI may initiate an investigation based on a complaint from (or on behalf of) an offender, as the result of a ministerial request, or on its own initiative.

The [RCMP External Review Committee \(ERC\)](#) is an independent agency that promotes fair and equitable labour relations within the RCMP. The Committee conducts an independent review of appeals in disciplinary, discharge and demotion matters, as well as certain kinds of grievances.

The Access to Information and Privacy (ATIP) Office

The ATIP Office is part of Public Safety Canada's ATIP and Executive Services Division within the Department's Portfolio Affairs and Communications Branch. The Director of ATIP and Executive Services, supported by one Administrative Assistant, is responsible for ATIP as well as Ministerial Correspondence and Secretariat Services. The ATIP Office consists of 13 full-time employees and of two streams of ATIP-related work: the ATIP Operations Unit and the Privacy Policy and Training Unit (PPTU).

The ATIP Office is responsible for the coordination and implementation of policies, guidelines and procedures to ensure departmental compliance with the *Access to Information Act* and the *Privacy Act*. The team is also responsible for responding to requests made under the Acts, as well as providing the following services to the Department:

- Processing consultations received from other institutions;
- Providing advice and guidance to employees and senior officials on ATIP related matters such as privacy impact assessments (PIA) and privacy breaches;
- Producing the Annual Reports to Parliament;
- Delivering ATIP awareness sessions to departmental employees;
- Coordinating regular updates to Public Safety's Info Source publication;
- Reviewing departmental documents, such as audits and evaluations, prior to proactively disclosing these on the departmental website;
- Developing departmental procedures for processing ATIP requests; and
- Participating in forums for the ATIP community, such as the Treasury Board Secretariat's ATIP Community meetings and working groups.

Figure 1: ATIP and Executive Services Division Organization Chart

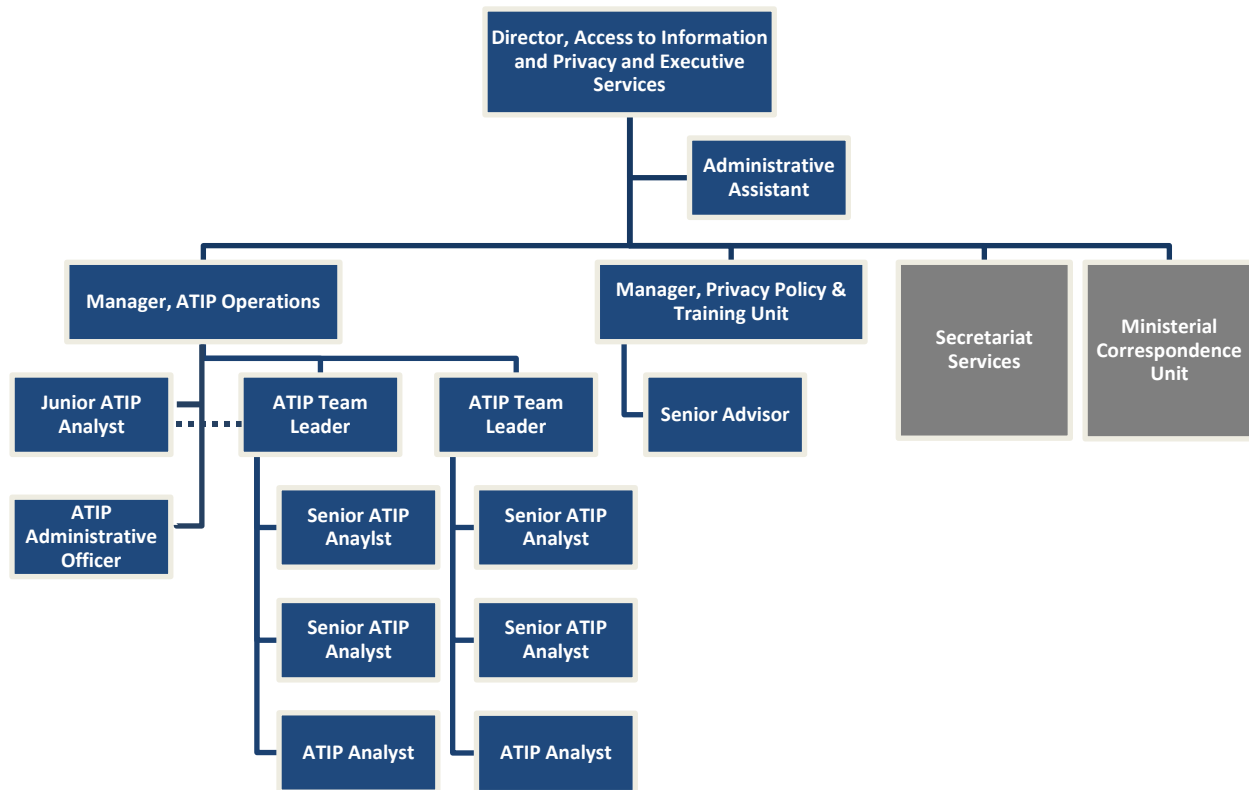


Image Description

The figure illustrates the organizational structure of the ATIP and Executive Services Division. The Director of the ATIP and Executive Services Division is supported by one Administrative Assistant. The Director also has the Manager of ATIP Operations, the Manager of the Privacy Policy and Training Unit (PPTU) as well as the Manager of Secretariat Services and the Manager of the Ministerial Correspondence Unit as direct reports. The ATIP Office consists of 13 full-time positions including the Manager of ATIP Operations and the Manager of the PPTU. The Manager of ATIP Operations and the Manager of the PPTU manage two separate streams of the ATIP Office. These streams are:

1. The ATIP Operations Unit which includes the Manager of ATIP Operations, two ATIP Team Leaders, four Senior ATIP Analysts, two ATIP Analysts, one Junior ATIP Analyst, and one ATIP Administrative Officer. The ATIP Team Leaders and the ATIP Administrative Officer report to the Manager. The Junior ATIP Analyst reports to the Manager for administrative tasks and to the first ATIP Team Leader for operational tasks. Two Senior ATIP Analysts and the ATIP Analyst also report to the first ATIP Team Leader. The other two Senior ATIP Analysts and ATIP Analyst report to the second ATIP Team Leader.
2. The PPTU which includes the Manager of the PPTU and one Senior Advisor who reports to the Manager of the PPTU.

Service Agreements Under Section 73.1 of the Privacy Act

Public Safety was not a party to any service agreements under section 73.1 of the *Privacy Act* during the fiscal year.

Delegation of Authority

The Minister of Public Safety and Emergency Preparedness is responsible for how the department administers and complies with the *Privacy Act*, the *Privacy Regulations* and Treasury Board of Canada Secretariat policy instruments. Section 73 of the *Privacy Act* gives the minister the authority to designate one or more officers or employees of Public Safety to exercise or perform all, or part, of the minister's powers, duties, and functions under the Act.

Public Safety's current delegation order for the *Privacy Act* was signed by the Minister of Public Safety and Emergency Preparedness on July 21, 2020. The signed Delegation Order is attached in Annex A. This designation replaces all previous delegation orders.

The Minister of Public Safety and Emergency Preparedness as head of a government institution under the provisions of the *Privacy Act* and its regulations, has granted full authority to the Deputy Minister of Public Safety, the Associate Deputy Minister, the Assistant Deputy Minister of Portfolio Affairs and Communication Branch, the Director General of Cabinet and Parliamentary and Executive Services, the Director of ATIP and Executive Services, as well as the ATIP Manager. ATIP Operations Team Leaders and ATIP Analysts possess authority under Sections 15 of the *Privacy Act* and Assistant Deputy Ministers as well as Chief Audit Executives possess authority under Section 9(4) and 10 of the *Privacy Act*.

Highlights of the Statistical Report and Multi-Year Trends

Annex B provides a statistical report on *Privacy Act* requests processed by Public Safety Canada between April 1, 2020 and March 31, 2021. The following explains and interprets the statistical information, and identifies multi-year trends.

Overview of the Statistical Report

In 2020-2021, Public Safety Canada received 41 requests under the *Privacy Act*, a decrease of approximately 30.5 per cent over the previous year. Public Safety Canada completed 93.3 per cent of privacy requests on time. It took the department an average of 34.9 days to process a request made under the *Privacy Act*. For the past five consecutive years, including 2020-2021, Public Safety has completed an average of 98.7 per cent of privacy requests on time.

ATIP Request Volume and Workload

In 2020-2021, the total number of requests received under the *Access to Information Act* and the *Privacy Act* decreased by 17.6 per cent and the total number of pages processed decreased

by 71.5 per cent. The decrease in pages processed is related to the circumstances of the pandemic, which are described later in this report. The following table and chart demonstrate the ATIP workload over the past five years.

Table 1: ATIP Request Volume and Workload

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
ATI requests received by Public Safety Canada	417	421	473	366	407
ATI consultations received from other institutions	247	256	251	279	135
Privacy requests received by Public Safety Canada	67	21	62	59	41
Privacy consultations received from other institutions	4	3	1	8	4
Total volume (requests and consultations)	735	701	787	712	587
Total pages processed	70,109	85,442	167,184	133,967	38,178

Figure 2: ATIP Request Volume

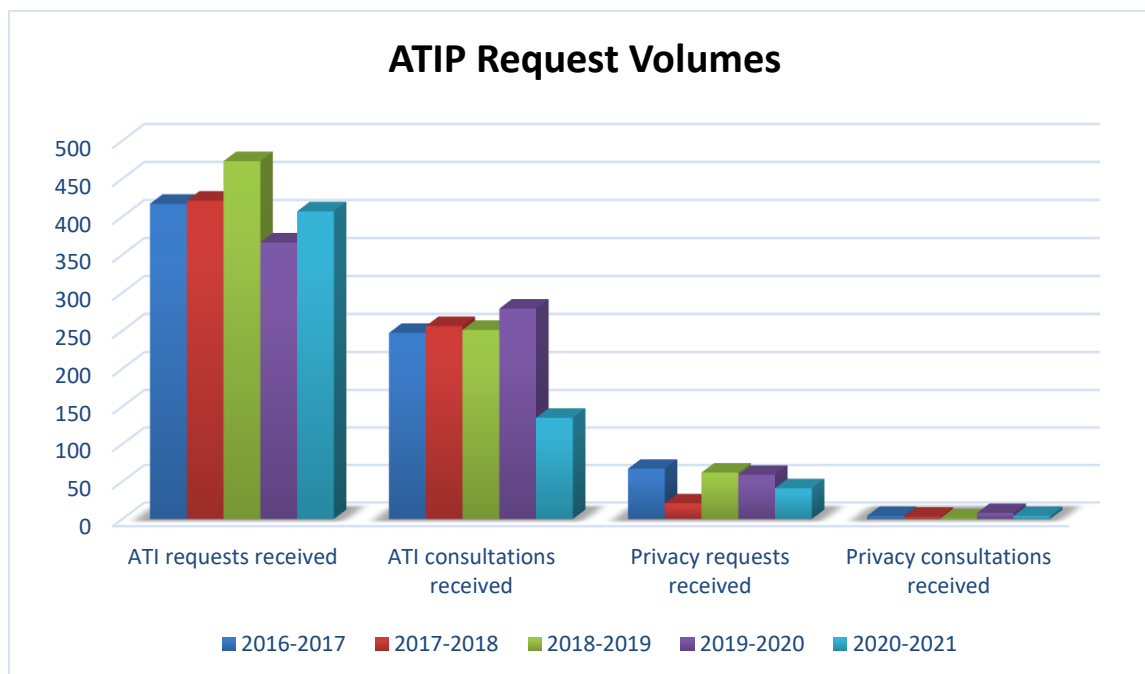


Image description

Figure 2: ATIP Request Volumes, presents a bar graph representing the data found in Table 1: ATIP Volume and Workload, which illustrates the volume of Access to Information (ATI) and Privacy requests and consultations received by Public Safety Canada. The graph shows four groups of five columns each. The first group of columns shows the number of ATI requests received by Public Safety Canada over the five fiscal years from 2016-2017 to 2020-2021. The second group shows the number of ATI consultations received from other institutions during the same period. The third group shows the number of Privacy requests received by Public Safety Canada during the same period. The fourth group shows the number of Privacy consultations received from other institutions during the same period.

Figure 3: ATIP Page Volumes

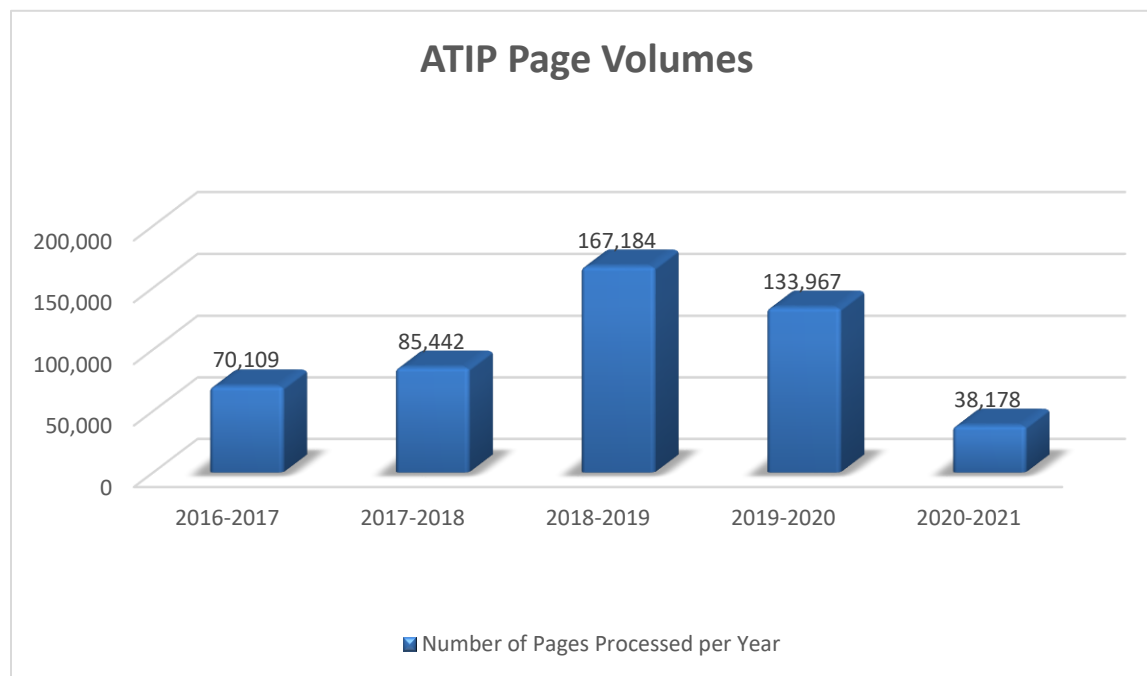


Image description

The figure shows a bar graph illustrating the data found in Table 3: ATIP Page Volumes, regarding the volume of pages processed by Public Safety Canada. The graph shows five bars. The bars illustrate the volume of pages processed over the five fiscal years from 2016-2017 to 2020-2021.

Requests Received under the *Privacy Act*

The number of privacy requests remains small compared to the volume of access to information requests. Public Safety Canada collects little personal information directly from Canadians in comparison to portfolio agencies whose mandates are more operational in nature,

such as the Royal Canadian Mounted Police (RCMP) and Correctional Service of Canada (CSC) who receive thousands of privacy requests annually.

Public Safety Canada received 41 *Privacy Act* requests this fiscal year, representing a decrease of approximately 30.5 per cent over the number of requests received during the previous year (59). Of 41 requests received and 28 carried over from the previous fiscal year, 60 requests were completed and nine requests were carried over into the next fiscal year.

Extensions

During this fiscal year, the department invoked two extensions under section 15 of the *Privacy Act*, due to interference with operations.

Completion Times

Of the total 69 requests (41 received and 28 carried over from last fiscal year), 60 requests were completed within the statutory deadline. Of the 60 completed requests:

- 14 were completed within 15 days;
- 16 were completed between 16 to 30 days;
- 29 were completed between 31 to 60 days; and,
- One was completed between 61 to 120 days.

Disposition of Requests

Of the 60 completed requests:

- Six requests were disclosed without exemptions applied;
- 35 requests disclosed in part;
- Six requests were abandoned;
- Zero requests were exempted in their entirety;
- 13 requests where no records existed; and,
- Zero requests where the existence of records was neither confirmed nor denied.

In total 37 exemptions and no exclusions were applied under the *Privacy Act*:

- Section 21 was applied one time;
- Subparagraph 22(1)(b) was applied once;
- Section 26 was applied 34 times; and,
- Section 27 was applied once.

Consultations from other Institutions

Public Safety Canada received four new consultation requests under the *Privacy Act*. There was one request carried forward from the previous fiscal year, resulting in a total of five requests to process. Of these requests, four were completed during the reporting year, while the remaining one request was carried forward to the next reporting year.

The Impacts of the COVID-19 Pandemic

Between April 1, 2020 and March 31, 2021 Public Safety Canada's ATIP Office has continued to work remotely in response to the COVID-19 pandemic. This has resulted in a number of challenges, including:

- Inability to review certain records that could not be processed by employees working remotely;
- Continued delays in receiving consultation responses from other federal organizations whose operations were similarly restricted due to the COVID-19 situation;
- Some staff continued to face challenges balancing telework with other responsibilities, including care of children following closure of schools and daycares;
- Higher proactive publication volumes than seen in previous years, as a result of a substantial increase in Parliamentary Committee appearances related to COVID-19; and
- A significant increase in work by the Public Safety ATIP Office as a result of five Parliamentary Committee motions for the production of papers that were received and processed by the ATIP Office during the year.

To meet these challenges, the following mitigation measures were put in place:

- Establishment of electronic solutions to allow employees to work remotely on files classified Protected B and below;
- New electronic processes for retrieving documents from Offices of Primary Interest (OPIs);
- Adaptation to new online training for Public Safety employees;
- Implementation of digital networking software, allowing for better communication between ATIP and OPIs;
- Ongoing collaboration between the ATIP Office and OPIs to adjust processes throughout the year, in response to emerging challenges; and
- Ongoing collaboration between Public Safety's ATIP Office and other federal organizations to ensure a coordinated response to files of mutual interest, such as proactive publication and Parliamentary Committee motions for the production of papers.

As a result of these measures, and despite the significant challenges posed by the pandemic, the ATIP Office was able to successfully close 60 requests and 4 consultations during the fiscal year, and to maintain a compliance rate of 93.3% on files that were closed during the year.

Files containing records that cannot be accessed by employees working remotely are being triaged until such time as it is safe for employees to return to the office. Of the 69 total *Privacy Act* requests the ATIP Office was required to process, 9 (or 13%) are being carried into the 2021-2022 fiscal year.

In addition, meetings were held during the year with the Office of the Privacy Commissioner to ensure ongoing awareness of Public Safety's approach and mitigation measures, and to identify and address any areas of concern that arose during the year.

Throughout, the physical and mental health of employees continues to be a primary focus, while balancing our obligations under the *Privacy Act*.

Challenges/Complexities

Aside from issues related to the pandemic, the ATIP Office did not experience any significant additional challenges with regards to Privacy Requests.

Training and Awareness

Training

Public Safety Canada remains committed to promoting awareness and providing ongoing training opportunities to all employees. Training is based on the needs and knowledge base of each employee. Training has been conducted in both group and one-on-one sessions, depending on demand. This fiscal year, the ATIP Office provided nine training or information sessions on the *Access to Information Act* and *Privacy Act*. A total of 203 people attended these sessions. Due to the pandemic, training numbers were reduced as a result of the time required to shift to an online training model using digital platforms such as MS Teams. The Public Safety ATIP Office and employees are now fully equipped to deliver and receive training via online methods, which will result in higher numbers going forward.

Additionally, 230 Public Safety employees completed the online course, Access to Information and Privacy Fundamentals (I015), this fiscal year. This course is offered by the Canada School of Public Service and is mandatory for all new employees joining Public Safety Canada.

Awareness

This fiscal year, the ATIP Office has raised ATIP awareness through the department's internal communications vehicles, publishing three articles in the department's internal newsletter, securing a monthly spot in the Administrative Professional's Network newsletter, and by updating various sections of the department's intranet site.

Policies, Guidelines or Procedures and Initiatives

This past fiscal year, Public Safety's ATIP Office implemented new electronic processes for handling ATIP requests classified Protected B and below in order to maintain processing of files by employees working remotely. In addition, the departmental Privacy Impact Assessment tool, Proactive Publication guidelines and procedures were updated and enhanced.

Summary of Key Issues and Actions Taken on Complaints, Audits or Investigations

Public Safety Canada received 12 finding to complaints during the fiscal year. All 12 complaints were exemption based. Of the 12 complaints, seven were well founded, while the other 5 were deemed to be not well-founded.

Monitoring Compliance

Reports on ATIP compliance and retrieval statistics are reported to the Executive Committee in the Weekly ATIP Report. Additionally, on a quarterly basis, the number of *Privacy Act* requests, training sessions and attendees, privacy breaches and completed Privacy Impact Assessments are included in the Weekly ATIP Report.

Material Privacy Breaches

There were no material privacy breaches reported this fiscal year.

Privacy Impact Assessments

Two Privacy Impact Assessments were completed during the fiscal year.

Public Interest Disclosures Pursuant to paragraph 8(2)(m) of the *Privacy Act*

Paragraph 8(2)(m) of the *Privacy Act* provides the head of the institution with the authority to disclose personal information where the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure, or where the disclosure would clearly benefit the individual to whom the information relates. No disclosures pursuant to paragraph 8(2)(m) of the *Privacy Act* were made by Public Safety Canada this fiscal year.

Privacy Act Delegation Order

The Minister of Public Safety and Emergency Preparedness, pursuant to section 73(1) of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of Public Safety and Emergency Preparedness, under the provisions of the *Privacy Act* and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Position	Authorities Under the <i>Privacy Act</i> and <i>Privacy Act Regulations</i>
Deputy Minister	Full authority
Associate Deputy Minister	
Assistant Deputy Minister, Portfolio Affairs and Communications	
Director General, Cabinet and Parliamentary Affairs, and Executive Services	
Director, ATIP and Executive Services	
ATIP Manager	Section 15 of the <i>Privacy Act</i>
Team Leader, ATIP Operations	
ATIP Analyst	Sections 9(4) and 10 of the <i>Privacy Act</i>
Assistant Deputy Ministers	
Chief Audit Executive	

Dated, at the City of Ottawa, this 21st day of July, 2020.



The Honourable William Sterling Blair, P.C., C.O.M., M.P.
Minister of Public Safety and Emergency Preparedness

Annex B: Statistical Report



Statistical Report on the *Privacy Act*

Name of institution: Public Safety Canada

Reporting period: 4/1/2020 to 3/31/2021

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	41
Outstanding from previous reporting period	28
Total	69
Closed during reporting period	60
Carried over to next reporting period	9

Section 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	1	4	1	0	0	0	0	6
Disclosed in part	0	9	25	1	0	0	0	35
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	7	3	3	0	0	0	0	13
Request abandoned	6	0	0	0	0	0	0	6
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	14	16	29	1	0	0	0	60

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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	34
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		

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

2.4 Format of information released

Paper	Electronic	Other
4	36	1

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
14,037	7,877	47

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	3	96	3	315	0	0	0	0	0	0
Disclosed in part	26	166	4	595	2	485	2	2,342	1	3,878
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	6	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	35	262	7	910	2	485	2	2,342	1	3,878

2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request Abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

2.6 Closed requests

2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	56
Percentage of requests closed within legislated timelines (%)	93.3

2.7 Deemed refusals

2.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
4	0	0	0	4

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	3	1	4
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	3	1	4

2.8 Requests for translation

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

Section 3: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

Section 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
2	0	1	0	1	0	0	0	0

5.2 Length of extensions

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

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	4	221	0	0
Outstanding from the previous reporting period	1	8	0	0
Total	5	229	0	0
Closed during the reporting period	4	221	0	0
Carried over to the next reporting period	1	8	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	0	0	0	0	1
All exempted	0	1	1	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	0	0	1	0	0	0	0	1
Total	0	1	3	0	0	0	0	4

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

SECTION 7 - Completion time of consultations on Cabinet confidences

7.1 Requests with Legal Services

Number of Days	Fewer than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

7.2 Requests with Privy Council Office

Number of Days	Fewer than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

SECTION 8 - Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
3	0	0	0	3

Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)**9.1 Privacy Impact Assessments**

Number of PIA(s) completed	2
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9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	11	0	0	0

Section 10: Material Privacy Breaches

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

Section 11: Resources Related to the *Privacy Act***11.1 Costs**

Expenditures		Amount
Salaries		\$299,319
Overtime		\$334
Goods and Services		\$2,648
• Professional services contracts	\$0	
• Other	\$2,648	
Total		\$302,301

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	3.413
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	3.413

Note: Enter values to three decimal places.

Annex C: Supplemental Statistical Report – Requests affected by COVID-19 measures



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

Name of institution: Public Safety Canada

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

Section 1: Capacity to Receive Requests

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	48
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records

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	52	0	0	52
Protected B Paper Records	52	0	0	52
Secret and Top Secret Paper Records	52	0	0	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	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	52	0	0	52