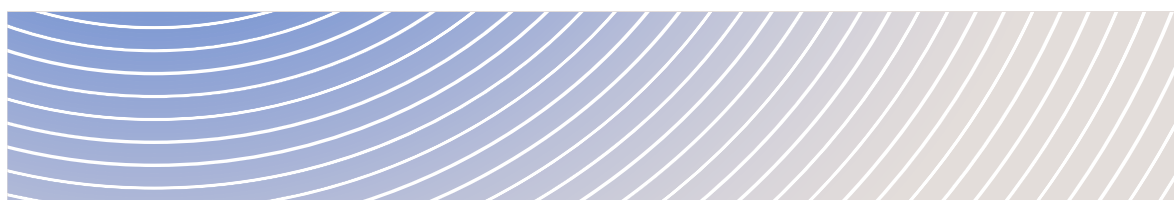


Impact Assessment Agency of Canada



Administration of the
Privacy Act

ANNUAL REPORT TO PARLIAMENT 2021-2022

GCdocs# 19204771



Impact Assessment
Agency of Canada

Agence d'évaluation
d'impact du Canada

Canada

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Introduction

The *Privacy Act* (the Act) provides Canadian citizens and people present in Canada the right to have access to information about them that is held by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how government will collect, use, store, disclose, and dispose of any personal information.

This report is submitted in accordance with Section 72(1) of the Act, which requires every head of a federal government institution to submit a report to Parliament on the administration of the Act within their institution during the reporting period. It presents an overview of the *Privacy Act* activities carried out within the Impact Assessment Agency of Canada (formerly known as the Canadian Environmental Assessment Agency and further referred to in this report as “the Agency”) during the reporting period of April 1, 2021 to March 31, 2022.

The Agency is a federal body that reports to the Minister of Environment and Climate Change Canada. Under the Impact Assessment Act (IAA), the Agency is the lead federal organization responsible for conducting and administering environmental and impact assessments. The Agency is also the Crown coordinator for Indigenous consultation on designated projects. In leading these assessments, the Agency is responsible for assessing the positive and negative environmental, economic, social, health, and gender effects of designated projects.

Organizational Structure

The provision of Access to Information and Privacy (ATIP) services in the Agency is the responsibility of the Manager of Information Management, ATIP & GCdocs who reports to the President through the Vice-President, Corporate Services, to fulfill the Agency’s *Access to Information Act* responsibilities. The Impact Assessment Agency was not party to any service agreement pursuant to section 96 of the Act during the reporting period of April 1, 2021 to March 31, 2022.

The ATIP function is the direct responsibility of the ATIP Coordinator and a team of three ATIP Analysts.

The ATIP Team administers the Act by:

- Receiving Privacy requests under the Act, creating request files and tracking the processing of requests using AccessPro Case Management software;
- Sending statutory notices to applicants, third parties, and the Privacy Commissioner;
- Conducting necessary consultations;
- Processing Privacy records for disclosure under the Act, in response to requests;
- Responding to Privacy requests for correction of personal information held by the Agency;
- Providing training and advice to Agency officials on interpretation and application of the legislation;
- Negotiating the resolution of formal complaints;

- Advising applicants, third parties and complainants of their rights and obligations under the legislation;
- Managing and reporting on privacy breaches;
- Annually updating and publicly reporting the Personal Information Banks under the Agency's control;
- Conducting/securing Privacy Impact Assessments in support of the Act and associated Regulations, Policies and Directives of Justice Canada and the Treasury Board of Canada Secretariat (TBS);
- Responding to Parliamentary Questions related to the administration of the Act;
- Compiling statistics; and
- Preparing, submitting and posting the Agency's annual report to Parliament on the administration of the Act.

Impact of COVID-19

In March 2021, the World Health Organization declared COVID-19 to be a pandemic. The ATIP Team was able to move to a 100% remote work model, in large part due to the Agency's ongoing transformation of the ATIP process to paperless, and previously established remote work capabilities. The ATIP Team has provided uninterrupted service to all its clients and stakeholders.

Delegation Order

For the purposes of the Act, the Agency's "head of the institution" as defined in Section 3 of the Act is the President of the Agency.

The responsibilities associated with the administration of the Act are delegated to the senior executive officers reporting directly to the President (Vice-presidents and General Counsel), as well as the Access to Information and Privacy Coordinator by the President for the effective administration of the program. The decision-making responsibility for the application of the various provisions of the Act is formally established and outlined in the departmental Delegation of Authority Instrument, which can be found under Appendix A.

Statistical Report – Interpretation and Analysis

The Statistical Report on Privacy requests processed by the Agency from April 1, 2021 to March 31, 2022 is included in Appendix B of this report. The following sections provide an overview of key data on the Agency’s performance for the year with explanations, interpretations and analysis of the Statistical Report for 2021-2022.

Privacy Act Requests Received

The Agency received six requests under the *Privacy Act* during the 2021-2022 reporting period, closed four requests, and did not bring any requests forward from the previous year. This information is reflected in Table 3.1 of the Statistical Report in Appendix B.

Figure 1

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	1	0	0	0	0	0	1
Disclosed in part	0	1	1	0	0	0	0	2
Request abandoned	1	0	0	0	0	0	0	1
Total	1	2	1	0	0	0	0	4

Multi-year Trends

Figure 2 demonstrates the number of Privacy requests the Agency received over the past four reporting periods.

Figure 2

	2018-2019	2019-2020	2020-2021	2021-2022
Number of Requests Received	5	6	0	6

New Exemptions Table

Figure 3 demonstrates that the Agency has not invoked any new privacy exemptions in the 2021-2022 reporting period.

Figure 3

Section	Number of Requests
22.4 Secretariat of the National Security and Intelligence Committee	0
27.1 Patent or Trademark privilege	0

Training and Awareness

Agency employees are provided with training and guidance to assist them in fulfilling their duties under the *Privacy Act*. The ATIP Team is currently developing a new training to reflect the changes arising from Bill C-58: *An Act to amend the Access to Information Act and the Privacy Act and to make consequential amendments to other Acts*, which came into force in June 2019. The ATIP Team has led a series of training sessions to raise general ATIP awareness and to inform Agency staff of changes to policies and guidelines issues by the Office of the Privacy Commissioner.

Employees have been informed of the privacy-related training offered by the Canada School of Public Service. Training and reference materials are also made available to employees on the Agency's Intranet site.

Policies, Guidelines and Procedures

There were no new policies, guidelines or procedures implemented during this reporting period.

Complaints, Audits and Investigations

There were no complaints filed with the Office of the Privacy Commissioner of Canada during the reporting period. As well, there were no investigations and no appeals have been filed with the Federal Court of Appeal.

Monitoring and Reporting

The Agency continues to ensure compliance with the *Privacy Act* through effective reporting and monitoring mechanisms. Weekly ATIP reports are prepared for the Vice-President, Corporate Services, and the Agency's senior leadership. These reports include detailed status of individual requests, compliance statistics, and any complaint investigations.

Special reports are also submitted to provide justifications for any time extensions or sensitive requests.

Privacy Breaches

No material privacy breaches occurred during the 2021-2022 reporting period.

Privacy Impact Assessments

No Privacy Impact Assessments (PIA) were completed during the 2021-2022 reporting period.

Disclosures under Paragraphs 8(2)(m) of the *Privacy Act*

There were no disclosures pursuant to paragraphs 8(2)(m) of the *Privacy Act* during the 2021-2022 reporting period.

Data Matching and Sharing Activities

There was no data matching or sharing activities undertaken during this reporting period.

APPENDICES

DESIGNATION ORDER (*Privacy Act*)

As head of the Canadian Environmental Assessment Agency for purposes of the *Privacy Act*, I hereby designate, under section 73 of that Act, the officers and employees of the Canadian Environmental Assessment Agency, who hold the positions set out in the attached Annex, to exercise or perform all of the powers, duties or functions that are conferred upon me by the provisions of the *Privacy Act* specified in the aforementioned Annex.



Ron Hallman
President/Président
Canadian Environmental Assessment Agency/
Agence canadienne d'évaluation environnementale

ARRÊTÉ DE DÉLÉGATION (*Loi sur la protection des renseignements personnels*)

En tant que responsable de l'Agence canadienne d'évaluation environnementale aux fins de la *Loi sur la protection des renseignements personnels*, je délègue, en vertu de l'article 73 de cette Loi, à des cadres et employés de l'Agence canadienne d'évaluation environnementale qui détiennent les postes présentés à l'annexe ci-jointe, mes attributions conférées par les dispositions de la *Loi sur la protection des renseignements* spécifiées dans cette annexe.

23 July '14
Date

Appendix A: Designation Order

Annex to Designation Order (Privacy Act) Dated – July 2014
Annexe à l'Arrêté de délégation (Loi sur la protection des renseignements personnels) datée juillet 2014

The Access to Information and Privacy Coordinator and the Senior Executive Officers reporting directly to the President of the Canadian Environmental Assessment Agency are designated to exercise or perform all powers, duties or functions of the President as the head of the Canadian Environmental Assessment Agency under the provisions of the *Privacy Act* listed below. This designation replaces all previous delegation orders.

Toutes attributions du responsable de l'Agence canadienne d'évaluation environnementale conférées par les dispositions ci-dessous de la *Loi sur la protection des renseignements personnels* sont déléguées au Coordonnateur de l'accès à l'information et de la protection des renseignements personnels ainsi qu'aux Agents principaux exécutifs qui se rapportent au président de l'Agence canadienne d'évaluation environnementale. Le présent document remplace et annule tout arrêté antérieur.

8(2)(e)	Disclose personal information for law enforcement or investigation	Communiquer des renseignements personnels en vue de faire respecter les lois fédérales ou la tenue d'enquêtes licites
8(2)(m)	Disclose personal information in the public interest or in the interest of the individual	Communiquer des renseignements personnels pour des raisons d'intérêt public ou pour l'avantage d'un individu
8(4)	Retain copy of 8(2)(e) requests and disclosed records	Conserver une copie des demandes reçues en vertu de l'alinéa 8(2)e) et une mention des renseignements communiqués en vertu de cet alinéa
8(5)	Notify Privacy Commissioner of 8(2)(m) disclosures	Informer le Commissaire à la protection de la vie privée d'une communication en vertu de l'alinéa 8(2)m)
9(1)	Retain record of use	Faire un relevé des cas d'usage
9(4)	Notify Privacy Commissioner of consistent use and amend index	Aviser le Commissaire à la protection de la vie privée d'un usage compatible et modifier le répertoire
10(1)	Include personal information in personal information banks	Verser des renseignements personnels dans des fichiers de renseignements personnels
14(a)	Provide notice when access is requested	Répondre à une demande de communication
14(b)	Provide access to the information or part thereof	Donner accès à la totalité ou à une partie du document
15	Extend time limit	Proroger le délai
17(2)(b)	Cause translation or interpretation to be made	Demande qu'une traduction ou interprétation soit faite
18(2)	Apply exemption - Personal information contained in an exempt bank	Appliquer une exception - Renseignements personnels contenus dans un fichier inconsultable
19(1)	Apply exemption - Personal information obtained in confidence from other governments	Appliquer une exception - Renseignements personnels obtenus à titre confidentiel d'autres gouvernements
19(2)	Apply exemption - Personal information if the other government, organization or institution consents to the disclosure or makes the information public	Appliquer une exception - Renseignements personnels si l'autre gouvernement, organisation ou organisme consent à leur divulgation ou les rend publics
20	Apply exemption - Personal information injurious to the conduct of federal-provincial affairs	Appliquer une exception - Renseignements personnels dont la divulgation risque de porter préjudice à la conduite des

Annex to Designation Order (Privacy Act) Dated – July 2014
Annexe à l'Arrêté de délégation (Loi sur la protection des renseignements personnels) datée juillet 2014

		affaires fédérales-provinciales
21	Apply exemption - Personal information injurious to international affairs or defense	Appliquer une exception - Renseignements personnels dont la divulgation risque de porter préjudice à la conduite des affaires internationales ou à la défense
22(1)	Apply exemption - Personal information injurious to law enforcement or investigation	Appliquer une exception - Renseignements personnels dont la divulgation risque de porter préjudice à l'application de la loi ou aux enquêtes
22(2)	Apply exemption - Personal information obtained or prepared by the RCMP while performing policing services for a province or municipality	Appliquer une exception - Renseignements personnels obtenus ou préparés par la GRC dans l'exercice de fonctions de police provinciale ou municipale
22 (3)	Apply exemption - Personal information requested under subsection 12(1) that was created for the purpose of making a disclosure under the <i>Public Servants Disclosure Protection Act</i> or in the course of an investigation into a disclosure under that Act.	Appliquer une exception - Renseignements personnels demandés au titre du paragraphe 12(1) qui ont été créés en vue de faire une divulgation au titre de la <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i> ou dans le cadre d'une enquête menée sur une divulgation en vertu de cette loi.
23	Apply exemption - Personal information prepared by an investigative body for security clearances	Appliquer une exception - Renseignements personnels préparés par un organisme d'enquête lors des enquêtes de sécurité
24	Apply exemption - Personal information collected by the Canadian Penitentiary Service, the National Parole Service or the National Parole Board while individual was under sentence	Appliquer une exception - Renseignements personnels obtenus par le Service canadien des pénitenciers, le Service national des libérations conditionnelles ou la Commission nationale des libérations conditionnelles pendant que l'individu était sous le coup d'une condamnation
25	Apply exemption - Personal information which could threaten the safety of individuals	Appliquer une exception - Renseignements personnels dont la divulgation risquerait de nuire à la sécurité des individus
26	Apply exemption - Personal information about another individual	Appliquer une exception - Renseignements personnels qui portent sur un autre individu
27	Apply exemption - Personal information subject to solicitor-client privilege	Appliquer une exception - Renseignements personnels protégés par le secret professionnel qui lie un avocat à son client
28	Apply exemption - Personal information relating to the individual's physical or mental health	Appliquer une exception - Renseignements personnels sur l'état physique ou mental d'un individu
31	Receive notice of intention of investigation by the Privacy Commissioner	Recevoir les avis d'enquête du commissaire à la protection de la vie privée
33(2)	Make representations to the Privacy Commissioner in the course of an investigation	Présenter des observations au commissaire à la protection de la vie privée au cours d'une enquête
35	Give notice to the Information Commissioner of action taken/to be taken to implement recommendations and provide access to complainant after 35(1)(b) notice	Aviser par écrit le Commissaire à l'information des mesures prises ou envisagées pour la mise en œuvre des recommandations et accorder l'accès aux renseignements au plaignant après un avis donné en vertu de l'alinéa 35(1)b).

Annex to Designation Order (Privacy Act) Dated – July 2014
Annexe à l'Arrêté de délégation (Loi sur la protection des renseignements personnels) datée juillet 2014

36(3)	Receive Privacy Commissioner's report of findings of investigation of exempt bank	Recevoir du commissaire à la protection de la vie privée un rapport ou il présente ses conclusions au sujet d'une enquête sur un fichier inconsultable
37(3)	Receive report of Privacy Commissioner's findings after compliance investigation	Recevoir du commissaire à la protection de la vie privée un rapport ou il présente ses conclusions à la suite d'une vérification portant sur l'application de la Loi
51(2)(b)	Request that hearing be held in the National Capital Region	Demander qu'une audition ait lieu dans la région de la capitale nationale
51(3)	Request and be given opportunity to make representations in section 51 hearings	Demander et obtenir le droit de présenter des arguments lors des auditions en vertu de l'article 51
70(1)	Exclusion - Confidences of the Queen's Privy Council for Canada	Exclusion - Renseignements confidentiels du Conseil privé de la Reine pour le Canada
72(1)	Prepare annual report to Parliament	Établir le rapport d'application de la Loi pour présentation au Parlement
77	Fulfill any responsibilities that are conferred upon the head of the institution by the regulations made under section 77 and are not included above	S'acquitter des responsabilités qui sont attribuées par règlement au responsable de l'institution fédérale en vertu de l'article 77 et qui ne sont pas incluses ci-dessus

Appendix B: Statistical Report on the Privacy Act



Government of Canada / Gouvernement du Canada

Statistical Report on the *Privacy Act*

Name of institution : Impact Assessment Agency of Canada

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

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		6
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		6
Closed during reporting period		4
Carried over to next reporting period		2
• Carried over within legislated timeline	2	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	5
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
Total	6

Section 2: Informal requests

2.1 Number of informal requests

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

2.2 Channels of informal requests

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

2.3 Completion time of informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
0	0	0	0	0	0	0	0

2.4 Pages released informally

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

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180	181 to 365 Days	More Than 365 Days	
All disclosed	0	1	0	0	0	0	0	1
Disclosed in part	0	1	1	0	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	1	2	1	0	0	0	0	4

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	1	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	2
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 Exclusions

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

3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	3	0	0	0	0

3.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1789	1081	4

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	1	48	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	228	0	0	1	1513	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	2	48	1	228	0	0	1	1513	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

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

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

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

3.5.5 Relevant minutes processed and disclosed for video formats

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

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

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

3.5.7 Other complexities

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

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	4
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

3.7.2 Request closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
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	0	0	0

3.8 Requests for translation

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

Section 4: Disclosures Under Subsections 8(2) and 8(5)

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

Section 5: Requests for Correction of Personal Information and Notations

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

Section 6: Extensions

6.1 Reasons for extensions

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii)			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	0	1	0	0	0	0	0	0

6.2 Length of extensions

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

Section 7: Consultations Received From Other Institutions and Organizations

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

Consultations	Other Government of Canada Institutions	Number of Pages to	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Complaints and Investigations Notices Received

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

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

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	0	0	0	0
Central	0	0	0	0
Total	0	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

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

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures	Amount
Salaries	\$21,105
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$21,105

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.250
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.250

Note: Enter values to three decimal places.