



Parole Board
of Canada

Commission des libérations
conditionnelles du Canada

PAROLE BOARD OF CANADA
ANNUAL REPORT TO PARLIAMENT ON THE
PRIVACY ACT

2022-2023

Canada 

Title: Parole Board of Canada Annual Report to Parliament on the *Privacy Act* 2022-2023

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PAROLE BOARD OF CANADA

Introduction

In accordance with section 72 of the *Privacy Act*, an annual report to Parliament on the administration of the *Privacy Act* is prepared each fiscal year and tabled in Parliament. This report covers the period from April 1, 2022 to March 31, 2023.

Purpose of the *Privacy Act*

The [Privacy Act](#) provides citizens or permanent residents of Canada with the right of access to personal information held by the government and the protection of that information against unauthorized use and disclosure. The *Privacy Act* has provisions on the collection, retention and disposal of personal information. Under the *Privacy Act*, access is given to any personal information about the individual contained in a personal information bank, and any other personal information about the individual under the control of a government institution that is reasonably retrievable by the government institution. The *Privacy Act* allows for the correction of personal information where the individual believes there is an error or an omission. This may require that a notation be attached to the information reflecting any correction requested but not made.

Mandate of the Parole Board of Canada

The Parole Board of Canada (PBC) is an independent administrative tribunal. The PBC is headed by a Chairperson who reports to Parliament through the Minister of Public Safety.

The Parole Board of Canada, as part of the criminal justice system, contributes to the protection of society by facilitating, as appropriate, the timely reintegration of offenders and the sustained rehabilitation of individuals into society as law-abiding citizens. The Board makes independent, quality conditional release, record suspension and expungement decisions, as well as clemency recommendations, in a transparent and accountable manner, while respecting diversity and the rights of offenders and victims.

The PBC has exclusive authority under the [Corrections and Conditional Release Act](#) (CCRA) to grant, deny, cancel, terminate or revoke day parole and full parole. The Board may order certain offenders to be detained in prison until the end of their sentence. The Board makes conditional release decisions for federal offenders as well as for provincial offenders in provinces and territories that do not have their own provincial boards. The provinces of Ontario, Quebec and Alberta have their own parole boards.

The PBC is responsible for making decisions to order, refuse to order and revoke record suspensions (pardons) under the [Criminal Records Act](#) (CRA) and the [Criminal Code](#). A record suspension is a formal attempt to remove the stigma of a criminal record for people who, having been convicted of an offence, have satisfied the sentence and remained crime-free for a prescribed number of years. The PBC also has legislated responsibility to order or refuse to order expungement of a conviction under the [Expungement of Historically Unjust Convictions Act](#) (*Expungement Act*). The Board also makes recommendations for the exercise of clemency through the *Royal Prerogative of Mercy*.

The PBC is comprised of full-time employees as well as Board members appointed by the Governor-in-Council. The PBC's National Office is located in Ottawa and there are six regional offices located in: Moncton (Atlantic), Montreal (Quebec), Kingston (Ontario), Saskatoon and Edmonton (Prairies), and Abbotsford (Pacific). The Appeal Division of the Board is located in Ottawa.

Organizational Structure of the PBC to Fulfill its *Privacy Act* Responsibilities

The Access to Information and Privacy (ATIP) Unit is led by the Director of Public Affairs and Partnerships, who reports to the Deputy Chairperson of the PBC. The ATIP Unit is responsible for:

- processing and responding to all formal requests under the *Privacy Act*;
- answering interdepartmental consultations;
- handling complaints from the Office of the Privacy Commissioner;
- advising senior officials and employees on privacy-related issues;
- producing the Annual Report to Parliament;
- updating Info Source;
- training employees;
- replying to informal inquiries; and
- coordinating and implementing policies, guidelines and procedures to ensure compliance with the *Privacy Act*.

The Director, Public Affairs and Partnerships, and the Manager, ATIP are responsible for administering the legislation and signing exemptions within their delegated authority. They are also responsible for giving advice and guidance to departmental officials on matters involving the *Privacy Act*. In 2022-2023, ATIP staff consisted of one Director, one ATIP Manager, one Senior ATIP Analyst, one ATIP Analyst and one ATIP Clerk. All ATIP staff are located at National Office, however most ATIP staff telework several times a week, in accordance with the PBC's Telework Policy.

Requests are processed as follows: completeness of the request is determined; the ATIP Manager and the ATIP Analysts ensure the signature from the records is the same as the signature on the privacy request form; and if in doubt, the requestor is contacted concerning the validity of their identity. For individuals making a request on behalf of another individual, we ensure a signed consent form is obtained and the signature from the records is the same as the signature on the consent form. The request is acknowledged; a search for relevant records is conducted; records are analyzed under the provisions of the legislation, and other agencies/ministries and policing services are consulted where appropriate; any necessary exemptions are applied; and, the applicant is provided with non-exempted material.

A tracking system is used to log all actions taken. Consultations (mainly with policing services) take place in most cases when other institutions' information is found in the PBC's files, and their recommendations are normally followed.

Reading rooms are available in each of the six regional offices of the PBC as well as at National Office.

Delegation Order

Some powers, duties and functions for the administration of the *Privacy Act* have been delegated to the Chairperson, Executive Vice-Chairperson, Deputy Chairperson, Director of Public Affairs and Partnerships, and to the ATIP Manager. For a copy of the signed delegation order, please refer to Annex A.

Interpretation of the Statistical Report for the 2022-2023 Reporting Period

For a copy of the Statistical Report, please refer to Annex B.

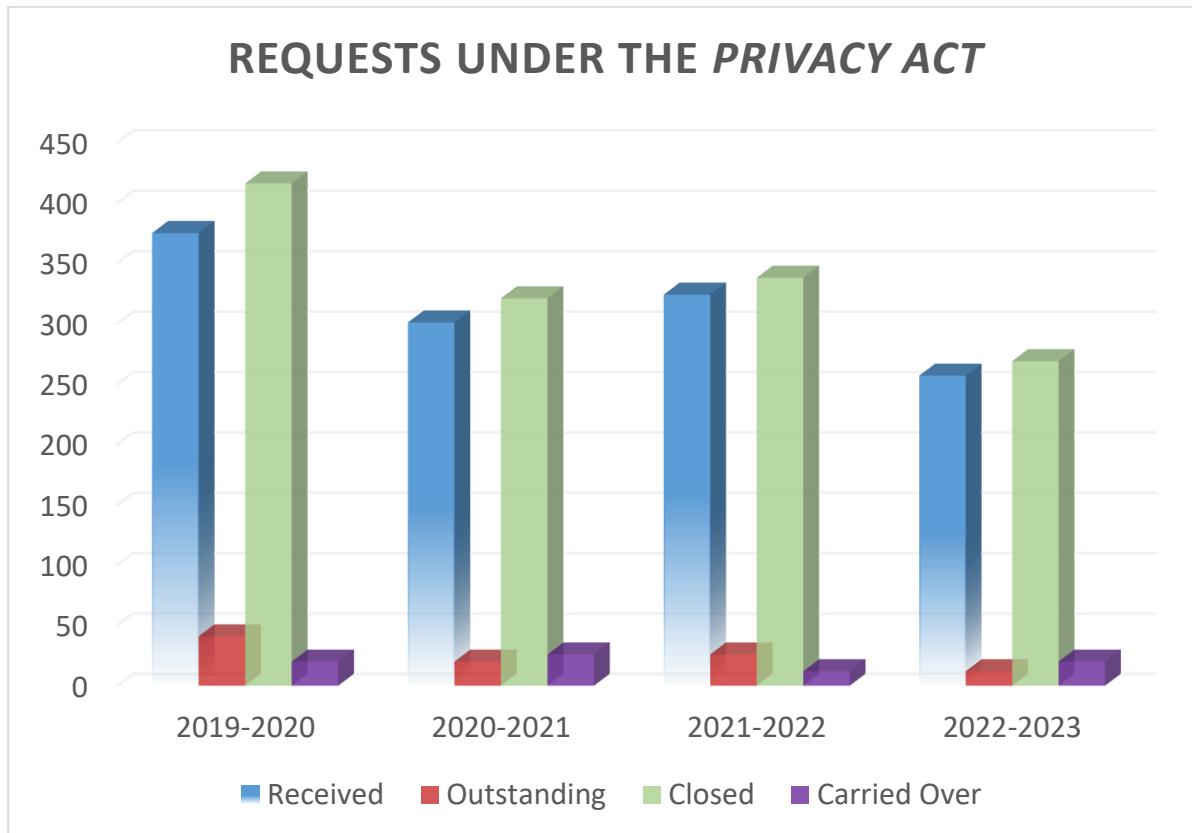
PART 1 – Requests under the Privacy Act

1.1 Number of requests received

Two hundred and fifty-seven (257) requests were received in 2022-2023 and twelve (12) requests were outstanding from the previous reporting period, 2021-2022. Two hundred and forty-nine (249) requests were completed during the 2022-2023 reporting period.

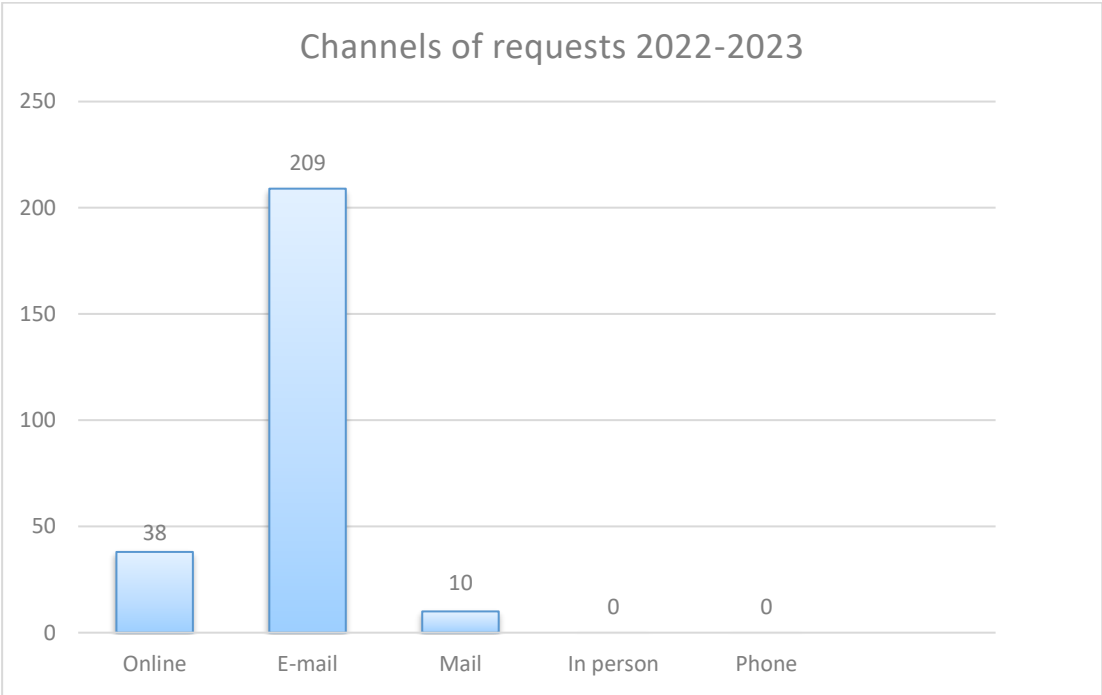
Twenty (20) requests received in 2022-2023 were carried over to fiscal year 2023-2024 and processed within legislated timelines as of March 31, 2023.

Requests under the *Privacy Act* are highlighted in the graph below for the past four fiscal years.



1.2 Channels of requests

Of the requests received, 81% were received by email, 4% by mail and 15% online.



PART 2 – Informal Requests

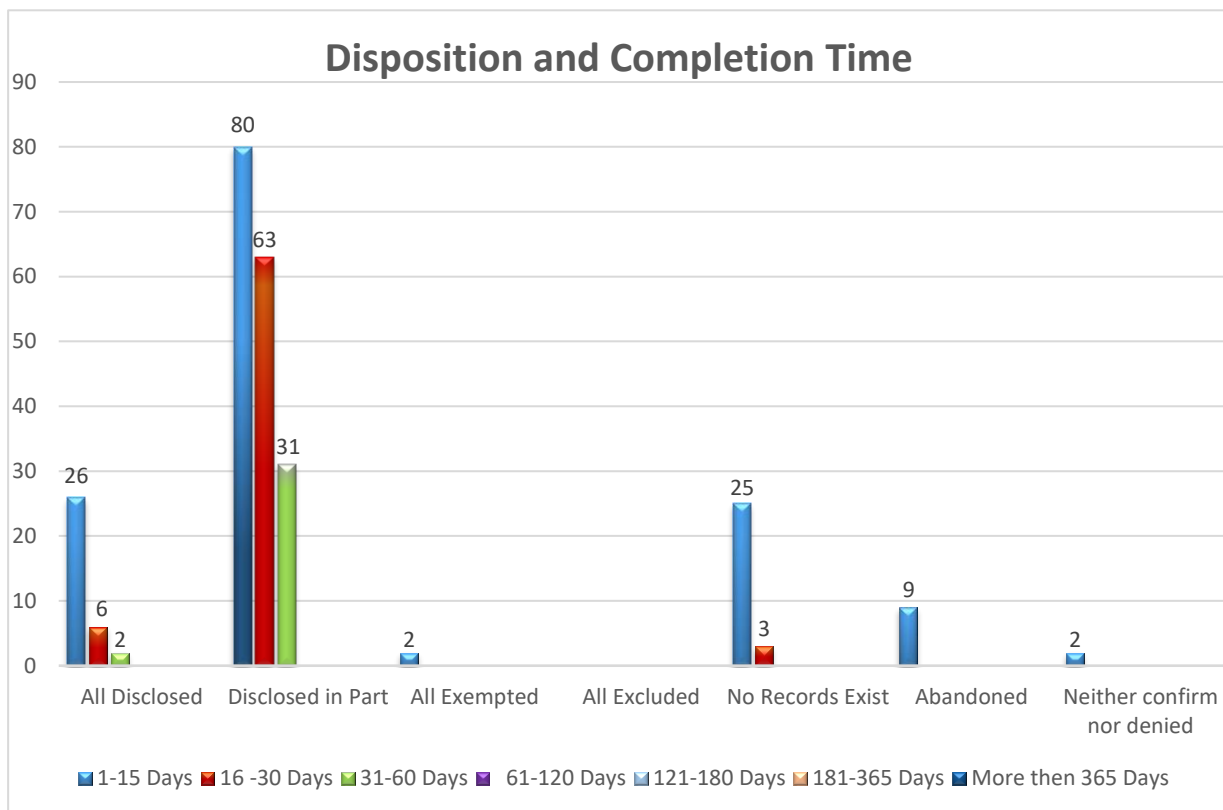
There were no informal requests. This is consistent with past trends at the PBC.

PART 3 – Requests Closed During the Reporting Period

3.1 Disposition and Completion Time

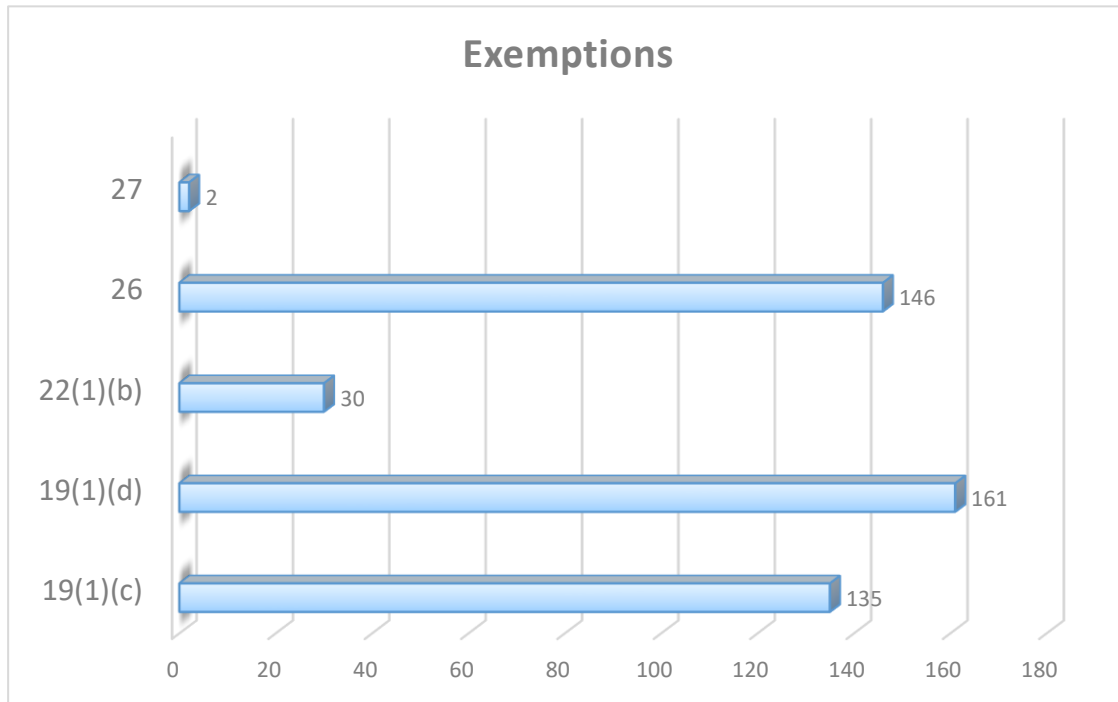
Of the two hundred and forty-nine (249) requests completed, information was *disclosed in part* in response to one hundred and seventy-four (174) requests and *disclosed in full* for thirty-four (34) requests. The PBC had *no records* for twenty-eight (28) requests, nine (9) requests were *abandoned*, two (2) were *neither confirmed nor denied* and two (2) requests were *all exempt*. The PBC routinely receives many requests from members of the public that should have been submitted to other Federal Government departments. When such requests are received, the requesters are notified on how and where they should submit their Privacy request.

Of these 249 requests, 52% were processed within 15 days, 29% were processed from 15-30 days, and 19% of requests were processed within 31-60 days.



3.2 Exemptions

Sections 19(1)(c) & (d) (Personal information obtained in confidence) were the exemptions invoked the most, followed by Section 26 (Personal Information) and 22(1)(b) (Law enforcement and investigations).



3.3 Exclusions

No exclusions were cited this reporting period.

3.4 Format of Information Released

The format of information released was electronic for the majority of the requests (73%), paper format (15%), and the balance of the requests disclosed in other format (12%).

3.5 Complexity

3.5.1 Relevant Pages Processed and Disclosed for paper and e-record formats

Overall, 50,085 pages were processed this past fiscal year from 221 requests, which represents an increase of 28% for pages processed and a decrease of 34% in requests processed during the last fiscal year.

3.5.2 Relevant Pages Processed by request disposition for paper and e-records formats by size of requests

One hundred and twenty-four (124) requests had 100 pages or fewer processed. Sixty-five (65) had between 101-500 pages processed. Twenty-two (22) had between 501-1,000 pages processed. Ten (10) had between 1,001 and 5,000 pages processed.

3.5.3 Relevant minutes processed and disclosed for audio formats

Two (2) audio requests were received.

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

A total of 304 minutes were processed and fully released.

3.5.5 Relevant minutes processed and disclosed for video formats

There were no requests for videos.

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

There were no requests for videos.

3.5.7 Other complexities

PBC files remain relatively complex. Of the 249 requests processed with records, 32 had complexities.

3.6 Closed Requests

3.6.1 Number of Requests Closed within Legislated Timeframes

100% of the requests closed during 2022-2023 were closed within the legislated timeframes.

3.7 Deemed Refusals

3.7.1 Reasons for not meeting legislated timelines

There were no deemed refusals during this reporting period.

3.7.2 Requests closed beyond legislation timelines (including any extension taken)

There were no deemed refusals during this reporting period.

3.8 Requests for Translations

There were no requests for translations. This is consistent with past trends at the PBC.

PART 4 – Disclosures Under Subsection 8(2) and 8(5)

There were two (2) disclosures made under 8(2)(e) this past fiscal. There were no disclosures made under 8(2)(m) and 8(5) during this reporting period.

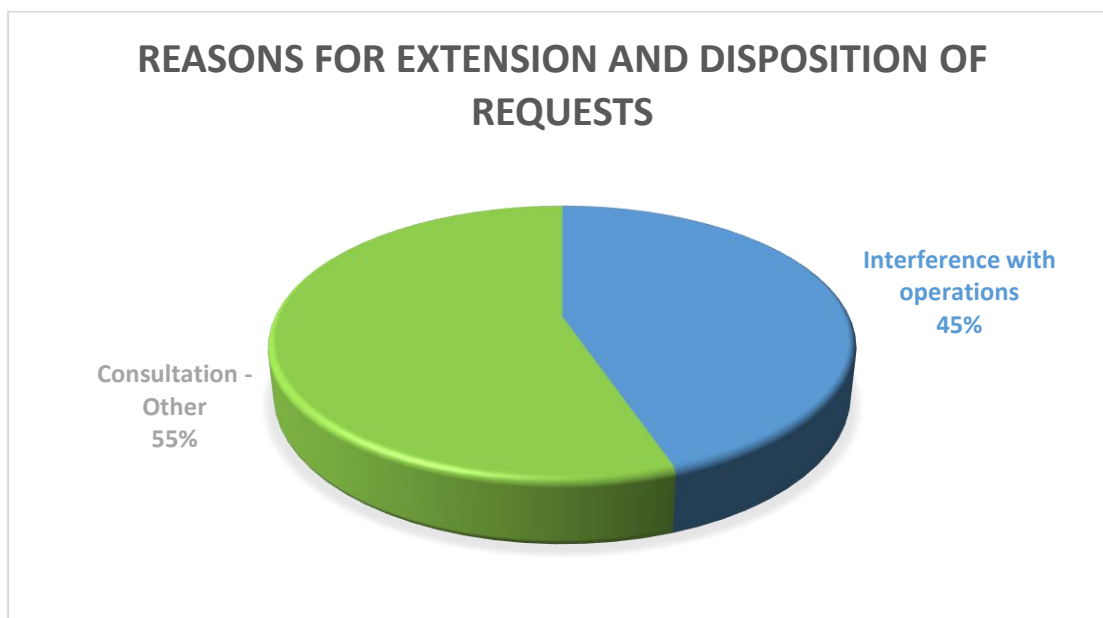
PART 5 – Requests for Correction of Personal Information and Notations

There were no requests for correction of Personal Information during this period.

PART 6 – Extensions

6.1 Reasons for Extensions and Disposition of Requests

Consistent with past trends at the PBC, the majority of the 76 extensions taken were for consultation purposes listed in the *other category*, and had files with a disposition of *disclosed in part*. A comparison of the types of extensions taken is shown below.



6.2 Length of extensions

All extensions taken were for between 16-30 days.

PART 7 – Consultations Received from Other Institutions and Organizations

7.1 Consultation received from other Government of Canada Institutions and other Organizations

Four (4) consultations from other Government institutions and organizations were processed.

7.2 Recommendations and Completion Time for Consultations Received from other Government of Canada Institutions

One (1) consultation received was completed within 1-15 days and had a recommendation of disclosed in part. The remaining three (3) consultations received were completed within 1-15 days and were disclosed entirely.

7.3 Recommendations and Completion Time for Consultations Received from other Organizations

There were no consultations received from other organizations.

PART 8 – Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

There was no consultation on Cabinet Confidences with Legal Services this past fiscal year.

8.2 Requests with Privy Council Office

There was no consultation on Cabinet Confidences with the Privy Council Office this past fiscal year.

PART 9 – Complaints and Investigations Notices Received

No complaints were received for this reporting period.

Two (2) complaints (Refusal – General) were carried over from the reporting period 2020-2021 and 2021-2022 and have been carried over into 2023-2024.

PART 10 – Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

10.1 Privacy Impact Assessments

No Privacy Impact Assessments were completed or modified during this reporting period.

10.2 Institution-specific and Central Personal Information Banks

No new Personal Information Banks were created or modified during this reporting period. Seven (7) institutional Personal Information Banks exist.

PART 11 – Material Privacy Breaches

11.1 Material Privacy Breaches reported

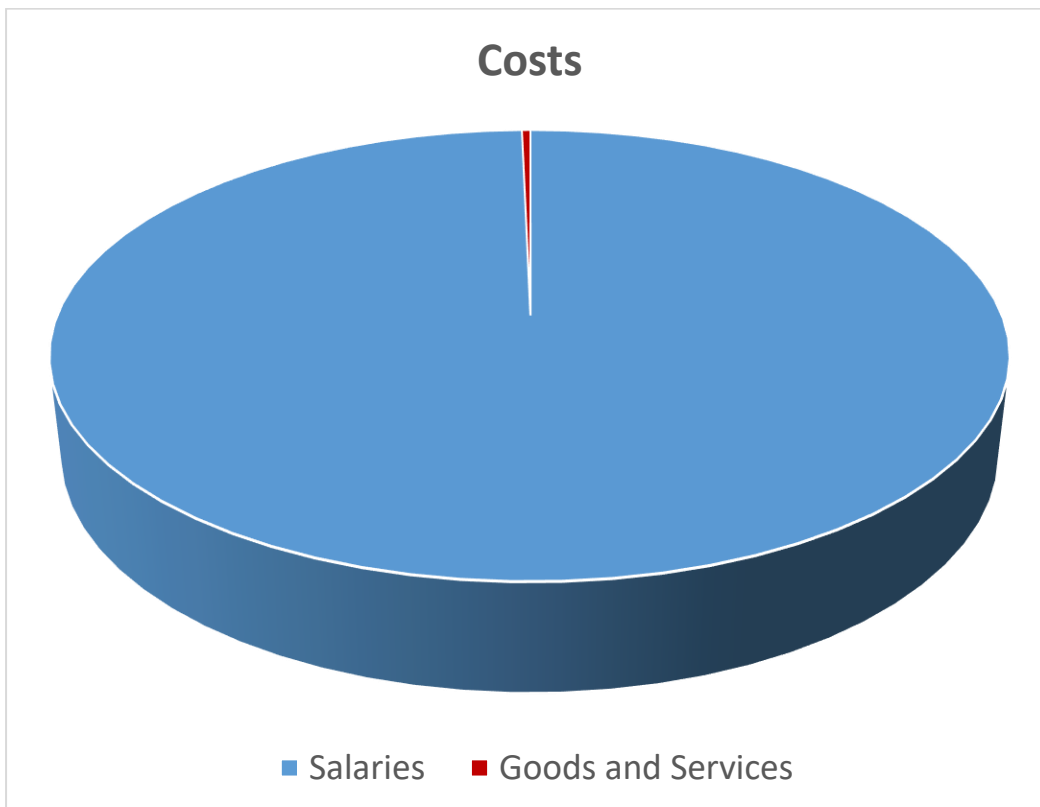
There were no Material Privacy Breaches reported during this reporting period.

11.2 Non-Material Privacy Breaches reported

There were eighteen (18) non-material privacy breaches reported during this reporting period.

PART 12 – Resources Related to the *Privacy Act*

Total salary costs associated with the *Privacy Act* activities were \$275,084 for 2022-2023. Goods and services costs were \$3,456. The associated full-time equivalency (FTE) human resources were 3.10. Included in the salary costs attributable to the *Privacy Act* are the costs associated with the administration of the *Act*. These are the salary costs of individuals working on privacy activities such as processing privacy requests, assisting the Office of the Privacy Commissioner in complaint investigations, processing consultation requests from other government institutions, preparing reports, maintaining statistics and working on privacy policy initiatives. A comparison of costs associated with the *Privacy Act* is shown below.



Formal/Informal Interface

The PBC shares a great deal of file information with offenders in contexts other than the processing of requests under the *Privacy Act*. For example, information is shared during hearings with offenders and when notifying them of its decisions. In carrying out such duties, the Board must comply with the *Corrections and Conditional Release Act* (CCRA). Section 141 of the CCRA states that at least 15 days before the review date of an offender, the PBC shall provide or cause to be provided to the offender, in writing, the information that is to be considered in the review of the case or a summary of that information. This process, therefore, may allow for the sharing of more information than would be otherwise permitted under the provisions of the *Privacy Act*.

Furthermore, the CCRA gives Canadian citizens greater access to information about offenders. The CCRA provides for:

1. A Decision Registry containing all conditional release decisions made by the PBC since November 1992, and which is accessible to anyone who demonstrates an interest in a specific case or group of cases, by written request;
2. Access by victims to some offender-related information, and;
3. Members of the public to attend PBC hearings.

This law has an important impact on the disclosure of offender-related personal information to third parties.

Impacts of COVID-19

For the current reporting period, the ATIP Unit did not experience any impacts related to COVID-19 and it continued to complete all existing and new requests within legislative timeframes. ATIP Unit employees have worked a blend of in-office and remote work throughout the pandemic, which has provided for a flexible work environment that has allowed the Unit to effectively adapt to the pandemic as it has continued to evolve.

Training Activities

The PBC requires all of its public service staff to complete the online course “Access to Information and Privacy Fundamentals” as part of their Collective Learning Roadmap. One (1) training session on the *Access and Privacy Act* was also delivered to new Board members and employees by the ATIP Manager. Some examples of the types of information provided to Board members and employees this past fiscal year include: information regarding the collection, correction, use and disclosure of personal information; writing privacy notice statements; and handling privacy breaches. These training sessions were given to approximately nineteen (19) Board members and employees.

The PBC continues to have an ATIP training tool on its internal website. The training tool provides information to staff about the roles and responsibilities of each Parole Board employee in relation to the *Privacy Act* and emphasizes that all employees have a role to play when it comes to the collection, retention, disposal and protection of personal information. In addition, the PBC continued to expand privacy training by finalizing and posting the privacy principles on its internal website.

Revised PBC-related Policies, Guidelines and Procedures

The ATIP Unit will continue to be involved in the creation and revision of forms throughout the PBC. During the reporting period, PBC also began conducting privacy verifications on the shared drives in order to ensure that employees' access to personal information respects the need-to-know principle.

The PBC did not receive authority for a new collection or new consistent use of the SIN in 2022-2023.

Initiatives and Projects to Improve Privacy

In order to improve access to personal information and privacy within the Parole Board of Canada, we have been working on implementing the following activities:

- Looking at improvements to modernize the delivery of services by promoting the ATIP Online to requesters.
- Updating our current ATIP digital software.

Key Issues and Actions Taken on Complaints

No complaints were received for this reporting period.

Two (2) complaints (Refusal – General) were carried over from the reporting period 2020-2021 and 2021-2022 and have been carried over into 2023-2024.

Monitoring the Time to Process Privacy requests and Requests for Correction

The PBC monitors the time to process all privacy requests and requests for correction through the use of a computerized tracking system. Monitoring is done on a weekly basis by the ATIP Manager and reported to the Director, Public Affairs and Partnerships. As all Privacy requests were processed within the legislative timeframes for the current reporting period, no additional monitoring is required.

Material Privacy Breaches

There were no material privacy breaches during this reporting period.

Privacy Impact Assessments

No Privacy Impact Assessments were completed during this reporting period.

Public Interest Disclosures

There were no disclosures made under 8(2)(m) and 8(5) during this reporting period.

ANNEX A: Delegation - *Privacy Act*

DELEGATION / DÉLÉGATION

***PRIVACY ACT /
LOI SUR LA PROTECTION DES RENSEIGNEMENT PERSONNELS***

Privacy Act Delegation Order

By this order made pursuant to section 73(1) of the *Privacy Act*, I hereby authorize those officers and employees of the Parole Board of Canada occupying, on an acting basis or otherwise, the positions identified within the attached schedule to perform on my behalf any of the powers, duties or functions specified therein.

This delegation replaces and repeals all previous orders.

Dated at the City of Ottawa,
this 28th day of Feb, 2022

**Arrêté sur la délégation en vertu de la
Loi sur la protection des
renseignements personnels**

Par le présent arrêté pris en vertu de l'article 73(1) sur la *Loi sur la protection des renseignements personnels*, j'autorise les agents et les employés de la Commission des libérations conditionnelles du Canada occupant, par intérim ou autrement, les postes identifiés dans l'annexe ci-jointe à exercer en mon nom, les attributions, les fonctions et les pouvoirs qui y sont spécifiés.

Le présent document remplace et annule tous les arrêtés antérieurs.

Daté, en la ville d'Ottawa,
ce 28 jour de Fev, 2022



Marco E. L. Mendicino, P.C., M.P. /Marco E. L. Mendicino, C.P., député
Public Safety Canada/Sécurité publique Canada

Delegation Order – Privacy Act

Powers, Duties or Functions	Section	Chairperson	Executive Vice-Chairperson	Executive Director General	Director, Public Affairs and Partnerships	Manager, Access to Information and Privacy	Senior Analyst, Access to Information and Privacy
To disclose personal information, for research or statistical purposes	8(2)(j)	Yes	Yes	Yes	No	No	No
To disclose personal information when public interest outweighs invasion of privacy or when disclosure benefits the individual	8(2)(m)	Yes	Yes	Yes	No	No	No
To keep copies of requests made under 8(2)(e), keep records of information disclosed pursuant to such request and to make those copies and records available to Privacy Commissioner	8(4)	Yes	Yes	Yes	Yes	Yes	Yes
To notify the Privacy Commissioner in writing of disclosure under paragraph 8(2)(m)	8(5)	Yes	Yes	Yes	Yes	Yes	No
Record of disclosures	9(1)	Yes	Yes	Yes	Yes	Yes	No
To notify the Privacy Commissioner of consistent use of personal information and update index accordingly	9(4)	Yes	Yes	Yes	Yes	Yes	No
To include personal information in personal information banks	10	Yes	Yes	Yes	Yes	Yes	No
To give written notice as to whether or not access will be given, and if access is to be given, to give access to the requester	14	Yes	Yes	Yes	Yes	Yes	No
To extend time limit and give notice of extension	15	Yes	Yes	Yes	Yes	Yes	Yes
To determine the necessity for a translation of interpretation of a record	17(2)(b)	Yes	Yes	Yes	Yes	Yes	No
To determine whether a record should be provided in an alternative format	17(3)(b)	Yes	Yes	Yes	Yes	Yes	No
Exempt banks	18(2)	Yes	Yes	Yes	Yes	Yes	No
Information obtained in confidence	19	Yes	Yes	Yes	Yes	Yes	No
Federal-provincial affairs	20	Yes	Yes	Yes	Yes	Yes	No
International affairs and defence	21	Yes	Yes	Yes	Yes	Yes	No
Law enforcement and Investigations	22	Yes	Yes	Yes	Yes	Yes	No
<i>Public Servants Disclosure Protection Acts</i>	22.3	Yes	Yes	Yes	Yes	Yes	No
Security clearances	23	Yes	Yes	Yes	Yes	Yes	No
Individuals sentenced for an offence	24	Yes	Yes	Yes	Yes	Yes	No
Safety of individuals	25	Yes	Yes	Yes	Yes	Yes	No
Information about another individual	26	Yes	Yes	Yes	Yes	Yes	No
Solicitor-client privilege	27	Yes	Yes	Yes	Yes	Yes	No
Medical records	28	Yes	Yes	Yes	Yes	Yes	No
To receive notice of investigation by the Privacy Commissioner	31	Yes	Yes	Yes	Yes	Yes	Yes

To make representations to the Privacy Commissioner	33(2)	Yes	Yes	Yes	Yes	Yes	No
To receive the report of findings of the investigation and give notice of action taken or proposed to be taken or reasons why no action has been or is proposed to be taken	35(1)	Yes	Yes	Yes	Yes	Yes	No
To provide access to personal information	35(4)	Yes	Yes	Yes	Yes	Yes	No
To receive the report of findings after investigation in respect of personal information	37(3)	Yes	Yes	Yes	Yes	Yes	No
To request that the matter be heard and determined in the National Capital Region	51(2)(b)	Yes	Yes	Yes	Yes	Yes	No
To request the opportunity to make representations ex parte	51(3)	Yes	Yes	Yes	Yes	Yes	No
To refuse to disclose Cabinet confidences	70	Yes	Yes	Yes	Yes	Yes	No
To prepare annual report for submission to Parliament	72	Yes	Yes	Yes	Yes	Yes	Yes

Delegation Order – Privacy Regulations

Powers, Duties or Functions	Section	Chairperson	Executive Vice-Chairperson	Executive Director General	Director, Public Affairs and Partnerships	Manager, Access to Information and Privacy	Senior Analyst, Access to Information and Privacy
Retention of personal information requested under paragraph 8(2)(e)	7	Yes	Yes	Yes	Yes	Yes	Yes
Examination of information	9	Yes	Yes	Yes	Yes	Yes	No
Notification concerning corrections	11(2) 11(4)	Yes	Yes	Yes	Yes	Yes	No
Disclosure of personal information relating to physical or mental health	13(1)	Yes	Yes	Yes	Yes	Yes	No
Examination in presence of medical practitioner or psychologist	14	Yes	Yes	Yes	Yes	Yes	No

ANNEX B: Statistical report on the *Privacy Act*

Name of Institution: Parole Board of Canada

Reporting period: 2022-04-01 to 2023-03-31

Part 1 – Requests under the *Privacy Act*

1.1 Number of requests received

	Number of Requests
Received during reporting period	257
Outstanding from previous reporting period	12
Total	269
Closed during reporting period	249
Carried over to next reporting period	20

1.2 Channels of requests

	Number of Requests
Online	38
E-mail	209
Mail	10
In person	0
Phone	0
Fax	0
Total	257

Part 2 – Informal Requests

2.1 Number of informal requests

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
Total	0
Closed during reporting period	0
Carried over to next reporting period	0

2.2 Channels of requests

	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 Processed		101-500 Pages Processed		501-1,000 Pages Processed		1001-5,000 Pages Processed		More Than 5,000 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
0	0	0	0	0	0	0	0	0	0

Part 3 – Requests closed during the reporting period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	26	6	2	0	0	0	0	34
Disclosed in part	80	63	31	0	0	0	0	174
All exempted	2	0	0	0	0	0	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	25	3	0	0	0	0	0	28
Request abandoned	9	0	0	0	0	0	0	9
Neither confirmed nor denied	2	0	0	0	0	0	0	2
Total	144	72	33	0	0	0	0	249

3.2 Exemptions

Section	Number of Requests
18(2)	0
19(1)(a)	0
19(1)(b)	0
19(1)(c)	135
19(1)(d)	161
19(1)(e)	0
19(1)(f)	0
20	0
21	0
22(1)(a)(i)	0
22(1)(a)(ii)	0
22(1)(a)(iii)	0
22(1)(b)	30
22(1)(c)	0
22(2)	0
22.1	0
22.2	0
22.3	0
23(a)	0
23(b)	0
24(a)	0
24(b)	0
25	0
26	146
27	2
28	0

3.3 Exclusions

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

3.4 Format of information released

Paper	Electronic				Other
	E-Record	Data set	Video	Audio	
31	150	0	0	2	25

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
50,085	35,110	221

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

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1001-5,000 Pages Processed		More Than 5,000 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	34	439	0	0	0	0	0	0	0	0
Disclosed in part	77	2,666	65	13,320	22	15,376	10	18,255	0	0
All exempted	2	29	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	9	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	2	0	0	0	0	0	0	0	0	0
Total	124	3,134	65	13,320	22	15,376	10	18,255	0	0

3.5.3 Relevant minutes processed and disclosed for audio format

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
304	304	2

3.5.4 Relevant minutes processed per requests disposition for audio format 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	2	304
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	2	304

3.5.5 Relevant minutes processed and disclosed for video format

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

3.5.6 Relevant minutes processed per requests disposition for video format 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	4	0	0	0	4
Disclosed in part	28	0	0	0	28
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	32	0	0	0	32

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	249
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

3.7.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline 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

Part 4 – Disclosures under Subsections 8(2) and 8(5)

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

Part 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

Part 6 – Extensions

6.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Large volume of pages	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	External	
76	34	0	42	0

6.2 Length of extensions

Length of Extensions	15(a)(i) Large volume of pages	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	External	
1 to 15 days	0	0	0	0
16 to 30 days	34	0	42	0
Total	34	0	42	0

Part 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	4	57	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	4	57	0	0
Closed during the reporting period	4	57	0	0
Pending at the end of the reporting period	0	0	0	0

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

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

7.3 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

Part 8 – Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More than 5,000 Pages Processed	
	Number of Requests	Pages Dis-closed	Number of Requests	Pages Dis-closed	Number of Requests	Pages Dis-closed	Number of Requests	Pages Dis-closed	Number of Requests	Pages Dis-closed
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		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More than 5,000 Pages Processed	
	Number of Requests	Pages Dis-closed	Number of Requests	Pages Dis-closed	Number of Requests	Pages Dis-closed	Number of Requests	Pages Dis-closed	Number of Requests	Pages Dis-closed
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

Part 9 – Complaints and Investigations notices received

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

Part 10 – Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

10.1 Privacy Impact Assessments

Number of PIA(s) completed	0
Number of PIA(s) modified	0

10.2 Institution-specific and Central Personal Information Banks

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

Part 11 – Material Privacy Breaches

11.1 – Material Privacy Breaches reported

Material Privacy Breaches	Total
Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

11.2 – Non-Material Privacy Breaches

Non-Material Privacy Breaches	Total
Number of non-material privacy breaches	18

Part 12 – Resources related to the *Privacy Act*

12.1 Costs

Expenditures		Amount
Salaries		\$275,084
Overtime		\$0
Goods and Services		\$3,456
• Professional services contracts	\$0	
• Other	\$3,456	
Total		\$278,540

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	3.10
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	3.10

ANNEX C: Supplemental Statistical Report 2022-2023

Section 1: Capacity to Receive Requests – Number of weeks the 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	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records

Section 2.1: The number of weeks the institution was able to process paper records in different classification levels

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

Section 2.2: The number of weeks the 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

Section 3: Open Requests and Complaints under the *Access to Information Act*

Section 3.1 Number of open request that are outstanding from previous reporting period

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	2	0	2
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
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
Total	2	0	2

Section 3.2 Number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting period

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Total	0

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

Section 4.1 Number of open request that are outstanding from previous reporting period

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	20	0	20
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
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	0	0	0
Total	20	0	20

Section 4.2 Number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting period

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	1
Received in 2020-2021	1
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Total	2

Section 5: Social Insurance Number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the *Privacy Act*

How many requests were received from confirmed foreign national outside of Canada in 2022-2023	0
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