



Office of the
Chief Electoral Officer
of Canada

2021-2022

Annual Report on the *Privacy Act*

For the period ending March 31, 2022



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1. Introduction

The Privacy Act (the Act) extends to Canadians and individuals present in Canada the right to access their personal information from federal government institutions. The Act also protects individuals' privacy by preventing others from having access to their personal information. Furthermore, it limits federal institutions' use of the personal information that they collect and retain.

Section 72 of the Act requires that the head of every institution subject to the Act prepare an annual report for tabling in Parliament. This report describes how the Office of the Chief Electoral Officer administered its responsibilities under the Act during the reporting period of April 1, 2021, to March 31, 2022.

1.1. Mandate of the Office of the Chief Electoral Officer

The Office of the Chief Electoral Officer is an independent, non-partisan agency that reports directly to Parliament which currently includes both Elections Canada and the Office of the Commissioner of Canada Elections. Elections Canada's mandate is to:

- ▶ be prepared to conduct a federal general election, by-election or referendum;
- ▶ administer the political financing provisions of the *Canada Elections Act*;
- ▶ monitor compliance with electoral legislation;
- ▶ conduct public information campaigns on voter registration, voting and becoming a candidate;
- ▶ conduct education programs for students on the electoral process;
- ▶ provide support to the independent commissions in charge of adjusting the boundaries of federal electoral districts following each decennial census;
- ▶ carry out studies on alternative voting methods and, with the approval of parliamentarians, test alternative voting processes for future use during electoral events; and,
- ▶ provide assistance and cooperation in electoral matters to electoral agencies in other countries or to international organizations.

In fulfilling its mandate, Elections Canada also has the responsibility to:

- ▶ appoint, train and support returning officers and retain the services of field liaison officers across Canada;
- ▶ maintain the National Register of Electors, which is used to prepare preliminary lists of electors at the start of electoral events;
- ▶ publish reports on the conduct of elections and official voting results;
- ▶ maintain electoral geography information, which provides the basis for maps and other geographic products;
- ▶ register political entities, including political parties, electoral district associations, candidates, nomination contestants, leadership contestants, third parties that engage in election advertising and referendum committees;
- ▶ administer the reimbursements and subsidies paid to eligible candidates, registered political parties and auditors;

- ▶ disclose information on registered parties and electoral district associations, registered parties' nomination and leadership contestants, candidates, third parties and referendum committees, including their financial returns;
- ▶ refer to the Commissioner of Canada Elections information concerning possible offences under the *Canada Elections Act* (or other relevant acts);
- ▶ consult the Advisory Committee of Political Parties for advice and recommendations;
- ▶ issue written opinions, guidelines and interpretation notes on the application of the *Canada Elections Act* to political entities;
- ▶ recommend to Parliament amendments for the better administration of the *Canada Elections Act* by submitting a recommendations report after a general election, as well as by providing expert advice and other special reports; and,
- ▶ appoint the Broadcasting Arbitrator, who is responsible for allocating free and paid broadcasting time among political parties and for arbitrating disputes that may arise between parties and broadcasters.

The Office of the Commissioner of Canada Elections is responsible for ensuring compliance with, and enforcement of, the *Canada Elections Act* and the *Referendum Act*.

1.2. Structure of the Access to Information and Privacy Office

The Access to Information and Privacy (ATIP) Office is part of the Office of the Chief of Staff and is headed by an Assistant Director who is supported by a senior analyst and a junior officer as well as expert consultant(s) as required.

The ATIP Office is responsible for the following activities for both Elections Canada and the Office of the Commissioner of Canada Elections:

- ▶ processing requests under the *Access to Information Act* and the *Privacy Act*;
- ▶ responding to consultation requests from other government institutions;
- ▶ providing advice and guidance to senior management and staff on privacy issues and privacy impact assessments;
- ▶ developing and delivering awareness training to managers and employees on how to fulfill their obligations under the Acts;
- ▶ developing policies, procedures and guidelines in support of ATIP legislation and central agency requirements;
- ▶ monitoring institutional compliance with the Acts, procedures and policies;
- ▶ acting on behalf of the Office of the Chief Electoral Officer in dealings with the Treasury Board Secretariat, the offices of the Information Commissioner and Privacy Commissioner of Canada and other government institutions regarding ATIP affairs;
- ▶ preparing annual reports to Parliament, in addition to other statutory reports and materials that may be required by central agencies;
- ▶ preparing and publishing the annual update of the Office of the Chief Electoral Officer's chapter of *Info Source*, describing the agency's record holdings and personal information banks; and,
- ▶ representing the Office of the Chief Electoral Officer by participating in ATIP community forums, such as the Treasury Board Secretariat's ATIP Community meetings.

2. Administration of the *Privacy Act*

2.1. Education and training

Privacy training at the Office of the Chief Electoral Officer typically involves educating staff on the principles of the Act and on how to securely manage privacy requests and protect personal information. In 2021–2022, the Office of the Chief Electoral Officer delivered a training session to one office of primary interest liaison officer, who is responsible for coordinating the retrieval of response records within their sector. The session provided an overview of the ATIP process, legislation, and roles and responsibilities.

The ATIP Office also raised awareness of privacy issues throughout the agency when providing advice on the collection, retention, use and disclosure of personal information.

2.2. Institutional privacy policies and procedures

No new institutional-specific policies or procedures related to privacy were implemented during the fiscal year. The Office of the Chief Electoral Officer is continuing to review its privacy tools and procedures and update them as required.

The Office of the Chief Electoral Officer did not receive authority for any new collections or new consistent uses of social insurance numbers during the reporting period.

2.3. Institutional monitoring of privacy requests

The ATIP Office uses its case management software to monitor the status of each request being processed, including the number of days remaining before the statutory deadline. A weekly status reports of all open and recently closed files is regularly provided to senior officials, including the Chief Electoral Officer and the Executive Committee.

2.4. Material privacy breaches

A material privacy breach is any unauthorized collection, use, disclosure, retention or disposal of sensitive personal information that could reasonably be expected to cause injury or harm to the individual.

No material privacy breaches were reported to the Office of the Privacy Commissioner or to the Treasury Board of Canada Secretariat by Elections Canada during the reporting period.

2.5. Privacy impact assessments

The Office of the Chief Electoral Officer regularly conducts privacy impact assessments (PIA) to address privacy risks in new or existing departmental programs, initiatives or projects that manage personal information.

Two PIAs were updated by the Office of the Chief Electoral Officer during the 2021–2022 fiscal year, both of which involved Immigration, Refugees and Citizenship Canada (IRCC). One of the PIAs, produced in 2018, concerning the transfer of data on new citizens and the loss of citizenship from IRCC to the Office of the Chief Electoral Officer, was updated to reflect the transfer of data on young new Canadians aged 14 to 17 from IRCC to the Office of the Chief Electoral Officer to be used in the National Register of Future Electors. The other PIA, produced in 2019, concerning the transfer of data on permanent residents and foreign nationals between IRCC and the Office of the Chief Electoral Officer, was updated to reflect the transfer of information from an older IRCC database and the exchange of information between these two organizations for post-election citizenship validation or permanent resident and foreign national's data anomalies.

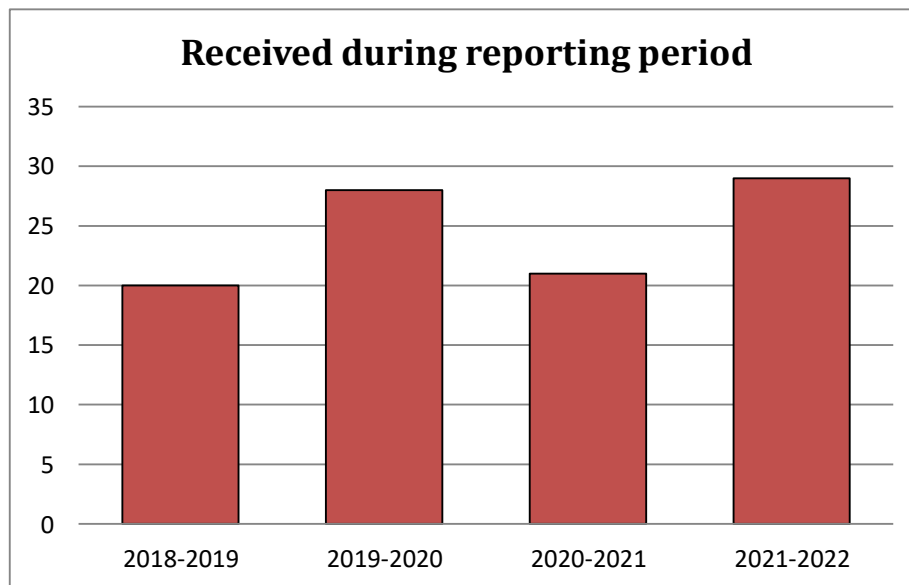
The PIA summaries can be found online at elections.ca > Resource Centre > Reports > Proactive Disclosure > Privacy Impact Assessments, where available.

3. Statistical Report on Requests under the *Privacy Act*

This section provides an interpretation of several statistics on the processing of requests made to the Office of the Chief Electoral Officer under the Act. All figures and data for the 2021–2022 fiscal year are provided in the attached statistical report (see Appendix II).

3.1. Number of requests

The Office of the Chief Electoral Officer received 29 formal requests for personal information during 2021–2022, a 38 percent increase from the previous year when 21 formal requests were received. This excludes 3 additional requests carried-over from the previous fiscal year, totalling up to 32 requests for 2021–2022. Twenty-eight requests were processed during the reporting period and four requests were carried over into the new fiscal year.

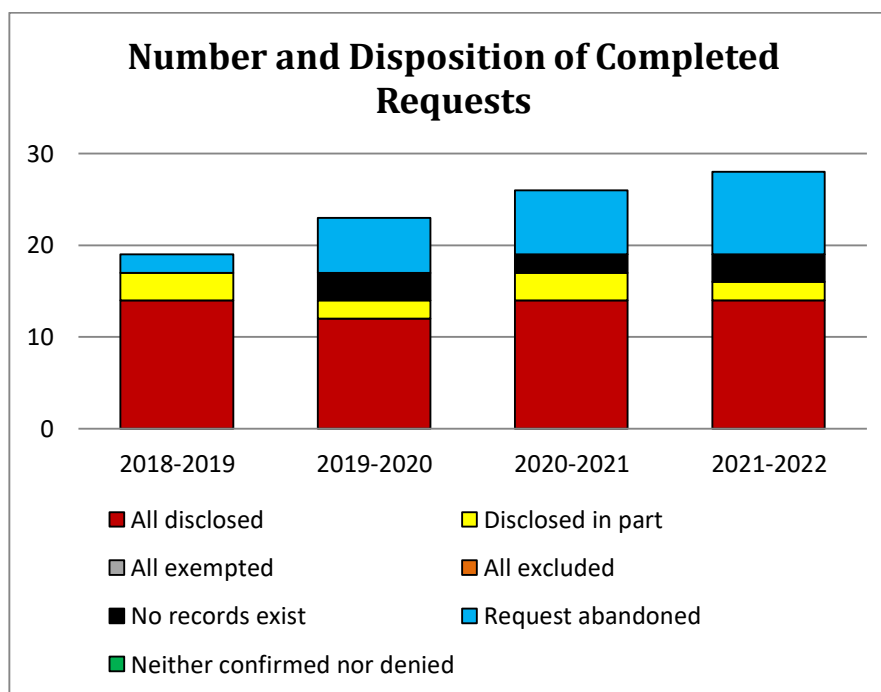


Of the 4 requests that were carried over into the next reporting period, 3 (75 percent) were received in 2021–2022 and meet the legislated timelines. One request (25 percent) was received in 2016–2017 and does not meet the legislated timelines.

The Office of the Chief Electoral Officer did not receive any consultations from other institutions during the reporting period.

3.2. Disposition of completed requests

Of the 28 requests completed during the reporting period, 14 resulted in full disclosure of the information requested. This represents 50 percent of all completed requests, a slight decrease from the previous fiscal year during which 54 percent resulted in full disclosure. Two requests resulted in partial disclosure, where personal information of individuals unassociated with the request was exempted further to section 26 of the Act; and where disclosure of personal information that could reasonably be expected to be injurious to the conduct of lawful investigations was exempted further to section 22(1)(b) of the Act. Records did not exist for 3 requests and 9 requests were abandoned by the applicants.



3.3. Completion time of requests

In 2021–2022, a total of 27 requests (96 percent) were completed within 30 days, compared with 65 percent in 2020–2021 when 17 requests were completed. Overall, one hundred percent (28) of the requests were completed within legislated timelines. The Office of the Chief Electoral Officer has historically received simple privacy requests—primarily for information from the National Register of Electors—that are uncomplicated to process. However, 1 request completed in 2021–2022 (4 percent), was more complicated and was completed within 31 to 60 days. No requests were completed beyond 60 days. Unforeseen adjustments to work processes related to COVID-19, which were implemented toward the end of 2019–2020, continued to temporarily affect the processing of some requests under the Act. Most employees, including ATIP staff, were required to work remotely with at times limited access to the Office of the Chief Electoral Officer’s network and paper files.

3.4. Disclosures of personal information under paragraph 8(2)(m)

Subsection 8(2) of the Act stipulates that a government institution may disclose personal information under its control without the consent of those whom the information relates. Such disclosures are discretionary and are subject to any other act of Parliament.

Paragraph 8(2)(m) allows an institution to disclose personal information for any purpose where, in the opinion of the head of the institution, the public interest in the disclosure clearly outweighs any invasion of privacy that could result from it or where the disclosure would clearly benefit the individual to whom the information relates.

The Office of the Chief Electoral made no disclosures pursuant to paragraph 8(2)(m) in the 2021–2022 fiscal year.

3.5. Fees and Costs

There is no charge to individuals for processing requests under the Act.

During this reporting period, the ATIP Office expended \$151,240 to administer the Act. Salaries, including overtime pay, accounted for \$109,545 of this total, whereas spending on goods and services amounted to \$41,695.

4. Complaints

Individuals who disagree with the handling of their personal information or the processing of a request under the Act can file a complaint with the Office of the Privacy Commissioner of Canada (OPC).

There was one official complaint against the Office of the Chief Electoral Officer filed with the OPC in 2021–2022, alleging that the Office contravened the collection, use and disclosure provisions of the Act. The investigation was subsequently discontinued at the request of the complainant.

Appendix I: Delegation of Authority



DÉLÉGATION EN VERTU DE L'ARTICLE 73 DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, par la présente je délègue au titulaire du poste de Directeur adjoint, Accès à l'information et protection des renseignements personnels, ou en l'absence de cette personne, au titulaire du poste de Chef de cabinet, y compris toutes personnes nommées à ces deux postes de manière intérimaire, les attributions en lien avec les documents qui relèvent du directeur général des élections, dont je suis, en qualité de responsable d'une institution fédérale, investi conformément à la *Loi sur la protection des renseignements personnels*, à l'exception des documents qui relèvent exclusivement du Commissaire aux élections fédérales.

En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, par la présente je délègue au titulaire du poste de Commissaire aux élections fédérales, ainsi qu'au titulaire du poste de Directeur adjoint, Accès à l'information et protection des renseignements personnels, ou en l'absence de cette personne, au titulaire du poste de Chef de cabinet, y compris toutes personnes nommées à ces trois postes de manière intérimaire, les attributions en lien avec les documents qui relèvent exclusivement du Commissaire aux élections fédérales dont je suis, en qualité de responsable d'une institution fédérale, investi conformément à la *Loi sur la protection des renseignements personnels*.

DELEGATION ORDER PURSUANT TO SECTION 73 OF THE PRIVACY ACT

Pursuant to section 73 of the *Privacy Act*, I hereby designate the person appointed to the position of Assistant Director, Access to Information and Privacy, or in that person's absence, the person appointed to the position of Chief of Staff, including any persons appointed to these two positions on an acting basis, to exercise or perform any of the powers, duties and functions related to the records that are under the control of the Chief Electoral Officer, conferred upon me as the head of the government institution by the *Privacy Act*, except as it relates to the records that are exclusively under the control of the Commissioner of Canada Elections.

Pursuant to section 73 of the *Privacy Act*, I hereby designate the person appointed to the position of Commissioner of Canada Elections, as well as the person appointed to the position of Assistant Director, Access to Information and Privacy, or in that person's absence, the person appointed to the position of Chief of Staff, including any persons appointed to these three positions on an acting basis, to exercise or perform any of the powers, duties and functions conferred upon me as the head of the government institution by the *Privacy Act* and that are related to the records that are exclusively under the control of the Commissioner of Canada Elections.

Il est entendu que cette délégation remplace toutes délégations antérieures de ma part ou de la part de mes prédécesseurs émises en vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*.

For greater certainty, this delegation supersedes all previous delegations by me or my predecessors made pursuant to section 73 of the *Privacy Act*.

Signée à Gatineau le / Signed in Gatineau on _July 30, 2020_____.

A handwritten signature in black ink, consisting of a large loop followed by a horizontal stroke.

Stéphane Perrault

Directeur général des élections / Chief Electoral Officer

Appendix II: Statistical Report on the *Privacy Act*, 2021–2022

Government
of CanadaGouvernement
du Canada

Statistical Report on the *Privacy Act*

Name of institution: Office of the Chief Electoral Officer

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		29
Outstanding from previous reporting periods		3
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	1	
Total		32
Closed during reporting period		28
Carried over to next reporting period		4
• Carried over within legislated timeline	3	
• Carried over beyond legislated timeline	1	

1.2 Channels of requests

Source	Number of Requests
Online	17
Email	11
Mail	1
In person	0
Phone	0
Fax	0
Total	29

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
<ul style="list-style-type: none"> Outstanding from previous reporting period 	0	
<ul style="list-style-type: none"> 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
Email	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 Days	181 to 365 Days	More Than 365 Days	
All disclosed	4	10	0	0	0	0	0	14
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	2	1	0	0	0	0	0	3
Request abandoned	8	1	0	0	0	0	0	9
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	14	13	1	0	0	0	0	28

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)	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	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	
3	11	0	0	2	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
400	165	25

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		101–500 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	14	31	0	0	0	0	0	0	0	0
Disclosed in part	0	0	2	369	0	0	0	0	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	9	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	23	31	2	369	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
36	15	2

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	1	6	0	0	0	0
Disclosed in part	1	30	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	2	36	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	28
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 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	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) 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	1	0	0	0	0	0	0	0

6.2 Length for 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	1	0	0	0	0	0	0	0
31 days or greater								0
Total	1	0	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	Number of Pages to Review	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 Days	More Than 365 Days	
Disclosed entirely	0	0	0	0	0	0	0	0
Disclosed 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 Days	More Than 365 Days	
Disclosed entirely	0	0	0	0	0	0	0	0
Disclosed 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		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

8.2 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 9: Complaints and Investigation Notices Received

Section 31	Section 33	Section 35	Court action	Total
1	2	0	0	3

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	2

10.2 Institution-specific and Central Personal information banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	11	0	0	0
Central	52	0	0	0
Total	63	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	4
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Section 12: Resources Related to the *Privacy Act***12.1 Allocated costs**

Expenditures		Amount
Salaries		\$104,146
Overtime		\$5,399
Goods and Services		\$41,695
• Professional services contracts	\$37,069	
• Other	\$4,626	
Total		\$151,240

12.2 Human resources

Resources	Person-Years Dedicated to Privacy Activities
Full-time employees	1.142
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.08
Students	0.00
Total	1.225

Note: Enter values to two decimal places.



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

Name of institution: Office of the Chief Electoral Officer

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

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

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

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

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

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

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

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

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

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	6	5	11
Received in 2020-2021	0	5	5
Received in 2019-2020	0	8	8
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	1	1
Received in 2015-2016 or earlier	0	0	0
Total	6	19	25

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

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	4
Received in 2020-2021	0
Received in 2019-2020	2
Received in 2018-2019	0
Received in 2017-2018	1
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	7

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

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

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	3	0	3
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	1	1
Received in 2015-2016 or earlier	0	0	0
Total	3	1	4

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

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	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
Received in 2015-2016 or earlier	0
Total	0

Section 5: Social Insurance Number (SIN)

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