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MINISTRY OF STATE
MINISTÈRE D'ÉTAT
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SCIENCE AND TECHNOLOGY
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ACCESS TO INFORMATION AND PRIVACY ANNUAL REPORTS

MINISTRY OF STATE
ECONOMIC AND REGIONAL DEVELOPMENT

SCIENCE AND TECHNOLOGY

July 1, 1983 to March 31, 1984

Canada



Minister of State
Economic and Regional Development

Ministre d'État
Développement économique et régional

Science and Technology

Sciences et Technologie

Ottawa, Canada
K1A 1E7

The Honourable Herb Gray,
President of the Treasury Board of Canada,
Place Bell Canada,
160 Elgin Street,
Ottawa, Ontario.
K1A 0R5

My dear colleague:

I am pleased to submit the Annual Access to Information and Privacy Reports of the Ministry of State for Economic and Regional Development and the Ministry of State for Science and Technology, for the fiscal year ended March 31, 1984.

Yours sincerely,

Donald J. Johnston

Canada

6&5
working together
travaillons ensemble
Canada

MINISTRY OF STATE FOR ECONOMIC AND REGIONAL DEVELOPMENT

ACCESS TO INFORMATION

STATISTICAL REPORT - INTERPRETATION/EXPLANATION

1. Four (4) Access requests were received by the Ministry of State for Economic and Regional Development during the reporting period of which one (1) was an informal request. Because of the sensitivity of the information requested, it was treated as a formal request. The requestor was not, however, asked to pay the \$5.00 application fee. As well, no formal extension was requested, although the processing required more than 120 days, due in part to consultations with PCO and Justice legal advisors as well as the Secretary and the Minister.
2. A single extension was required for one (1) of the requests which required 60-120 days to process. The applicant (from Toronto) preferred to come to Ottawa to examine the records instead of reviewing them in the Toronto Regional Office as the Department suggested. The applicant was unable to come to Ottawa before the 64th day following the date the request was made.
3. Costs accounted for in the Report include the time taken by the officers and officials (most of those involved are in the Executive Category) as well as support staff for processing the requests. They also include expenditures involved in administering the Acts which are not included in the accompanying Report on the Privacy Act. These administrative expenditures consist of 25% of the Co-ordinator's time, 75% of the Access Officer's time (from January 03, 1984 to March 31, 1984) and the equivalent of half a person-year of clerical support staff time.

SUPPORTING DOCUMENTATION

Organization of ATIP Activities

In addition to providing Access to Information support to the Ministry of State for Economic and Regional Development (MSERD), the Co-ordinator's office became responsible on July 16, 1983 for providing Access support to the Ministry of State for Science and Technology (MOSST) with the latter's co-location with MSERD. Uniform Access policies and procedures common to both Ministries were set in place during the period of this report. The Access to Information and Privacy Co-ordinator is assisted since January 1984 by an Access to Information and Privacy Officer.

25% of the Co-ordinator's time and 75% of the Access Officer's time (from January to March 1984), during the reporting period was devoted to the administration of both Acts for the two ministries.

Procedures for administering Access requests follow the guidelines established in the Treasury Board Interim Policy Guide: the Access to Information Act and the Privacy Act. All formal requests, under both Acts, are immediately referred to the Co-ordinator upon receipt; if a request is received by a regional office, the liaison officer of that office forwards the request to the Co-ordinator.

Upon receipt of a request, the Co-ordinator identifies the responsibility centre, whether at headquarters or a regional office, which has the primary interest in the request. Once advised, the responsibility centre manager searches in the records for the requested information as well as identifying information that may either be excluded or may technically qualify for exemption and forwards all appropriate documentation to the Co-ordinator with a relevant recommendation. The Co-ordinator, in turn, prepares a recommendation and response for the Secretary's signature.

When necessary the Co-ordinator is responsible for obtaining additional information from applicants as well as initiating consultations with other government institutions or third parties.

Although the Ministry's operational records are, to a considerable extent, composed of documents emanating from other institutions within the Economic and Regional Development or Energy Envelopes, the Ministry responds to requests, in consultation with the other institutions originating the documentation, instead of transferring the request to the institutions. If, however, the information requested is not in the Ministry's records, the request is transferred to the institution concerned.

The final decision as to the response to be made to the Access request is made by the Secretary as advised by the responsibility centre manager concerned, the Access Co-ordinator and Ministry legal counsel when appropriate.

ATIP Implementation

On the basis of the first year's experience with the Access to Information Act, it is expected that the number of requests made to the Ministry will remain constant. The Access to Information Act would appear to be used by applicants as a tool to obtain information they believe they would not otherwise have access to. Requests made to-date have been received from media and interest group representatives as well as students.

In order to better handle and respond to requests for information, the Ministry initially issued information memoranda informing all employees of the general principles of both Acts and of their responsibilities vis-à-vis the Acts. These memoranda were succeeded by a Policy Directive specifying the application of the Acts to the Ministry, a copy of which has been forwarded to the Treasury Board ATIP Implementation Group. Procedures are in effect to ensure all Access requests are responded to in as responsive manner as possible.

A Reading Room has been set up in the Ottawa headquarters where applicants can examine the requested information. The regional offices can also make space available to applicants to view requested documents.

The Ministry entries in both the Access Register and Personal Information Index are being revised for submission to Treasury Board by the end of June 1984.

The Secretaries and Senior Management of both MSERD and MOSST are responsive to the requirements of both Acts.

Disclosure agreements were signed with both private sector companies and provincial government institutions who were concerned with the public release, without their consent, of information provided in confidence to the Ministries. These agreements confirm that written notice will be given to these parties of any request involving such information or that the Ministry proposes, as required under Section 28 of the Access to Information Act, to disclose the information requested.

It is the practice of the Ministry to waive application fees when the information requested does not exist.

Formal/Informal Interface

Applicants are encouraged and advised to initially make their requests for information to the Ministry by informal means. The majority of these "informal" requests are administered by the Communications Branch or Regional Communications Co-ordinators..

INSTITUTIONAL POLICIES

Policies on the application of the Access to Information and Privacy Acts to the Ministries were drafted and in effect with the promulgation of the Acts on July 1, 1983. In view of experience obtained in responding to the Access requests received during 1983, the policy was refined prior to being issued as a Ministry policy directive in 1984. Treasury Board ATIP Implementation Group has been forwarded a copy.

This policy advises staff of the general principles of both Acts, of their responsibilities as well as those of the regional liaison officers and of the Co-ordinator, deadlines to be met, fees, exemptions, exclusions and all other relevant administrative matters.

DELEGATION INSTRUMENT

The Secretary is the only officer within the Ministry who is delegated the power to grant or deny access under Section 7 of the Access to Information Act and Section 14 of the Privacy Act.

INVESTIGATIONS

No complaints were lodged against the Ministry with either commissioners; therefore no investigations were made.



REPORT ON ACCESS TO INFORMATION

Institution Ministry of State for Economic and Regional Development	Reporting period 1 July/83 to 31 March/84
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I Requests under the Access to Information Act

Received during reporting period	4
Outstanding from previous period	0
TOTAL	4
Completed during reporting period	4
Carried forward	0

II Disposition of requests completed

1. All disclosed	2	6. Unable to process	-
2. Disclosed in part	1*	7. Insufficient information	-
3. Excluded	1*	8. Abandoned	-
4. Exempt	1*	9. Does not exist	-
5. Transferred	1	TOTAL	4

III Exemptions invoked

S. 13(1) (a)	X	S. 16(1) (d)		S. 20(1) (c)	X
(b)		S. 16(2)		(d)	X
(c)	X	S. 16(3)		S. 21(1) (a)	X
(d)		S. 17		(b)	X
S. 14	X	S. 18 (a)		(c)	X
S. 15(1) Internat. rel.		(b)		(d)	X
Defence		(c)		S. 22	
Subversive activities		(d)		S. 23	
S. 16(1) (a)		S. 19(1)		S. 24	
(b)		S. 20(1) (a)	X	S. 25	
(c)		(b)	X	S. 26	

*same request

IV Exclusions cited

S. 68 (a)	
(b)	
(c)	
(d)	
S. 69(1)	
S. 69(1) (a)	X
(b)	X
(c)	X
(d)	X
(e)	X
(f)	X
(g)	X

V Completion time

Under 30 days	2
31 to 60 days	
60 to 120 days	1
Over 120 days	1

VI Extensions

	Under 30 days	Over 30 days
Searching		
Consultation		X*
Third party		X*
TOTAL		1

VII Translations N/A

Translation requested	
Translation prepared	
English to French	
French to English	
Average time to prepare translations	

VIII Method of access

Copies given	2
Examination	0
Copies and Examination	1

IX Fees

Fees collected	
Application fees	10.00
Reproduction	-
Searching	-
Preparation	-
Computer processing	-
TOTAL	10.00

X Costs *same request

Personnel	
Officer	\$ 25,085
Support staff	\$ 8,600
Other	\$
TOTAL	\$ 33,685

XI Appeals to info. commissioner N/A

Reasons	
Non disclosure	
Fees	
Extension	
Publications	
Denial of translation	
Time to prepare trans.	
Other	

XII Appeals to Federal Court N/A

Appeal by	
Applicant	
Third party	
Information commissioner	

Fees waived over \$25.00	\$
Fees waived (no. of times)	

Officer (PY)	1
Support staff (PY)	.5
TOTAL	1.5

No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Average time of resol. (for those compl.) (days)	
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

Average time of resol. (for those compl.) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	

Disclosure ordered	
Non-disclosure ordered	
Other	

MINISTRY OF STATE FOR ECONOMIC AND REGIONAL DEVELOPMENT

PRIVACY

Comments in the Organization of ATIP Activities, ATIP Implementation, Formal/Informal Interface, Institutional Policies, Delegation Instrument and Investigations sections of the Access to Information Report also apply to the Privacy Report.

STATISTICAL REPORT - INTERPRETATION/EXPLANATION

There are no provisions in the Privacy Act for the transfer of requests for personal information. A Privacy request received by the Ministry was, on the Ministry's initiative, transferred to the government institution holding the requested records.

Other than this request, no requests to the Ministry for information were made under the provisions of the Privacy Act.

DISCLOSURES UNDER 8(2)(e) OF THE PRIVACY ACT

Besides the Ministry's Secretary who is the only officer delegated the power to grant or deny access under Section 14 of the Privacy Act, the Assistant Secretary, Corporate Services is authorized to disclose personal information under the control of this Ministry to specified investigative bodies (listed in schedules II, III and IV of the Privacy Regulations).

No requests were received, however, from these investigative bodies.

EXEMPT BANKS

The Ministry did not have to refuse to disclose any personal information as defined under Subsection 18(2) of the Privacy Act.

USE AND DISCLOSURE

Through the Access to Information and Privacy policy directive, all staff are advised that no personal information is to be collected unless it relates directly to an operating program or activity; that the individuals from whom they collect information is to be informed of the purpose for which the information is being collected unless so informing would result in the collection of inaccurate or misleading information; that such personal information is to be retained for a minimum of two years unless the individual consents to earlier disposal.



REPORT ON THE PRIVACY ACT

Institution Ministry of State Economic and Regional Development	Reporting period 1 July/83 to 31 March/84
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I Requests under the Privacy Act

Received during reporting period	1
Outstanding from previous period	0
TOTAL	1
Completed during reporting period	1
Carried forward	0

II Disposition of requests completed

1. All disclosed		6. Insufficient information	
2. Disclosed in part		7. Abandoned	
3. Excluded		8. Does not exist	
4. XXXX Transferred	1	TOTAL	1
5. Unable to process			

III Exemptions invoked N/A

S. 18(2)		S. 21		S. 23(b)	
S. 19(1) (a)		S. 22(1) (a)		S. 24	
(b)		(b)		S. 25	
(c)		(c)		S. 26	
(d)		S. 22(2)		S. 27	
S. 20		S. 23(a)		S. 28	

IV Exclusions cited N/A

S. 69(1) (a)	
(b)	
S. 70(1)	
(a)	
(b)	
(c)	
(d)	
(e)	
(f)	

V Completion time

Under 30 days	1
31 to 60 days	
60 to 120 days	
Over 120 days	

VI Extensions N/A

	Under 30 days	Over 30 days
Interference with operations		
Consultation		
Translations		
TOTAL		

VII Translations N/A

Translation requested	
Translation provided	
English to French	
French to English	
Average time to prepare translations	

VIII Method of access N/A

Copies given	
Examination	
Copies and examination	

IX Correction and notation N/A

Corrections requested ▶	Corrections made ▶	Notation attached ▶
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X Costs

Personnel	\$	PY
Officer	\$ 44.	.3 p-day
Support staff	\$ 4.	.07 p-day
Other	\$ -	
TOTAL	\$ 48.	0.37 p-day

XI Appeals to privacy commissioner N/A

Reasons	
Use and disclosure	
Non disclosure	
Extension	
Publications	
Denial of translation	
Time to prepare a translation	
Other	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Average time of resolution (for those completed) (days)	
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

XII Appeals to Federal Court N/A

Appeal by	
Applicant	
Privacy commissioner	
Average time of resolution (for those completed) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Disclosure ordered	
Non-disclosure ordered	
Other	

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

ACCESS TO INFORMATION

STATISTICAL REPORT - INTERPRETATION/EXPLANATION

1. Three (3) requests were received during the reporting period. Fees collected, however, amount to \$10.00, because the application fees for one request were reimbursed, the Ministry not being in possession of the requested information.

2. Costs accounted for in the Report include only the time taken by the officers and support staff in processing the requests. All expenditures related to the administration of the acts were accounted for in the Report on Access to Information for the Ministry of State for Economic and Regional Development (MSERD).

On July 16, 1983, the Co-ordinator's office of the Ministry of State for Economic and Regional Development became responsible for providing access support to the Ministry of State for Science and Technology (MOSST) with the latter's co-location with MSERD. Uniform access policies and procedures common to both ministries were set in place during the period of this report. Since January 1984, the Access to Information and Privacy Co-ordinator is assisted by an Access to Information and Privacy Officer.

Because of the uniform policies and procedures common to both MSERD and MOSST, comments made in the Access to Information and Privacy Reports of MSERD also apply to MOSST.



REPORT ON ACCESS TO INFORMATION

Institution Ministry of State for Science and Technology	Reporting period July 1/83 to 31 March/84
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I Requests under the Access to Information Act

Received during reporting period	3
Outstanding from previous period	0
TOTAL	3
Completed during reporting period	3
Carried forward	0

II Disposition of requests completed

1. All disclosed	2	6. Unable to process	
2. Disclosed in part		7. Insufficient information	
3. Excluded		8. Abandoned	
4. Exempt		9. Does not exist	1
5. Transferred		TOTAL	3

III Exemptions invoked N/A

S. 13(1) (a)		S. 16(1) (d)		S. 20(1) (c)	
(b)		S. 16(2)		(d)	
(c)		S. 16(3)		S. 21(1) (a)	
(d)		S. 17		(b)	
S. 14		S. 18 (a)		(c)	
S. 15(1) Internat. rel.		(b)		(d)	
Defence		(c)		S. 22	
Subversive activities		(d)		S. 23	
S. 16(1) (a)		S. 19(1)		S. 24	
(b)		S. 20(1) (a)		S. 25	
(c)		(b)		S. 26	

IV Exclusions cited N/A

S. 68 (a)	
(b)	
(c)	
(d)	
S. 69(1)	
S. 69(1) (a)	
(b)	
(c)	
(d)	
(e)	
(f)	
(g)	

V Completion time

Under 30 days	3
31 to 60 days	
60 to 120 days	
Over 120 days	

VI Extensions N/A

	Under 30 days	Over 30 days
Searching		
Consultation		
Third party		
TOTAL		

VII Translations N/A

Translation requested	
Translation prepared	
English to French	
French to English	
Average time to prepare translations	

VIII Method of access

Copies given	2
Examination	
Copies and Examination	

IX Fees

Fees collected	
Application fees	\$10.00
Reproduction	-
Searching	-
Preparation	-
Computer processing	-
TOTAL	\$10.00

X Costs

Personnel	
Officer	\$ 780.
Support staff	\$ 32.
Other	\$ -
TOTAL	\$ 812.

XI Appeals to info. commissioner N/A

Reasons	
Non disclosure	
Fees	
Extension	
Publications	
Denial of translation	
Time to prepare trans.	
Other	

XII Appeals to Federal Court N/A

Appeal by	
Applicant	
Third party	
Information commissioner	

Fees waived over \$25.00	\$
Fees waived (no. of times)	

Officer (PY)	3 p-day
Support staff (PY)	.5 p-day
TOTAL	3.5 p-day

No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Average time of resol. (for those compl.) (days)	

Average time of resol. (for those compl.) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	

Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

Disclosure ordered	
Non-disclosure ordered	
Other	

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

PRIVACY

STATISTICAL REPORT-INTERPRETATION/EXPLANATION

No requests for personal information under the provision of the Privacy Act, was made to the Ministry, during the period covered by this Report.



REPORT ON THE PRIVACY ACT

Institution Ministry of State for Science and Technology	Reporting period 1 July/83 to 31 March/84
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I Requests under the Privacy Act		II Disposition of requests completed N/A	
Received during reporting period	0	1. All disclosed	6. Insufficient information
Outstanding from previous period	0	2. Disclosed in part	7. Abandoned
TOTAL	0	3. Excluded	8. Does not exist
Completed during reporting period	0	4. Exempt	TOTAL
Carried forward	0	5. Unable to process	

III Exemptions invoked N/A				IV Exclusions cited N/A			
S. 18(2)		S. 21		S. 23(b)		S. 69(1) (a)	
S. 19(1) (a)		S. 22(1) (a)		S. 24		(b)	
(b)		(b)		S. 25		S. 70(1)	
(c)		(c)		S. 26		(a)	
(d)		S. 22(2)		S. 27		(b)	
S. 20		S. 23 (a)		S. 28		(c)	
						(d)	
						(e)	
						(f)	

V Completion time N/A		VI Extensions N/A		VII Translations N/A		VIII Method of access N/A	
Under 30 days			Under 30 days	Over 30 days	Translation requested	Copies given	
31 to 60 days		Interference with operations			Translation provided		
60 to 120 days		Consultation			English to French	Examination	
Over 120 days		Translations			French to English		
		TOTAL			Average time to prepare translations	Copies and examination	

IX Correction and notation N/A		
Corrections requested ▶	Corrections made ▶	Notation attached ▶

X Costs N/A			XI Appeals to privacy commissioner N/A			XII Appeals to Federal Court N/A		
Personnel	\$	PY	Reasons			Appeal by		
Officer	\$		Use and disclosure			Applicant		
Support staff	\$		Non disclosure			Privacy commissioner		
Other	\$		Extension			Average time of resolution (for those completed) (days)		
TOTAL	\$		Publications			No. initiated during reporting period		
			Denial of translation			No. completed during reporting period		
			Time to prepare a translation			No. carried forward		
			Other			Disclosure ordered		
			No. initiated during reporting period			Non-disclosure ordered		
			No. completed during reporting period			Other		
			No. carried forward					
			Average time of resolution (for those completed) (days)					
			Commissioner's recommendation accepted					
			Commissioner's recommendation rejected					

