



Annual Report to Parliament on the Administration of the *Privacy Act*

April 1, 2022 – March 31, 2023



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada

Canada

Annual Report to Parliament on the Administration of the *Privacy Act*
April 1, 2022 – March 31, 2023

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1 INTRODUCTION

The department of Agriculture and Agri-Food Canada (AAFC) presents to Parliament its *Annual Report on the Administration of the Privacy Act* for fiscal year April 1, 2022 to March 31, 2023. This report is prepared and tabled in accordance with section 72 of the *Privacy Act* and section 20 of the *Service Fees Act*.

In accordance with the Treasury Board of Canada Secretariat (TBS) requirements, this report provides an overview of the activities of AAFC in administering its responsibilities under the *Privacy Act*.

AAFC's Access to Information and Privacy (ATIP) Office is responsible for the administration of *Access to Information and Privacy Acts* and related matters within the department. The department is committed to openness and transparency and making every reasonable effort to assist Canadians in accessing records held within AAFC.

1.1 ABOUT AGRICULTURE AND AGRI-FOOD CANADA

AAFC supports the Canadian agriculture and agri-food sector through initiatives that promote innovation and competitiveness. The department provides information, research and technology, policies, and programs to help Canada's agriculture, agri-food, and agri-based product sectors compete in markets at home and abroad, manage risk, and embrace innovation.

The activities of the department extend from the farmer to the consumer, from the farm to global markets, through all phases of sustainably producing, processing, and marketing of agriculture and agri-food products.

For more information, please [visit the AAFC website](#).

1.2 PURPOSE OF THE *PRIVACY ACT*

The *Privacy Act* protects an individual's privacy by setting out provisions related to the collection, retention, accuracy, disposal, use and disclosure of personal information. With certain specific and limited exceptions, the *Privacy Act* also gives individuals, whether within or outside Canada, the right to request access to personal information about themselves held by the federal government.

2 ORGANIZATIONAL STRUCTURE

2.1 GOVERNANCE

Administration of the *Access to Information Act (ATIA)* and the *Privacy Act* is the primary responsibility of the AAFC ATIP Office, which is part of the department's Public Affairs Branch (PAB). The ATIP Office processes all requests for information and coordinates all activities related to the *Acts*, along with associated regulations, directives and guidelines.

The ATIP Office consists of two units – the Operations Unit and the Privacy Compliance Unit (PCU). The Operations Unit works closely with AAFC officials to process ATIP requests; while the PCU supports and advises AAFC officials on privacy-related matters, such as compliance measures, Privacy Impact Assessments (PIA), and general inquiries regarding the collection and use of personal information.

2.2 PRIVACY COMPLIANCE UNIT – MANDATE AND ORGANIZATIONAL STRUCTURE

The ATIP PCU provides advisory services primarily related to privacy protection for departmental activities. It also provides advisory services for the various Grants and Contribution and Business Risk Management programs developed to support Canada's agricultural sector and its producers and processors. Specifically, the unit provides advice on matters concerning the collection, use and disclosure of personal information necessary to operate these programs, and offers effective recommendations and strategies for mitigating risks to privacy that may be present.

Responsibilities include:

- Providing privacy analysis and advice using a number of tools including AAFC's Privacy Evaluation tool, PIA and Privacy Protocols.
- The development of privacy policies, procedures and practices;
- The delivery of privacy training and awareness programs to staff;
- Assessing and reporting on privacy breaches;
- Coordinating the department's update of InfoSource; and
- Producing the departmental reporting requirements for the *Annual Report to Parliament on the Privacy Act*.

The ATIP Operations unit is responsible for the management, monitoring and processing of all privacy requests.

The ATIP Office is comprised of a variety of positions that help to support the mandate and operations of both units within the office. When fully staffed, these positions include:

- Director (1)
- Manager, Access to Information and Privacy Operations (1)
- Manager, Privacy Compliance (1)
- Senior ATIP Analyst (1)
- ATIP Analysts (3)
- Junior ATIP Analyst (2)
- Privacy Analyst (2)
- ATIP Officer (1)
- Administrative Support (1)
- Contractor supporting ATIP Operations full-time (1)
- Contractor supporting Privacy Policy part-time (1)
- Students (2)

The cost of administering the ATIP Office (for privacy matters as recorded in the Statistical Reports) during the reporting period was \$494,424 which included 3.846 full-time employees and 0.420 student person years (or \$358,642 in salaries and \$110,005 for professional services).

3 DELEGATION OF AUTHORITY

Section 73 of the *Privacy Act* provides for the Minister of AAFC to delegate the powers, duties and functions designated by the *Acts*.

The delegation of authority for the administration of the *Privacy Act* includes the PAB Assistant Deputy Minister, the Director General, Communications Services, and the Director of ATIP and Translation Services, who have full delegated authority to approve exemptions in accordance with the delegation of authority instrument approved by the Minister in October 2023. Certain administrative functions as well as some authority to apply exemptions and approve release packages are also delegated to the ATIP Managers to enhance efficiency in request processing.

The delegation of authority instrument for the administration of the *Privacy Act* is appended hereto at Annexes A and B.

4 PERFORMANCE

4.1 OVERVIEW

AAFC's ATIP Office has taken significant steps year over year to maintain compliance with the *Privacy Act*. This year was no exception as requests processed during this period were responded to within legislated timelines. In the last fiscal year, the ATIP Office had commissioned an Advisory Audit and in this current fiscal year, the Office made significant efforts to implement a workplan to directly address the results of the audit. This involved addressing three different pillars – People, Work and Relationships. This included realigning the units based on more defined roles and responsibilities, creating an ATIP Analyst Development Program, revamping the Privacy Program and preparing for the transition to a new Case Management System.

4.2 PRIVACY COMPLIANCE

During the 2022-2023 fiscal year, the ATIP Policy and Systems Unit was reorganized as the PCU. Responsibilities related to departmental reporting on ATIP as well as the acquisition and implementation of the new Case Management System shifted under the ATIP Operations Unit, to better align with day-to-day functions. This enabled the PCU to focus resources on privacy program evaluation, and to build and implement a revitalized privacy program for the department.

During this time, AAFCs' programs have continued to adopt a privacy-by-design approach to new and existing programs and activities, resulting in the PCU receiving a total of 86 new policy-based files.

Almost half of the policy requests were privacy inquiries from AAFC clients seeking guidance on the collection, use and disclosure of personal information. This represents an increase of 36% from the previous reporting year. Requests for input on PIAs also increased, rising 40% over the previous fiscal year.

As the PCU continues to provide training workshops and implement innovative privacy-by-design measures for new programming and activities, it is anticipated that these requests will fluctuate year over year.

Departmental Context for 2022-2023

Fiscal year 2022-2023 has brought new challenges as AAFC adopts an even stronger focus on innovation to drive a profitable, productive and sustainable agri-food industry that can meet growing global demand for sustainable food.

AAFC has identified priorities that focus on achieving results through initiatives, programs, and services to help create an efficient, sustainable and thriving sector. Efforts will support the delivery of the Minister of Agriculture and Agri-Food's mandate letter commitments and broader Government of Canada priorities, including in the areas of policy development and program delivery, support for Canada's food system, sustainable growth, and climate resiliency.

In 2022-2023 AAFC:

- Worked with its partners to develop the Sustainable Canadian Agricultural Partnership to deliver on sectoral needs in trade and expanding markets; innovation and sustainable growth, and the support of diversity and dynamic, evolving sectors;
- Delivered key funding initiatives to agri-sectors across Canada; and
- Continued building on thematic priorities for clean technology programs and innovations while maintaining industry engagement.

The health and well-being of AAFC employees has continued to be a departmental priority and the adoption of hybrid work arrangements was put in place to ensure employees could continue effectively serving the agriculture sector across Canada.

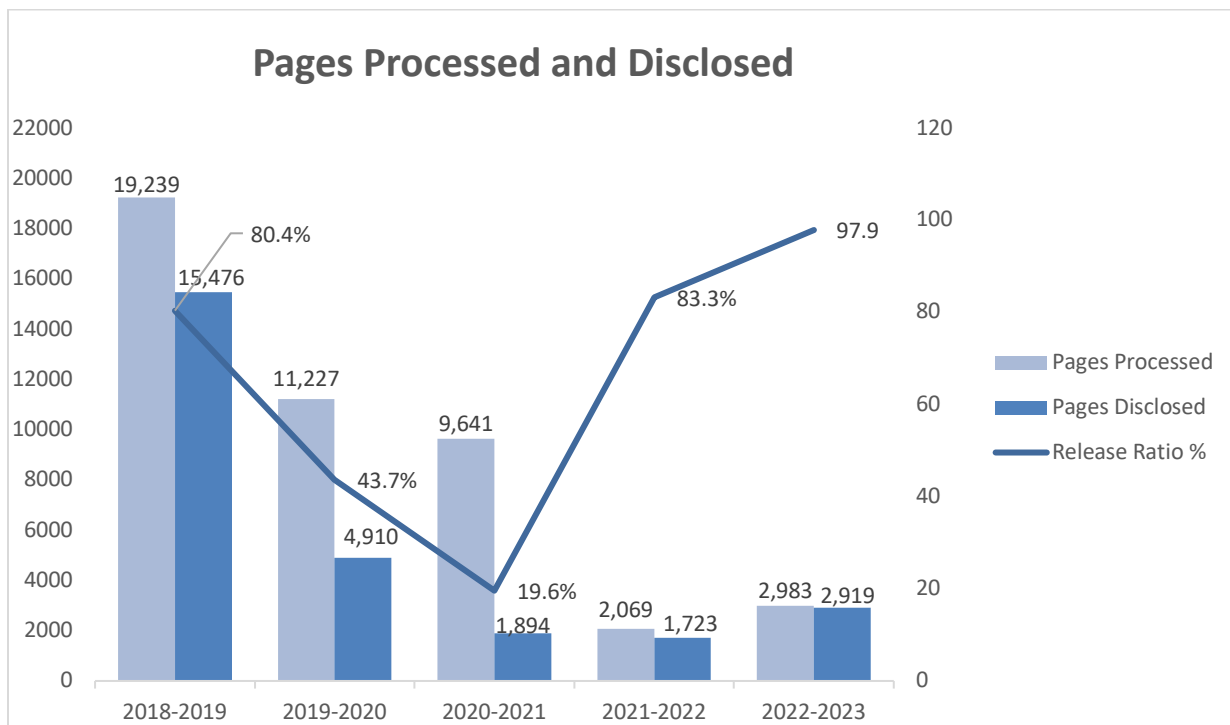
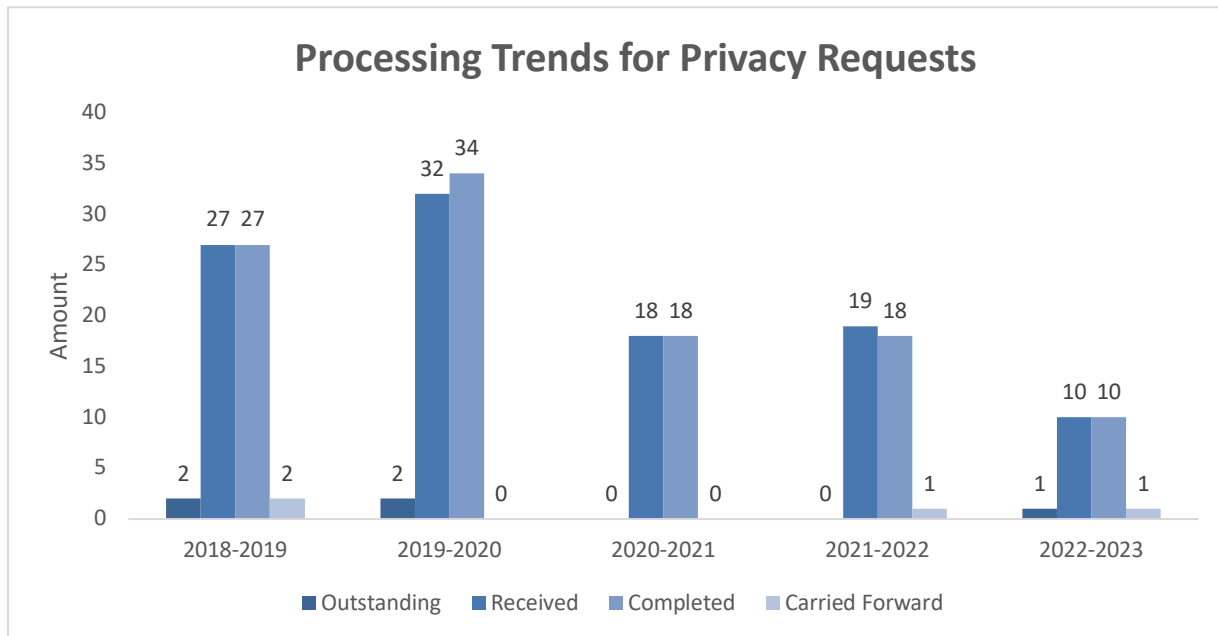
4.3 PRIVACY ACT PERFORMANCE AND STATISTICS FOR 2022-2023

This section provides an overview of key data on the institution's performance regarding ATIP Operations as it relates to privacy requests for the year. The information is reflected in the institution's Statistical Report for 2022-2023 available below in Annex D.

Caseload and Carry Forward

- In 2022-2023, AAFC had a total of 11 privacy requests.
- Of the 11 total privacy requests received in this reporting period, 10 were closed before March 31, 2023 and one will be reported in 2023-2024.
- One request, from 2022-2023, carried over to the 2023-2024 reporting period.
- There was one privacy request carried over from 2021-2022 or earlier into this reporting period.

Privacy Requests Received and Completed



Processing Time for Requests

- Seven requests, or 70%, were completed within 30 days, and three, or 30%, were completed between 31 and 60 days.
- 100% of requests were responded to within required timelines.

Extensions

The *Privacy Act* allows extensions beyond the 30-day statutory time frame for specific reasons, such as interference with operations, volume of records, or required consultations with Other Government Departments (OGDs). For this reporting period, only two requests required time extensions of up to 30 days owing to the volume of relevant records requiring review.

Consultations Completed From Other Institutions

AAFC must also respond to consultations pursuant to the *Privacy Act* from other government institutions in order to provide those institutions with recommendations regarding the release of information of interest to AAFC. No requests for consultation were received during the reporting period.

Disposition of Completed Requests

Of the 10 privacy requests completed in 2022-2023, 4 were disclosed in part, 3 were fully disclosed and 3 were abandoned by the requesters.

Exemptions or Exclusions Invoked

The appended statistical report provides details regarding the types of exemptions or exclusions applied to information for completed requests.

- For four consecutive years the most common exemption used by AAFC during the reporting period has been section 26 (personal information about individuals other than the requester).
- No exclusions were invoked during the reporting period.

Translations

- No translations were required to respond to requests in 2022-2023.

Format of Information Released

- All responsive records were provided to requesters as digital copies using E-post.

5 ATIP TRAINING AND AWARENESS

5.1 DEPARTMENTAL PRIVACY TRAINING

The ATIP Office continues to invest in its people and is focused on enhancing departmental privacy awareness by offering a range of ATIP-related training courses. These offerings ensure that staff and management understand their roles and responsibilities with respect to the *Acts* and related policies, including closely linked subjects such as information management.

5.2 AWARENESS

During the last week of January in 2023, Canada and many countries around the world celebrated Data Privacy Week. The PCU highlighted events via internal publication to spread awareness about privacy rights and to underline the importance of valuing and protecting personal information.

Additionally, the PCU developed and published a number of guidance documents on its SharePoint site, related to privacy management, in order to serve as helpful resources for AAFC employees.

ATIP Analyst Development Program

As part of the Our People action plan, the ATIP Office has introduced the ATIP Analyst Recruitment and Development Program, aimed at expanding opportunities within AAFC-ATIP and retaining talent and expertise within the department. The goal of the program is to have a capable workforce that has the opportunity to grow within the AAFC ATIP Office. Entry-level participants receive training in both ATIP operations and privacy policy and can become eligible for promotion as qualifications and experience are gained over a set period of time.

6 PRIVACY POLICIES, GUIDELINES AND PROCEDURES

6.1 PRIVACY POLICY

Following an Advisory Audit conducted by the Office of Audit and Evaluation (OAE) at AAFC, recommendations to improve the ATIP Offices overall management and operations included the need to update and modernize AAFCs privacy program. As a starting point, the PCU updated a number of AAFC policy suite tools including the Directive on PIAs, the Social Insurance Directive, the Privacy Breach Response Plan and the Privacy Management Framework (PMF). These tools are instrumental in ensuring that AAFC employees have the resources available to them to understand their responsibilities in regards to the use and protection of personal information.

6.2 PROCEDURES

In an effort to find efficiencies, the PCU reviewed and documented all existing procedures, developed a training manual for ATIP employees and published a number of privacy management guidelines on the internal web resource, accessible to all employees at AAFC. Additionally, internal privacy evaluation tools were developed to better assess potential privacy risks associated with the deployment of new systems, activities and programs. These tools enable the PCU to engage with program officials during the design phase and prior to implementation, to ensure that all relevant details are captured early in the planning stages. The PCU uses this information to determine whether a PIA or Protocol is warranted and is able to provide advice and recommendations to better enable 'privacy-by-design' outcomes for new programs and activities.

The PCU has also established solid relationships with other branches to facilitate and improve communication of new initiatives. For example, AAFC's Public Opinion Research division engaged the PCU to assist in the development of a smart web-form for clients requesting the use of a communications survey tool. The web-form was developed with a mechanism that notifies the PCU, should a client intend to pose questions that may result in the collection of personal information.

7 INITIATIVES AND PROJECTS TO IMPROVE PRIVACY

Innovation and Client Service

AAFC strives to be a leader in innovative, effective technology. Improving the client experience meant increasing value to the client's relationship with the PCU. While there are many ways to do this, the PCU's focus has been to foster a stronger connection with internal clients, by providing mutually beneficial solutions that reduce effort while meeting the department's compliance requirements under the *Privacy Act* and supporting TBS Directives.

The PCU's efforts during the 2022-2023 fiscal year, to meet client needs and enhance compliance measures, included the development of policy frameworks and guides such as the PMF and the Privacy Breach Response Plan.

Privacy Management Framework

AAFC's PMF was reviewed and updated to reflect current roles and responsibilities across the department, for the protection of personal information at AAFC. It is the foundational piece of the department's Privacy program. It was developed to meet the department's obligations under the *Privacy Act* and compliment the suite of TBS privacy policy instruments.

The PMF ensures accountability for privacy compliance, promotes an awareness of privacy issues and obligations across all branches, and improves the department's protection of personal information. It builds on pre-existing departmental policies, procedures and guidelines and serves as the basis for the evaluation of new programs and activities with potential privacy impacts.

Privacy Breach Response Plan

AAFC's Privacy Breach Response Plan was updated during the 2022-2023 reporting period, to reflect recent changes to the TBS *Policy on Privacy Protection* and the *Directive on Privacy Practices*, effective October 26, 2022. Improvements were made to AAFC's Breach Assessment and Containment report to improve the reporting process of breaches, using a web based smart form.

Additionally, a Breach Assessment report was developed to better manage privacy breaches and to facilitate assessment of an incident using a risk-based approach. This new approach has allowed the PCU to manage privacy breaches in a more streamlined manner where the level of effort is proportional and commensurate to the level of risk.

8 SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

There were no new complaints received in this reporting period. No court actions in relation to AAFC's obligations under the *Privacy Act* were carried out during the reporting period.

No requests were received from individuals seeking a correction or notation to their personal information pursuant to subsection 12(2) of the *Privacy Act*.

9 MATERIAL PRIVACY BREACHES

There were no material privacy breaches during fiscal year 2022-2023. However, sixteen (16) non-material privacy breaches were reported.

10 PRIVACY IMPACT ASSESSMENTS

One PIA and one Privacy Protocol were completed during the 2022-2023 fiscal year.

Vidcruiter Privacy Impact Assessment

The purpose of the VidCruiter suite of applications is to record and store personal information to assess candidates via virtual staffing tools. With this remote tool, AAFC staffing advisors can conduct interviews with individuals and complete reference checks, all of which are part of the current staffing process. However, the application has a built-in video recording feature allowing staffing advisors to review and assess individual responses against the merit criteria, which represents a new collection of personal information, currently not addressed by the existing Standard Personal Information Bank (S-PIB) PSE 902 Staffing. As such, a PIA was completed and a new Personal Information Bank (PIB) was created in accordance with article 6.2 of the Directive on PIAs.

Canadian Agricultural Youth Council Privacy Protocol

The Canadian Agricultural Youth Council (CAYC) is a consultative body to AAFC comprised of young Canadians. The council's main objectives are to provide advice on challenges, opportunities, strengths and weaknesses of policies and programs affecting the agriculture and agri-food sector; enable on-going dialogue to foster information sharing, and to identify industry best practices. Potential CAYC members are identified through an application and interview process using the VidCruiter platform and appointed to the Council by the Minister of Agriculture and Agri-Food. This protocol assessed the collection, use, retention and disposition of personal information required for the selection process.

11 PUBLIC INTEREST DISCLOSURES

During 2022-2023, there were no disclosures made under section 8(2)(m) of the *Privacy Act* and, therefore, no section 8(5) written notifications made to the Office of the Privacy Commissioner.

12 MONITORING COMPLIANCE

The PCU uses an automated case management system to track progress on all requests seeking guidance and advice related to the handling and use of personal information by the department.

Additionally, as this unit is responsible for monitoring the resolution of risks identified during a PIA, and for ensuring the implementation of strategies recommended to reduce them, a master Management Response Action Plan (MRAP) table has been developed. This is a new process developed by the PCU to track and document recommendations for mitigating risks identified through completed privacy evaluations. As assessments are conducted, the PCU prepares tables that enable the PCU unit to document all risks identified, as well as areas of responsibility for resolution, and to review overdue actions to ensure completion in a timely manner. Overall, this new initiative has improved the PCU's ability to monitor privacy risks of programs, systems or activities at AAFC, and produced greater accountability for ensuring a resolution to them.

13 CONCLUSION

Fiscal year 2022-2023 produced many engagement opportunities for AAFC's ATIP Operations unit, and saw a development plan to streamline the unit's internal processes, recruitment and development of human resources, and investments in technology to assist with efficient processing of requests. The ATIP Office worked in partnership with senior officials and program officers to ensure compliance in all of its other business streams. In particular, the department demonstrated a consistent and determined privacy-by-design approach to protect the personal information of its employees and the Canadian public.

AAFC continues to be committed to both the spirit and the intent of the *Privacy Act* to enhance the accountability and transparency of Government in order to promote an open and democratic society and to enable public debate on the conduct of all federal institutions. To this end, all privacy requests were responded to within established timelines.

Looking forward, the AAFC ATIP Office will continue to streamline processes, implement digital strategies, and support the Department to meet the call to action from the Information Commissioner and President of the Treasury Board to fulfill its commitment toward legislative requirements, openness and the protection of personal information.

14 ANNEX A

Privacy Act Designation Order

Agriculture and Agri-Food Canada

The Minister of Agriculture and Agri-Food Canada, pursuant to section 73 of the *Privacy Act*, hereby designates the persons of the Department holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and perform the duties and functions of the Minister as the head of a government institution under the sections of the *Act* set out in the schedule opposite each position. This Designation Order supersedes all previous Designation Orders.

Date

Minister of Agriculture and Agri-Food Canada

15 ANNEX B

Delegation of authority instrument for the administration of the *Privacy Act*

Sections of the <i>Privacy Act</i>	Powers, Duties or Functions	Assistant Deputy Minister Public Affairs Branch	Director General Communications Services	Director ATIP and Translation Services	ATIP Manager
8(2)(j)	Disclosure of personal information for research of statistical purposes.	X	X	X	-
8(2)(m)	Disclosure of personal information in the public interest or in the interest of the individual.	X	X	X	-
8(4)	Copies of requests under paragraph 8(2)(e).	X	X	X	-
8(5)	Notice of disclosure under paragraph 8(2)(m).	X	X	X	-
9(1)	Record for disclosure.	X	X	X	-
9(4)	Consistent uses.	X	X	X	-
10	Personal information banks.	X	X	X	-
14	To notify applicant and to give access to the record.	X	X	X	X
15	To extend time limit and notify applicant.	X	X	X	X
16	Where access is refused	X	X	X	X
17(2)(b)	To determine the necessity for translation or interpretation of record.	X	X	X	X
17(3)(b)	Access to personal information in alternative format	X	X	X	X

18(2)	To refuse to disclose information contained in an exempt bank.	X	X	X	-
Sections of the Privacy Act	Powers, Duties or Functions	Assistant Deputy Minister Public Affairs Branch	Director General Communications Services	Director ATIP and Translation Services	ATIP Manager
19(1)	To exempt personal information obtained in confidence from another government.	X	X	X	X
19(2)	To disclose with consent of the other government.	X	X	X	X
20	To exempt personal information re: federal-provincial affairs.	X	X	X	X
21	To exempt information re: international affairs and defense.	X	X	X	X
22	To exempt information re: law enforcement and investigation.	X	X	X	X
22.3	To exempt information re: <i>Public Servants Disclosure Protection Act</i>	X	X	X	X
23	To exempt information re: security clearances.	X	X	X	X
24	To exempt personal information re: individuals sentenced for an offense.	X	X	X	X
25	To exempt personal information re: safety of individuals.	X	X	X	X
26	To exempt personal information about another individual.	X	X	X	X
27	Protected information – solicitors and notaries.	X	X	X	X
28	To exempt personal information re: medical records.	X	X	X	X
33(2)	To make representations to the Privacy Commissioner during an investigation.	X	X	X	-
35(1)(b)	Notice of actions to implement recommendations of Commissioner.	X	X	X	-

35(4)	To provide access to applicant pursuant to Privacy Commissioner's recommendation.	X	X	X	-
Sections of the Privacy Act	Powers, Duties or Functions	Assistant Deputy Minister Public Affairs Branch	Director General Communications Services	Director ATIP and Translation Services	ATIP Manager
36(3)(b)	Notice of actions to implement recommendations of Commissioner concerning exempt banks.	X	X	X	-
37(3)	To receive report of Privacy Commissioner's findings after compliance investigation.	X	X	X	-
51(2)(b), 51(3)	Special rules for hearings. Special rules for hearings	X	X	X	-
72	Annual Report to Parliament	X	X	X	-
73.1(4)	To charge fees for services.	X	X	X	-
73.1(3)	Notice of provision of services related to privacy.	X	X	X	-
73.1(5)	Spending authority.	X	X	X	-

Section of the Privacy Regulations	Powers, Duties or Functions	Assistant Deputy Minister Public Affairs Branch	Director General Communications Services	Director ATIP and Translation Services	ATIP Manager
9	Examination of information.	X	X	X	X
11(2)	Notification that correction to personal information has been made	X	X	X	X
11(4)		X	X	X	-

	Notification that correction to personal information has been refused				
13(1)	Disclosure of personal information relating to physical or mental health may be disclosed to a duly qualified medical practitioner or psychologist in order to provide an opinion as to whether disclosure of the information would be contrary to the best interests of the individual	X	X	X	-
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist.	X	X	X	-

16 ANNEX C

Statistical Report on the *Privacy Act*

Name of institution: Agriculture and Agri-Food Canada

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

Section 1: Requests Under the *Privacy Act*

1.1 Number of Requests Received

		Number of Requests
Received during reporting period		10
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		11
Closed during reporting period		10
Carried over to next reporting period		1
• Carried over within legislated timeline	1	
• Carried over beyond legislated timeline	0	

1.2 Channels of Requests

Source	Number of Requests
Online	9
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
Total	10

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		2
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		2
Closed during reporting period		2
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	2
Email	0
Mail	0
In Person	0
Phone	0
Fax	0
Total	2

2.3 Completion time of informal 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	
2	0	0	0	0	0	0	2

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
2	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	1	2	0	0	0	0	0	3
Disclosed in part	0	1	3	0	0	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	4	3	3	0	0	0	0	10

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)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	4
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 Exclusions

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

3.4 Format of Information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	7	0	0	0	0

3.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
2983	2919	10

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	3	17	0	0	0	0	0	0	0	0
Disclosed in part	0	0	2	639	1	953	1	1374	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	3	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	6	17	2	639	1	953	1	1374	0	0

3.5.3 Relevant minutes processed and disclosed for **audio** formats

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

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

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

3.5.5 Relevant minutes processed and disclosed for **video** formats

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

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

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

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	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	10
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

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

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

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

3.8 Requests for translation

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

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

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

Section 5: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations Attached	0
Requests for Correction Accepted	0
Total	0

Section 6: Extensions

6.1 Reasons for Extensions

Number of requests where an extension was taken	15(a)(i) Interference With Operations				15(a)(ii) 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	
3	0	3	0	0	0	0	0	0

6.2 Length of Extensions

Length of Extensions	15(a)(i) Interference With Operations				15(a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	3	0	0	0	0	0	0
31 days or more								
Total	0	3	0	0	0	0	0	0

Section 7: Consultations Received From Other Institutions and Organizations

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

Consultations	Other Government of Canada Institutions	Number of Pages to 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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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

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

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

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

8.2 Requests with Privy Council Office

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

Section 9: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court Action	Total
0	0	0	0	0

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

10.1 Privacy Impact Assessments

Number of PIAs completed	1
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	21	1	0	0
Central	0	0	0	0
Total	21	1	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 Reported

Number of non-material privacy breaches	16
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Section 12: Resources Related to the *Privacy Act*

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$358,642
Overtime		\$0
Goods and Services		\$135,782
• Professional services contracts	\$110,005	
• Other	\$25,777	
Total		\$494,424

12.2 Human Resources

Resources	Person Years Dedicated to Access to Privacy Activities
Full-time employees	3.800
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.046
Students	0.420
Total	4.266

Note: Enter values to three decimal places