



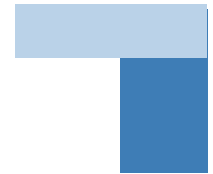
Public Health  
Agency of Canada

Agence de la santé  
publique du Canada



**Public Health Agency of Canada**  
***Privacy Act***  
**Annual Report**  
**2012-2013**

Canada 



2012-2013 Annual Report on the *Privacy Act*  
is available on the Public Health Agency of Canada web site

Également disponible en français sur le site Web de l'Agence de la santé publique du  
Canada sous le titre :  
Rapport annuel 2012-2013 sur la  
*Loi sur la protection des renseignements personnels*

To obtain additional copies, please contact:  
Access to Information and Privacy Division  
Public Health Agency of Canada  
1600 Scott Street, Tower B, A.L. 3107A  
7th Floor, Suite 700  
Ottawa, Ontario K1A 0K9  
Tel: 613-954-9165  
Fax: 613-941-4541

This publication can be made available in alternative formats upon request

© Her Majesty the Queen in Right of Canada, 2013



## Table of Contents

Introduction.....	3
I. <i>Privacy Act</i> .....	3
II. About the Public Health Agency of Canada.....	3
Privacy Infrastructure.....	4
I. The Access to Information and Privacy (ATIP) Division .....	4
Delegation of Authority .....	5
Requests under the <i>Privacy Act</i> - Statistical Figures and Interpretation and Explanation..	5
I. Statistical Report.....	5
II. Number of Privacy Requests and Case Load .....	5
III. Disposition of Requests Completed.....	7
IV. Exemptions Invoked .....	7
V. Exclusions Cited.....	7
VI. Completion Time .....	8
VII. Extensions.....	8
VIII. Translation.....	8
IX. Format of Information Released .....	8
X. Corrections and Notations.....	9
XI. Costs.....	9
Training and Awareness .....	9
Recent Privacy Initiatives .....	9
New and/or Revised Institution-Specific Privacy Related Policies, Guidelines and Procedures.....	10
I. ATIP Division and the Transformation Agenda.....	10
II. Audit of Privacy Practices .....	11
III. Other Initiatives.....	11
Key Issues Raised as a Result of Privacy Complaints and/or Investigations .....	12
I. Complaints to the Privacy Commissioner .....	12
II. Applications/Appeals Submitted to the Federal Court/Federal Court of Appeal.....	12
III. Agency Responses to Recommendations raised by other Agents of Parliament.....	12
Privacy Impact Assessments Completed .....	12
Disclosures made Pursuant to Subsection 8(2)(m) of the <i>Privacy Act</i> .....	13
Appendix A: <i>Privacy Act</i> – Delegation Order .....	14
Appendix B: Statistical Report on the <i>Privacy Act</i> .....	17

## Introduction

### **I. *Privacy Act***

The *Privacy Act* (the *Act*) gives Canadian citizens and permanent residents of Canada the right of access to information about themselves held by the federal government with certain specific and limited exceptions. The *Act* protects an individual's privacy by setting out provisions related to the collection, retention, accuracy, disposal, use and disclosure of personal information.

The *Act* requires the head of every federal government institution to submit an annual report to Parliament on the administration of the *Act* following the close of each fiscal year. This annual report is prepared and is being tabled before each House of Parliament in accordance with section 72 of the *Act*. This report summarizes how the Public Health Agency of Canada has fulfilled its privacy responsibilities during the fiscal year 2012-2013.

### **II. About the Public Health Agency of Canada**

The Public Health Agency of Canada's (the Agency) mission is to promote and protect the health of Canadians through leadership, partnership, innovation and action in public health.

The role of the Agency is to:

- Promote health;
- Prevent and control chronic diseases and injuries;
- Prevent and control infectious diseases;
- Prepare for and respond to public health emergencies;
- Serve as a central point for sharing Canada's public health expertise with the rest of the world;
- Apply international research and development to Canada's public health programs; and
- Strengthen intergovernmental collaboration on public health and facilitate national approaches to public health policy and planning.

For more information about the Agency, please visit our web site at: <http://www.phac-aspc.gc.ca/index-eng.php>

## Privacy Infrastructure

### I. The Access to Information and Privacy (ATIP) Division

The issue of privacy and the appropriate management of personal information, including personal health information, are extremely important for Canadians and the Agency. The Agency takes its role in the management of personal information seriously and has taken steps to raise awareness and implement processes to comply with the *Privacy Act*. These are outlined in this report.


In June 2012, under the Public Health Agency of Canada (the Agency)- Health Canada (HC) Shared Services Partnership Agreement the Agency and HC established a shared service for Access to Information and Privacy (ATIP) by merging resources to allow for a streamlined and consistent approach to applying the *Access to Information Act* and the *Privacy Act* across both institutions. Although the shared service was established, the Agency and HC maintain separate ATIP Coordinators, who have been delegated with all access to information (ATI) and privacy authorities for their respective institutions. This report will only address privacy activity within the Agency. A separate report has been prepared for HC.

The Access to Information and Privacy (ATIP) Division is housed in the Planning, Integration and Management Services Directorate, Corporate Services Branch at HC.

In 2012-2013, administration of the *Act* was performed by 1.6 full-time equivalent (FTE) employees as well as 1.4 FTEs, retained through service contracts to support administration, reporting, monitoring, management and policy, for a total complement of 2.9. In addition, approximately 3.5 FTEs were dedicated to working on privacy policy for the Agency files.

The ATIP Coordinator is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures in order to enable efficient processing of requests under the *Act*. The Coordinator is also responsible for related policies, systems and procedures stemming from the *Act*. The Division is responsible for all Agency privacy legislative requirements pursuant to the *Act* such as:

- Responding to privacy requests within the statutory time frame as well as meeting the duty to assist requesters;
- Providing advice and guidance to staff on the application of the *Act* and Treasury Board of Canada policies and directives;
- Developing corporate privacy policies and practices that promote a culture of privacy awareness and understanding;
- Promoting staff awareness and providing training on the *Act*;
- Ensuring that personal information holdings are published in Info Source;
- Coordinating and overseeing the Privacy Impact Assessment (PIA) process;
- Coordinating the containment, assessment and reporting of privacy breaches;
- Monitoring trends in national and international privacy issues to provide informed advice to clients;

- 
- Analyzing privacy practices in the health sector;
  - Preparing the Annual Report to Parliament and providing input to the Management Accountability Framework (MAF); and
  - Liaising with the Office of the Privacy Commissioner (OPC), Treasury Board of Canada Secretariat (TBS), other federal departments and agencies, provincial ministries of health and other key partners regarding the application of the *Act* to develop relevant policies, tools and guidelines.

## Delegation of Authority

The Delegation Order is attached as Appendix A

## Requests under the *Privacy Act* - Statistical Figures and Interpretation and Explanation

### I. Statistical Report

This section includes an interpretation and explanation of the data contained in the Agency's statistical report which summarizes privacy-related activity for the period between April 1, 2012 and March 31, 2013 (Appendix B).

### II. Number of Privacy Requests and Case Load

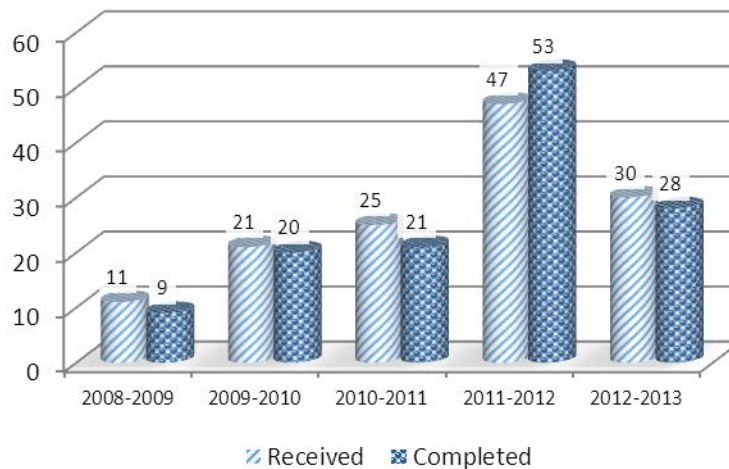
#### Requests under the *Privacy Act*

The number of new privacy request has increased over the past five years. In 2008-2009 there were 11 privacy requests compared to 30 in 2012-2013 which represents a 173% increase over five years. However, there was a decrease in requests received from 2011-2012, when the Agency received 47 new requests.

#### Case Load

During fiscal year 2012-2013, the Agency completed processing 28 of 32 (88%) active requests. Active requests included 30 new requests and 2 requests carried over from fiscal year 2011-2012.

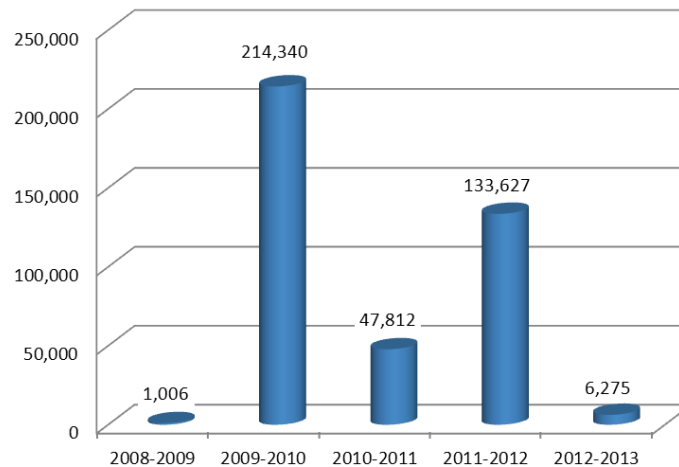
## PRIVACY REQUESTS RECEIVED AND COMPLETED BY FISCAL YEAR



*Note: More requests are completed than received when the institution completes requests that were carried-over from previous years as well as those received within the fiscal year.*

In 2012-2013, the Agency reviewed 6,275 pages in the course of responding to privacy requests. The amount of pages reviewed over the past five years has varied substantially from year to year and is depicted below:

## PAGES REVIEWED BY FISCAL YEAR



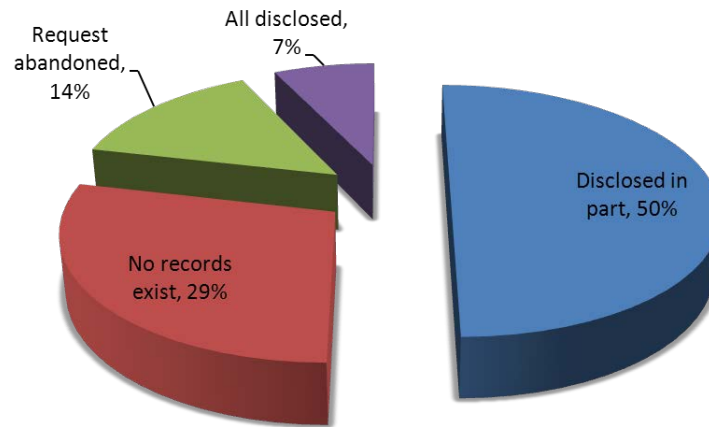
### Consultations Completed from Other Government Institutions

In 2012-2013, there were no requests for the Agency to complete consultations from other government departments.

### III. Disposition of Requests Completed

Completed requests were classified as follows:

#### DISPOSITION OF REQUESTS COMPLETED, 2012-2013



### IV. Exemptions Invoked

Sections 18 through 28 of the *Act* set out the exemptions intended to protect information pertaining to a particular public or private interest. The Agency makes every effort to release as much information as possible. In 2012-2013, all of the exemptions invoked by the Agency, 14 in total, fell under section 26 of the *Privacy Act*, which protects information about another individual.

#### PRINCIPLE EXEMPTIONS APPLIED, 2012-2013

Exemptions	Number of Times Applied
Section 26 – Information about another individual	14

### V. Exclusions Cited

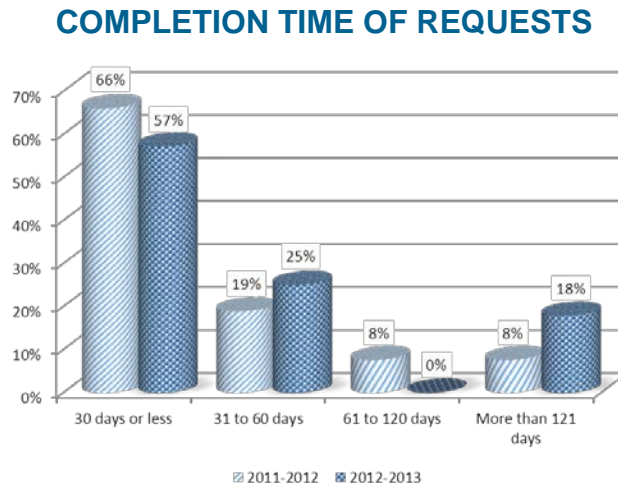
The *Act* does not apply to personal information that is available to the public (section 69), nor does it apply to confidences of the Queen's Privy Council, with some exceptions (section 70). Requests containing proposed exclusions under section 70 require consultation with the Privy Council Office.

The Agency did not exclude any information under sections 69 or 70.



## VI. Completion Time

The Agency closed 28 privacy requests and was able to respond within 30 days in 16 (57%) cases. The remaining requests were completed within 31 to 60, or 121 days or more.



## VII. Extensions

Legal extensions were invoked in 14 cases (50%) of the total 28 requests completed.

## VIII. Translation

There were no requests for translation of the personal information kept in the Agency's records.

## IX. Format of Information Released

This section refers to the format in which applicants have received their records. Applicants received records in paper format in all instances (100%).

As part of the shared services arrangement, imaging software will be implemented to respond to formal privacy requests using Portable Document Format (PDF) which provides more delivery options to the public. Released documents can be mailed on CD-ROM which eliminates the need for photocopying; and documents can also be delivered through ePosting for faster delivery when the requester provides an email address. It is anticipated that electronic format will become the preferred delivery choice in future years.



## **X. Corrections and Notations**

There were no requests for the correction or the notation of personal information during the reporting period.

## **XI. Costs**

The Agency spent a total of \$185,373 responding to privacy requests under the *Act*. Of this total, salaries accounted for \$140,220 and administration costs accounted for \$45,153.

## **Training and Awareness**

### **Orientation and Awareness**

The Agency continued activities to promote employee awareness of their responsibilities under the *Act* by publishing helpful tips and tools on the intranet site, as well as through Broadcast News messages (a daily electronic newsletter sent to every Agency employee) throughout the reporting period.

### **Training for the Agency's Employees**

The Agency's main privacy training is the 'Privacy 101' course. The course covers a broad range of topics and highlights departmental and employee obligations under the *Act* and its supporting policies and directives. In 2012-2013, 12 sessions of the 'Privacy 101' course were held, attended by 59 Agency employees.

In addition to the Agency's 'Privacy 101' course, program areas sometimes request customized privacy training. In these courses, the content is customized for the recipient. Four (4) specialty courses were held and attended by a total of 95 Agency employees.

There is also an online learning tool available entitled "Privacy: The Basics". This e-learning course provides employees with the basic introduction to their roles and responsibilities surrounding the safeguarding of personal information. The course was designed to increase employees' awareness of privacy legislation, as well as the policies and directives that govern the privacy practices.

## **Recent Privacy Initiatives**

Over the past year, there has been increased interest in privacy issues from various programs in both the Agency and HC. The ATIP Division worked collaboratively with program areas to identify and mitigate privacy issues. Below are some examples of

recent initiatives in which the Division is working closely with program areas to address privacy considerations.

### **Pan-Canadian Health Information Privacy Group**

The ATIP Division is represented on the Pan-Canadian Health Information Privacy Group, a federal/provincial/territorial (F/P/T) committee established to deal with the privacy issues associated with the development of electronic health records, across all jurisdictions in Canada. The work has assisted jurisdictions in understanding and working with the different privacy regimes across the country in developing privacy legislation and the Pan-Canadian electronic health record system.

### **Multi-Lateral Information Sharing Agreement (MLISA)**

The ATIP Division is providing privacy input into the MLISA, an agreement that sets out the parameters regarding public health information to be shared among and used by federal, provincial and territorial governments. The objective of MLISA is to improve infectious disease surveillance and responses to urgent public health events, while strengthening the safeguards and transparency that govern the flow of personal and health information. Federally, this initiative is being spearheaded by the Agency.

## **New and/or Revised Institution-Specific Privacy Related Policies, Guidelines and Procedures**

### **I. ATIP Division and the Transformation Agenda**

The creation of the ATIP shared service harmonized the Agency and HC's ATIP operations which include treatment of ATI and privacy requests, as well as privacy policy and other key functions. Separate ATIP Coordinator functions remain in place for Agency and HC to comply with the *Acts*. As part of this move to a shared service, a transformation agenda was developed, the main components of which are identified below:

#### **ATIP Delegation Order**


In 2012-2013 the ATIP delegation orders were reviewed to ensure that they aligned with the structure of the ATIP Division and to streamline processes and efficiencies.

#### **Business Process Review**

A business process review was completed in the fall of 2012. The management team and staff members continue to be engaged in the implementation of strengthened processes around ATIP requests.

#### **ATIP IT System**

An Information Technology (IT) case management and imaging system was procured to improve the ability to track and respond to requests, enhance efficiencies, streamline office of the primary interest (OPI) ATIP processes, and enhance reporting capacity.



## **Governance and Outreach**

There is an increased focus on employee engagement within the Division and stakeholder engagement through meetings with branches, central agencies and other government departments.

## **Organizational Review**

An organizational structure was developed and approved by senior management which will strengthen and stabilize the ATIP function by permanently resourcing to meet increased workload. Competitive staffing processes were launched to fill vacant positions and to support the new structure.

## **II. Audit of Privacy Practices**

### **Internal Audit of Privacy Practices**

In December 2012, HC completed an internal audit of privacy practices within the Department. The focus of this audit was on the privacy practices at HC and adherence to the *Act*.

The audit found that overall, HC is managing personal information under its control with care and consideration, and that the Department benefits from a strong culture of security and confidentiality in the delivery of core program activities.

The audit made six recommendations to strengthen privacy practices within the department and a management action plan has been developed to address the items identified in the audit. The recommendations are being addressed from a shared service perspective and will be implemented as appropriate in both the Agency and HC.

## **III. Other Initiatives**

### **Health Partnership Privacy Committee (HPPC)**

In 2012-2013, to support the move to a shared service, a new Health Partnership Privacy Committee (HPPC) was established. As a director level forum with representation from all areas of the Agency and HC, the HPPC generates discussion and approval on privacy guidance, practices and tools, collaborates in ensuring that privacy compliance requirements are met, and makes recommendations to senior management.

### **Privacy Management Framework (PMF)**

In 2012-2013, the Agency and HC jointly developed and approved a Privacy Management Framework to strengthen privacy management in both institutions. The PMF is comprised of four components; i) legislation, policy, and governance; ii) privacy risk management; iii) awareness and training; and, iv) compliance assurance. It has been approved by the Partnership Executive Committee, chaired by the deputy heads of both institutions, and will be shared throughout the Agency and HC.

### **New Guidelines and Standardized Risk Tools**

Work continued in 2012-2013 to standardize PIA tools, the privacy breach management process and the registration of personal information banks. The existing HC PIA tool kit

in place since 2006 has been reviewed and is being updated to align with current TBS privacy directives, and will be used by programs at both the Agency and HC.

## Key Issues Raised as a Result of Privacy Complaints and/or Investigations

### I. Complaints to the Privacy Commissioner

During 2012-2013, five complaints were filed under the *Act* with the OPC, and four complaints were carried over from the previous fiscal year. The complaints received during the fiscal year were related to the following: application of exemptions or exclusions (3), refusal to disclose (1) and other (1).

A total of five complaints were closed in this reporting period, all of which were abandoned.

#### TOTAL NUMBER OF COMPLAINTS PROCESSED

Complaints Processed	Number of Complaints
Received in 2012-2013	5
Outstanding from 2011-2012	4
Closed in 2012-2013	5
Carried forward to 2013-2014	4

### II. Applications/Appeals Submitted to the Federal Court/Federal Court of Appeal

There were no applications or appeals submitted to the Federal Court or to the Federal Court of Appeal during fiscal year 2012-2013.

### III. Agency Responses to Recommendations raised by other Agents of Parliament

There were no recommendations raised by other Agents of Parliament during fiscal year 2012-2013.

## Privacy Impact Assessments Completed

In 2012-2013, no Privacy Impact Assessments were completed.

## Disclosures made Pursuant to Subsection 8(2)(m) of the *Privacy Act*

Subsection 8(2)(m) allows for the disclosure of personal information where the head of a government institution is of the opinion that the public interest in the disclosure clearly outweighs any invasion of privacy that could result from the disclosure.

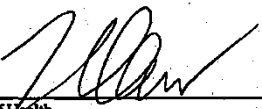
In 2012-2013, there were no disclosures of personal information pursuant to that provision of the *Act* made by the Agency.

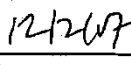
## Appendix A: *Privacy Act* – Delegation Order

### *Privacy Act* – Delegation Order

Pursuant to the powers of delegation conferred upon me by Section 73 of the *Privacy Act*, the person exercising the functions and position of Access to Information and Privacy Coordinator for the Public Health Agency of Canada and the respective successor, including in the Coordinator's absence, a person or officer designated in writing to act in the place of the holder of such functions and position is hereby authorized to exercise these powers, duties, or functions of the Minister as the head of the government institution under the Act, set out in the attached schedule.

The person exercising the functions and position of Access to Information and Privacy Coordinator for the Public Health Agency of Canada and the respective successor, including in the Coordinator's absence, a person or officer designated in writing to act in the place of the holder of such functions and position, is hereby authorized to exercise these powers, duties or functions of the Minister as the head of the government institution under the Act, set out in sections 13 and 15 of the Act.

  
Minister of Health

  
Date

Minister of Health                      Date: February 12, 2007

**PUBLIC HEALTH AGENCY OF CANADA  
SCHEDULE TO THE DELEGATION ORDER**

**DELEGATION OF POWERS, DUTIES AND FUNCTIONS PURSUANT TO  
SECTION 73 OF THE *PRIVACY ACT***

SECTIONS OF ACT	POWERS, DUTIES OR FUNCTIONS	RESPONSIBLE POSITION
8(2)	Disclose personal information without the consent of the individual to whom it relates	ATIP Co-ordinator
8(4)	Retain a copy of 8(2)(e) requests and disclosed records	ATIP Co-ordinator
8(5)	Notify the Privacy Commissioner of 8(2)(m) disclosures	ATIP Co-ordinator
9(1)	Retain a record of the use of personal information	ATIP Co-ordinator
9(4)	Notify the Privacy Commissioner of a consistent use of personal information and update the index accordingly	ATIP Co-ordinator
10	Include personal information in personal information banks	ATIP Co-ordinator
14	Respond to a request for access within statutory deadlines; give access or give notice	ATIP Co-ordinator
15	Extend the time limit and notify the applicant	ATIP Co-ordinator
17(2)(b)	Determine the necessity for a translation or interpretation for requested personal information	ATIP Co-ordinator
18(2)	Refuse to disclose information contained in an exempt bank	ATIP Co-ordinator
19(1)	Refuse to disclose information obtained in confidence from another government	ATIP Co-ordinator
19(2)	Disclose any information referred in 19(1) if the other government consents to the disclosure or makes the information public	ATIP Co-ordinator
20	Refuse to disclose information injurious to federal-provincial affairs	ATIP Co-ordinator
21	Refuse to disclose information injurious to international affairs and/or defence	ATIP Co-ordinator
22	Refuse to disclose information injurious to law enforcement and investigation	ATIP Co-ordinator
23	Refuse to disclose information injurious to security clearance	ATIP Co-ordinator



SECTIONS OF ACT	POWERS, DUTIES OR FUNCTIONS	RESPONSIBLE POSITION
24	Refuse to disclose information collected by the Canadian Penitentiary Service, the National Parole Service or the National Parole Board	ATIP Co-ordinator
25	Refuse to disclose information which could threaten the safety of the individual	ATIP Co-ordinator
26	Refuse to disclose information about other individuals, and shall refuse to disclose such information where disclosure is prohibited under Section 8	ATIP Co-ordinator
27	Refuse to disclose information subject to solicitor-client privilege	ATIP Co-ordinator
28	Refuse to disclose information relating to an individual's physical or mental health where disclosure is contrary to the best interests of the individual	ATIP Co-ordinator
31	Receive notice of an investigation by the Privacy Commissioner	ATIP Co-ordinator
33(2)	Make representations to the Privacy Commissioner during an investigation	ATIP Co-ordinator
35(1)	Receive the Privacy Commissioner's report of findings of the investigation and give notice of action taken	ATIP Co-ordinator
35(4)	Give the complainant access to information after a 35(1)(b) notice	ATIP Co-ordinator
36(3)	Receive the Privacy Commissioner's report of findings of investigation of exempt banks	ATIP Co-ordinator
37(3)	Receive the report of the Privacy Commissioner's findings after a compliance investigation	ATIP Co-ordinator
51(2)(b)	Request that a matter be heard and determined in the National Capital Region	ATIP Co-ordinator
51(3)	Request and make representations in Section 51 hearings	ATIP Co-ordinator
72(1)	Prepare an Annual Report to Parliament	ATIP Co-ordinator
77	Carry out responsibilities conferred on the head of the institution by regulations made under section 77 which are not included above	ATIP Co-ordinator

## Appendix B: Statistical Report on the *Privacy Act*

**TBS/SCT 350-63**

**Name of institution:** Public Health Agency of Canada

**Reporting period:** 2012-04-01 to 2013-03-31

### **PART 1 – Requests under the *Privacy Act***

	<b>Number of Requests</b>
Received during reporting period	30
Outstanding from previous reporting period	2
<b>Total</b>	32
Closed during reporting period	28
Carried over to next reporting period	4

### **PART 2 – Requests closed during the reporting period**

#### **2.1 Disposition and completion time**

<b>Disposition of requests</b>	<b>Completion Time</b>							<b>Total</b>
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	2	0	0	0	0	0	2
Disclosed in part	0	2	7	0	5	0	0	14
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	8	0	0	0	0	0	8
Request abandoned	4	0	0	0	0	0	0	4
<b>Total</b>	4	12	7	0	5	0	0	28

## 2.2 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	14
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	0	22.3	0		

## 2.3 Exclusions

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

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	2	0	0
Disclosed in part	14	0	0
<b>Total</b>	16	0	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	36	36	2
Disclosed in part	4070	2133	14
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	4

## 2.5.2 Relevant pages processed and disclosed 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 disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	2	36	0	0	0	0	0	0	0	0
Disclosed in part	10	461	3	641	0	0	1	1031	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
Abandoned	4	0	0	0	0	0	0	0	0	0
<b>Total</b>	16	497	3	641	0	0	1	1031	0	0

## 2.5.3 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
Abandoned	0	0	0	0	0
<b>Total</b>	0	0	0	0	0

## 2.6 Deemed refusals

### 2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
5	5	0	0	0

### 2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	5	5
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	5	5

## 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## PART 3 – Disclosures under subsection 8(2)

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

## PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	0

## PART 5 – Extensions

### 5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	14	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	14	0	0	0

### 5.2 Length of extensions

Length of extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
30 days or less	0	0	0	0
31 to 60 days	14	0	0	0
<b>Total</b>	14	0	0	0

## PART 6 – Consultations received from other institutions and organizations

### 6.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

### 6.2 Recommendations and completion time for consultations received from other government 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
<b>Total</b>	0	0	0	0	0	0	0	0

### 6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
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
<b>Total</b>	0	0	0	0	0	0	0	0

## PART 7 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
<b>Total</b>	0	0

## PART 8 – Resources related to the *Privacy Act*

### 8.1 Costs

Expenditures		Amount
Salaries		\$140,220
Overtime		\$0
Goods and Services		\$45,153
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$45,153	
• Other	\$0	
<b>Total</b>		<b>\$185,373</b>

### 8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.00	1.55	1.55
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	1.36	1.36
Students	0.00	0.00	0.00
<b>Total</b>	0.00	2.91	<b>2.91</b>