



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Public Health Agency of Canada
Privacy Act
Annual Report
2015-2016

Canada 

2015-2016 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 2015-2016 sur la
Loi sur la protection des renseignements personnels.

To obtain additional copies, please contact:
Access to Information and Privacy Operations 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, 2016

Table of Contents

INTRODUCTION.....	3
I. <i>PRIVACY ACT</i>	3
II. ABOUT THE PUBLIC HEALTH AGENCY OF CANADA	3
PRIVACY DELIVERY AND GOVERNANCE	3
I. PRIVACY MANAGEMENT DIVISION.....	4
II. THE ACCESS TO INFORMATION AND PRIVACY OPERATIONS DIVISION	5
DELEGATION OF AUTHORITY	5
REQUESTS UNDER THE <i>PRIVACY ACT</i> - STATISTICAL FIGURES, INTERPRETATION AND EXPLANATION.....	6
I. STATISTICAL REPORT	6
II. NUMBER OF PRIVACY REQUESTS AND CASE LOAD.....	6
III. DISPOSITION OF REQUESTS COMPLETED.....	7
IV. EXEMPTIONS INVOKED	7
V. EXCLUSIONS CITED.....	7
VI. COMPLETION TIME	7
VII. EXTENSIONS.....	8
VIII. TRANSLATION.....	8
IX. FORMAT OF INFORMATION RELEASED.....	8
X. CORRECTIONS AND NOTATIONS.....	8
XI. COSTS.....	8
TRAINING AND AWARENESS	9
RECENT PRIVACY INITIATIVES	9
NEW AND/OR REVISED INSTITUTION-SPECIFIC PRIVACY-RELATED POLICIES, GUIDELINES AND PROCEDURES	9
I. PRIVACY MANAGEMENT DIVISION.....	9
II. OTHER INITIATIVES.....	10
KEY ISSUES RAISED AS A RESULT OF PRIVACY COMPLAINTS AND/OR INVESTIGATIONS.....	10
I. COMPLAINTS TO THE PRIVACY COMMISSIONER	10
II. TYPES OF COMPLAINTS AND THEIR DISPOSITION COMPLETED	10
III. APPLICATIONS/APPEALS SUBMITTED TO THE FEDERAL COURT/FEDERAL COURT OF APPEAL.....	100
IV. AGENCY RESPONSES TO RECOMMENDATIONS RAISED BY OTHER AGENTS OF PARLIAMENT	11
V. PRIVACY AUDITS	11
PRIVACY IMPACT ASSESSMENTS COMPLETED	11
PRIVACY BREACHES.....	11
DISCLOSURES MADE PURSUANT TO PARAGRAPH 8(2)(M) OF THE <i>PRIVACY ACT</i>.....	111
APPENDIX A: <i>ACCESS TO INFORMATION ACT</i> AND <i>PRIVACY ACT</i> – DELEGATION ORDER.....	122
APPENDIX B: STATISTICAL REPORT ON THE <i>PRIVACY ACT</i>.....	144

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 (PHAC) has fulfilled its privacy responsibilities during the fiscal year 2015-2016.

II. About the Public Health Agency of Canada

PHAC's mission is to promote and protect the health of Canadians through leadership, partnership, innovation and action in public health.

The role of PHAC 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 PHAC, please visit our web site at: <http://www.phac-aspc.gc.ca/index-eng.php>

Privacy Delivery and Governance

Privacy protection and the appropriate management of personal information, including personal health information, are extremely important for Canadians and PHAC. PHAC

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.

Privacy Act requirements are led out of the Privacy Management Division and the Access to Information and Privacy Operations Division. Both Divisions are housed in the Planning, Integration and Management Services Directorate of the Corporate Services Branch at Health Canada (HC).

In June 2012, under the terms of the Public Health Agency of Canada and HC Shared Services Partnership Agreement, a shared service was established for the administration of the *Access to Information Act* and the *Privacy Act* in the two institutions. 2013-2014 was the first full fiscal year under this new arrangement, and saw the implementation of a single ATIP Coordinator model for PHAC and HC.

In 2015-2016, the *Act* was administered at PHAC by 1.83 full-time equivalent (FTE) employees with the support of 0.35 FTEs in consultant services, as well as some part-time and casual employees at 0.04 FTEs for a total resource complement of 2.22 FTEs.

I. Privacy Management Division

The Privacy Management Division strengthens capacity and expertise supporting PHAC programs that collect, use, disclose, retain and dispose of personal information.

The Division's key areas of work include:

- Developing corporate privacy policies, guidelines and practices that promote a culture of privacy awareness and understanding;
- Working with programs to complete, monitor and report on privacy impact assessments and privacy breaches;
- Actively promote privacy awareness in both organization through both on-line and in person training;
- Reviewing Memorandum to Cabinet and Treasury Board submissions to ensure privacy requirements are met;
- Coordinating PHAC annual input into Info Source and the development of Personal Information Banks;
- Liaising with the Office of the Privacy Commissioner of Canada on privacy aspects of new and proposed programs, legislation/regulations, policies, privacy impact assessments, breaches and complaints;
- Monitoring privacy policies, and practices; and
- Liaising with other federal departments, agencies, provincial ministries of health and other key partnerships regarding privacy issues within the health portfolio to provide informed advice to clients.

II. The Access to Information and Privacy Operations Division

The management of requests and associated complaints under the *Privacy Act* is led by the Access to Information and Privacy Operations Division. The Division is responsible for 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;
- Promoting staff awareness and providing training on the *Act*;
- Preparing the Annual Report to Parliament;
- Supporting other forms of information sharing by PHAC by ensuring the appropriate identification and redaction of personal information (e.g., documents for litigation, information disclosure, and relating to human resource issues); and
- Liaising with the Office of the Privacy Commissioner of Canada, Treasury Board of Canada Secretariat, 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

On November 25, 2015, a delegation order for the *Privacy Act* was signed by the Minister of Health. The delegation order extends the delegation of authorities beyond the Coordinator to the Assistant Deputy Minister and Director General levels within HC's Corporate Services Branch, which provides ATIP services to PHAC. The delegation order recognizes the Director of the recently established Privacy Management Division and provides a distinction between the Privacy Management and ATIP Operations functions. Additionally, the delegation order recognizes the title of Deputy Director, a new position within the ATIP Operations Division.

The Delegation Order is attached as Appendix A.

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

I. Statistical Report

This section includes an interpretation and explanation of the data contained in PHAC's statistical report which summarizes privacy-related activity for the period between April 1, 2015 and March 31, 2016 (Appendix B).

II. Number of Privacy Requests and Case Load

Requests under the *Privacy Act*

There was a slight increase in the number of requests received in 2015-2016: 47 as compared with 45 in 2014-2015. Although the number of requests has not fluctuated as much as in past years, the number of pages reviewed per request has declined since 2011-2012.

Case Load

During fiscal year 2015-2016, PHAC processed 39 of 48 (81%) active requests. Active requests included 47 new requests and 1 request carried over from fiscal year 2014-2015.

The number of pages reviewed relating to *Privacy Act* requests was approximately one tenth of the volume processed in the previous year. This dramatic drop is due in part to the fact that 49% of requests produced no relevant records, and 23% were abandoned by the requester.

CASE LOAD VERSUS PAGES REVIEWED BY FISCAL YEAR

Fiscal Year	Number of Requests Received	Number of Requests Carried Over	Total Caseload	Number of Requests Closed	# of Pages Reviewed for Closed Files
2011-2012	47	8	55	53	133,627
2012-2013	30	2	32	28	6,275
2013-2014	57	4	61	59	4,150
2014-2015	45	2	47	46	4,086
2015-2016	47	1	48	39	360

Consultations Completed from Other Government Institutions

In 2015-2016, PHAC completed one consultation (97 pages) from other federal government departments, as compared to the previous year, where PHAC completed one consultation totalling only 3 pages.

NUMBER OF CONSULTATIONS AND PAGES REVIEWED FROM OTHER FEDERAL INSTITUTIONS

Federal Institutions	Number of Consultations Completed	Pages Reviewed
Public Service Commission of Canada	1	97
Total	1	97

III. Disposition of Requests Completed

Completed requests were classified as follows:

DISPOSITION OF REQUESTS COMPLETED BY PERCENTAGE

Disposition of Requests	Requests Completed by Percentage
No Records Exist	49%
Request Abandoned	23%
Disclosed in part	18%
All disclosed	10%
All exempted	0%
All excluded	0%

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. Section 26 “personal information of other individuals” accounted for 86% of the all exemptions invoked in 2015-2016.

PRINCIPAL EXEMPTIONS APPLIED

Exemptions	Number of Times Applied
Section 26 – Information about another individual	6
Section 27 – Solicitor-Client privilege	1

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 (section 70), with some exceptions. Requests containing proposed exclusions under section 70 require consultation with the Department of Justice, and potentially the Privy Council Office. In 2015-2016, PHAC did not exclude any information under either section 69 or 70.

VI. Completion Time

PHAC tracks the disposition of closed requests and the length of time taken to process them. Of the total caseload of 48 requests, PHAC completed 39 cases and carried over nine active requests to fiscal year 2016-2017.

PHAC was able to respond within 30 days or less in 31 (80%) of completed cases. Of the remaining requests, 4 (10%) were completed in 31 to 60 days; 4 (10%) in 61 to 120 days, and none (0%) took more than 121 days to complete.

VII. Extensions

Legal extensions were invoked in two cases (5%) of the total 39 requests completed.

VIII. Translation

There were no requests for translation of records responsive to *Privacy Act* requests in 2015-2016.

IX. Format of Information Released

Applicants received records in electronic format 18% of the time and in paper format in all other instances (82%).

X. Corrections and Notations

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

XI. Costs

PHAC spent a total of \$234,233 responding to requests related to the *Act*. Of this total: salaries accounted for \$166,037 and administration costs accounted for \$68,196, most of which (\$56,988) was used to retain temporary help to address the volume and complexity of requests. In this fiscal year (2015-2016), elements of administrative costs including overtime (\$2,921) and other overhead costs (\$8,287) associated with fulfilling our obligations under the *Act* were incorporated in the above noted figure. Staffing for the fiscal year amounted to 1.83 FTE employees dedicated to privacy activities with the support of 0.35 FTEs in consultant services, as well as some part-time and casual employees at 0.04 FTEs for a total resource complement of 2.22 FTEs.

Training and Awareness

Training for Agency Employees

PHAC continues to offer privacy training through ‘Privacy 101’ sessions. The course covers a broad array of topics and highlights employee’s obligations when handling personal information under the *Privacy Act* and Treasury Board Secretariat policies and directives. In 2015-16, four sessions of the ‘Privacy 101’ course were held, attended by 30 PHAC employees.

Several new training sessions were developed this fiscal including Privacy Impact Assessment Boot Camp, Integrating Privacy consideration into Treasury Board Submissions as well as tailored presentations on Privacy to specific program area. Approximately 20 employees received training in these training sessions.

A new online learning tool was launched in March 2016 and replaces an existing tool. Total on-line participation for the year was 5 employees.

Orientation and Awareness

PHAC continues to increase awareness among employees of their responsibilities under the *Act* by targeted information sessions such as promoting Privacy Day in January and Privacy Awareness Week in May, communication and general awareness messages through internal communication channels. The Privacy Management Division established an informal twitter account and had 130 followers as of year-end.

Recent Privacy Initiatives

The Privacy Management Division matured its privacy risk assessment approach by developing a strategy to improve the timely completion of Privacy Impact Assessments (PIA). PIAs completed in the first six months of the pilot project matched results for the last five years.

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

I. Privacy Management Division

Privacy Management Division, with the assistance of other departments, has completed a new privacy online training resource that covers the key requirements for the collection, use, retention, disclosure and disposal of personal information, as well as specific modules on privacy oversight, privacy breach management and PIAs. The online privacy module has been launched as of March 2016 with focused testing planned for April 2016.

A Privacy Handbook that presents the legal and policy requirements in a user-friendly way was created along with a Privacy Protocol template which helps apply the requirements to specific programs.

II. Other Initiatives

Governance and Outreach

There is an ongoing focus on engagement through meetings with employees across the Department, central agencies and other government departments. For example, in 2015-16, 3 meetings of the Health Partnership Privacy Committee (HPPC) were held to promote privacy issues. As a director-level forum with representation from all areas of PHAC, the HPPC generates discussion and approval of privacy guidance, practices and tools, collaborates in ensuring that privacy compliance requirements are met, and makes recommendations to senior management.

Health Information Privacy Group

PHAC, through PMD, continues to participate as a member of the Canada Health Infoway's Federal-Provincial Territorial Health Information Privacy Working Group focused on privacy issues related to the development of electronic health records in Canada.

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

I. Complaints to the Privacy Commissioner of Canada

As illustrated in Part 8 of the Statistical Report (Appendix B), one Letter of Finding (Section 35) relating to a complaint was received from the OPC. This finding was in relation to a complaint carried over from the previous year.

II. Types of Complaints and their Disposition Completed

During 2015-2016, one Letter of Finding related to a complaint regarding the processing of a *Privacy Act* request was completed by the OPC. The reason for the complaint at issue was related to disclosure, but it was resolved in August 2015 and considered as "Not well founded".

PHAC reviews the outcomes of all OPC investigations, and where appropriate, incorporates lessons learned into business processes.

III. 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 2014-2015.

IV. Agency Responses to Recommendations raised by other Agents of Parliament

There were no recommendations raised by other Agents of Parliament during fiscal year 2015-2016.

V. Privacy Audits

PHAC was among 20 federal institutions subject to the Office of the Privacy Commissioner's Audit of Portable Storage Devices in 2015-16. The Agency is party to the joint action plan and is moving forward to enhance controls including policies, procedures and processes to protect personal information transmitted to and stored on portable storage devices.

Privacy Impact Assessments Completed

Two (2) privacy impact assessments were completed during the fiscal year 2015-16.

Privacy Breaches

PHAC reported 3 privacy breaches during this fiscal year all of which were determined to be of low sensitivity caused by human error.

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

There were no 8(2)(m) disclosures made this fiscal year.

Appendix A: Access to Information Act and Privacy Act – Delegation Order

Delegation of Authority

L'ordonnance de délégation des pouvoirs

Access to Information Act and Privacy Act

Loi sur l'accès à l'information et Loi sur la protection des renseignements personnels

I, the Minister of Health, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designate the persons holding the positions set out in the Delegation of Authority Schedule attached hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of the Public Health Agency of Canada, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation supersedes all previous delegation orders.

L'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, je délègue par la présente aux titulaires des postes énoncés à l'annexe de délégation de pouvoirs ci-après, ou aux personnes occupant lesdits postes à titre intérimaire, les attributions dont je suis investie, à titre de ministre de l'Agence de la santé publique du Canada, aux termes des dispositions des lois et des règlements connexes mentionnés en regard de chaque poste. Le présent document remplace toute ordonnance de délégation de pouvoirs antérieure.



Minister of Health
Ministre de la Santé

Nov 25, 2015
Date

Delegation of Authority Schedule / Annexe de délégation de pouvoirs

Position /Poste	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i>
Assistant Deputy Minister, Corporate Services Branch / Sous-ministre adjoint, Direction générale des services de gestion	Full authority / Autorité absolue	Full authority / Autorité absolue
Director General, Planning, Integration and Management Services, Corporate Services Branch / Directeur (trice) général(e), Direction de la planification, de l'intégration et des services de gestion, Direction générale des services de gestion	Full authority / Autorité absolue	Full authority / Autorité absolue
Director (Coordinator), Access to Information and Privacy / Directeur (trice) (Coordinateur (trice)), Accès à l'information et protection des renseignements personnels	Full authority / Autorité absolue	Full authority except / Autorité absolue sauf: Sections / Articles: 8(2)(j), 8(2)(m), 8(5), 9(1), 9(4), 10
Deputy Director, Access to Information and Privacy / Directeur (trice), Accès à l'information et de la protection des renseignements personnels	Full authority / Autorité absolue	Full authority except / Autorité absolue sauf: Sections / Articles: 8(2)(j), 8(2)(m), 8(5), 9(1), 9(4), 10
Director, Privacy Management Division / Directeur (trice) Division de la gestion de la protection des renseignements personnels	nil	Full authority except / Autorité absolue sauf : Sections / Articles : 14 – 28 inclusively, inclusivement
Chief, Access to Information and Privacy / Chef, Accès à l'information et de la protection des renseignements personnels	: Full authority except / Autorité absolue sauf : Sections / Articles : 35(2), 52(2)(b), 52(3), 72 Regulations / Règlements : Sections / Articles : Full authority / Autorité absolue	Full authority except / Autorité absolue sauf : Sections / Articles : 8(2)(j), 8(2)(m), 8(4), 8(5), 9(1), 9(4), 10, 33(2) 51(2)(b), 51(3), 72(1) Regulations / Règlements : Sections / Articles : Full authority except / Autorité absolue sauf : 7
Team Leader, Access to Information and Privacy / Chef d'équipe Accès à l'information et de la protection des renseignements personnels	Sections / Articles : 4(2.1), 7, 8(1), 9(1), 9(2), 10(1), 10(2), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2)(b), 12(3)(b), 19, 25, 27(1), 27(4), 33, 43(1), 44(2) Regulations / Règlements : Sections / Articles : Full authority / Autorité absolue	Sections / Articles : 14, 15, 16, 17(2)(b), 17(3)(b), 26, 31 Regulations / Règlements : Sections / Articles : 9, 11(2), 13(1), 14
Senior Analyst, Access to Information and Privacy / Analyste principal, Accès à l'information et de la protection des renseignements personnels	Sections / Articles : 4(2.1), 7, 9(2), 27(1), 27(4), 33 Regulations / Règlements : Sections / Articles : 5	Regulations / Règlements : Sections / Articles : 9, 11(2)
Analyst, Access to Information and Privacy / Analyste, Accès à l'information et de la protection des renseignements personnels	Sections / Articles : 4(2.1), 7, 9(2) Regulations / Règlements : Sections / Articles : 5	Regulations / Règlements : Sections / Articles : 9, 11(2)

Appendix B: Statistical Report on the *Privacy Act*

TBS/SCT 350-63

Name of institution: Public Health Agency of Canada

Reporting period: 2015-04-01 to 2016-03-31

PART 1 – Requests under the *Privacy Act*

1.1 Number of requests

Requests	Number of requests
Received during reporting period	47
Outstanding from previous reporting period	1
Total	48
Closed during reporting period	39
Carried over to next reporting period	9

PART 2 – Requests closed during the reporting period

2.1 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	0	2	2	0	0	0	0	4
Disclosed in part	0	3	1	3	0	0	0	7
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	8	9	1	1	0	0	0	19
Request abandoned	7	2	0	0	0	0	0	9
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	15	16	4	4	0	0	0	39

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	6
19(1)(f)	0	22.1	0	27	1
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)(e)	0
69(1)(b)	0	70(1)(b)	0	70(1)(f)	0
69.1	0	70(1)(c)	0	70.1	0
70(1)	0	70(1)(d)	0		

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	3	1	0
Disclosed in part	6	1	0
Total	9	2	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	22	22	4
Disclosed in part	338	338	7
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	9
Neither confirmed nor denied	0	0	0
Total	360	360	20

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Fewer than 100 pages processed		101-500 pages processed		501-1,000 pages processed		1,001-5,000 pages processed		More than 5,000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	4	22	0	0	0	0	0	0	0	0
Disclosed in part	6	198	1	140	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	9	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	19	220	1	140	0	0	0	0	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	1	0	1	0	2
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	1	0	1	0	2

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
6	5	0	0	1

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	1	0	1
16 to 30 days	2	0	2
31 to 60 days	2	1	3
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	5	1	6

2.7 Requests for translation

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

PART 3 – Disclosures under subsections 8(2) and 8(5)

3.1 Disclosures under subsections 8(2) and 8(5)

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

PART 4 – Requests for correction of personal information and notations

4.1 Requests for correction of personal information and notations

Disposition for correction requests received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

PART 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	1	0	1	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
Total	1	0	1	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	
1 to 15 days	0	0	0	0
16 to 30 days	1	0	1	0
Total	1	0	1	0

PART 6 – Consultations received from other institutions and organizations

6.1 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 reporting period	1	97	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	1	97	0	0
Closed during the reporting period	1	97	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 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	1	0	0	0	0	0	0	1
Total	1	0	0	0	0	0	0	1

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
Total	0	0	0	0	0	0	0	0

PART 7 – Completion time of consultations on Cabinet confidences

7.1 Requests with Legal Services

Number of days	Fewer than 100 pages processed		101-500 pages processed		501-1,000 pages processed		1,001-5,000 pages processed		More than 5,000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15 days	0	0	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0	0	0
31 to 60 days	0	0	0	0	0	0	0	0	0	0
61 to 120 days	0	0	0	0	0	0	0	0	0	0
121 to 180 days	0	0	0	0	0	0	0	0	0	0
181 to 365 days	0	0	0	0	0	0	0	0	0	0
More than 365 days	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

7.2 Requests with Privy Council Office

Number of days	Fewer than 100 pages processed		101-500 pages processed		501-1,000 pages processed		1,001-5,000 pages processed		More than 5,000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15 days	0	0	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0	0	0
31 to 60 days	0	0	0	0	0	0	0	0	0	0
61 to 120 days	0	0	0	0	0	0	0	0	0	0
121 to 180 days	0	0	0	0	0	0	0	0	0	0
181 to 365 days	0	0	0	0	0	0	0	0	0	0
More than 365 days	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

PART 8 – Complaints and investigations notices received

8.1 Complaints and investigations notices received

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

PART 9 – Privacy Impact Assessments (PIAs)

9.1 Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	2
----------------------------	---

PART 10 – Resources related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		\$166,037
Overtime		\$2,921
Goods and services		\$65,275
• Professional services contracts	\$56,988	
• Other	\$8,287	
Total		\$234,233

10.2 Human Resources

Resources	Person years dedicated to Privacy activities
Full-time employees	1.83
Part-time and casual employees	0.04
Regional staff	0.00
Consultants and agency personnel	0.35
Students	0.00
Total	2.22