



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Public Health Agency of Canada
Privacy Act
Annual Report
2017–2018

Canada 

2017–2018 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 2017–2018 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

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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 2017–2018.

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:

<https://www.canada.ca/en/public-health.html>

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 Division. Both Divisions are housed in the Planning, Integration and Management Services Directorate of the Corporate Services Branch at Health Canada (HC).

In 2017–2018, the *Act* was administered at PHAC by 4.39 full-time equivalent (FTE) employees with the support of 0.42 FTEs in consultant services, as well as part-time and casual employees at 0.37 FTEs for a total of 5.18 FTEs. These figures include administrative support, management, reporting, monitoring and policy resources, and overhead cost which contribute to the overall support of the operations of the application of the *Act*.

I. Privacy Management Division

The Privacy Management Division (PMD) 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;
- Actively promoting privacy awareness through both on-line and in-person training;
- Working with programs to complete, monitor and report on privacy impact assessments and privacy breaches;
- Reviewing Memorandum to Cabinet and Treasury Board submissions to ensure privacy requirements are met;
- Coordinating PHAC annual input into Info Source, including the development and registration 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 partners regarding privacy issues within the health portfolio to provide informed advice to clients.

II. The Access to Information and Privacy Division

The management of requests and associated complaints under the *Privacy Act* are led by the Access to Information and Privacy Division. The ATIP 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

The most recent delegation order for the *Privacy Act* was signed by the Minister of Health on November 25, 2015. In keeping with Treasury Board Secretariat recommendations on best practice, the delegation order extends authorities to multiple positions including the Coordinator, the Corporate Services Branch's Assistant Deputy Minister and Director General of Planning Integration and Management Services Directorate. As appropriate, certain administrative authorities are delegated to various senior levels within the ATIP Division and Privacy Management Division to support the effective and efficient administration of the Act. HC, within the shared services partnership agreement, provides ATIP services to PHAC under this delegation of authority.

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, 2017 and March 31, 2018 (Appendix B).

II. Number of Privacy Requests and Case Load

Requests under the *Privacy Act*

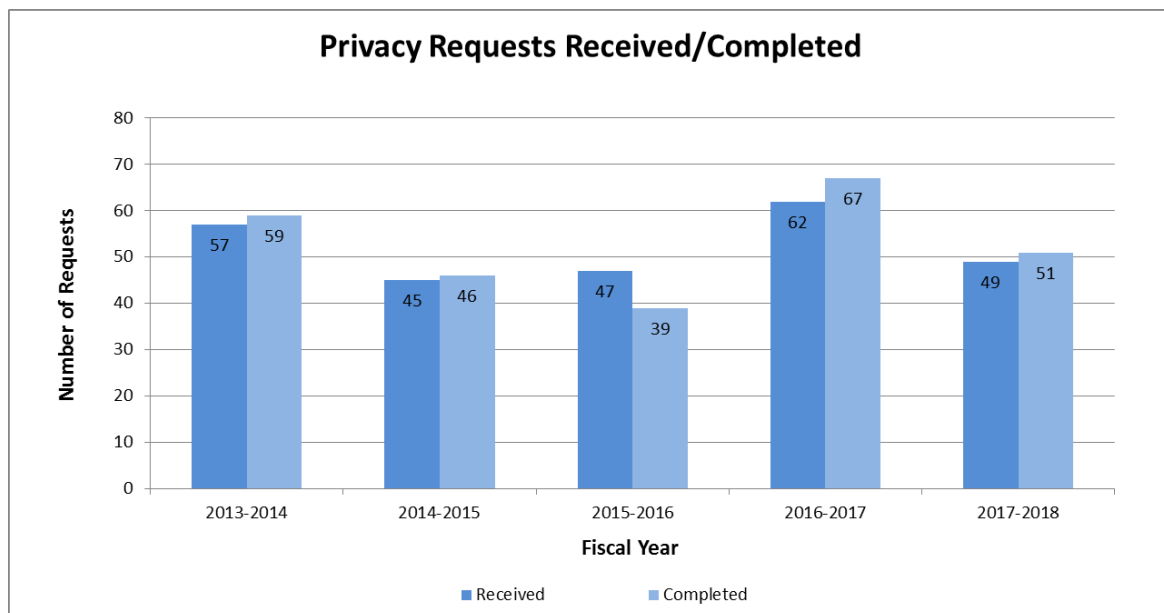
The number of requests received decreased in the 2017–2018 fiscal year; 49 requests were received compared to 62 in 2016–2017. The number of pages reviewed has fluctuated considerably over the past two years. In 2017–2018, 245 pages were reviewed, an 86% decrease from 2016–2017.

Case Load

During the 2017–2018 fiscal year, PHAC closed 51 of 53 active requests (96%). Active requests included 49 new requests received in 2017–2018 and four requests carried over from 2016–2017.

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
2013–2014	57	4	61	59	4,150
2014–2015	45	2	47	46	4,086
2015–2016	47	1	48	39	360
2016–2017	62	9	71	67	1,782
2017–2018	49	4	53	51	245



Consultations Completed from Other Government Institutions

In 2017–2018, PHAC received three consultation requests from other federal government departments, compared to none in the previous fiscal year.

NUMBER OF CONSULTATIONS AND PAGES REVIEWED FROM OTHER FEDERAL INSTITUTIONS

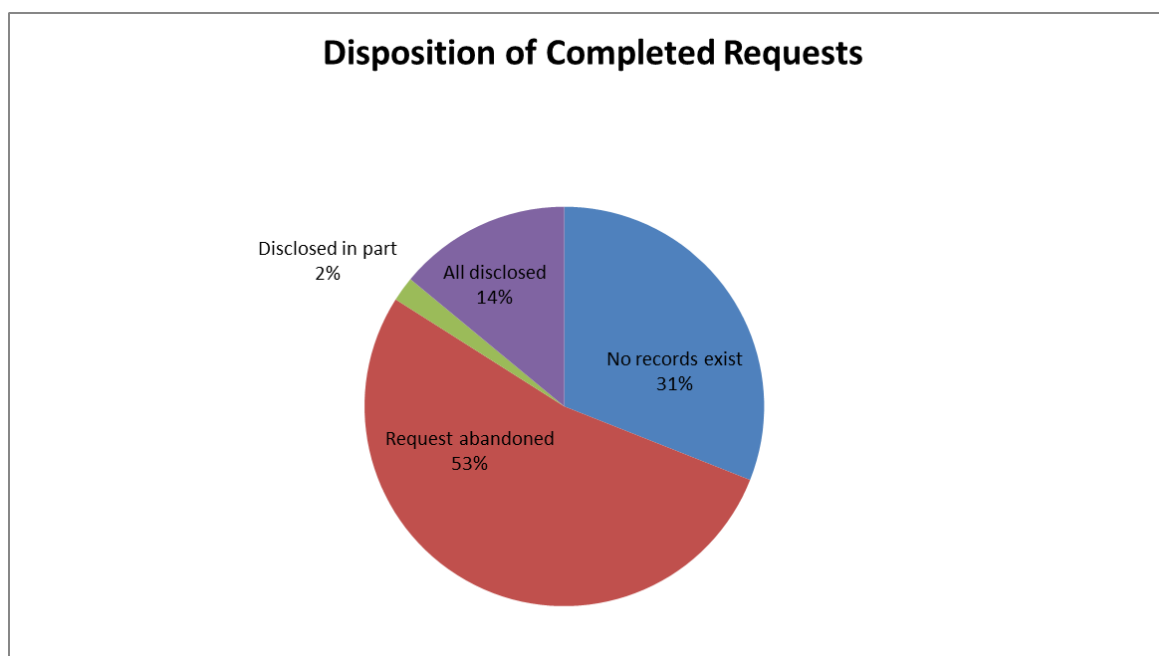
Federal Institutions	Number of Consultations Completed	Pages Reviewed
Total	3	27

III. Disposition of Requests Completed

Completed requests were classified as follows:

DISPOSITION OF REQUESTS COMPLETED BY PERCENTAGE

Disposition of Requests	Requests Completed by Percentage
Request Abandoned	53%
No Records Exist	31%
All disclosed	14%
Disclosed in part	2%
All exempted	0%
All excluded	0%



A large percentage of *Privacy Act* requests made to PHAC are abandoned, mainly due to the requester’s confusion surrounding the mandate of the Agency and the information that it holds. Most of these “abandoned” requests concerned personal medical records that fall under provincial jurisdiction and are not held by PHAC. Requesters are advised of these details.

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 22, Investigations, accounted for all exemptions invoked in 2017–2018.

PRINCIPAL EXEMPTIONS APPLIED

Exemptions	Number of Times Applied
Section 22 – Law enforcement and investigation	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 2017–2018, 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 53 requests, PHAC completed 51 cases and carried over four active requests to fiscal year 2018–2019.

PHAC was able to respond within 30 days or less in 90% of completed cases. Of the remaining requests, 6% were completed in 31 to 60 days, and 4% in 61 to 120 days. No requests required 121 days or more.

VII. Extensions

There was one extension taken on one (2%) of the 51 completed requests.

VIII. Translation

There were no requests for translation of records responsive to *Privacy Act* requests in 2017–2018.

IX. Format of Information Released

Of requests that were fully or partially disclosed, 88% were sent out in paper format and 12% were released electronically.

PHAC's imaging software allows the Agency to respond to privacy requests using Portable Document Format (PDF). It is anticipated that the use of electronic formats for the release of information will continue to grow 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

PHAC spent a total of \$512,002 responding to requests related to the *Act*; salaries accounted for \$427,671, and administration costs accounted for \$84,331. Most of the administration costs (\$68,422) were for retaining temporary help services to process complex requests.

Training and Awareness

Training, Orientation and Awareness for PHAC Employees

PHAC continues to offer privacy training through ‘Privacy 101’ sessions. General Privacy awareness training was provided to 48 employees during the year. These sessions provide participants with a high level understanding of the *Privacy Act* and its requirements relating to the processing of requests for information under the *Privacy Act*, the “need to know” principle, and general obligations regarding the collection, use, retention, disclosure and retention of personal information.

Several new training sessions were offered during this fiscal year, including a session on authorized communications and the privacy impact assessment, along with a session on privacy breaches designed to facilitate the management and prevention of privacy breaches. A total of 58 individuals took part in these training sessions. In addition, an online learning tool called Introduction to Privacy continued to be used in 2017–2018. Total online participation for the year was 23 employees.

Overall, 81 PHAC employees received privacy training in 2017–2018.

PHAC continues to increase awareness among employees of their responsibilities under the *Privacy Act* through targeted information sessions such as promoting Privacy Awareness Week in October by sending communications and general awareness messages through internal communication channels. Tweets on Privacy Week activities were shared approximately 8,000 times. The Privacy Management Division continues to use its Twitter account, which had 245 followers at the end of the fiscal year.

Recent Privacy Initiatives

In March 2018, PMD and the ATIP Division participated in the orientation session on the integration of new employees into Health Canada and PHAC. The session introduced

employees to the key services they may need in the performance of their work. PMD and the ATIP Division gave an overview on what constitutes personal information, why the employees must manage it appropriately, the importance of doing a detailed search within a reasonable time period and the mechanisms involved when a request is made. The session had 36 participants.

PHAC continues to work to increase the capacity and expertise in this domain.

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

I. Privacy Management Division

The Division again gave an introductory course on 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 privacy impact assessments (PIA). The training was provided to 2,411 participants government-wide.

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 2017–2018, three (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 digital health services in Canada. In 2017–2018, PHAC participated in 2 in person meetings as well as one conference call.

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

I. Complaints to the Privacy Commissioner of Canada

Two complaints were received from the Office of the Privacy Commissioner of Canada (OPC) in 2017–2018.

II. Types of Complaints and their Disposition Completed

Two complaints were received by the Public Health Agency under Section 31 concerning the processing of requests under the Privacy Act. Two notices, based on Section 33 of the Act, were sent to the Agency by the OPC. These notices allow the Agency to present official findings with respect to investigations underway. Finally, two letters of findings (Section 35) related to complaints were sent by the OPC.

If a complaint is received and is investigated by the OPC, PHAC will examine the findings and, where appropriate, incorporate the lessons learned into operational 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 2017–2018.

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

There were no recommendations raised by other Agents of Parliament during fiscal year 2017–2018.

V. Privacy Audits

There was one privacy audit that was concluded during fiscal year 2017–2018 for PHAC.

Monitoring Compliance

The ATIP Division undertook to present weekly, monthly and quarterly reports to senior management to ensure performance monitoring within PHAC. Similarly, the Privacy Management Division prepares quarterly reports on privacy breaches and privacy impact assessments.

Privacy Breaches

During the 2017–2018 fiscal year, PHAC reported four privacy breaches affecting individuals. The privacy breaches were investigated and the privacy breaches were determined to involve low-sensitivity information.

Privacy Impact Assessments Completed

One privacy impact assessment was completed during the 2017–2018 fiscal year. Below find the completed PIA with a brief description. A hyperlink to the website is provided

when available. For more information, including information on PIAs not yet posted on the website, please send your request to PHAC at:

hc.privacy-vie.privee.sc@canada.ca

1. The National Autism Spectrum Disorder Surveillance System - the PIA focused on the analysis and identification of risks in the collection, use, disclosure, retention and disposal of personal information from PHAC. This analysis included information exchanges with Quebec, Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland and Labrador and Yukon Territory.

Disclosures made Pursuant to Paragraph 8(2)(e)

There were no disclosures provided to a federal investigative body this fiscal year.

Disclosures made Pursuant to Paragraph 8(2)(m)

There was one disclosure of personal information for reasons of public interest during this fiscal year and one written notice to the Office of the Privacy Commissioner under Paragraph 8(5).

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	Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements	Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements
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: 2017-04-01 to 2018-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	49
Outstanding from previous reporting period	4
Total	53
Closed during reporting period	51
Carried over to next reporting period	2

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	6	0	1	0	0	0	7
Disclosed in part	0	0	1	0	0	0	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	8	7	1	0	0	0	0	16
Request abandoned	20	5	1	1	0	0	0	27
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	28	18	3	2	0	0	0	51

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	0
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)	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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	7	0	0
Disclosed in part	0	1	0
Total	7	1	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	217	217	7
Disclosed in part	28	28	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	27
Neither confirmed nor denied	0	0	0
Total	245	245	35

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less 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	7	217	0	0	0	0	0	0	0	0
Disclosed in part	1	28	0	0	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	27	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	35	245	0	0	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	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

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	1	0	1	3

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	3	0	3
16 to 30 days	0	0	0
31 to 60 days	1	1	2
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	4	1	5

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)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	1	1	2

Part 4: 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	1	0
Disclosed in part	0	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
Total	0	0	1	0

5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	1	0
Total	0	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 the reporting period	3	27	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	3	27	0	0
Closed during the reporting period	3	27	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	
All disclosed	2	0	0	0	0	0	0	2
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	1	0	0	0	0	0	1
Total	2	1	0	0	0	0	0	3

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	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	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

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	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

Part 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
2	2	2	0	6

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	1
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Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		\$425,332
Overtime		\$2,339
Goods and Services		\$84,331
• Professional services contracts	\$68,422	
• Other	\$15,909	
Total		\$512,002

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	4.39
Part-time and casual employees	0.37
Regional staff	0.00
Consultants and agency personnel	0.42
Students	0.00
Total	5.18