



Office of  
the Intelligence  
Commissioner

Bureau du  
commissaire  
au renseignement

## **Annual Report on the *Privacy Act***

2023–24

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## 1. Introduction

The Annual Report on the *Privacy Act* (Act), 2023–24 is prepared and tabled in Parliament in accordance with section 72 of the Act. The report describes how the Office of the Intelligence Commissioner (ICO) administered and fulfilled its obligations under the Act between April 1, 2023, and March 31, 2024.

### **The *Privacy Act***

The Act protects the privacy of individuals with respect to their personal information held by a government institution. It establishes the rules for the collection, use, disclosure, retention and disposal of such information. It also provides individuals with a right to be given access to, and to request a correction of, their personal information.

The Government of Canada is committed to protecting the privacy of individuals with respect to personal information that is under the control of government institutions. The government recognizes that this protection is an essential element in maintaining public trust.

Individuals who are not satisfied with how an institution has processed their request under the Act, may submit a complaint to the Office of the Privacy Commissioner of Canada.

### **Mandate of the Office of the Intelligence Commissioner**

The ICO is an independent quasi-judicial agency of the Government of Canada. The ICO supports the fulfillment of the Intelligence Commissioner's (IC) oversight mandate as set out in the *Intelligence Commissioner Act*. The IC approves – or does not approve – certain national security and intelligence activities planned by the Communications Security Establishment and the Canadian Security Intelligence Service and authorized by their respective ministers.

The ICO is committed to the principles of accountability and transparency, which are vital to ensuring trust and confidence in Government of Canada institutions that carry out national security or intelligence activities. To that end, in March of each year, the IC submits to the Prime Minister an annual report outlining the activities of the previous calendar year. Once tabled in Parliament, the ICO publishes the annual report on its website. The ICO also proactively publishes redacted versions of the IC's decisions on its website.

## 2. Organizational Structure

The ICO is a separate agency consisting of 10.5 planned full-time equivalents.

The Executive Director has delegated authority to oversee the administration of the Act and the *Access to Information Act* within the ICO and ensure compliance with the legislation. The ICO does not have dedicated Access to Information and Privacy (ATIP) officers nor regional ATIP staff. The Senior Review Officer and Manager, Corporate Services are responsible for the coordination and implementation of policies, guidelines and procedures to ensure compliance with the Act and the *Access to Information Act*.

The ICO did not hire any consultants to work on responsibilities related to the Act and was not party to any service agreements under section 73.1 of the Act during this reporting period.

### 3. Delegation Order

Subsection 73(1) of the Act gives the IC the authority to delegate one or more officers or employees of the ICO to exercise or perform all, or part, of the IC's powers, duties, and functions under the Act.

The IC as head of the ICO under the provisions of the Act and its regulations, granted full authority to the Executive Director. The signed Delegation Order is included in Appendix A – *Access to Information Act and Privacy Act Delegation Order*.

### 4. Performance 2023–24

During the reporting period, the ICO received 12 privacy requests.

100% of requests were responded to within legislated timelines and all were completed in under 30 days. No records existed for 92% of the requests and one request was abandoned. The ICO did not receive any complaints under the Act. There were no active requests or active complaints on the last day of the reporting period.

The ICO did not receive any consultations from other Government of Canada institutions during the reporting period.

The ICO Statistical Report as well as the Supplemental Report for 2023–24 are included in Appendices B and C of this report.

### 5. Training and Awareness

The ICO is committed to promoting awareness and providing ongoing training opportunities to all employees. Training is based on the needs and knowledge base of each employee.

During this reporting period, ICO personnel participated in awareness sessions concerning their responsibilities related to access to information and privacy. Additionally, the Senior Review Officer completed courses on Access to Information and Privacy in the Government of Canada offered by the Canada School of Public Service.

### 6. Policies, Guidelines, and Procedures

The ICO continued to enhance departmental policies and procedures in the application of the Act. The ICO refined its procedures for processing requests and tracking system to ensure more effective request management and documentation.

## 7. Initiatives and Projects to Improve Privacy

Throughout the reporting period the ICO worked on a variety of projects to improve privacy, including the publication of redacted versions of the IC's decisions on the ICO website. The IC's decisions are written in a manner that provides Canadians with as much information as possible about the privacy rights and interests at play when the IC considers to approve – or not approve – a ministerial authorization. The ICO was successful in publishing redacted versions of all IC decisions rendered in 2023 prior to the tabling of the 2023 Annual Report of the IC.

## 8. Summary of Key Issues and Actions Taken on Complaints

No complaints were received nor concluded during the reporting period.

## 9. Material Privacy Breaches

There were no material privacy breaches reported to the Office of the Privacy Commissioner and to Treasury Board of Canada Secretariat (Information and Privacy Policy Division) during the reporting period.

## 10. Privacy Impact Assessments

No privacy impact assessments were completed during the reporting period.

## 11. Public Interest Disclosures

No disclosures were made under paragraph 8(2)(m) of the Act during the reporting period.

## 12. Monitoring Compliance

The ICO utilizes a manual monitoring system. The monitoring system keeps track of request and consultation timelines and provides reminders of approaching deadlines.

Requests are monitored by the Senior Review Officer as well as the Manager, Corporate Services on an ongoing basis. The Senior Review Officer also monitor the time taken to process requests. The Executive Director is informed of the status of requests on a regular basis.

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



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## **Access to Information Act and Privacy Act Delegation Order**

The Intelligence Commissioner, pursuant to subsection 95(1) of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedules (I, II and III) hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Intelligence Commissioner as the head of Office of the Intelligence Commissioner, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

### Schedule I

| <b>Position</b>    | <b>Access to Information Act and Regulations</b> | <b>Privacy Act and Regulations</b> |
|--------------------|--|------------------------------------|
| Executive Director | Full authority for all provisions                | Full authority for all provisions  |

Dated, at the City of Ottawa, this 31 day of October, 2019

The Honourable Jean-Pierre Plouffe  
Intelligence Commissioner

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



## Statistical Report on the *Privacy Act*

Name of institution: Office of the Intelligence Commissioner

Reporting period: 2023-04-01 to 2024-03-31

### Section 1: Requests Under the *Privacy Act*

#### 1.1 Number of requests received

|   |   | Number of Requests |
|---|---|--------------------|
| Received during reporting period                  |   | 12                 |
| Outstanding from previous reporting periods       |   | 0                  |
| • Outstanding from previous reporting period      | 0 |                    |
| • Outstanding from more than one reporting period | 0 |                    |
| <b>Total</b>                                      |   | <b>12</b>          |
| Closed during reporting period                    |   | 12                 |
| Carried over to next reporting period             |   | 0                  |
| • Carried over within legislated timeline         | 0 |                    |
| • Carried over beyond legislated timeline         | 0 |                    |

#### 1.2 Channels of requests

| Source       | Number of Requests |
|--------------|--------------------|
| Online       | 9                  |
| E-mail       | 2                  |
| Mail         | 1                  |
| In person    | 0                  |
| Phone        | 0                  |
| Fax          | 0                  |
| <b>Total</b> | <b>12</b>          |

### Section 2: Informal requests

#### 2.1 Number of informal requests

|   |   | Number of Requests |
|---|---|--------------------|
| Received during reporting period                  |   | 0                  |
| Outstanding from previous reporting periods       |   | 0                  |
| • Outstanding from previous reporting period      | 0 |                    |
| • Outstanding from more than one reporting period | 0 |                    |
| <b>Total</b>                                      |   | <b>0</b>           |
| Closed during reporting period                    |   | 0                  |
| Carried over to next reporting period             |   | 0                  |

#### 2.2 Channels of informal requests

| Source       | Number of Requests |
|--------------|--------------------|
| Online       | 0                  |
| E-mail       | 0                  |
| Mail         | 0                  |
| In person    | 0                  |
| Phone        | 0                  |
| Fax          | 0                  |
| <b>Total</b> | <b>0</b>           |

#### 2.3 Completion time of informal requests

| Completion Time |               |               |                |                 |                 |                    |   | Total |
|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|---|-------|
| 0 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 |   |       |
| 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0 | 0     |

#### 2.4 Pages released informally

| Less Than 100 Pages Released |                | 100-500 Pages Released |                | 501-1000 Pages Released |                | 1001-5000 Pages Released |                | More Than 5000 Pages Released |                |
|------------------------------|----------------|------------------------|----------------|-------------------------|----------------|--------------------------|----------------|-------------------------------|----------------|
| Number of Requests           | Pages Released | Number of Requests     | Pages Released | Number of Requests      | Pages Released | Number of Requests       | Pages Released | Number of Requests            | Pages Released |
| 0                            | 0              | 0                      | 0              | 0                       | 0              | 0                        | 0              | 0                             | 0              |



**Section 3: Requests Closed During the Reporting Period**

**3.1 Disposition and completion time**

| Disposition of Requests | Completion Time |               |               |                |                 |                 |                    | Total     |
|-------------------------|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-----------|
|                         | 0 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               | 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         |
| No records exist        | 5               | 0             | 0             | 0              | 0               | 0               | 0                  | 11        |
| Request abandoned       | 0               | 1             | 0             | 0              | 0               | 0               | 0                  | 1         |
| denied                  | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0         |
| <b>Total</b>            | <b>5</b>        | <b>1</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>        | <b>0</b>        | <b>0</b>           | <b>12</b> |

**3.2 Exemptions**

| Section  | Number of Requests | Section       | Number of Requests | Section | Number of Requests |
|----------|--------------------|---------------|--------------------|---------|--------------------|
| 18(2)    | 0                  | 22(1)(a)(i)   | 0                  | 23(a)   | 0                  |
| 19(1)(a) | 0                  | 22(1)(a)(ii)  | 0                  | 23(b)   | 0                  |
| 19(1)(b) | 0                  | 22(1)(a)(iii) | 0                  | 24(a)   | 0                  |
| 19(1)(c) | 0                  | 22(1)(b)      | 0                  | 24(b)   | 0                  |
| 19(1)(d) | 0                  | 22(1)(c)      | 0                  | 25      | 0                  |
| 19(1)(e) | 0                  | 22(2)         | 0                  | 26      | 0                  |
| 19(1)(f) | 0                  | 22.1          | 0                  | 27      | 0                  |
| 20       | 0                  | 22.2          | 0                  | 27.1    | 0                  |
| 21       | 0                  | 22.3          | 0                  | 28      | 0                  |
|          |                    | 22.4          | 0                  |         |                    |

**3.3 Exclusions**

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

**3.4 Format of information released**

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

**3.5 Complexity**

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

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 0                         | 0                         | 1                  |

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

| Disposition          | Less Than 100 Pages Processed |                 | 100-500 Pages Processed |                 | 501-1000 Pages Processed |                 | 1001-5000 Pages Processed |                 | More Than 5000 Pages Processed |                 |
|----------------------|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
|                      | Number of Requests            | Pages Processed | Number of Requests      | Pages Processed | Number of Requests       | Pages Processed | Number of Requests        | Pages Processed | Number of Requests             | Pages Processed |
| All disclosed        | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Disclosed in part    | 0                             | 0               | 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    | 1                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| confirmed not denied | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>         | <b>1</b>                      | <b>0</b>        | <b>0</b>                | <b>0</b>        | <b>0</b>                 | <b>0</b>        | <b>0</b>                  | <b>0</b>        | <b>0</b>                       | <b>0</b>        |

3.5.3 Relevant minutes processed and disclosed for audio formats

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0                           | 0                           | 0                  |

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

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

3.5.5 Relevant minutes processed and disclosed for video formats

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0                           | 0                           | 0                  |

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

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

3.5.7 Other complexities

| Disposition           | Consultation Required | Legal Advice Sought | Interwoven Information | Other | Total |
|-----------------------|-----------------------|---------------------|------------------------|-------|-------|
| All disclosed         | 0                     | 0                   | 0                      | 0     | 0     |
| Disclosed in part     | 0                     | 0                   | 0                      | 0     | 0     |
| All exempted          | 0                     | 0                   | 0                      | 0     | 0     |
| All excluded          | 0                     | 0                   | 0                      | 0     | 0     |
| Request abandoned     | 0                     | 0                   | 0                      | 0     | 0     |
| Neither confirmed nor | 0                     | 0                   | 0                      | 0     | 0     |
| Total                 | 0                     | 0                   | 0                      | 0     | 0     |

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

|   |     |
|---|-----|
| Number of requests closed within legislated timelines         | 12  |
| Percentage of requests closed within legislated timelines (%) | 100 |

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

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

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

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

3.8 Requests for translation

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

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

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

Section 5: Requests for Correction of Personal Information and Notations

| Disposition for Correction Requests Received | Number |
|--|--------|
| Notations attached                           | 0      |
| Requests for correction accepted             | 0      |
| Total  | 0      |

Section 6: Extensions

6.1 Reasons for extensions

| Number of extensions taken | Further review required to determine exemptions | 15(a)(i) Interference with operations |                          |                                   | 15 (a)(ii) Consultation                 |          |          | 15(b) Translation purposes or conversion |
|----------------------------|---|---------------------------------------|--------------------------|-----------------------------------|---|----------|----------|--|
|                            |   | Large volume of pages                 | Large volume of requests | Documents are difficult to obtain | Cabinet Confidence Section (Section 70) | External | Internal |  |
| 0                          | 0   | 0                                     | 0                        | 0                                 | 0                                       | 0        | 0        | 0  |

6.2 Length of extensions

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

**Section 7: Consultations Received From Other Institutions and Organizations**

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

| Consultations                                  | Other Government of Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|---|---------------------------|---------------------|---------------------------|
| Received during the reporting period           | 0                                       | 0                         | 0                   | 0                         |
| Outstanding from the previous reporting period | 0                                       | 0                         | 0                   | 0                         |
| <b>Total</b>                                   | <b>0</b>                                | <b>0</b>                  | <b>0</b>            | <b>0</b>                  |
| Closed during the reporting period             | 0                                       | 0                         | 0                   | 0                         |
| Carried over within negotiated timelines       | 0                                       | 0                         | 0                   | 0                         |
| Carried over beyond negotiated timelines       | 0                                       | 0                         | 0                   | 0                         |

**7.2 Recommendations and completion time for consultations received from other Government of Canada institutions**

| Recommendation            | Number of Days Required to Complete Consultation Requests |               |               |                |                 |                 |                    | Total    |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|----------|
|                           | 0 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 |          |
| Declassify entirely       | 0   | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| Declassify 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>              | <b>0</b>  | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>        | <b>0</b>        | <b>0</b>           | <b>0</b> |

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

| Recommendation            | Number of days required to complete consultation requests |               |               |                |                 |                 |                    | Total    |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|----------|
|                           | 0 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 |          |
| Declassify entirely       | 0   | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| Declassify 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>              | <b>0</b>  | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>        | <b>0</b>        | <b>0</b>           | <b>0</b> |

**Section 8: Completion Time of Consultations on Cabinet Conferences**

**8.1 Requests with Legal Services**

| Number of Days | Fewer Than 100 Pages Processed |                 | 100-500 Pages Processed |                 | 501-1000 Pages Processed |                 | 1001-5000 Pages Processed |                 | More than 5000 Pages Processed |                 |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
|                | Number of Requests             | Pages Milestone | Number of Requests      | Pages Milestone | Number of Requests       | Pages Milestone | Number of Requests        | Pages Milestone | Number of Requests             | Pages Milestone |
| 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               |
| <b>Total</b>   | <b>0</b>                       | <b>0</b>        | <b>0</b>                | <b>0</b>        | <b>0</b>                 | <b>0</b>        | <b>0</b>                  | <b>0</b>        | <b>0</b>                       | <b>0</b>        |

**8.2 Requests with Privy Council Office**

| Number of Days | Fewer Than 100 Pages Processed |                 | 100-500 Pages Processed |                 | 501-1000 Pages Processed |                 | 1001-5000 Pages Processed |                 | More than 5000 Pages Processed |                 |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
|                | Number of Requests             | Pages Milestone | Number of Requests      | Pages Milestone | Number of Requests       | Pages Milestone | Number of Requests        | Pages Milestone | Number of Requests             | Pages Milestone |
| 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               |
| <b>Total</b>   | <b>0</b>                       | <b>0</b>        | <b>0</b>                | <b>0</b>        | <b>0</b>                 | <b>0</b>        | <b>0</b>                  | <b>0</b>        | <b>0</b>                       | <b>0</b>        |

**Section 9: Complaints and Investigations Notices Received**

| Section 31 | Section 33 | Section 35 | Court action | Total |
|------------|------------|------------|--------------|-------|
| 0          | 0          | 0          | 0            | 0     |

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

**10.1 Privacy Impact Assessments**

|                          |   |
|--------------------------|---|
| Number of PIAs completed | 0 |
| Number of PIAs modified  | 0 |

**10.2 Institution-specific and Central Personal Information Banks**

| Personal Information Banks | Active   | Created  | Terminated | Modified |
|----------------------------|----------|----------|------------|----------|
| Institution-specific       | 0        | 0        | 0          | 0        |
| Central                    | 0        | 0        | 0          | 0        |
| <b>Total</b>               | <b>0</b> | <b>0</b> | <b>0</b>   | <b>0</b> |

**Section 11: Privacy Breaches**

**11.1 Material Privacy Breaches reported**

|   |   |
|---|---|
| Number of material privacy breaches reported to TBS | 0 |
| Number of material privacy breaches reported to OPC | 0 |

**11.2 Non-Material Privacy Breaches**

|   |   |
|---|---|
| Number of non-material privacy breaches | 0 |
|---|---|

**Section 12: Resources Related to the Privacy Act**

**12.1 Allocated Costs**

| Expenditures                      | Amount         |
|-----------------------------------|----------------|
| Salaries                          | \$3,442        |
| Overtime                          | \$0            |
| Goods and Services                | \$0            |
| • Professional services contracts | \$0            |
| • Other                           | \$0            |
| <b>Total</b>                      | <b>\$3,442</b> |

**12.2 Human Resources**

| Resources                        | Person Years Dedicated to Privacy Activities |
|----------------------------------|--|
| Full-time employees              | 0.030  |
| Part-time and casual employees   | 0.000  |
| Regional staff                   | 0.000  |
| Consultants and agency personnel | 0.000  |
| Students                         | 0.000  |
| <b>Total</b>                     | <b>0.030</b>                                 |

Note: Enter values to three decimal places.

# Appendix C – Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*



## Supplemental Statistical Report on the Access to Information Act and the Privacy Act

Name of institution: Office of the Intelligence Commissioner

Reporting period: 2023-04-01 to 2024-03-31

### Section 1: Open Requests and Complaints Under the Access to Information Act

1.1 Enter the number of open requests that are outstanding from previous reporting periods.

| Fiscal Year Open Requests Were Received | Open Requests that are Within Legislated Timelines as of March 31, 2024 | Open Requests that are Beyond Legislated Timelines as of March 31, 2024 | Total |
|---|---|---|-------|
| Received in 2023-24                     | 0   | 0   | 0     |
| Received in 2022-23                     | 0   | 0   | 0     |
| Received in 2021-22                     | 0   | 0   | 0     |
| Received in 2020-21                     | 0   | 0   | 0     |
| Received in 2019-20                     | 0   | 0   | 0     |
| Received in 2018-19                     | 0   | 0   | 0     |
| Received in 2017-18                     | 0   | 0   | 0     |
| Received in 2016-17                     | 0   | 0   | 0     |
| Received in 2015-16                     | 0   | 0   | 0     |
| Received in 2014-15 or earlier          | 0   | 0   | 0     |
| Total                                   | 0   | 0   | 0     |

1.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|--|---------------------------|
| Received in 2023-24                                      | 0                         |
| Received in 2022-23                                      | 0                         |
| Received in 2021-22                                      | 0                         |
| Received in 2020-21                                      | 0                         |
| Received in 2019-20                                      | 0                         |
| Received in 2018-19                                      | 0                         |
| Received in 2017-18                                      | 0                         |
| Received in 2016-17                                      | 0                         |
| Received in 2015-16                                      | 0                         |
| Received in 2014-15 or earlier                           | 0                         |
| Total  | 0                         |

**Section 2: Open Requests and Complaints Under the Privacy Act**

2.1 Enter the number of open requests that are outstanding from previous reporting periods.

| Fiscal Year Open Requests Were Received | Open Requests that are Within Legislated Timelines as of March 31, 2024 | Open Requests that are Beyond Legislated Timelines as of March 31, 2024 | Total |
|---|---|---|-------|
| Received in 2023-24                     | 0   | 0   | 0     |
| Received in 2022-23                     | 0   | 0   | 0     |
| Received in 2021-22                     | 0   | 0   | 0     |
| Received in 2020-21                     | 0   | 0   | 0     |
| Received in 2019-20                     | 0   | 0   | 0     |
| Received in 2018-19                     | 0   | 0   | 0     |
| Received in 2017-18                     | 0   | 0   | 0     |
| Received in 2016-17                     | 0   | 0   | 0     |
| Received in 2015-16                     | 0   | 0   | 0     |
| Received in 2014-15 or earlier          | 0   | 0   | 0     |
| Total                                   | 0   | 0   | 0     |

2.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

| Fiscal Year Open Complaints Were Received by Institutions | Number of Open Complaints |
|---|---------------------------|
| Received in 2023-24                                       | 0                         |
| Received in 2022-23                                       | 0                         |
| Received in 2021-22                                       | 0                         |
| Received in 2020-21                                       | 0                         |
| Received in 2019-20                                       | 0                         |
| Received in 2018-19                                       | 0                         |
| Received in 2017-18                                       | 0                         |
| Received in 2016-17                                       | 0                         |
| Received in 2015-16                                       | 0                         |
| Received in 2014-15 or earlier                            | 0                         |
| Total   | 0                         |

**Section 3: Social Insurance Number**

|  |    |
|--|----|
| Has your institution begun a new collection or a new consistent use of the SIN in 2023-24? | No |
|--|----|

**Section 4: Universal Access under the Privacy Act**

|  |   |
|--|---|
| How many requests were received from foreign nationals outside of Canada in 2023-24? | 0 |
|--|---|

