



Office of the Commissioner  
of Lobbying of Canada

Commissariat au lobbying  
du Canada

# Privacy Act

ANNUAL REPORT 2021-22

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For a print copy of this publication, please contact:

Office of the Commissioner of Lobbying  
410 Laurier Avenue, 8th Floor  
Ottawa ON • K1R 1B7

Tel.: (613) 957-2760  
Fax: (613) 957-3078  
Email: [Info@lobbycanada.gc.ca](mailto:Info@lobbycanada.gc.ca)

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[Lobbycanada.gc.ca](http://Lobbycanada.gc.ca).

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# Table of contents

<b>Introduction</b>	<b>1</b>
<i>The Office of the Commissioner of Lobbying</i>	1
<i>Responsibility for Information Rights and Delegation of Authority</i>	2
<b>Administration of the Privacy Act</b>	<b>3</b>
<i>Statistical Report</i>	3
<i>Fees</i>	3
<i>Information Holdings</i>	3
<i>OCL Website</i>	4
<i>Reading Room</i>	4
<i>Education and Training Activities</i>	4
<i>Privacy Impact Assessments</i>	4
<i>Disclosure of Personal Information</i>	4
<i>New/Revised Policies, Guidelines and Procedures Implemented</i>	4
<i>Complaints</i>	4
<i>Application to the Federal Court</i>	4
<i>Data Matching and Sharing Activities</i>	5
<i>Time to Process Access to Information Request Monitoring</i>	5
<i>Material Privacy Breaches</i>	5
<b>Annex A – Delegation Order</b>	<b>6</b>
<b>Annex B – 2021-22 Statistical Report</b>	<b>7</b>



# Introduction

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The *Privacy Act* (Revised Statute of Canada 1985, Chapter P-21) was proclaimed on July 1, 1983. The *Privacy Act* extends to individual Canadian citizens and permanent residents, the right of access to information about themselves held by the government, subject to specific and limited exceptions. The *Privacy Act* also protects the individual's right to privacy by preventing others from having access to personal information and gives individuals substantial control over its collection and use.

Section 72 of the *Privacy Act* requires that the head of every government institution prepare an annual report on the administration of the Act within the institution during each financial year for submission to Parliament.

This annual report is submitted by the Office of the Commissioner of Lobbying (OCL) in accordance with the *Privacy Act*. It describes how the OCL fulfilled its responsibilities under this Act during the reporting period from April 1<sup>st</sup>, 2021 to March 31, 2022.

## The Office of the Commissioner of Lobbying

The Commissioner of Lobbying's mandate, derived from the *Lobbying Act* (the Act), is to ensure transparency of the lobbying of federal public office holders. This contributes to increasing the confidence Canadians have in the integrity of government decision-making.

The Commissioner's mandate is threefold:

- maintaining the Registry of Lobbyists, which contains and makes public the registration information disclosed by lobbyists;
- developing and implementing educational programs to foster public awareness of the requirements of the Act; and
- conducting investigations to ensure compliance with the Act and the *Lobbyists' Code of Conduct* (the Code).

Under the Act, the Commissioner of Lobbying also has the authority to grant exemptions to former designated public office holders who are subject to a five-year prohibition on lobbying activities.

The Commissioner reports annually to Parliament on the administration of the Act and the Code. The Commissioner is also required to table to Parliament reports on investigations, which include her findings, conclusions and the reasons for her conclusions.

## Responsibility for Information Rights and Delegation of Authority

The *Privacy Act* provides the authority to the Commissioner of Lobbying to exercise full powers granted under the Act. The OCL's Access to Information and Privacy (ATIP) Coordinator is delegated the authority via a Delegation Order, of which a copy is attached in Annex A. The OCL has two positions responsible for the administration of the *Privacy Act*, an ATIP Coordinator and an Administrative Services Officer.

The Director of Corporate Services was the ATIP Coordinator from April 1<sup>st</sup>, 2021 to March 31, 2022. The ATIP Coordinator is responsible for the development, coordination and implementation of effective policies, guidelines and procedures to manage the OCL's compliance with the *Privacy Act*. The coordinator makes decisions on the disposition of requests under the *Privacy Act*, promotes awareness of the legislation to ensure organizational responsiveness to its obligations, as well as monitors and advises on compliance with the *Privacy Act*, regulations, procedures and policies. Further, the Coordinator acts as spokesperson for the OCL in dealings with the Treasury Board Secretariat, the Privacy Commissioner, and other government departments and agencies. The coordinator is also responsible for conducting consultations with other governments within Canada and other federal organizations, as required. Finally, the Coordinator is the point of contact on issues involving the collection of personal information and privacy.

An Administrative Services Officer also provides support to the ATIP Coordinator on the process of any requests received under the *Privacy Act*.

Due to the limited number of requests received, the OCL did not dispose of any service agreements under section 73.1 of the *Privacy Act* during the reporting period from April 1<sup>st</sup>, 2021 to March 31, 2022.

Under the Act, the OCL collects information from registrants and lobbyists and the disclosures filed by registrants are accessible on the Registry of Lobbyists at the following address: [lobbycanada.gc.ca](http://lobbycanada.gc.ca).

The OCL's Annual Report and Reports on Investigations must be tabled in both Houses of Parliament. They are also posted on the OCL's website and on the Open Government Portal under the AIA requesting that all reports tabled in Parliament be proactively disclosed.

# Administration of the Privacy Act

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## Statistical Report

Annex B provides a statistical summary of requests under the *Privacy Act*. In 2021-22, the OCL received one request under the Act. Since this request was received at the end of the reporting period, the legislated timeline was carried over to the next reporting period.

Over the past five years, the OCL has received only one request under the *Privacy Act* and no consultation from other institutions.

Fiscal year	Requests received	Consultation completed from other institutions
2021-22	1	0
2020-21	0	0
2019-20	0	0
2018-19	0	0
2017-18	0	0

### Requests outstanding from previous reporting periods

At the beginning of 2021-22, the OCL had no active request that were outstanding from previous reporting periods.

Since the OCL received its only request at the end of 2021-22, the request was not closed during this reporting period and was carried over to the next reporting period.

### COVID-19 impacts

As the employees of the OCL could already telework before the pandemic and because the Office receives limited Privacy requests, the COVID-19 pandemic did not have a major impact on the processing of privacy requests for the year 2021-22. Therefore, the OCL did not have to put in place mitigation measures.

## Fees

No fees are applicable under the *Privacy Act*.

## Information Holdings

The OCL is responsible for providing a full accounting of information holdings to the Treasury Board Secretariat and ensuring that updates are provided for inclusion in the [Canada.ca](https://www.canada.ca) publication. This publication contains a description of the classes of institutional records held by the OCL, and can be obtained through public or academic libraries or it may be viewed online on the Treasury Board Secretariat's website at [Canada.ca](https://www.canada.ca). The OCL does not have any exempt banks.

## OCL Website

The OCL's website available at [lobbycanada.gc.ca](http://lobbycanada.gc.ca), allows the user to access and search the Registry of Lobbyists, as well as to obtain copies of reports, including the OCL's annual reports on Access to Information and Privacy. Summaries of completed requests are available on the OCL website.

## Reading Room

A reading room is available at the OCL's office, situated on the 8<sup>th</sup> floor at 410 Laurier Avenue West, Ottawa, Ontario, Canada K1R 1B7.

## Education and Training Activities

In 2021-22, the OCL did not provide any education and training activity regarding the *Privacy Act* to its staff.

## Privacy Impact Assessments

No privacy impact assessments were conducted by the OCL in 2021-22.

## Disclosure of Personal Information

There were no disclosures of personal information by the OCL during the reporting period pursuant to each of the following provisions of the *Privacy Act*: paragraphs 8(2)(m), 19(1)(e) or (f), or sections 22.2, 22.3, 69.1 or 70.1.

## New/Revised Policies, Guidelines and Procedures Implemented

During the reporting period, the OCL did not implement new policies, guidelines, procedures or initiatives related to the *Privacy Act*.

## Complaints

No complaints concerning the *Privacy Act* were received from the Office of the Privacy Commissioner in 2021-22.

At the beginning of 2021-22, the OCL had no active complaint concerning the *Privacy Act* that was outstanding from previous reporting periods.

## Application to the Federal Court

There were no applications filed in 2021-22 related to the *Privacy Act*.



## Data Matching and Sharing Activities

No data matching or sharing activities were undertaken during 2021-22.

## Time to Process Access to Information Request Monitoring

Given the small number of requests received and processed by the OCL, no formal monitoring system was required during the reporting period.

## Material Privacy Breaches

No Material Privacy Breaches occurred in 2021-22.

# Annex A – Delegation Order

Commissioner of Lobbying



Commissaire au lobbying

October 29, 2020

## Delegation Order

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

The Commissioner of Lobbying, pursuant to section 95(1) of the Access to Information Act and section 73(1) of the Privacy Act, hereby designates the person holding the position set out in the schedule hereto, or the person occupying on an acting basis that position, to exercise the powers, duties and functions of the Commissioner of Lobbying as the head of the Office of the Commissioner of Lobbying, 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

Position	Access to Information Act and Regulations	Privacy Act and Regulations
Director, Corporate Services	Full authority	Full authority

Nancy Bélanger  
Commissioner of Lobbying



410 Laurier West/Ouest, Suite 810 • Ottawa • Ontario • K1R 1B7  
nancy.belanger@lobbycanada.gc.ca • 613-941-9873 • lobbycanada.gc.ca

# Annex B – 2021-22 Statistical Report



Government of Canada  
Gouvernement du Canada

## Statistical Report on the *Privacy Act*

Name of institution: Office of the Commissioner of Lobbying

Reporting period: 2021-04-01 to 2022-03-31

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

#### 1.1 Number of requests received

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

#### 1.2 Channels of requests

Source	Number of Requests
Online	1
E-mail	0
Mail	0

In person	0
Phone	0
Fax	0
<b>Total</b>	<b>1</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							
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
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							
	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
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

### 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 and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	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	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

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

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

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

	Less than 60 Minutes processed	60-120 Minutes processed	More than 120 Minutes processed

<b>Disposition</b>	<b>Number of requests</b>	<b>Minutes Processed</b>	<b>Number of requests</b>	<b>Minutes Processed</b>	<b>Number of requests</b>	<b>Minutes Processed</b>
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
<b>Total</b>	0	0	0	0	0	0

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

<b>Number of Minutes Processed</b>	<b>Number of Minutes Disclosed</b>	<b>Number of Requests</b>
0	0	0

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

<b>Disposition</b>	<b>Less than 60 Minutes processed</b>		<b>60-120 Minutes processed</b>		<b>More than 120 Minutes processed</b>	
	<b>Number of requests</b>	<b>Minutes Processed</b>	<b>Number of requests</b>	<b>Minutes Processed</b>	<b>Number of requests</b>	<b>Minutes Processed</b>



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
<b>Total</b>	0	0	0	0	0	0

### 3.5.7 Other complexities

<b>Disposition</b>	<b>Consultation Required</b>	<b>Legal Advice Sought</b>	<b>Interwoven Information</b>	<b>Other</b>	<b>Total</b>
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

<b>Total</b>	0	0	0	0	0
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### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

<b>Number of requests closed within legislated timelines</b>	0
<b>Percentage of requests closed within legislated timelines (%)</b>	0

### 3.7 Deemed refusals

#### 3.7.1 Reasons for not meeting legislated timelines

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

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

<b>Number of days past legislated timelines</b>	<b>Number of requests past legislated timeline where no extension was taken</b>	<b>Number of requests past legislated timeline where an extension was taken</b>	<b>Total</b>
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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	0

## Section 6: Extensions

### 6.1 Reasons for extensions

15(a)(i) Interference with operations				15 (a)(ii) Consultation			

Number of requests where an extension was taken	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	15(b) Translation purposes or conversion
0	0	0	0	0	0	0	0	0

## 6.2 Length of extensions

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

Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

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

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

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

## Section 8: Completion Time of Consultations on Cabinet Confidences

### 8.1 Requests with Legal Services

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

### 8.2 Requests with Privy Council Office

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

<b>Total</b>	0	0	0	0	0	0	0	0	0	0
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## 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	54	0	0	0
Central	0	0	0	0
<b>Total</b>	<b>54</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
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## Section 12: Resources Related to the Privacy Act

## 12.1 Allocated Costs

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

## 12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0,000
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
<b>Total</b>	<b>0,000</b>

**Note:** Enter values to three decimal places.