



Report on the administration of the Privacy Act 2023-2024

PUBLISHED BY Economic Development Agency of Canada
for the Regions of Quebec
Montréal, Quebec H3B 1X9
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Economic Development Agency of Canada
for the Regions of Quebec, 2024

CATALOGUE : lu90-1/12E-PDF

ISSN : 2291-725X

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Introduction

Summary of the purpose of the *Privacy Act*

The *Privacy Act* (the Act), promulgated on July 1, 1983, aims to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution.

The purpose of the Act is to protect personal information by allowing individuals to consult information about them. It also imposes strict controls on how such information is gathered, used, and shared.

The *Privacy Act* gives individuals general access to personal information about themselves held by federal institutions, subject to specific and limited exceptions.

Annual report prepared in accordance with section 72

This document was prepared in response to section 72 of the Act, which requires federal institutions to submit an annual report to Parliament on the administration of the Act. This report provides details on activities related to the administration of the Act at Canada Economic Development for Quebec Regions (CED). This report was also prepared in accordance with section 20 of the *Service Fees Act*.

Mandate of the institution

CED is the key economic development player for Quebec's regions for small and medium-sized enterprises (SMEs). In order to accomplish its core responsibility, which is economic development in Quebec, CED fosters business start-ups and growth. It helps them become more innovative, productive and competitive. It supports efforts to engage the regions of Quebec and attract investments that will help boost the economic well-being of Quebec and Canada.

CED contributes to the economic vitality of all of Quebec's regions by leveraging their competitive regional advantages, such as wind power and marine technologies. It also supports the transition and diversification of communities that remain dependent on a limited number of sectors or that have been affected by an economic shock, such as the closure of the chrysotile mines.

CED achieves its results by supporting businesses, primarily SMEs, and non-profit organizations (NPOs), through strategic investments. Through its 12 business offices across Quebec's regions and the relationships it has developed with other economic development players, CED stays abreast of the needs of the regions and businesses and is able to offer financial support to carry out projects that support businesses and communities in their economic development efforts.

To learn more about CED's mandate, programming and activities, visit its website: ced.canada.ca.

Organizational structure

Access to Information and Privacy Office

CED fulfills its responsibilities under the *Access to Information Act* (ATIA), including Part 2 on proactive publication, and the *Privacy Act* (PA) through an Access to Information and Privacy (ATIP) Office to process requests. ATIP Office reports to the manager of the Corporate Secretariat, which in turn reports to the Chief of Staff to The Deputy Minister/President.

The ATIP Office has an access to information and privacy coordinator and an advisor. In addition to being responsible for all daily ATIP activities, the coordinator, who is supported by the advisor, oversees the development, coordination and implementation of policies, guidelines and procedures necessary to manage the agency's compliance with the acts.

Through its delegated authority, the ATIP Office represents CED on matters relating to the ATIA and PA in dealings with the public, the Treasury Board Secretariat, information and privacy commissioners, and with other federal institutions and departments.

During the reporting period, CED did not receive or provide any services under section 73.1 of the PA.

The ATIP Office is primarily responsible for the following functions:

- Processing requests and coordinating all attendant administrative and legal operations.
- Assisting applicants.
- Developing opinions, general guidelines and procedures relating to the application of the ATIA and the PA.
- Reporting on CED's application of the ATIA and the PA.
- Meeting the information and training needs of CED employees.

Agreement with the Access to Information and Privacy Communities Development Office (APCDO)

In 2022-2023, CED joined the newly formed Access to Information and Privacy Communities Development Office (APCDO). This was created to address capacity issues within the Access to Information and Privacy community across Government of Canada institutions subject to the Acts.

During the reporting period, CED's ATIP Office actively participated in several training sessions offered by the APCDO. Thus, the APCDO contributed to the development and sustainability of the Access to Information and Privacy community by conducting recruitment, retention, learning, networking and partnership activities in the spirit of diversity, inclusiveness and accessibility focused on community engagement.

Delegation Order

In accordance with its enabling act, CED defines its chief executive officer as being the Deputy Minister/President. In addition to leading the institution and overseeing management of its staff, he is responsible for administering the *Access to Information Act* and the *Privacy Act*.

To this end, he has delegated authority for the application of these acts to the position of Manager of the Corporate Secretariat and to the position of Coordinator, Access to Information and Privacy. Administrative authorities were also delegated to the position of Advisor, Access to Information and Parliamentary Affairs.

A signed and dated copy of the delegation order is appended to this report.

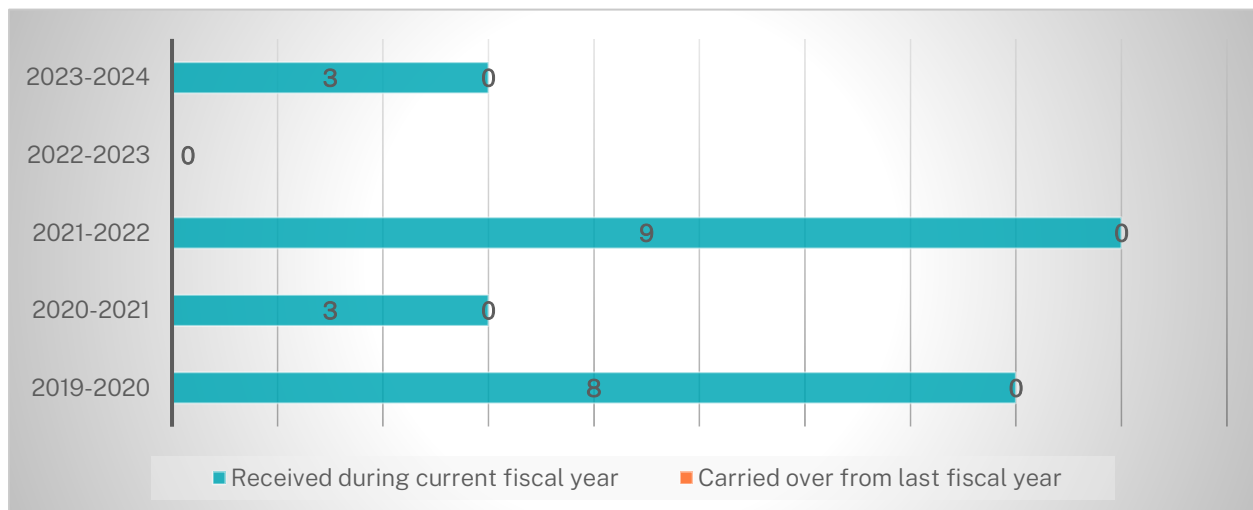
2023–2024 Performance

Requests received and processed

During fiscal year 2023–2024, CED received 3 personal information requests, and no requests were carried over from the previous year. This represents an increase in the number of requests received and processed compared with the previous fiscal year, during which no requests were received.

The following graph shows the number of requests for access to personal information received since 2019–2020. Excluding abandoned requests, CED processed 14 personal information requests during this period.

TABLE 1: REQUESTS RECEIVED



Disposition and processing times

Of the 3 requests closed in 2023-2024, 2 were answered within 15 days (67%) and one within 45 days (33%). CED received and processed only one request for which no documents existed. Although no document was provided, the ATIP Office still had to process the request, deal with the applicant and coordinate a document search by the office of primary interest.

It is important to note that the access request that was responded to beyond the 30-day period prescribed by the Act, was due to a technological problem beyond CED's control. In fact, for each new access request submitted in the Treasury Board Secretariat's (TBS) ATIP Online Management Tools (AOMT), a notification is sent by email to inform the organization. However, in the case of this request, no such notification was received by CED. It was during a random check of the AOMT, carried out several days after the request was submitted that the ATIP Office became aware of the request. After numerous discussions with TBS's Online ATIP Request Service and with CED's Information and Technology Solutions Branch, it was confirmed that the notification was indeed issued by AOMT, but it was never received by CED's technological infrastructure and that no CED firewall prevented its receipt.

Although this was an exceptional situation, it did not meet the requirements stipulated in section 15 of the PA to justify an extension of the processing time, and this is why CED was late in processing this request. Nevertheless, the actual processing time for this access request was 15 days, i.e., from the day on which the ATIP Office became aware of the request to the day on which the reply was given to the applicant.

TABLE 2: DISPOSITION AND 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	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1
Request transferred	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	2	0	1	0	0	0	0	3

Exemptions and exclusions invoked

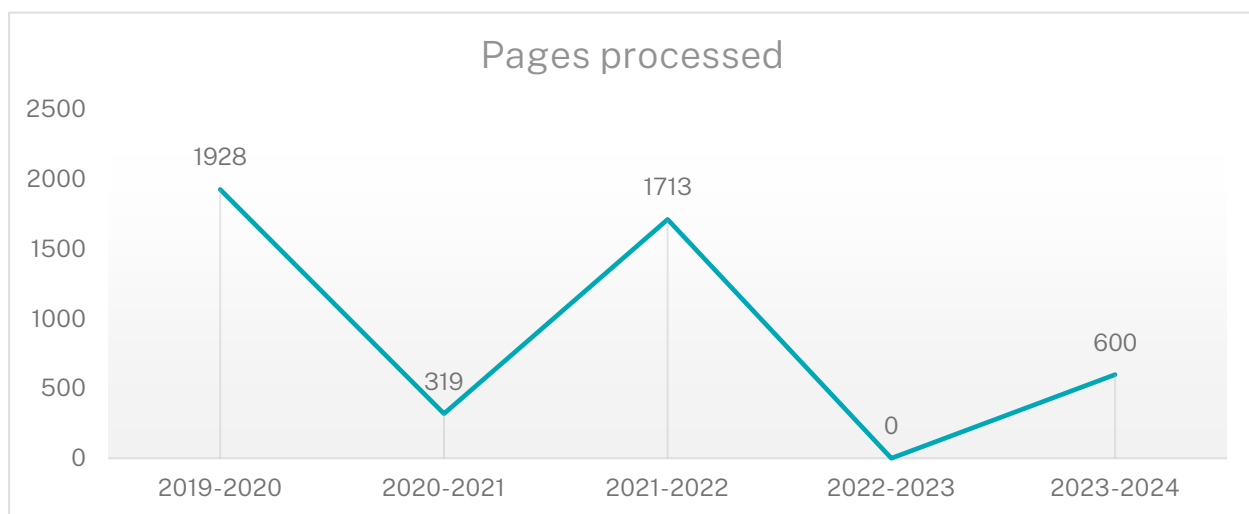
Considering the 2 requests for which documents were disclosed, only one was communicated in full, without applying protection. In the other case, the exception for section 26 (information about another individual) was invoked.

Pages processed and pages disclosed

In 2023-2024, requests for access to personal information led the ATIP Office to process and disclosed 600 pages. This represents a significant increase from the previous year, during which no pages were reviewed or disclosed in relation with requests for access to personal information.

The following chart shows the number of personal information requests received since 2019-2020. Excluding abandoned requests, CED processed 14 personal information requests during this period.

TABLE 3: PAGES PROCESSED



Extension

The Act stipulates that a request for access to personal information must be answered within 30 calendar days. Extensions are only granted in exceptional cases. During the reporting period, no request required an extension.

Consultations

During the 2023-2024 fiscal year, CED did not conduct any consultations in connection with the requests for access to personal information received. In addition, CED did not receive any consultations from another institution.

Active complaints

CED did not receive any complaints regarding the *Privacy Act* during the 2023–2024 fiscal year.

Costs

Costs pertaining to the administration of the Act during the reporting period totalled \$12,545, a decrease of \$2,804 compared to last year, due in particular to the acquisition cost in 2022-2023 of a new access to information and privacy request management software. These expenses include \$12,214 in salaries for the equivalent of 0.1 full-time employees and \$331 in travel, training, software licenses, supplies and translation expenses.

Statistical report

A copy of the 2023–2024 statistical report on the administration of the *Privacy Act* is appended to this report.

Training and awareness

The ATIP Office provides ongoing advisory services to all employees of the organization on the interpretation of the *Access to Information Act* and the *Privacy Act*, as well as on the processing of ATIP requests to ensure the efficient and consistent processing of all requests received.

In 2023-2024, various training and awareness activities were offered to employees of the organization regarding access to information and privacy. Approximately 60 employees from the People, Culture and Workplace Branch took part in an information session on the principles of access to information and the protection of personal information, as well as on the process for handling requests to access to personal information. In addition, an awareness video and training material on the principles of access to information and protection of personal information, created by the ATIP Office, are an integral part of the information kit given to all new employees of the organization.

An internal communication to all CED employees was also shared via the organization's intranet platform to mark Right to Know Week 2023, highlight good ATIP practices and remind employees of the obligation to complete the Canada School of Public Service's online training on access to information and privacy. During the fiscal year, 27 more employees took this training. As a result, by the end of the reporting period, 50% of CED employees had taken the course.

The ATIP Office remains available to provide employees whose tasks require some knowledge of access to information with specific training.

Policies, guidelines, and procedures

During the reporting period, the ATIP Office worked with the Information and Technological Solutions Branch to draft and implement a new internal procedure to record meetings in Teams. With the audio and video recording option disabled by default in Teams, the organization's employees must now follow the procedure in order to submit a request for temporary activation of recording in Teams. In addition to raising awareness among the organization's employees, this new procedure is designed to minimize the risk of disclosing personal and confidential information. Since the implementation of this procedure, 3 requests have been submitted to the ATIP Office for analysis.

The ATIP Office updated the information contained on the *Info Source* page of CED's website, and also implemented a new internal procedure for the annual update of the organization's *Info Source* page. As a result, CED has complied with *Info Source's* online publication requirements, which

came into effect in July 2023. These requirements were established under paragraph 70(1)(c) of the *Access to Information Act* and paragraph 71(1)(d) of the *Privacy Act*. They also apply to the objectives and expected results stipulated in sections 3.1.1 and 3.2.1 of the Access to Information Policy, and sections 3.1.2 and 3.2.2 of the Privacy Policy.

In 2023-2024, the ATIP Office also collaborated with Legal Services to develop new language, concerning the personal information collected, to be posted on CED's website, for all web forms to be completed. This new wording meets the requirements established under section 5(2) of the *Privacy Act*, which stipulates that a government institution shall inform the individual from whom it collects personal information about the individual of the purpose for which it is to be used, and section 4.2.10 of the Directive on Privacy Practices.

Initiatives and projects to improve privacy protection

Since 2022, CED has subscribed to the Treasury Board Secretariat (TBS) services of ATIP Online Portal, following TBS's announcement of the completion of its online system for filing access to information and personal information requests used by CED. TBS's new ATIP Online Portal enables requesters to submit access to information and personal information requests to any government institution, and institutions to provide responses to completed requests. This ATIP Online Portal, under the operational responsibility of TBS on behalf of all government institutions subject to the *Access to Information Act* and *Privacy Act* includes the ATIP Online Management Tool (AOMT), the ATIP Online Request Service (AORS), and the ATIP Online Administration Service.

In addition, during the reporting period, CED initiated a process to replace the software for managing and processing access to information and personal information requests used by the organization since 2011, because the software will soon be no longer available to government institutions. The objective of this new system is to better equip the ATIP Office in the processing and management of access to information and privacy requests, intergovernmental consultations, informal requests and complaints filed with the Office of the Information Commissioner or the Office of the Privacy Commissioner.

It should be noted that a temporary stop-work order was issued by Public Services and Supply Canada in January 2023 for the replacement project, and was still in effect at the end of the reporting period.

Summary of key issues and actions taken on complaints or audits

Complaints

CED did not receive any privacy complaints during the reporting period.

Audits

CED was not the subject of any audits or investigations during the reporting period.

Monitoring compliance

Monitoring of the processing time

Since 2011, the ATIP Office has monitored the processing time of privacy requests using software for managing and processing requests for access to information and personal information. This system also facilitates the tracking of the various activities and tasks surrounding the processing of a request and serves as a tool to ensure compliance with the deadlines set out in the PA. The time required to process requests for personal information is tracked through the software dashboard, and a status report on the file is provided to the ATIP Office manager.

Limitations on consultations between institutions

In order to limit the need for inter-institutional consultations, the ATIP Office ensures that it targets only the information in each request for which it needs more information to properly exercise its discretion not to disclose information or where the ATIP Office intends to disclose potentially sensitive information.

As CED effectively identifies the need for such consultations, no specific monitoring was conducted during the period covered by this report to limit them.

Frequently requested information

Year after year, the same trend is seen with respect to information frequently sought in requests received at CED, namely, information related to grants and contributions granted by CED or information related to the institution's internal activities.

Since some of this information is already available through the proactive publications that CED issues in accordance with the requirements set out in Part 2 of the ATIA, no specific monitoring was conducted during the period covered by this report to make this information available by other means.

Privacy measures included in contracts, agreements, and arrangements

When entering into a contract, agreement or arrangement that involves personal information, besides the standard clauses and conditions, CED ensures that appropriate additional clauses are included to protect and manage personal information, such as the storage of personal information and the obligation for the third party to immediately notify the institution of any security breach involving personal information.

Furthermore, in accordance with the Policy on Government Security, CED is required to use the Security Requirements Checklist (SRCL) for entry into contracts, agreements or arrangements.

As CED meets all requirements for contracts, agreements and arrangements, no specific monitoring was conducted during the reporting period.

Monitoring requests for correction

Requests for correction of personal information are processed by the ATIP Office and recorded in an internal tracking system. No requests for correction of personal information were received during the reporting period.

Material privacy breaches

Although no material privacy breaches occurred at CED during the period covered by this report, CED was nevertheless called upon to collaborate with TBS for material privacy breaches involving the personal information of federal government employees held by BGRS and Sirva Canada as well as MSH International.

Despite the fact that TBS is responsible for managing these breaches and reporting them to the Office of the Privacy Commissioner of Canada, various actions were taken by CED and the ATIP Office in relation to these incidents. Notably, several internal communications addressed to all CED employees were transmitted via the organization's intranet platform and lists were extracted from CED's systems based on the data sought by TBS so that potentially affected employees could be contacted. At the end of the reporting period, no further action was required by CED regarding the BGRS incident and an update from TBS was expected regarding the MSH incident.

Privacy Impact Assessments

During the reporting period, TBS confirmed that the Privacy Impact Assessment (PIA) conducted by the ATIP Office during the previous fiscal year, concerning a software solution for processing access to information and privacy requests, was compliant with standards. As a result, the ATIP Office has undertaken the final steps to finalize the PIA in the coming year.

Public interest disclosures

In fiscal year 2023–2024, no information was disclosed pursuant to paragraph 8(2)(m) of the PA.

Conclusion

Canada Economic Development for Quebec Regions recognizes the right to privacy as a fundamental right. The Agency is aware of the crucial importance of protecting personal information in the context of its programs and activities and ensures compliance with related principles such as transparency, need-to-know, and adequate data collection and protection standards, whether it be the personal information of employees or that of its clients.

To do so, CED deploys multiple means such as ensuring the security of its computer systems, good information management practices as well as training and messages to employees to make them aware of their obligations and responsibilities in this regard. Canada Economic Development for Quebec Regions is proud to have contributed to the application of these principles during the 2023–2024 fiscal year and will continue its efforts in this regard in the coming years.

Appendices



ACCESS TO INFORMATION AND PRIVACY ACT DELEGATION ORDER

ARRÊTÉ DE DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET DE LA
LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The President, pursuant to section 95 of the *Access to Information Act* and to section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the President as the head of the Economic Development Agency for the Regions of Quebec, under the provisions of the Acts and related regulations set out in the schedule opposite each position. This delegation order replaces all previous delegation orders.

En vertu de l'article 95 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le président délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable de l'Agence de développement économique du Canada pour les régions du Québec, investi par les dispositions des Lois mentionnées et de leurs règlements en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Schedule / Annexe

Position / Poste	<i>Access to Information Act</i> and Regulations / <i>Loi sur l'accès à l'information</i> et règlements	<i>Privacy Act</i> and Regulations / <i>Loi sur la protection des renseignements personnels</i> et règlements
Manager, Corporate Secretariat / Gestionnaire, Secrétariat ministériel	Full authority / Autorité absolue	Full authority / Autorité absolue
Coordinator, Access to Information and Privacy / Coordonnateur, Accès à l'information et protection des renseignements personnels	Full authority / Autorité absolue	Full authority / Autorité absolue
Advisor, Parliamentary Affairs and Access to Information / Conseiller, Affaires parlementaires et accès à l'information	Section / Disposition: 7, 8(1), 9, 12(2)(b), 12(3)(b), 27(1)(4), 29(1), 44(2); Regulation / Règlement: 6(1)	Section / Disposition: 14(1)

Signed in _____ on this _____ day of _____, 2023

Signé à Sept-Îles, le 11 jour de Septembre 2023


Sony Perron, Deputy Minister/President of
Canada Economic Development for Quebec Regions

Sony Perron, sous-ministre/président de
Développement économique Canada pour les régions du Québec

Statistical Report on the Privacy Act

Name of institution: Canada Economic Development for Quebec Regions

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		3
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		3
Closed during reporting period		3
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	2
E-mail	0
Mail	1
In person	0
Phone	0
Fax	0
Total	3

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	
Total		0
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
Total	0

2.3 Completion time of informal requests

Completion Time							
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	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							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	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	2	0	1	0	0	0	0	3

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	1
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	2	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
600	600	2

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	1	23	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	1	577	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
Total	1	23	0	0	1	577	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

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 denied	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	2
Percentage of requests closed within legislated timelines (%)	66.66666667

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
1	0	0	0	1

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	1	0	1
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	1	0	1

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	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 ConfidenceSection (Section 70)	External	Internal	
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 ConfidenceSection (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
Total	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
	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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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
Total	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
Total	0	0	0	0	0	0	0	0	0	0

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	2	0	0	0
Central	46	0	0	0
Total	48	0	0	0

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	1
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Section 12: Resources Related to the Privacy Act**12.1 Allocated Costs**

Expenditures		Amount
Salaries		\$12 214
Overtime		\$0
Goods and Services		\$331
• Professional services contracts	\$0	
• Other	\$331	
Total		\$12 545

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0,135
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
Total	0,135

