



Annual Report to Parliament on the Administration of the Privacy Act 2022-2023

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Introduction

The Annual Report to Parliament on the Administration of the *Privacy Act* (the *Act*) within the Department of Finance Canada (the 'Department') is prepared and tabled in Parliament in accordance with section 72 of the *Act* and covers the period from April 1, 2022 to March 31, 2023.

Purpose of the *Privacy Act*

The *Act* came into force on July 1, 1983. Its purpose is to protect the privacy of individuals with respect to personal information about themselves held by federal government institutions. It also provides Canadian citizens, permanent residents, and individuals present in Canada a right of access to their personal information.

The Department recognizes that the right of access to personal information is an essential element of our system of democracy. It is committed to openness and transparency, respecting both the spirit and the requirements of the *Act*, its regulations and related policy instruments. The Department further acknowledges the importance of facilitating access to information by requiring that its employees make every reasonable effort to assist applicants.

Mandate of the Department of Finance Canada

The Department helps the Government of Canada develop and implement strong and sustainable economic, fiscal, tax, social, security, international and financial sector policies and programs. It plays an important central agency role, working with other departments to ensure that the Government's agenda is carried out and that ministers are supported with high-quality analysis and advice.

The Department's responsibilities include the following:

- Preparing the federal budget and the Update of Economic and Fiscal Projections;
- Preparing the Annual Financial Report of the Government of Canada and, in cooperation with the Treasury Board of Canada Secretariat and the Receiver General for Canada, the Public Accounts of Canada;
- Developing tax and tariff policy and legislation;
- Managing federal borrowing on financial markets;
- Designing and administering major transfers of federal funds to the provinces and territories;
- Developing financial sector policy and legislation; and
- Representing Canada in various international financial institutions and groups.

The Minister of Finance is accountable for ensuring that his/her responsibilities are fulfilled both within his/her portfolio and with respect to the authorities assigned through legislation. In particular, the Minister has direct responsibility for a number of acts as well as fiscal and tax policy relating to other acts that are under the responsibility of other ministers.

Administration of the *Privacy Act*

Access to Information and Privacy Division

The Access to Information and Privacy (ATIP) Division is part of the Consultations and Communications Branch. The ATIP Division is responsible for administering the *Access to Information Act* and the *Privacy Act* for the Department. As a centralized operation, the ATIP Division coordinates the timely processing of requests under the legislation, conducts interdepartmental consultations, handles complaints lodged with the Information Commissioner, and responds to informal inquiries. Division staff also provides guidance to departmental officials on matters involving the *Act*. As of March 31, 2023, 14 employees within the ATIP Division were dedicated to the administration of the *Access to Information Act* and the *Privacy Act* along with related functions. On that date, the ATIP Division was comprised of a director, supported by two managers, 10 ATIP analysts, and a student. The Department of Finance Canada did not enter into any service agreements pursuant to section 73.1 of the *Privacy Act*.

Principles on Assistance to Applicants

With the passing of the *Federal Accountability Act*, section 4(2.1) was added to the *Access to Information Act*:

"The head of a government institution shall, without regard to the identity of a person making a request for access to a record under the control of the institution, make every reasonable effort to assist the person in connection with the request, respond to the request accurately and completely and, subject to the regulations, provide timely access to the record in the format requested."

While a similar provision was not included in the *Privacy Act*, the Department is nonetheless committed to both the spirit and intent of these principles and to the *Directive on Privacy Requests and Correction of Personal Information* with respect to their application when processing *Privacy Act* requests.

Policies, Guidelines, Procedures and Initiatives to Improve Privacy

Access to Information and Privacy Communities Development Office (APCDO)

In 2022-2023, the Department's ATIP Division became a member of the newly formed Access to Information and Privacy Communities Development Office (APCDO), an initiative led by the Treasury Board of Canada Secretariat (TBS) with membership open to ATIP offices across the federal public service. The APCDO was established to enhance the capacity of ATIP offices to provide Canadians with access to government information in a timely manner by attracting new talent to the ATIP offices and providing ATIP professionals with centralized training and professional development programs. Employees of the Department's ATIP office benefited from attending a number of the APCDO's training sessions tailored to the community thereby enhancing their skills.

ATIP Online Request Service Platform

In the summer of 2022, the Treasury Board of Canada Secretariat (TBS) launched its next generation ATIP Online Request Service Platform to enhance the user experience on the digital request service, a portal used by individuals and organizations to submit requests under the ATIP legislation. The Department of Finance was an early adopter of the enhanced platform, having participated in its pilot prior to the official launch. Procedures were established to ensure requests were efficiently captured and tracked following these changes. The digital request service was used to submit every single *Privacy Act* request received in 2022-2023, which is evidence that the portal is a favoured tool for the Act's users. Requesters have the option to send their requests through other channels as well, for example mail or email.

Training and Awareness

During the reporting period, the ATIP Division provided two training and awareness sessions to 68 participants. These sessions were given to employees and managers within the Department and covered various topics surrounding the Acts' legislative and policy requirements. For example, the sessions discussed the effective processing of access to information and privacy requests, proactive publication requirements, the principles surrounding the management of personal information, and the application of the Acts' exemption and exclusion provisions. One of the sessions was the result of a joint effort between the Information Management team and the ATIP office, given the natural linkages in the two similar but distinct fields. Participants benefited from having functional experts in both areas share their knowledge and respond to questions.

Delegation of Authority

The delegation of authority approved on May 5, 2021 provides the authority to approve or deny the release of information under the Act. This is shared by the Deputy Minister, the Associate Deputy Minister, the Assistant Deputy Ministers of Consultations and Communications Branch and of Corporate Services Branch, the Director General of Consultations and Communications the ATIP Director, ATIP Managers and and Senior ATIP advisors. The ATIP Director and ATIP Managers normally perform the function, with the exception of disclosures pursuant to paragraph 8(2)(e) of the Act, which are usually handled by the Assistant Deputy Minister of the Corporate Services Branch.

DESIGNATION / DÉLÉGATION

ACCESS TO INFORMATION ACT / LOI SUR L'ACCÈS À L'INFORMATION

Access to Information Act Designation Order

The Minister of Finance Canada, pursuant to section 95 of the *Access to Information 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 Minister as the head of the Department of Finance, under the provisions of the Act and related regulations set out in the schedule opposite each position.

This designation replaces all previous delegation orders.

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information

En vertu de l'article 95 de la Loi sur l'accès à l'information, le ministre des Finances Canada 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 ou elle] est, en qualité de responsable du Ministère des Finances, investi[e] par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

Dated in Ottawa on this 5th day
of May, 2021

Fait à Ottawa en ce 5^{ème} jour
de mai 2021

Schedule 1

Designation Order — Privacy Act

Powers, duties, or functions	Section	Deputy Minister	Associate Deputy Minister and G7/G20 & FSB Deputy for Canada	Associate Deputy Minister	Assistant Deputy Minister, Consultations and Communications Branch Director General, Consultations and Communications	Assistant Deputy Minister Corporate Services Branch	Director, Access to Information and Privacy (ATIP)	ATIP Managers	Senior ATIP Advisors
Disclosure for research purposes	8(2)(j)	Yes	Yes	Yes	Yes	No	Yes	No	No
Disclosure in the public interest or in the interest of the individual	8(2)(m)	Yes	Yes	Yes	Yes	No	Yes	No	No
Copies of requests under 8(2)(e) to be retained	8(4)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Notice of disclosure under 8(2)(m)	8(5)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Record of disclosures to be retained	9(1)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Consistent uses	9(4)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Personal information to be included in personal information banks	10	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Notice where access requested	14	No	No	No	No	No	Yes	Yes	No
Extension of time limits	15	No	No	No	No	No	Yes	Yes	Yes
Language of access	17(2)(b)	No	No	No	No	No	Yes	Yes	Yes
Access to personal information in alternative format	17(3)(b)	No	No	No	No	No	Yes	Yes	Yes
Exemption (exempt bank) - Disclosure may be refused	18(2)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Exemption - Personal information obtained in confidence	19(1)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Where authorized to disclose	19(2)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Exemption - Federal-provincial affairs	20	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Exemption - International affairs and defence	21	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Exemption - Law enforcement and investigation	22	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Exemption - <i>Public Servants Disclosure Protection Act</i>	22.3	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Exemption - Security clearances	23	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Exemption - Individuals sentenced for an offence	24	Yes	Yes	Yes	Yes	No	Yes	Yes	No

Powers, duties, or functions	Section	Deputy Minister	Associate Deputy Minister and G7/G20 & FSB Deputy for Canada	Associate Deputy Minister	Assistant Deputy Minister, Consultations and Communications Branch Director General, Consultations and Communications	Assistant Deputy Minister Corporate Services Branch	Director, Access to Information and Privacy (ATIP)	ATIP Managers	Senior ATIP Advisors
Exemption - Safety of individuals	25	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Exemption - Information about another individual	26	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Exemption – Protected information – solicitors, advocates and notaries	27	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Exemption - Medical record	28	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Notice of intention to investigate	31	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Right to make representation	33(2)	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Findings and recommendations of Privacy Commissioner (complaints)	35(1)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Access to be given	35(4)	No	No	No	No	No	Yes	Yes	No
Report of findings and recommendations (exempt banks)	36(3)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Report of findings and recommendations (compliance review)	37(3)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Special rules for hearings	51(2)(b)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
<i>Ex parte</i> representations	51(3)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Annual report – government institutions	72	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Notice of Provision of services related to privacy	73(1)(3)	Yes	Yes	Yes	Yes	No	Yes	No	No
Spending authority	73(1)(5)	Yes	Yes	Yes	Yes	No	Yes	No	No
	No	No	No	No	No	No	No	No	No
Privacy Regulations	No	No	No	No	No	No	No	No	No
Reasonable facilities and time provided to examine personal information	9	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Notification that correction to personal information has been made	11(2)	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Notification that correction to personal information has been refused	11(4)	Yes	Yes	Yes	Yes	No	Yes	Yes	No

Powers, duties, or functions	Section	Deputy Minister	Associate Deputy Minister and G7/G20 & FSB Deputy for Canada	Associate Deputy Minister	Assistant Deputy Minister, Consultations and Communications Branch Director General, Consultations and Communications	Assistant Deputy Minister Corporate Services Branch	Director, Access to Information and Privacy (ATIP)	ATIP Managers	Senior ATIP Advisors
Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	13(1)	Yes	Yes	Yes	Yes	No	Yes	No	No
Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	14	Yes	Yes	Yes	Yes	No	Yes	No	No

Information Holdings

All government institutions subject to the *Access to Information Act* and the *Privacy Act* publish an inventory of their information holdings as well as relevant details about personal information under their control. The information can assist individuals in making an access to information or personal information request, or in exercising their privacy rights.

A description of the Department's programs, activities, and information holdings, including its classes of records and personal information banks can be found in [Info Source: Sources of Federal Government and Employee Information](#).

Some programs and activities, such as human resources and financial management, are common to most government institutions. These are known as [internal services](#) and they involve the following types of information:

- [Standard classes of records](#): These are descriptions of all records created and used to support internal services.
- [Standard personal information banks](#): These are descriptions of personal information contained in records, and collected and used to support internal services.

Interpretation of Statistical Report (Annex A)

Sections 1 and 2 – Requests under the *Privacy Act* and Informal Requests

The Department of Finance received eight formal requests received in 2022-2023, a 38 per cent decrease from the 13 requests received the previous reporting year. Four requests were carried over from 2021-2022. By the end of 2022-2023, two requests remained outstanding. The Department's ATIP Division did not receive any informal requests for personal information.

The following table illustrates a five-year trend.

1.1

Overview of *Privacy Act* Requests

Fiscal Year	New Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate %
2022-2023	8	12	2	2	80%
2021-2022	13	9	1,237	800	89%
2020-2021	7	7	87	87	57%
2019-2020	14	14	601	601	100%

Fiscal Year	New Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate %
2018-2019	21	21	23	23	100%

Section 3 – Requests Closed During the Reporting Period

Disposition / Completion Time of Requests

Many individuals who submit *Privacy Act* requests incorrectly assume that the Department holds the same type and amount of personal information as is held by the Canada Revenue Agency, banks, and trust companies. That is not the case and explains why many requests do not result in the retrieval of personal information. The following table indicates the disposition of the ten completed requests this fiscal year:

2.1

Disposition and completion time

Disposition	Number of Requests	Percentage of Requests
All disclosed	1	10%
Disclosed in part	0	0%
All exempted	0	0%
All excluded	0	0%
No records exist	4	40%
Request abandoned	5	50%
Neither confirmed or denied	0	0%
Total	10	100%

Completion Time

Of the 10 requests completed, eight were completed within 30 days. The remaining two requests were closed between 31 and 120 days.

Exemptions / Exclusions

In 2022-2023, the Department did not invoke any exemptions on the records it reviewed for disclosure under the *Privacy Act*.

Format of Information Released

Records were provided to the applicant in one instance. They were provided in electronic form.

Complexity

None of the requests closed in 2022-2023 gave rise to any complexities.

Deemed Refusals

Of the 10 requests completed, eight (80 per cent) were closed on time. The remaining requests received a late responses.

Translations

There were no requests for translation this reporting period.

Section 4 – Disclosures under Subsection 8(2) and 8(5) (Permissible Disclosures)

Paragraph 8(2)(e) of the *Act* allows for disclosures of personal information “to an investigative body...for the purpose of enforcing any law.” The Department did not make any disclosures pursuant to paragraph 8(2)(e) of the *Act* in this reporting period.

Paragraph 8(2)(m) of the *Act* allows for disclosures of personal information in the public interest. The Department did not make any disclosures pursuant to paragraph 8(2)(m) of the *Act* in this reporting period.

Section 5 – Requests for Correction of Personal Information and Notations

No requests for corrections or notations were received from applicants this reporting period.

Section 6 – Extensions

The Department did not claim any extensions on the requests processed under the *Privacy Act* in 2022-2023.

Section 7 – Consultations Received from Other Institutions and Organizations

No consultations were received from other government institutions or organizations.

Section 8 – Completion Time of Consultations on Cabinet Confidences

The departmental legal services unit was not asked to respond to any consultations to confirm the existence of Cabinet Confidences during the reporting period.

Section 9 – Complaints and Investigation Notices Received

In 2022-2023, no complaints were made under the *Privacy Act*, and none were completed.

No audits were initiated or completed this fiscal year.

No appeals were made to the Federal Court.

Section 10 – Privacy Impact Assessments (PIAs) and Personal Information Banks

The Department did not initiate or complete any Privacy Impact Assessments this reporting period. There is currently one institution-specific active personal information bank (PIB) for the Department of Finance, entitled **Tax Data - Evaluation and Formulation of Fiscal Policy (Bank number FIN PPU 100)**, as outlined in the [Info Source](#) publication.

Section 11 – Privacy Breaches

No material privacy breaches occurred this reporting period.

Section 12 – Resources Related to the Privacy Act

Administration of the *Act* cost the Department \$12,376 in 2022-2023. Costs incurred in the reporting period include the salaries of ATIP Division staff and the administrative expenses associated with administration of the *Act*. Costs do not include salaries of other departmental personnel involved in processing requests.

Supplemental Reporting – Capacity to Receive and to Process Requests, Breakdown of Outstanding Requests and Complaints, New collection or Uses of the SIN, and Universal Access under the Privacy Act

Throughout 2022-2023, the Department continued to process its requests electronically after having modernized its work processes in 2020 in the weeks following the start of pandemic, resulting in a beginning-to-end digital paperless delivery model.

The Department was able to receive and process requests submitted by mail, by email, and through the digital request service throughout all of 2022-2023. From July 2022 onward, more and more employees began accessing the physical workplace as they began to prepare for the hybrid work environment that is currently in place at the Department of Finance since fall 2022.

At the end of the fiscal year, two requests remained in the Department's inventory of active requests. These requests were carried forward from the 2022-2023 fiscal year. One was on time at the end of the reporting period, and the deadline was missed in the case.

A single complaint against the Department remained in its inventory of active complaints. The complaint was received in 2021-2022 and had not yet received a finding.

The Department did not undertake any new activities or initiatives involving the collection or use of the Social Insurance Number (SIN) in 2022-2023.

None of the *Privacy Act* requests received by the Department were from a confirmed foreign national outside of Canada.

Monitoring Compliance

Due to the small number of requests processed by the Department under the *Act*, including corrections or notations, monitoring of requests is conducted within the ATIP Division as required in order to ensure that the Department meets its legislated obligations.

Annex A Statistical Report on Privacy Act Requests (including Supplemental Statistical Report)

Section 1: Requests Under the Privacy Act

Name of institution: Department of Finance

Reporting period: April 1, 2022 to March 31, 2023

1.1

Number of requests received

	Number of Requests

		Number of Requests
Received during reporting period		8
Outstanding from previous reporting periods		4
Outstanding from previous reporting period	4	
Outstanding from more than one reporting period	0	
Total		12
Closed during reporting period		10
Carried over to next reporting period		2
Carried over within legislated timeline	1	
Carried over beyond legislated timeline	1	

1.2

Channels of requests

Source	Number of Requests
Online	8
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	8

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							
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		501-1,000 Pages Released		1,001-5,000 Pages Released		More Than 5,000 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
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	1	0	0	0	0	1
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	4	0	0	0	0	0	0	4
Request abandoned	2	2	0	1	0	0	0	5
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	6	2	1	1	0	0	0	10

3.2

Exemptions

Section	Number of Requests
18(2)	0
19(1)(a)	0
19(1)(b)	0
19(1)(c)	0
19(1)(d)	0
19(1)(e)	0
19(1)(f)	0
20	0
21	0
22(1)(a)(i)	0
22(1)(a)(ii)	0
22(1)(a)(iii)	0
22(1)(b)	0

Section	Number of Requests
22(1)(c)	0
22(2)	0
22.1	0
22.2	0
22.3	0
22.4	0
23(a)	0
23(b)	0
24(a)	0
24(b)	0
25	0
26	0
27	0
27.1	0
28	0

3.3

Exclusions

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

3.4

Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	1	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
2	2	6

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		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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	2	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	5	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	6	2	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

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

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 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	8
Percentage of requests closed within legislated timelines (%)	80

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
2	1	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	1	0	1
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

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
Total	2	0	2

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 requests where an extension was 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 Confidence Section (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 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
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
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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
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		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

8.2

Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

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	1	0	0	0

Personal Information Banks	Active	Created	Terminated	Modified
Central	0	0	0	0
Total	1	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	\$11,876
Overtime	\$0
Goods and Services	\$500
Professional services contracts	\$0
Other	\$500
Total	\$12,376

12.2

Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.140
Part-time and casual employees	0.010
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.150

Note: Enter values to three decimal places.

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

Name of institution: Department of Finance

Reporting period: April 1, 2022 to March 31, 2023

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52

	Number of Weeks
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records under the *Access to Information Act* and the *Privacy Act*

2.1

Number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	13	39	52

2.2

Number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

Section 3: Open Requests and Complaints Under the *Access to Information Act*

3.1

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, 2023	Open Requests that are Beyond Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	122	90	212
Received in 2021-2022	1	132	133
Received in 2020-2021	0	105	105
Received in 2019-2020	2	109	111
Received in 2018-2019	1	18	19
Received in 2017-2018	0	31	31
Received in 2016-2017	1	22	23
Received in 2015-2016	2	5	7
Received in 2014-2015	1	2	3
Received in 2013-2014 or earlier	2	0	2
Total	132	514	646

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Access to Information Act*

3.2

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 2022-2023	17
Received in 2021-2022	3
Received in 2020-2021	0
Received in 2019-2020	1

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2018-2019	1
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	22

Section 4: Open Requests and Complaints Under the *Privacy Act*

4.1

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, 2023	Open Requests that are Beyond Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	1	1	2
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Received in 2014-2015 or earlier	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	1	1	2

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

4.2

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

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	1
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	1

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the *Privacy Act*

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the <i>Privacy Act</i>	

Date modified:

2023-11-16