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ANNUAL REPORTS
Access to Information and Privacy Acts

1983 - 1984



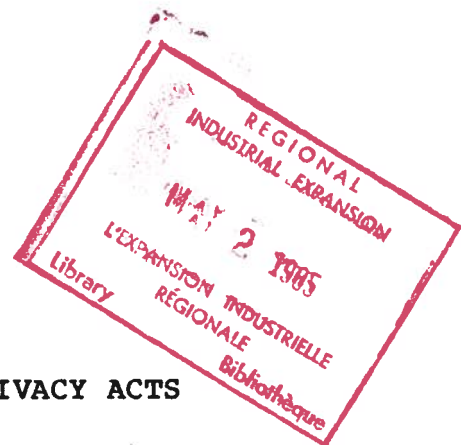
Government
of Canada

Gouvernement
du Canada

Regional Industrial
Expansion

Expansion industrielle
régionale

Canada



**ACCESS TO INFORMATION AND PRIVACY ACTS
ANNUAL REPORTS**

FOR THE PERIOD OF JULY 1, 1983 TO MARCH 31, 1984



Minister of Regional Industrial Expansion Ministre de l'Expansion industrielle régionale

Ottawa, Canada
K1A 0H5

Her Excellency
The Right Honourable Jeanne Sauv ,
P.C., C.C., C.M.M., C.D.
Governor General of Canada
Government House
1 Sussex Drive
Ottawa, Ontario
K1A 0A1

Your Excellency:

I have the honour to submit to Your Excellency the annual reports on the administration of the Access to Information and Privacy Acts for the period of July 1, 1983 to March 31, 1984, in accordance with section 72 of the legislation.

These reports also include any activities of the Atlantic Development Council, the National Design Council and the Regional Development Incentives Board as they relate to the Access to Information and Privacy Acts.

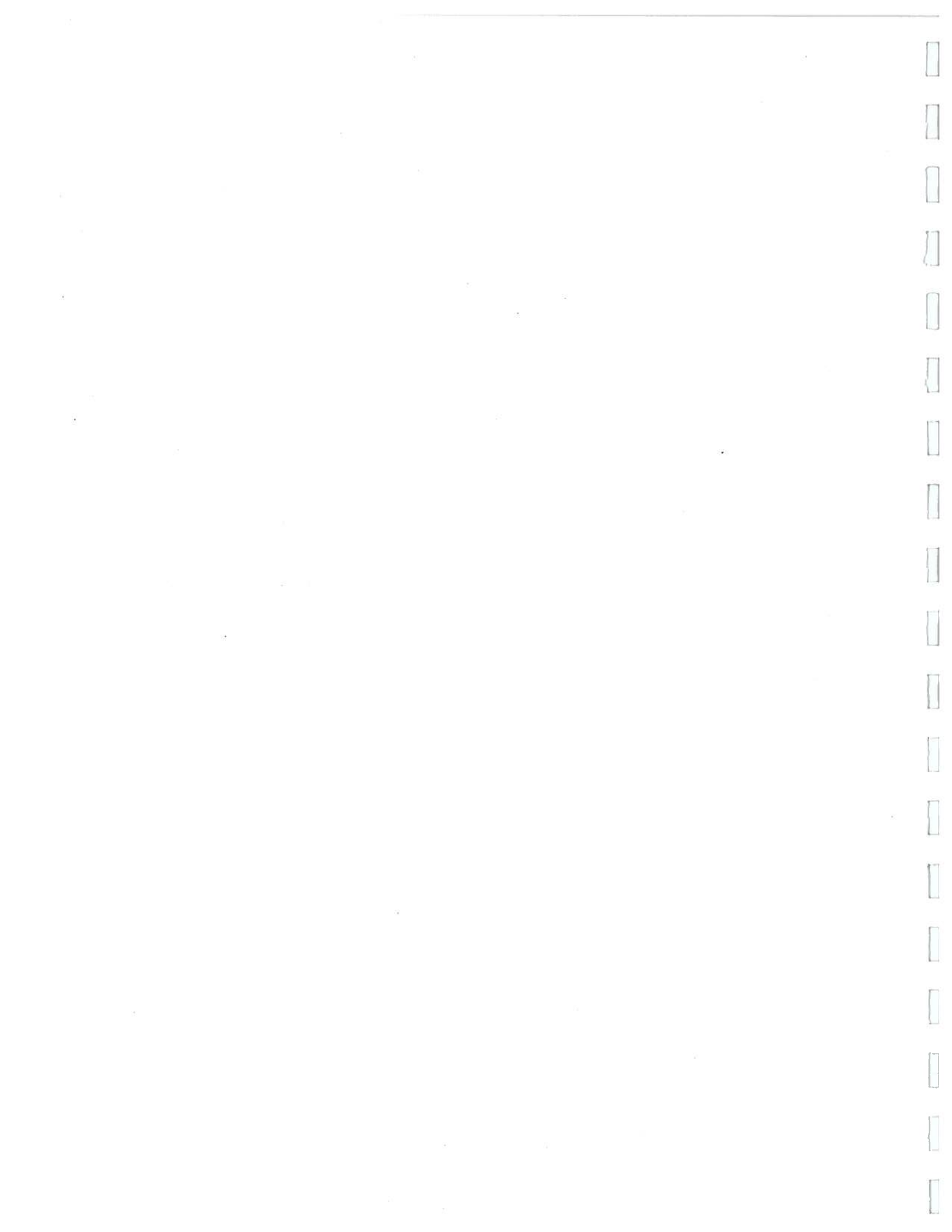
Respectfully submitted,

Hon. Sinclair Stevens, P.C., M.P.



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INTRODUCTION

On July 1, 1983, the Access to Information and Privacy Acts came into force, giving Canadians broad new rights of access to information contained in the records of federal government institutions. These laws reflect a commitment to more open government and accountability to the public. As a result, an important milestone in the evolution of democratic government has been reached.

The Access to Information and Privacy Acts will demand a careful balancing of rights and interests. For example, under section 15 of the Access to Information Act, the public interest in the disclosure of information must be reconciled with the injury which may flow from such disclosure to the government's conduct of international affairs, the defence of Canada or the detection, prevention or suppression of subversive or hostile activities. In a similar way, under section 8 of the Privacy Act, the interest in releasing personal information to third parties, such as federal investigative bodies, must be carefully weighed against the threat to an individual's privacy. The Access to Information and Privacy Acts are new, complex and far-reaching pieces of legislation which can be expected to present numerous challenges to government institutions, the Information and Privacy Commissioners and the courts in meeting the objectives intended by Parliament.

This publication reports on the operation of the Access to Information and Privacy Acts in the Department of Regional Industrial Expansion for the period from July 1, 1983 to March 31, 1984.



PART 1

REPORT ON THE ACCESS TO INFORMATION ACT



1. Implementation

While the year of 1983 marked the coming into force of the Access to Information and Privacy Acts, it was eventful in other respects as well. Implementation of the new legislation proceeded as the new Department of Regional Industrial Expansion (DRIE) took further shape. For example, a new program, the Industrial and Regional Development Program (IRDP), began operation in July 1983 when the program regulations came into effect. The IRDP, which replaced a number of existing programs, was created as an integral part of the amalgamation of elements of the Departments of Industry, Trade and Commerce (ITC) and Regional Economic Expansion (REE) to form the new Department of Regional Industrial Expansion.

Preparation for departmental implementation of the Access to Information and Privacy Acts started some time before 1983 with the establishment of an Access to Information and Privacy Office. In the period prior to the proclamation of the new laws, departmental officials were urged to treat all requests for information in the spirit of the Access to Information and Privacy measures proposed by the government. With Parliament's adoption of Bill C-43, the importance of fulfilling the new responsibilities and obligations imposed by the legislation were underlined to staff. The Bill was widely disseminated and followed by an explanatory guide. Numerous seminars were given on the features and implications of the laws. Illustrative cases were developed to resolve potential difficulties in applying the new measures. Entries describing departmental information holdings were prepared and submitted to Treasury Board for inclusion in the government's first Access Register publication. Similarly, an inventory of all departmental personal information banks and classes was initiated and submitted to Treasury Board for the government's Personal Information Index. A policy and procedures manual was produced and made available to staff. A detailed review of all administrative decision-making manuals was undertaken with a view to identifying any exemptable information for the purposes of the Access to Information and Privacy Acts. Arrangements were concluded, at headquarters and regional offices, for the establishment of facilities allowing public access to these departmental manuals in accordance with section 71 of the Access to Information Act.

DRIE is the recipient of considerable third party information, most of which constitutes business information collected by the department for the purpose of administering its programs and activities. One impact of the Access to Information Act concerned the many requests received in 1983-84 which involved third party

information. Because of the source and nature of the information involved, a number of requests required consultations with third parties. The department considers such consultations essential if it is to exercise its judgment in an equitable and accurate manner. The requirement for third party consultations, and to a lesser extent, consultations with other government institutions, made it difficult to meet the 30 calendar day time limit imposed by section 7 of the Act. This resulted, in a few instances, in the need for time extensions pursuant to section 9 of the Act.

The experience with the legislation to date also suggests that it has had an impact on the program operations of the department. The Access to Information and Privacy Acts have imposed additional demands in terms of searching for, identifying, reviewing and preparing records, assisting in determining fee assessments and making recommendations on cases. The time required to review and prepare records appears to account for most of the work associated with the processing of requests.

2. Organization of Access to Information and Privacy Activities

In recognition of the importance of the new legislation, an Access to Information and Privacy Office was established. The primary responsibilities of the Office include:

- Developing departmental policies, procedures and guidelines for the orderly implementation of the Access to Information and Privacy Acts;
- Processing formal requests and advising senior management on the operation of the legislation and the disposition of cases;
- Promoting awareness of the legislation to ensure departmental responsiveness to the obligations imposed on the government;
- Acting as spokesperson for the department in dealings with the Treasury Board Secretariat, the Information and Privacy Commissioners and other government departments and agencies;
- Coordinating activities for the maintenance of current inventories of departmental information holdings;
- Coordinating the preparation of information for management and Parliamentary reports as well as other material that may be required by central agencies.

Through its Coordinator, the Office reports directly to the Comptroller of the department.

Two full-time officers and two full-time support staff were dedicated to Access to Information and Privacy activities in 1983-84.

3. Processing of Formal Requests - Summary

The following summarizes the departmental process of dealing with formal access requests. All such requests are forwarded to the Access to Information and Privacy Office where they are reviewed for clarity and conformity with the law. Each request is then assigned to an organizational unit of the department. This unit is responsible for locating and retrieving the records containing the information sought and assists in determining the costs and fees associated with the processing of the request. After review of the relevant records, the organizational unit is responsible for formulating recommendations on the disposition of the case. These are evaluated by the Access to Information and Privacy Office before a final recommendation is presented to the Minister. Once a decision has been rendered, the requestor is notified by the ATIP Office and the organizational unit arranges to provide access to all disclosable records. The processing of requests is illustrated in Appendix A.

4. Formal/Informal Interface

The Access to Information Act is intended to complement, not replace, existing procedures and channels for access to government information. The department, in fulfilling its mandate of fostering regional and industrial development, regularly collects, develops, analyzes and disseminates information in order to assist and inform the business community and the public in general. Generally this information is made readily available to interested parties through sources such as publications, press releases, special reports and press interviews. The use of these regular and informal channels of information is encouraged to the fullest extent possible. Public requests for such information are intended to be handled in the usual manner -- as distinguished from those requests made under the Access to Information Act.

In 1983-84, four formal access cases were dealt with as informal requests. In addition, the ATIP Office dealt with a number of informal written and verbal queries which were also ultimately disposed of on the same basis. No statistics were maintained on the latter.

5. Delegation of Authority

The responsibility for approving recommendations to deny or provide access to departmental information requested under the Access to Information Act is normally exercised by the Minister of Regional Industrial Expansion. Certain responsibilities have been delegated to departmental officials in order to provide for some administrative flexibility. Appendix B lists the position titles of officials who may exercise a delegated authority as well as the relevant section of the Act.

6. Complaints to Information Commissioner

Four complaints to the Information Commissioner were lodged during the reporting period. In each case the Commissioner either made no finding or could not support the complaint.

One complaint concerned material which was deemed excluded pursuant to section 69 of the Act. The Information Commissioner determined that the complaint was not supportable.

Two complaints concerned fees. One dealt with the application fee. In this case, the Commissioner explained to the complainant that the application fee had to be paid before the request could be processed. The second fee complaint concerned the issue of fee waiver. No finding was made but the complainant (a publisher) was informed that the Commissioner's Office would conduct a separate study on whether a general fee waiver for the media was in the public interest.

With respect to the fourth and final complaint, the Information Commissioner has not, as of this date, made a ruling.

7. Appeals to the Federal Court

One appeal was filed in 1983-84 under section 44 of the Access to Information Act. This section permits a third party to apply to the Federal Court for a review of a decision to disclose a record or part of a record.

The appeal concerned a report prepared by an independent consulting firm on Maislin Transport Ltd. After review of the record, the department determined that certain portions were exempt from disclosure and that others were disclosable. The third party was notified accordingly. An application was filed with the Federal Court on November 15, 1983 through which the company sought to have the department's decision reviewed and set aside by the Court. No decision had been rendered by the Court as of March 31, 1984.

8. Statistical Report - Interpretation and Explanation

Appendix C provides a statistical report on the Access to Information applications dealt with in the period from July 1, 1983 to March 31, 1984. The following endeavours to provide explanations and interpretations for information contained in this report.

a. Requests Processed

Forty-three requests were received by DRIE during this reporting period. Of this total, eight or 18.6 per cent were still outstanding as of March 31, 1984. Three of the requests carried forward concerned a record which was the subject of an appeal to the Federal Court under section 44 of the Act and which had not been resolved by the Court by March 31, 1984. The five remaining outstanding requests were received too late in the reporting period to be completed by the aforementioned date.

While keeping in mind the limitations faced with respect to available data, Appendix D attempts to provide a categorization of the requests received by DRIE in terms of known affiliations and province of origin.

b. Disposition of Completed Requests

Of the forty-three requests received, thirty-five or 81.4 per cent were completed during the reporting period. The thirty-five completed requests were disposed of in the following manner:

Records all disclosed

Of the thirty-five requests completed, requestors were provided with total access to the relevant records in twelve cases;

Records disclosed in part

In another ten instances, the requestors were granted partial access.

Therefore, in about 63 per cent of the cases, access was given to all or part of the records. The large majority of cases where no access was given were attributable to situations where the department was unable to deal with requests for some special reason (e.g. request abandoned by the applicant).

c. Excluded Records

One or three per cent of the completed requests involved a record which fell within the ambit of section 69 of the Access to Information Act. This section deals with records which are considered confidences of the Queen's Privy Council. The Act does not apply to records falling within this category.

d. Unable to Process

One request or three per cent fell into the "unable to process" category. At issue was a case where the required application fee was not provided in response to departmental requests.

e. Transferred

Two of the thirty-five requests completed concerned records not under the control of this department. These two requests, in accordance with the Act, were transferred to the appropriate government institution.

f. Abandoned

Of the completed access requests, eight were considered abandoned. However, only four of these requests were abandoned in the usual sense. The remaining four requests were completed on an informal basis.

Details on the first four abandoned requests are as follows:

- With respect to two applications, the requestors did not respond to the department's verbal and/or written queries seeking clarification;

- In another instance, the requestor withdrew his request because he obtained the information he was seeking through other formal means;
- In the case of the fourth and final request, the applicant, after being informed that the information he was seeking might involve significant search fees, verbally advised that he would revise his request. The applicant, however, failed to respond to the department's written requests for further direction.

g. Does Not Exist

With respect to one or three per cent of the completed requests, the information sought did not exist.

h. Exemptions or Exclusions Invoked

As will be noted from Appendix C, exemptions or exclusions under sections 13, 14, 15, 19, 20, 21 and 69 of the Access to Information Act were invoked by the department in dealing with a number of cases. The Appendix is intended to show the types of exemptions/exclusions invoked to deny access. For example, if in one request five different exemptions were used, this is reported as one exemption under each relevant section, for a total of five. If the same exemption was used several times for the same request, it is reported only once.

i. Completion Time

Eighty per cent of the thirty-five requests were completed within 30 days while 8.6 per cent of the requests were completed in 60 days and 11.4 per cent within 120 days.

There were four requests which involved more than 60 days completion time. In three out of the four requests section 28 notifications under the Act were given to third parties. Third party notification and intervention rights are invoked under section 28 where the head of a government institution proposes to disclose information which he has reason to believe may contain information described in subsection 20(1) of the Act. As a result of these procedures, it is usually not possible to adhere to the 30-day time limit for responding to requests under section 7 of the Act.

As for the remaining request which required more than 60 days to complete, two time extensions were

involved - one for 30 days and the second for 15 days. In this particular case, the records requested involved, in addition to DRIE, other government institutions. Extensive consultations were necessary with these institutions to ensure that the interests of all parties concerned were taken into account.

j. Fees & Costs

It is estimated that the thirty-five completed cases entailed about 1 209 hours of officer time while approximately 137 hours were expended by support staff for a total of 1 346 hours. In terms of salary costs, the time spent equates to \$32 470.48 for officers and \$1 640.29 for support staff for a total of \$34 110.77. An average of \$974.59 was therefore spent on processing each completed request. These figures do not reflect the operational costs of running the departmental Access to Information and Privacy Office. In addition, it is believed that the above figures are underestimated because of the difficulties associated with collecting full figures from all responsibility areas.

The fees collected during the reporting period totalled \$868.19. It is the Department's practice to waive fees where the total fees owing per request amount to less than \$25 00.

PART 2
REPORT ON THE PRIVACY ACT



1. Implementation

Certain features that were common to the implementation of both the Access to Information and Privacy Acts are referred to in part 1, section 1 of the Access to Information Act Report.

Few requests for personal information were received under the Privacy Act and no major difficulties were encountered in administering this legislation in 1983-84.

2. Organization of Access to Information and Privacy Activities

The reader is referred to part 1, section 2 of the Access to Information Act Report.

3. Processing of Formal Requests

The processing of formal requests under the Privacy Act is as described in part 1, section 3 of the Access to Information Act Report.

4. Formal/Informal Interface

The department is a repository of personal information, including information about employees and information concerning other individuals such as applicants for loans and grants.

Access to the type of personal information that has generally been available to individuals has been continued without formal recourse to the Privacy Act. Where access cannot be granted through informal channels, individuals are informed of their right to submit a formal request under the Act.

5. Delegation of Authority

The responsibility for approving recommendations to deny or provide access to personal information requested under the Privacy Act is normally exercised by the Minister of Regional Industrial Expansion. Certain responsibilities have been delegated to departmental officials in order to provide for some flexibility. Appendix E lists the position titles of officials who may exercise a delegated authority as well as the relevant section of the Act.

6. Complaints to Privacy Commissioner

No complaints were lodged with the Privacy Commissioner during this reporting period.

7. Appeals to the Federal Court

No appeals were filed with the Federal Court under the Privacy Act in 1983-84.

8. Exempt Banks

No personal information bank has been designated as exempt in accordance with section 18 of the Privacy Act.

9. Disclosure under paragraph 8(2)(e) of the Privacy Act

The Department did not receive any requests from the investigative bodies specified in the Regulations during this reporting period.

Through the department's Access to Information and Privacy Manual, staff have been advised that disclosures of information under paragraph 8(2)(e) are strictly regulated. Any requests for disclosure received under this provision are to be referred to the Access to Information and Privacy Coordinator for review. The Coordinator conducts his review with the senior official in the department who is responsible for the personal information bank or the personal information class containing the information sought.

10. Use and Disclosure

The department's Access to Information and Privacy Manual outlines the intent and requirements of the Privacy Act and Treasury Board guidelines with respect to the collection, use, disclosure, retention and disposal of personal information so that all staff will be aware of their responsibilities for the proper management of information holdings. They are particularly advised of their responsibilities in ensuring that all uses and disclosures of personal information are recorded and accounted for, by documenting all activities relating to the personal information and maintaining the relevant material on official departmental files.

Responsibility centres are advised to consult with the departmental Access to Information and Privacy Office before collecting any personal information, as well as in situations where there is any doubt concerning the rules to apply in the retention or disposal of personal information. Further, the Office must be notified where personal information in a personal information bank is used or disclosed for a use consistent with the purpose for which the information was obtained or compiled by the department but such a use is not included in the

statement of consistent uses published in the government's Privacy Index.

11. Statistical Report - Interpretation and Explanation

Appendix F provides a statistical report on the requests for personal information received under the Privacy Act which were dealt with in the period from July 1, 1983 to March 31, 1984.

Appendix G provides a categorization, by province of origin, of the requests for personal information received by DRIE.

a. Disposition of Completed Requests

Three requests were received by DRIE during this reporting period and were disposed of in the following manner:

Records All Disclosed

In two cases, all the information contained in the specified personal information bank was disclosed.

Unable to Process

One request fell into the "Unable to Process" category. With the recent reorganization of DRIE, the personal information bank to which the requestor was seeking access was no longer under the control of this department. Although there are no provisions in the Privacy Act for the transfer of requests for personal information, this request was transmitted to the appropriate department and the requestor was so advised.

b. Exemptions or Exclusions Invoked

No exemptions or exclusions were invoked in any of the completed requests.

c. Completion Time

The requests were all completed within the 30-day time period specified in the Act.

d. Costs

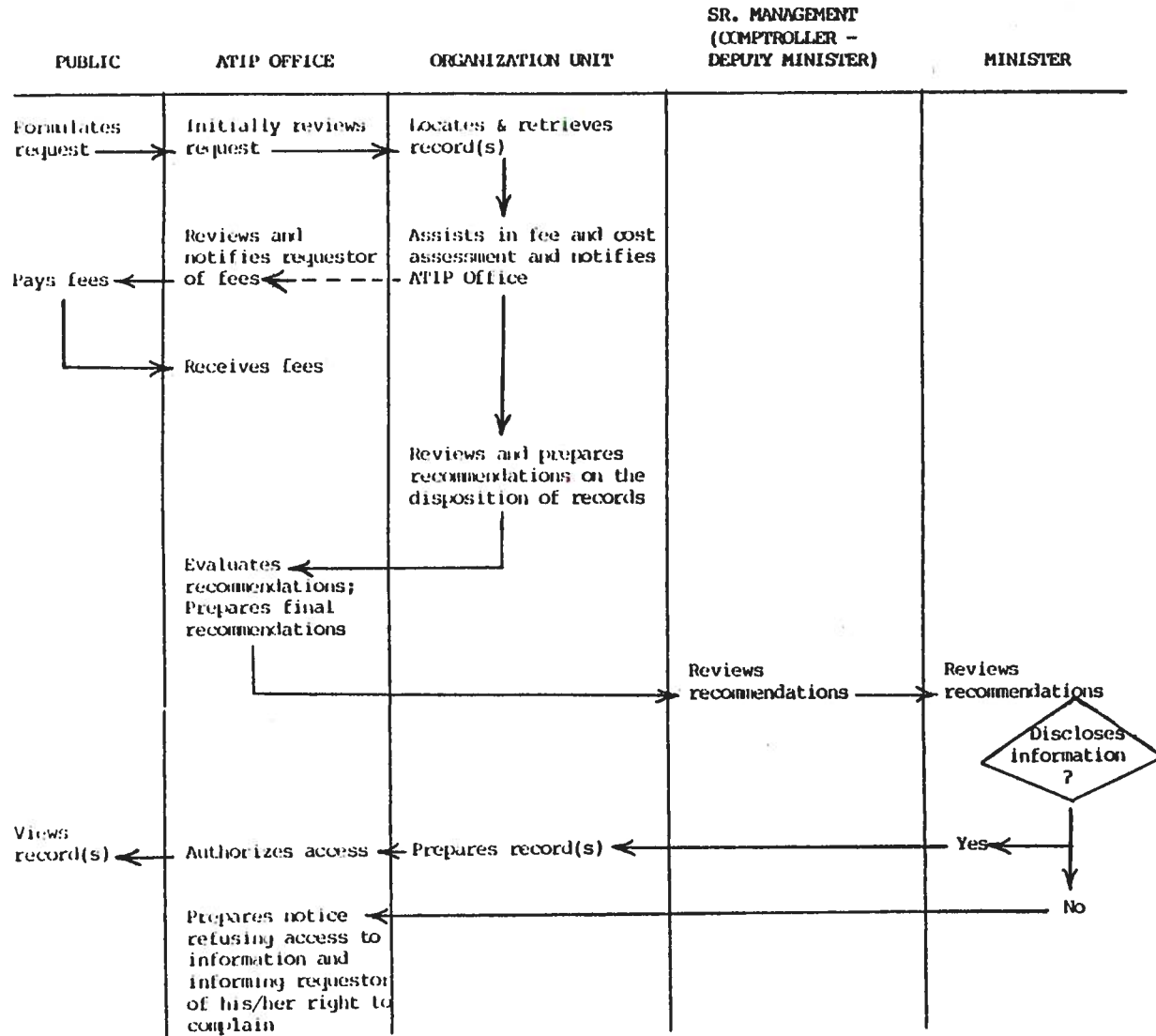
The costs outlined in the statistical report reflect only those expenses incurred in processing the

requests. As a result, they do not include the operational costs of running the departmental Access to Information and Privacy Office.

It is estimated that the three requests entailed about 10.5 hours of officer time while approximately 2.25 hours were expended by support staff for a total of 12.75 hours. In terms of salary costs, the time spent equates to \$280.69 for officers and \$25.04 for support staff for a total of \$305.73. An average of \$101.91 was therefore spent on processing each request.

APPENDIX A

PROCESSING REQUESTS FOR ACCESS TO INFORMATION



APPENDIX B

Delegation of Authority - Access to Information Act

<u>Position</u>	<u>Section(s) of Access to Information Act</u>
Associate Deputy Minister	11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 13(1), 13(2), 14, 15, 16(1), 16(2), 16(3), 17, 18, 19(1), 19(2), 20(1), 20(2), 20(3), 20(5), 20(6), 21, 22, 23, 24(1), 26, 27, 28(1), 28(5)(a), 28(5)(b), 28(6), 28(8), 29(1)(b), 37(4), 43(1)
Comptroller	11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 13(1), 13(2), 14, 15, 16(1), 16(2), 16(3), 17, 18, 19(1), 19(2), 20(1), 20(2), 20(3), 20(5), 20(6), 21, 22, 23, 24(1), 26, 27, 28(1), 28(5)(a), 28(5)(b), 28(6), 28(8), 29(1)(b), 37(4), 43(1)
Executive Director Regional and Industrial Program Affairs	11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 20(3), 28(1), 28(5)(a), 28(6), 28(8), 29(1)(b), 37(4), 43(1)
Assistant Deputy Minister Capital and Industrial Goods	11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 20(3), 28(1), 28(5)(a), 28(6), 28(8), 29(1)(b), 37(4), 43(1)
Assistant Deputy Minister Consumer Goods, Services and Resource Processing	11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 20(3), 28(1), 28(5)(a), 28(6), 28(8), 29(1)(b), 37(4), 43(1)
Assistant Deputy Minister Regional and Industrial Policy and Small Business	11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 20(3), 28(1), 28(5)(a), 28(6), 28(8), 29(1)(b), 37(4), 43(1)
Assistant Deputy Minister Regional and Industrial Projects and Crown Investments	11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 20(3), 28(1), 28(5)(a), 28(6), 28(8), 29(1)(b), 37(4), 43(1)

<u>Position</u>	<u>Section(s) of Access to Information Act</u>
Assistant Deputy Minister Tourism	11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 20(3), 28(1), 28(5)(a), 28(6), 28(8), 29(1)(b), 37(4), 43(1)
Regional Executive Directors Regional and Industrial Development	11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 20(3), 28(1), 28(5)(a), 28(6), 28(8), 29(1)(b), 37(4), 43(1)
Vice-President Policy Planning and Public Relations, CIRB	11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 20(3), 28(1), 28(5)(a), 28(6), 28(8),
Coordinator Access to Information and Privacy	7(a), 8(1), 9, 11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 20(3), 28(1), 28(4), 28(5)(a), 28(6), 28(8), 29(1)(a), 29(1)(b), 33, 37(4), 43(1), 44(2)
Assistant Coordinator Access to Information and Privacy	7(a), 8(1), 9, 11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 20(3), 28(1), 28(4), 28(5)(a), 28(6), 28(8), 29(1)(a), 29(1)(b), 33, 37(4), 43(1), 44(2)

REPORT ON ACCESS TO INFORMATION

Institution Department of Regional Industrial Expansion	Reporting period 830701 to 840331
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I Requests under the Access to Information Act

Received during reporting period	43
Outstanding from previous period	0
TOTAL	43
Completed during reporting period	35
Carried forward	8

II Disposition of requests completed

1. All disclosed	12	6. Unable to process	1
2. Disclosed in part	10	7. Insufficient information	0
3. Excluded	1	8. Abandoned	8
4. Exempt	0	9. Does not exist	1
5. Transferred	2	TOTAL	35

III Exemptions invoked

S. 13(1) (a)		S. 16(1) (d)		S. 20(1) (c)	7
(b)		S. 16(2)		(d)	5
(c)	2	S. 16(3)		S. 21(1) (a)	5
(d)		S. 17		(b)	4
S. 14	1	S. 18 (a)		(c)	1
S. 15(1) Internat. rel.	1	(b)		(d)	
Defence		(c)		S. 22	
Subversive activities		(d)		S. 23	
S. 16(1) (a)		S. 19(1)	4	S. 24	
(b)		S. 20(1) (a)		S. 25	
(c)		(b)	7	S. 26	

IV Exclusions cited

S. 6E (a)	
(b)	
(c)	
(d)	
S. 69(1)	2
S. 69(i) (a)	
(b)	
(c)	
(d)	
(e)	
(f)	
(g)	2

V Completion time

Under 30 days	28
31 to 60 days	3
60 to 120 days	4
Over 120 days	

VI Extensions

	Under 30 days	Over 30 days
Searching		
Consultation	5	1
Third party		3
TOTAL	5	4

VII Translations

Translation requested	
Translation prepared	
English to French	
French to English	
Average time to prepare translations	

VIII Method of access

Copies given	19
Examination	2
Copies and Examination	1

IX Fees

Fees collected	
Application fees	150.00
Reproduction	180.25
Searching	175.50
Preparation	182.00
Computer processing	180.44
TOTAL	868.19

X Costs

Personnel	
Officer	\$ 32 470.48
Support staff	\$ 1 640.29
Other	\$
TOTAL	\$ 34 110.77
Officer (PY)	.62
Support staff (PY)	.07
TOTAL	.69

XI Appeals to info. commissioner

Reasons	
Non disclosure	1
Fees	3
Extension	
Publications	
Denial of translation	
Time to prepare trans.	
Other	1
No. initiated during reporting period	4
No. completed during reporting period	
No. carried forward	1
Average time of resol. (for those compl.) (days)	
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

XII Appeals to Federal Court

Appeal by	
Applicant	
Third party	1
Information Commissioner	
Average time of resol. (for those compl.) (days)	
No. initiated during reporting period	1
No. completed during reporting period	
No. carried forward	1
Disclosure ordered	
Non-disclosure ordered	
Other	

Fees waived over \$25.00	\$
Fees waived (no. of times)	

APPENDIX D

Requests Received under the Access to Information Act

<u>Affiliation Groups</u>	<u>No. of Requests Received</u>
Business	13
Press	11
Parliament	2
Students	4
Lawyers/Legal Firms	7
Unknown	6
	<hr/>
Total	43

Provinces of Origin

British Columbia	2
Saskatchewan	1
Ontario	35
Quebec	4
New Brunswick	1
	<hr/>
Total	43

APPENDIX E

Delegation of Authority - Privacy Act

<u>Position</u>	<u>Section(s) of the Privacy Act</u>
Associate Deputy Minister	8(2)(m), 17(2), 18(2), 19(1), 19(2), 20, 21, 22(1), 22(2), 23, 24, 25, 26, 27, 28
Comptroller	8(2)(m), 17(2), 18(2), 19(1), 19(2), 20, 21, 22(1), 22(2), 23, 24, 25, 26, 27, 28
Executive Director Regional and Industrial Program Affairs	17(2)
Assistant Deputy Minister Capital and Industrial Goods	17(2)
Assistant Deputy Minister Consumer Goods, Services and Resource Processing	17(2)
Assistant Deputy Minister Regional and Industrial Policy and Small Business	17(2)
Assistant Deputy Minister Regional and Industrial Projects and Crown Investments	17(2)
Assistant Deputy Minister Tourism	17(2)
Regional Executive Directors Regional and Industrial Development	17(2)
Vice President Policy Planning and Public Relations, CIRB	17(2)
Coordinator Access to Information and Privacy	8(5), 14(a), 15, 17(2)
Assistant Coordinator Access to Information and Privacy	8(5), 14(a), 15, 17(2)

REPORT ON THE PRIVACY ACT

Institution Department of Regional Industrial Expansion	Reporting period 830701 to 840331
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I Requests under the Privacy Act

Received during reporting period	3
Outstanding from previous period	0
TOTAL	3
Completed during reporting period	3
Carried forward	0

II Disposition of requests completed

1. All disclosed	2	6. Insufficient information	
2. Disclosed in part		7. Abandoned	
3. Excluded		8. Does not exist	
4. Exempt		TOTAL	3
5. Unable to process	1		

III Exemptions invoked

S. 18(2)		S. 21		S. 23(b)	
S. 19(1) (a)		S. 22(1) (a)		S. 24	
(b)		(b)		S. 25	
(c)		(c)		S. 26	
(d)		S. 22(2)		S. 27	
S. 20		S. 23 (a)		S. 28	

IV Exclusions cited

S. 69(1) (a)	
(b)	
S. 70(1)	
(a)	
(b)	
(c)	
(d)	
(e)	
(f)	

V Completion time

Under 30 days	3
31 to 60 days	
60 to 120 days	
Over 120 days	

VI Extensions

	Under 30 days	Over 30 days
Interference with operations		
Consultation		
Translations		
TOTAL		

VII Translations

Translation requested	
Translation provided	
English to French	
French to English	
Average time to prepare translations	

VIII Method of access

Copies given	1
Examination	1
Copies and examination	0

IX Correction and notation

Corrections requested ▶	Corrections made ▶	Notation attached ▶
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X Costs

Personnel	\$	PY
Officer	\$ 280.69	.005
Support staff	\$ 25.04	.002
Other	\$	
TOTAL	\$ 305.73	.007

XI Appeals to privacy commissioner

Reasons	
Use and disclosure	
Non disclosure	
Extension	
Publications	
Denial of translation	
Time to prepare a translation	
Other	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Average time of resolution (for those completed) (days)	
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

XII Appeals to Federal Court

Appeal by	
Applicant	
Privacy commissioner	
Average time of resolution (for those completed) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Disclosure ordered	
Non-disclosure ordered	
Other	

APPENDIX G

Requests Received under the Privacy Act

Provinces of Origin

British Columbia	1
Ontario	1
Quebec	1
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TOTAL	3