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ANNUAL REPORTS
Access to Information and Privacy Acts

MINISTRY OF STATE
MINISTÈRE D'ÉTAT
BIEN-ÊTRE
MAR 27 1987
SCIENCE AND TECHNOLOGY
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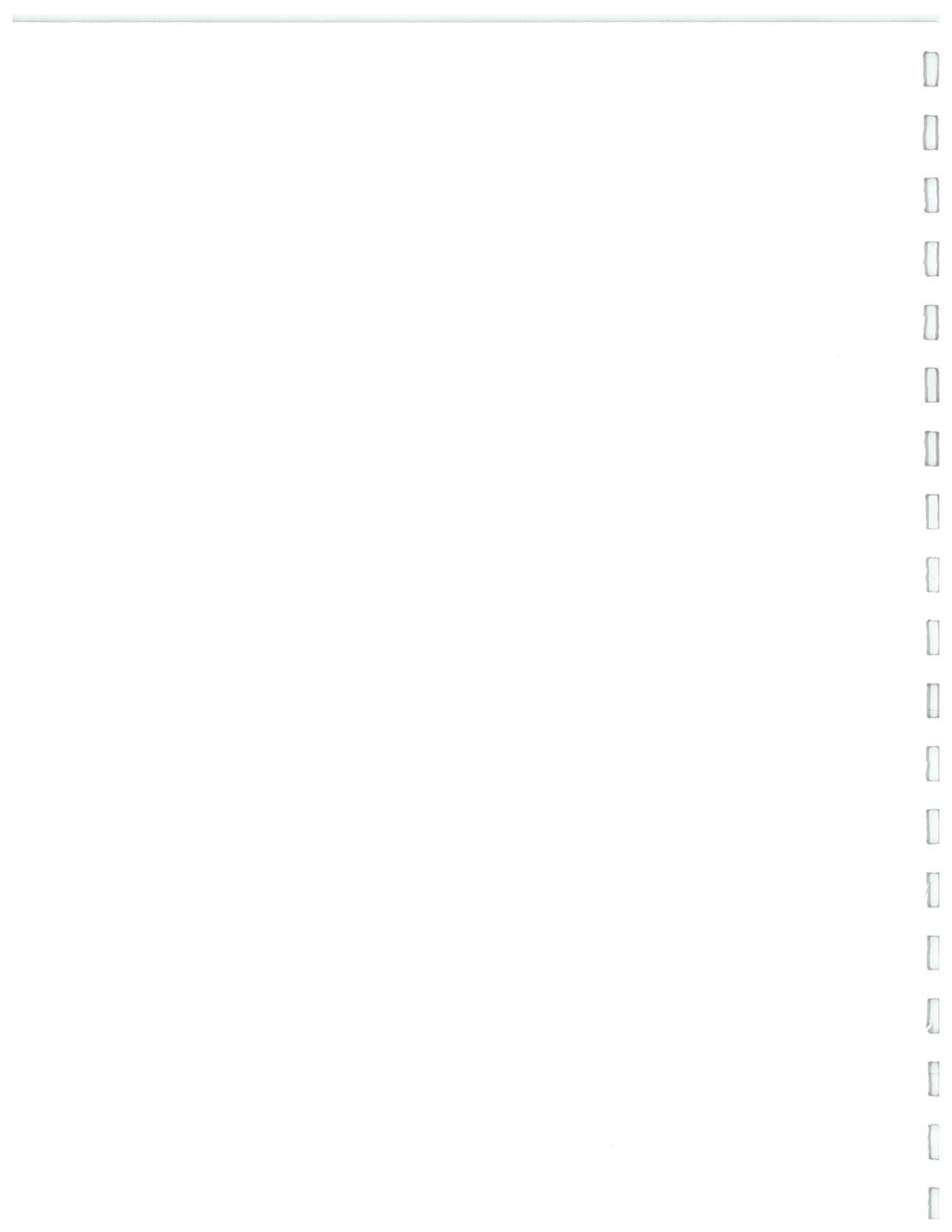


Ministère d'État
Sciences et Technologie
Canada

Canada

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

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



Minister of State
Science and Technology



Canada

Ministre d'État
Sciences et Technologie

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

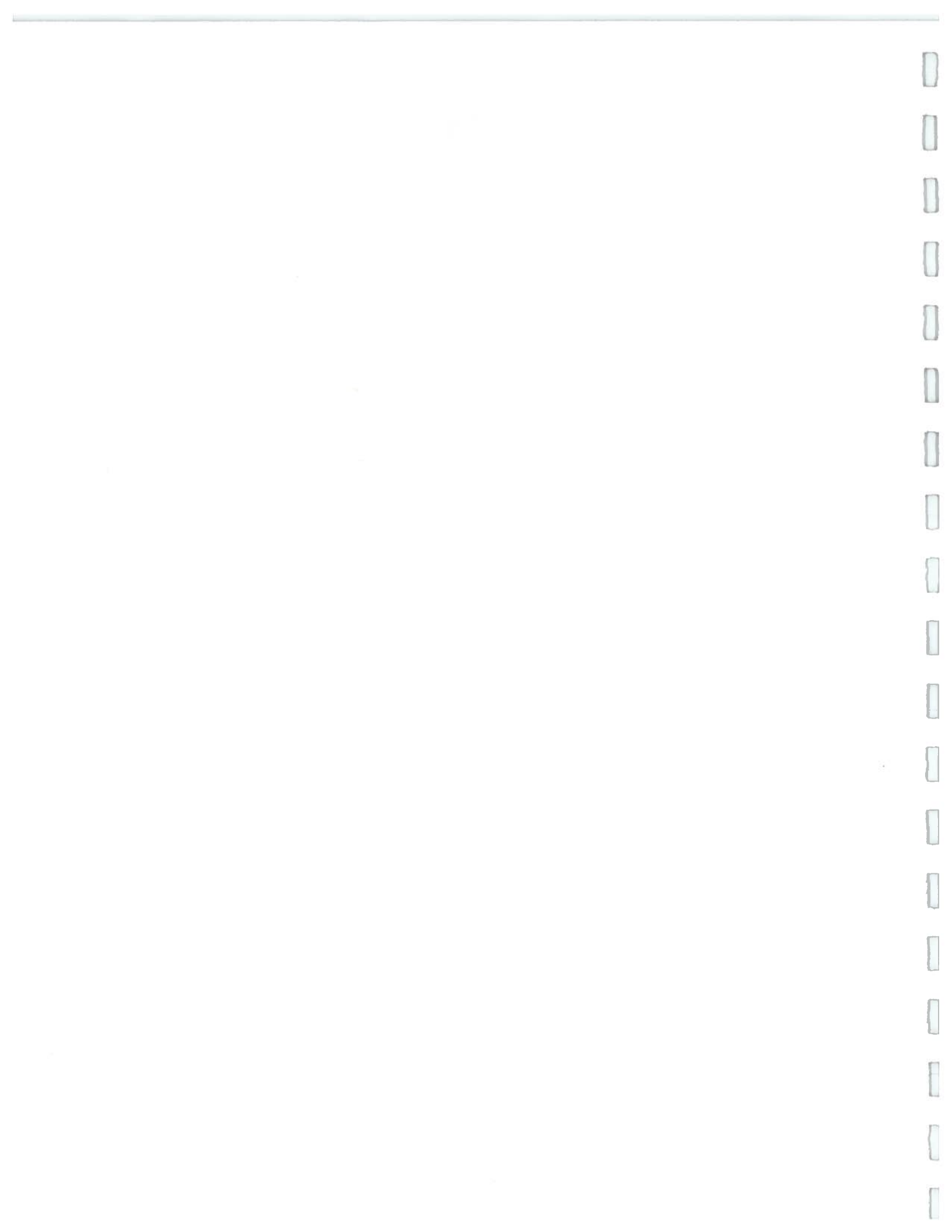
Your Excellency:

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.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Tom Siddon'.

Honourable Tom Siddon, P.C., M.P.



ACCESS TO INFORMATION ACT

STATISTICAL REPORT - INTERPRETATION/EXPLANATION

1. Three requests were received during the reporting period. Fees collected amounted to \$10.00 as the application fees for one request were reimbursed since the Ministry was no longer in possession of the information requested.

2. The costs accounted for in the statistical report include only the time taken by the officers and support staff in processing the requests and do not include indirect expenditures related to the administration of the Access to Information and Privacy Acts.

SUPPORTING DOCUMENTATION

Organization of ATIP Activities

On July 16, 1983, the Co-ordinator's office of the Ministry of State for Economic and Regional Development (MSERD) became responsible for providing access support to the Ministry of State for Science and Technology (MOSST) with the latter's co-location with MSERD. Uniform access policies and procedures common to both ministries were set in place during the period of this report.

The Access to Information and Privacy Co-ordinator was assisted from January to March 1984 by an Access to Information and Privacy Officer. During this reporting period, 25 per cent of the co-ordinator's time and 75 per cent of the access officer's time was devoted to the administration of both Acts for the two ministries.

Procedures for administering access requests followed the guidelines established in the Treasury Board Interim Policy Guide: the Access to Information Act and the Privacy Act.

All formal requests received under both Acts were immediately referred to the co-ordinator upon receipt who then identified the responsibility centre having the primary interest in the request. Once advised, the responsibility centre manager searched in the records for the requested information, identified information for possible exclusion or exemption and forwarded all appropriate documentation to the co-ordinator with a relevant recommendation. The co-ordinator, in turn, prepared a recommendation and response for the Secretary's signature.

When necessary, the co-ordinator was responsible for obtaining additional information from applicants as well as initiating consultations with other government institutions or third parties.

The final decision as to the response made to the access request was made by the Secretary with the advice of the responsibility centre manager concerned, the access co-ordinator and Ministry legal counsel when appropriate.

ATIP Implementation

On the basis of the first year's experience with the Access to Information Act, it is expected that the number of requests made to the Ministry will remain constant. The Access to Information Act would appear to be used by applicants as a tool to obtain information to which they believe they would not otherwise have access.

In order to better handle and respond to requests for information, the Ministry initially issued information memoranda informing all employees of the general principles of both Acts and of their responsibility regarding the Acts. These memoranda were followed by a policy directive specifying the application of the Acts to the Ministry. Procedures are in effect to ensure that all access requests are responded to in as responsive a manner as possible.

A reading room was set up where applicants can examine the requested information.

The Ministry entries in both the Access Register and Personal Information Index were revised for submission to Treasury Board by the end of June 1984.

The Secretary and Senior Management of MOSST are responsive to the requirements of both Acts.

Disclosure agreements were signed with both private sector companies and provincial government institutions which were concerned with the public release, without consent, of information provided in confidence to the Ministries. These agreements confirm that written notice will be given to these parties of any request involving such information or if the Ministry proposes, as required under section 28 of the Access to Information Act, to disclose the information requested.

It is the practice of the Ministry to waive application fees when the information requested does not exist.

Formal/Informal Interface

Applicants are encouraged and advised to initially make their requests for information to the Ministry by informal means. The majority of these informal requests are administered by the Communications Branch.

INSTITUTIONAL POLICIES

Policies on the application of the Access to Information and Privacy Acts to the Ministries were drafted and in effect with the promulgation of the Acts on July 1, 1983. In view of the experience obtained in responding to the access requests received during 1983, the policy was refined prior to being issued as a Ministry policy directive in 1984. Treasury Board ATIP Implementation Group has been forwarded a copy.

This policy advises staff of the general principles of both Acts, of their responsibilities as well as those of the regional liaison officers and of the co-ordinator, of deadlines to be met, fees, exemptions, exclusions and all other relevant administrative matters.

DELEGATION INSTRUMENT

The Secretary is the only officer within the Ministry who is delegated the power to grant or deny access under Section 7 of the Access to Information Act and Section 14 of the Privacy Act.

INVESTIGATIONS

No complaints were lodged against the Ministry with either commissioners; therefore, no investigations were made.

APPEALS TO THE FEDERAL COURT

No appeals were filed with the Federal Court under the Access to Information and Privacy Acts.



REPORT ON ACCESS TO INFORMATION

Institution Ministry of State for Science and Technology	Reporting period 830701 to 840331
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I Requests under the Access to Information 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. Unable to process	
2. Disclosed in part		7. Insufficient information	
3. Excluded		8. Abandoned	
4. Exempt		9. Does not exist	1
5. Transferred		TOTAL	3

III Exemptions invoked N/A

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

IV Exclusions cited N/A

S. 68 (a)	
(b)	
(c)	
(d)	
S. 69(1)	
S. 69(1) (a)	
(b)	
(c)	
(d)	
(e)	
(f)	
(g)	

V Completion time

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

VI Extensions N/A

	Under 30 days	Over 30 days
Searching		
Consultation		
Third party		
TOTAL		

VII Translations N/A

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

VIII Method of access

Copies given	2
Examination	
Copies and Examination	

IX Fees

Fees collected	
Application fees	\$10.00
Reproduction	
Searching	
Preparation	
Computer processing	
TOTAL	\$10.00

X Costs

Personnel	
Officer	\$780.00
Support staff	\$ 32.00
Other	\$ -
TOTAL	\$812.00

XI Appeals to info. commissioner N/A

Reasons	
Non disclosure	
Fees	
Extension	
Publications	
Denial of translation	
Time to prepare trans.	
Other	

XII Appeals to Federal Court N/A

Appeal by	
Applicant	
Third party	
Information commissioner	

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

Officer (PY)	3 p-day
Support staff (PY)	.5 p-day
TOTAL	3.5 p-day

No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Average time of resol. (for those compl.) (days)	

Average time of resol. (for those compl.) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	

Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

Disclosure ordered	
Non-disclosure ordered	
Other	

PRIVACY ACT

Comments in the Organization of ATIP Activities, ATIP Implementation, Formal/Informal Interface, Institutional Policies, Delegation Instrument, Investigations and Appeals to the Federal Court sections of the Access to Information Report also apply to the Privacy Report.

STATISTICAL REPORT - INTERPRETATION/EXPLANATION

No requests for personal information under the Privacy Act were made to the Ministry during the period covered by this report.

EXEMPT BANKS

The Ministry did not have to refuse to disclose any personal information as defined under subsection 18(2) of the Privacy Act.

DISCLOSURES UNDER 8(2)(e) OF THE PRIVACY ACT

Besides the Ministry's Secretary, who is the only officer delegated the power to grant or deny access under Section 14 of the Privacy Act, the Assistant Secretary, Corporate Services, is authorized to disclose personal information under the control of this Ministry to specified investigative bodies (listed in Schedules II, III and IV of the Privacy Regulations).

No requests were received, however, from these investigative bodies.

USE AND DISCLOSURE

Through the Access to Information and Privacy policy directive, all staff are advised that no personal information is to be collected unless it relates directly to an operating program or activity; that the individuals from whom they collect information are to be informed of the purpose for which the information is being collected unless so informing would result in the collection of inaccurate or misleading information; that such personal information is to be retained for a minimum of two years unless the individual consents to earlier disposal.

REPORT ON THE PRIVACY ACT

Institution: Ministry of State for Science and Technology	Reporting period: 830701 to 840331
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I Requests under the Privacy Act

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

II Disposition of requests completed N/A

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

III Exemptions invoked N/A

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 N/A

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

V Completion time N/A

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

VI Extensions N/A

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

VII Translations N/A

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

VIII Method of access N/A

Copies given	
Examination	
Copies and examination	

IX Correction and notation N/A

Corrections requested ▶	Corrections made ▶	Notation attached ▶
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X Costs N/A

Personnel	\$	PY
Officer	\$	
Support staff	\$	
Other	\$	
TOTAL	\$	

XI Appeals to privacy commissioner N/A

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 N/A

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	

