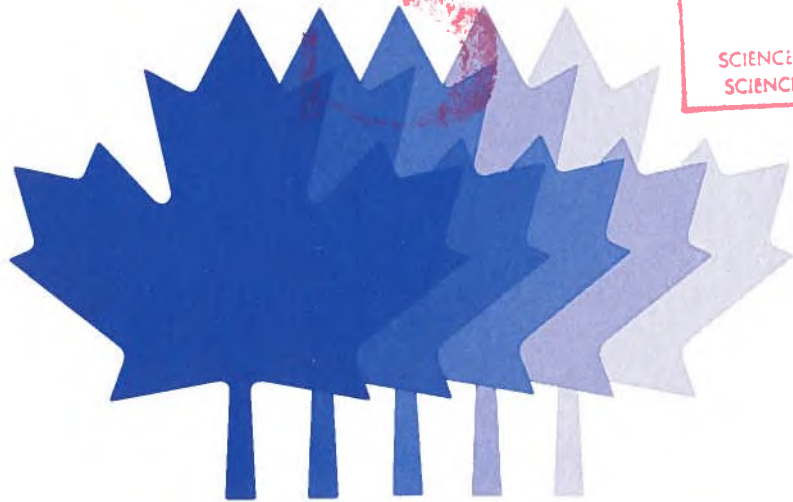
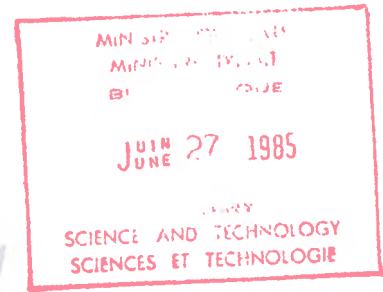




Ministry of State
Science and Technology
Canada

Ministère d'État
Sciences et Technologie
Canada



ANNUAL REPORTS

Access to Information and Privacy Acts

1984-1985

LKC
KE
4422
.C3
A43
1984/85
103
.C364
1984-85



Canada

ACCESS TO INFORMATION AND PRIVACY ACTS

ANNUAL REPORTS

FOR THE PERIOD OF APRIL 1, 1984 TO MARCH 31, 1985



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 April 1, 1984 to March 31, 1985, in accordance with section 72 of the legislation.

Respectfully submitted,

A handwritten signature in cursive script, reading "Tom Siddon".

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



TABLE OF CONTENTS

INTRODUCTION.....	1
PART 1 - REPORT ON THE ACCESS TO INFORMATION ACT.....	3
1. Summary of Activities.....	5
2. Organization of Access to Information and Privacy Activities.....	5
3. Processing of Formal Requests - Summary.....	5
4. Delegation of Authority.....	6
5. Formal/Informal Interface.....	6
6. Reading Room.....	6
7. Statistical Report - Interpretation and Explanation..	6
PART 2 - REPORT ON THE PRIVACY ACT.....	9
1. Summary of Activities.....	9
2. Organization of Access to Information and Privacy Activities.....	11
3. Processing of Formal Requests.....	11
4. Delegation of Authority.....	11
5. Formal/Informal Interface.....	11
6. Exempt Banks.....	11
7. Disclosure under Paragraph 8(2)(e) of the Privacy Act.....	11
8. Use and Disclosure.....	12
9. Statistical Report - Interpretation and Explanation..	12
APPENDICES	
A. Statistical Report - Access to Information Act.....	15
B. Requests Received under the Access to Information Act by Known Affiliations and Provinces of Origin....	16
C. Statistical Report - Privacy Act.....	17
D. Requests Received under the Privacy Act by Provinces of Origin.....	18



INTRODUCTION

When the Access to Information and Privacy Acts were proclaimed into force on July 1, 1983, the public's right of access to information contained in federal government records was firmly established.

The Access to Information Act extends to Canadian citizens or permanent residents a general right of access to records under the control of federal government institutions, except in limited and specific circumstances. The Privacy Act gives Canadians access to information held by the federal government about themselves, protects their privacy by preventing others from having access to this information, and gives them some control over its collection and use. This legislation, therefore, constitutes an important step in the direction of a more open and accountable government. It should, as a result, foster greater participation by Canadians in the decision-making process.

This report is intended to describe how the Ministry of State for Science and Technology met its responsibilities in the second year of operation of the Access to Information and Privacy Acts.



PART 1
REPORT ON THE ACCESS TO INFORMATION ACT



1. Summary of Activities

In the first year of operation of the Access to Information and Privacy Acts, the Access Coordinator of the Ministry of State for Economic and Regional Development (MSERD) was responsible for providing access support to the Ministry of State for Science and Technology (MOSST) with the latter's co-location with MSERD. When MSERD was disbanded in July, 1984, however, the Access to Information and Privacy Office of the Department of Regional Industrial Expansion (DRIE) assumed the responsibility for providing these services to MOSST.

The Ministry experienced minimal activity during this reporting period in terms of dealing with formal requests for access under the Access to Information and Privacy Acts.

2. Organization of Access to Information and Privacy Activities

The primary responsibilities of the Access to Information and Privacy Office include:

- Developing ministerial 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 Ministry in dealings with Treasury Board Secretariat, the Information and Privacy Commissioners and other government departments and agencies;
- Coordinating activities for the maintenance of current inventories of ministerial information holdings;
- Coordinating the preparation of information for management and Parliamentary reports as well as other material that may be required by central agencies.

3. Processing of Formal Requests - Summary

The following summarizes the Ministry's 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 legislation. Each request is then assigned to a responsibility centre having the primary interest in the request. This responsibility centre 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 responsibility centre 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 Secretary of the Ministry.

4. Delegation of Authority

The responsibility for approving recommendations to deny or provide access to information held by the Ministry and requested under the Access to Information Act has been delegated to the Secretary of the Ministry.

5. Formal/Informal Interface

The Access to Information Act is intended to complement, not replace, existing procedures and channels for access to government information. Individuals seeking information from the Ministry are encouraged to use regular and informal procedures and channels of information to the fullest extent possible.

6. Reading Room

Section 71 of the Act requires government institutions to provide facilities where the public may inspect manuals used by employees of the institution in administering or carrying out programs or activities. In accordance with this section, a reading room was established by the Ministry in 1983. This facility is located in the Communications Branch and holds current copies of the Access Register and Personal Information Index, access request forms and general information for the public on how to exercise their rights under the legislation. The Ministry has no manuals of the type contemplated by section 71 of the Act.

7. Statistical Report - Interpretation and Explanation

Appendix A provides a statistical report on the Access to Information applications dealt with in the period from April 1, 1984 to March 31, 1985. The following endeavours to provide explanations and interpretations for information contained in this report:

I. Requests under the Access to Information Act

Two requests were received by MOSST during this reporting period.

Appendix B attempts to provide a categorization of the requests received by MOSST in terms of known affiliations and provinces of origin.

II. Disposition of Requests Completed

The two requests dealt with by the Ministry were completed during the reporting period and disposed of in the following manner:

Disclosed in part

With respect to the first request, the applicant was granted only partial access to the records in question as a portion of the request concerned another government institution and part of the information sought did not exist.

Does Not Exist

With respect to the second request, the information requested did not exist.

III. Exemptions invoked

As will be noted from Appendix A, no exemptions were invoked by the Ministry in dealing with these requests.

IV. Exclusions cited

No exclusions were cited in dealing with these requests.

V. Completion Time

Both requests were completed within 30 days.

VI. Extensions

As both requests were completed within 30 days, there were no extensions involved.

VII. Translations

No translations were required.

VIII. Method of Access

In the one case where the records were disclosed in part, the requestor was provided with a copy of the relevant material.

IX. Fees

The fees collected during the reporting period totalled \$5.00. In one instance, the Ministry refunded the application fee as the information requested did not exist.

X. Costs

Total officer costs associated with Access to Information Act activities are estimated at \$5,390.44 for 1984-85. This compares to support staff costs of \$830.18 for a total of \$6,220.62. The total person-year resources for 1984-85 are therefore estimated as totalling 0.19. This does not include the salary costs for those MSERD staff who were responsible for administering ATIP activities on a part-time basis during the period of April to July of 1984. Fees collected during the reporting period are estimated to represent 0.08 per cent of the Ministry's total costs.

XI. Appeals to the Information Commissioner

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

XII. Appeals to the Federal Court

No appeals were filed with the Federal Court under the Access to Information Act in 1984-85.

PART 2
REPORT ON THE PRIVACY ACT



1. Summary of Activities

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

2. Organization of Access to Information and Privacy Activities

The reader is referred to part I, 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 I, section 3 of the Access to Information Act Report.

4. Delegation of Authority

The responsibility for approving recommendations to deny or provide access to personal information requested under the Privacy Act has been delegated to the Secretary.

5. Formal/Informal Interface

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.

6. Exempt Banks

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

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

The Ministry did not receive any requests from the investigative bodies specified in the Regulations during this reporting period. The Secretary of the Ministry is the officer who is authorized to disclose personal information under paragraph 8(2)(e) of the Act.

8. Use and Disclosure

The Ministry's Access to Information and Privacy Policy Directive 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 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 this 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.

9. Statistical Report - Interpretation and Explanation

Appendix C provides a statistical report on the requests for personal information received under the Privacy Act which were dealt with in the period from April 1, 1984 to March 31, 1985.

I. Requests under the Privacy Act

Two requests were received by MOSST during this reporting period.

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

II. Disposition of Requests Completed

These two requests were disposed of in the following manner:

Disclosed in Part

With respect to the first request, the applicant was granted partial access. Part of the information requested was no longer available because of the reorganization which took place within the Ministry in 1983. In addition, part of the information requested was excluded under section 70 of the Privacy Act.

Does Not Exist

With respect to the second request, the information requested did not exist.

III. Exemptions Invoked

No exemptions were invoked in either of these requests.

IV. Exclusions Cited

As will be noted from Appendix C, one exclusion under paragraph 70(1)(a) of the Act was cited by the Ministry in dealing with one request.

V. Completion Time

Both requests dealt with during this reporting period were completed within thirty days.

VI. Extensions

As these two requests were completed within thirty days, no extensions were involved.

VII. Translations

No translations were required in dealing with these requests.

VIII. Method of Access

With respect to the case in which the information was disclosed in part, the requestor was provided with a copy of the relevant material.

IX. Correction and Notation

No requests for a correction or notation were received.

X. Costs

Total officer costs associated with the Privacy Act activities are estimated at \$5,558.88 for 1984-85. This compares to support staff costs of \$839.92 for a total of \$6,398.80. The total person-year resources for 1984-85 are therefore estimated as totalling 0.19. This does not include the salary costs for those MSERD staff who were responsible for administering ATIP activities on a part-time basis during the period of April to July of 1984.

XI. Complaints to the Privacy Commissioner

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

XII. Appeals to the Federal Court

No appeals were filed with the Federal Court under the Privacy Act in 1984-85.



REPORT ON ACCESS TO INFORMATION

Institution Ministry of State for Science and Technology	Reporting period 840401 to 850331
---	--------------------------------------

I Requests under the Access to Information Act

Received during reporting period	2
Outstanding from previous period	0
TOTAL	2
Completed during reporting period	2
Carried forward	0

II Disposition of requests completed

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

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	2
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	1
Examination	
Copies and Examination	

IX Fees

Fees collected	
Application fees	5.00
Reproduction	
Searching	
Preparation	
Computer processing	
TOTAL	5.00

X Costs

Personnel	
Officer	\$ 5390.44
Support staff	\$ 830.18
Other	\$
TOTAL	\$ 6220.62

XI Appeals to info. commissioner N / AXII Appeals to Federal Court N / A

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

Appeal by	
Applicant	
Third party	
Information commissioner	

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	

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

Officer (PY)	.15
Support staff (PY)	.04
TOTAL	.19

Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

Disclosure ordered	
Non-disclosure ordered	
Other	

APPENDIX B

Requests Received under the Access to Information Act

<u>Affiliation Groups</u>	<u>No.</u>	<u>Percentage of Requests</u>
Academia	2	100

<u>Provinces of Origin</u>	<u>No.</u>	<u>Percentage of Requests</u>
Manitoba	1	50
Quebec	1	50
	<hr/>	<hr/>
Total	2	100

REPORT ON THE PRIVACY ACT

Institution Ministry of State for Science and Technology	Reporting period 840401 to 850331
---	--------------------------------------

I Requests under the Privacy Act

Received during reporting period	2
Outstanding from previous period	0
TOTAL	2
Completed during reporting period	2
Carried forward	0

II Disposition of requests completed

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

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

V Completion time

Under 30 days	2
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

Copies given	
Examination	
Copies and examination	1

IX Correction and notation N/A

Corrections requested ▶	Corrections made ▶	Notation attached ▶
-------------------------	--------------------	---------------------

X Costs

Personnel	\$	PY
Officer	\$ 5558.88	.15
Support staff	\$ 839.92	.04
Other	\$	
TOTAL	\$ 6398.80	.19

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	

APPENDIX D

Requests Received under the Privacy Act

<u>Provinces of Origin</u>	<u>No.</u>	<u>Percentage of Requests</u>
Alberta	1	50
Ontario	1	50
	<hr/>	<hr/>
Total	2	100