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Communications  
Canada

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# ACCESS TO INFORMATION AND PRIVACY

ANNUAL REPORT 1988-1989

Canada

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COMMUNICATIONS CANADA  
REPORT ON ACCESS TO INFORMATION AND PRIVACY  
1988-1989

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REPORT ON ACCESS  
TO INFORMATION



## INTRODUCTION

This year the number of formal access requests has actually decreased from previous years, as many of the simpler requests are now treated informally. Since the requests are becoming more complex and exhaustive in nature, it becomes more and more obvious that enhancement of informal mechanisms of information release is vital to maintaining a manageable workload as far as formal access and privacy requests are concerned. Detailed briefing sessions on access to information and privacy are held for all departmental staff throughout the year, and this is one of the themes which is stressed. Staff of the Access to Information Secretariat now spend a significant amount of their time advising program managers how to plan for easy, informal access to the information which would normally be released should a formal request be received. It is hoped that planning of programs and operations with the principle of public access in mind will increase the speed with which we can respond to requests and reduce the costs for all concerned.

Because of this transition in activities from the processing of formal requests to a range of information management functions, this annual report does not fully reflect the activities of the Access to Information and Privacy Secretariat. During the next fiscal year, new statistical reporting procedures will be in effect, and it is hoped that this will more accurately reflect the resources utilized in such activities as informal information release, information collection, and training and counselling.

The Department still receives a number of all-encompassing requests on sensitive policy matters, which tend to bog down the Access Secretariat and slow the processing of all other requests. Efforts to address this problem by negotiating with requestors and limiting the scope of the requests have not been particularly successful this year. Since this is an administrative problem which is emerging in many other departments as well, we will be studying the methods of addressing it and improving service to our clients.





A) STATISTICS

1988-89 STATISTICS



Government of Canada / Gouvernement du Canada

REPORT ON THE ACCESS TO INFORMATION ACT  
RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION

Institution <b>COMMUNICATIONS CANADA</b>	Reporting period / Période visée par le rapport <b>April 1, 1988 to March 31, 1989</b>
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Source →	Media / Médias <b>2</b>	Academic / Secteur universitaire <b>7</b>	Business / Secteur commercial <b>31</b>	Organization / Organisme <b>15</b>	Public <b>14</b>
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I Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information

Received during reporting period / Reçues pendant la période visée par le rapport	<b>70</b>
Outstanding from previous period / En suspens depuis la période antérieure	<b>14</b>
<b>TOTAL</b>	<b>84</b>
Completed during reporting period / Traitées pendant la période visée par le rapport	<b>69</b>
Carried forward / Reportées	<b>15</b>

II Classification of requests completed / Classification des demandes traitées

1. All classified / Communication totale	<b>38</b>	6. Unable to process / Traitement impossible	<b>2*</b>
2. Declined in part / Communication partielle	<b>10</b>	7. Abandoned by applicant / Abandon de la demande	<b>11</b>
3. Nothing classified (excluded) / Aucune communication (exclusion)		8. Treated informally / Traitement non officiel	<b>4</b>
4. Nothing classified (assumed) / Aucune communication (assomption)	<b>2</b>	<b>TOTAL</b>	<b>69</b>
5. Transferred / Transférées	<b>2</b>		

III Exemptions invoked / Exemptions invoquées

S. 13 (1) (a)		S. 13 (1) (b)	<b>2</b>	S. 16 (b)		S. 21 (1) (a)	<b>1</b>
(b)		(b)		(b)		(b)	<b>1</b>
(c)		(c)	<b>2</b>	(c)		(c)	
(d)		(d)	<b>2</b>	S. 19 (1)	<b>2</b>	(d)	<b>2</b>
S. 14	<b>1</b>	S. 16 (2)	<b>2</b>	S. 20 (1) (a)		S. 22	
S. 15 (1) Information rel. / Relations ext.	<b>4</b>	S. 16 (2)	<b>2</b>	(b)	<b>3</b>	S. 23	<b>1</b>
Defences / Défenses	<b>3</b>	S. 17	<b>2</b>	(c)	<b>3</b>	S. 24	<b>1</b>
Subversive activities / Activités subversives	<b>3</b>	S. 18 (a)		(d)	<b>1</b>	S. 25	

\* Information did not exist

IV Exclusions cited / Exclusions citées

S. 68 (a)		S. 68 (1) (a)	
(b)		(b)	<b>1</b>
(c)		(c)	
S. 68 (1) (a)	<b>2</b>	(b)	
(b)		(c)	<b>1</b>

V Completion time / Date de l'exécution

30 days or under / 30 jours ou moins	<b>48</b>
31 to 60 days / De 31 à 60 jours	<b>7</b>
61 to 120 days / De 61 à 120 jours	<b>7</b>
121 days or over / 121 jours ou plus	<b>7</b>

VI Exemptions / Exemptions

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche	<b>1*</b>	
Consultation	<b>4*</b>	<b>15</b>
Third party / Tiers		
<b>TOTAL</b>	<b>4</b>	<b>15</b>

VII Translations / Traductions

Translations requested / Traductions demandées	
Translations prepared / Traductions préparées	English to French / De l'anglais au français
Translations prepared / Traductions préparées	French to English / Du français à l'anglais

VIII Method of access / Méthode de consultation

Copies given / Copies de l'original	<b>53</b>
Examination / Examen de l'original	
Copies and examination / Copies et examen	

\* 30 days for consultation and 30 days for searching for same request

IX Fees / Frais

Net fees collected / Frais net perçus			
Application fees / Frais de demande	<b>300.</b>	Preparation / Préparation	<b>—</b>
Reproduction	<b>299.</b>	Computer processing / Traitement informatique	<b>11,326</b>
Searching / Recherche	<b>—</b>	<b>TOTAL</b>	<b>11,925</b>
Fees waived / Frais assésés en renonce		No. of times / Nombre de fois	\$
\$25.00 or under / 25.00\$ ou moins		<b>10</b>	<b>\$ 54.29</b>
Over \$25.00 / De plus de 25.00\$		<b>1</b>	<b>\$162.50</b>

X Costs / Coûts

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	<b>\$131,995</b>
Administration (O and M) / Administration (fonctionnement et maintien)	<b>\$ 42,308</b>
<b>TOTAL</b>	<b>\$174,303</b>
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (declared formal) / Années-personnes (nombre déclaré)	<b>3.50</b>

1987-88 STATISTICS



REPORT ON THE ACCESS TO INFORMATION ACT  
RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION

Institution <b>COMMUNICATIONS CANADA</b>	Reporting period / Période visée par le rapport <b>April 1, '87 - March 31, '88</b>
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Source →	Media / Médias 8	Academe / Secteur universitaire 5	Business / Secteur commercial 31	Organization / Organisme 31	Public 9
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**I Requests under the Access to Information Act / Demanda en vertu de la Loi sur l'accès à l'information**

Received during reporting period / Reçus pendant la période visée par le rapport	84
Outstanding from previous period / En suspens depuis la période antérieure	14
<b>TOTAL</b>	<b>98</b>
Completed during reporting period / Travaillés pendant la période visée par le rapport	84
Carried forward / Reportés	14

**II Disposition of requests completed / Disposition prise à l'égard des demandes traitées**

1. All processed / Communiquées toutes	14	6. Unable to process / Traitement impossible	3
2. Dismissed in part / Communiquées partielles	20	7. Abandoned by applicant / Abandon de la demande	7
3. Nothing processed (included) / Aucune communication (incluse)	7*	8. Treated informally / Traitement non officiel	7
4. Nothing processed (exempt) / Aucune communication (exemption)	2	<b>TOTAL</b>	<b>84</b>
5. Transferred / Transférées	4		

**III Exemptions invoked / Exemptions invoquées** \*Information did not exist

S. Art. 13 (1) (a)		S. Art. 16 (1) (a)		S. Art. 16 (b)		S. Art. 21 (1) (a)	9
(b)		(b)		(b)		(b)	4
(c)		(c)		(c)	2	(c)	8
(d)		(d)		S. Par. 16 (1)	4	(d)	1
S. A. 14	3	S. Par. 16 (2)		S. Art. 20 (1) (a)	2	S. A. 22	
S. 18 (1) Information rel. / Relations inter.	4	S. 16 (2)		(b)	12	S. A. 23	3
Depense / Dépense		S. 17		(c)	13	S. A. 24	1
Suivantes actives / Actives suivies		S. 18 (a)		(d)	7	S. A. 25	

**IV Exemptions cited / Exemptions citées**

S. Art. 68 (a)		S. Art. 68 (1) (a)	4
(b)		(b)	5
(c)		(c)	7
S. Art. 68 (1) (a)	5	(1)	1
(b)		(b)	7

**V Completion time / Délai de traitement**

30 days or under / 30 jours ou moins	66
31 to 60 days / De 31 à 60 jours	2
61 to 120 days / De 61 à 120 jours	8
121 days or over / 121 jours ou plus	8

**VI Exemptions / Exemptions**

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche		
Consultation		14
Third party / Tiers		4
<b>TOTAL</b>		<b>18</b>

**VII Translations / Traductions**

Translations requested / Traductions demandées	
Translations prepared / Traductions préparées	English to French / De l'anglais au français
Translations prepared / Traductions préparées	French to English / Du français à l'anglais

**VIII Method of access / Méthode de consultation**

Copies given / Copies de l'original	66
Examination / Examen de l'original	
Copies and examination / Copies et examen	1

**IX Fees / Frais**

Net fees collected / Frais net perçus		
Application fees / Frais de demande	355.-	
Preparation / Préparation		
Reproduction	164.-	
Computer processing / Traitement informatique	2412.75	
Searching / Recherche		
<b>TOTAL</b>	<b>2931.75</b>	
Fees waived / Frais surtaxés en remission	No. of times / Nombre de fois	\$
\$25.00 or under / 25.00\$ ou moins	15	\$ 116.82
Over \$25.00 / De plus de 25.00\$	2	\$ 149.-

**X Case Costs / Coûts**

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 135,219
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 32,841
<b>TOTAL</b>	<b>\$168,060</b>
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	3.60

B) INTERPRETATION OF STATISTICS

Costs of the ATIP Secretariat

The ATIP Secretariat handles both access and privacy requests, so costs are divided between the two functions, 75% for access and 25% for privacy. Total costs shown of \$174,303 were calculated as follows:

Personnel Costs

Coordinator of Secretariat (1 officer)	75% x 1 py x salary
Senior Advisor	75% x 1 py x salary
Administrative Assistant	75% x 1 py x salary
Other personnel, on a case by case basis	fraction of py x salary

Operational Costs

Materials cost for response to each enquiry	100% of total
Computer system for records management and ATIP tracking system	75% of total
ATIP administrative costs such as training, printing, travel, publications, etc.	75% of total

Systems are in place to fully account for the time and resources expended in carrying out ATIP responsibilities. Departmental personnel track the time spent on each request, and report quarterly on other activities such as policy formulation, management of personal information banks, advising third parties on the protection of their information, attending ATIP meetings and briefings, and so on. The costs of providing photocopies, microfiches, tapes, and other records are tabulated.

An automated tracking system is used to keep a record of all activity on access and privacy requests, and has been programmed to collate all of the statistics needed for the annual reports to Treasury Board and to Parliament.

Fee Policy

Our policies for the following fees are:

Application fee

- \* charge \$5.00
- \* waive if a preliminary search indicates the information does not exist or is available informally

### Search fee

- \* applied only on extensive searches, waived for average requests

### Computer processing

- \* charge \$16.50 per minute for CPU time on mainframe systems
- \* charge only preparation time (\$10.00 per hour) for mini or PC systems
- \* charge \$2.00 per 1000 lines for printing on continuous paper, \$.20 per sheet for laser printing
- \* charge \$25.00 for magnetic tapes, waived if returned within 30 days

### Photocopying fees

- \* waive fees for the first 125 pages, \$.20 per page thereafter
- \* will ship free of charge to any of our 53 district and regional offices, for free examination of records

### Time Extensions Over 60 Days

There were 15 requests for which time extensions over 60 days were necessary. Several of these requests were for all records related to a given broad topic, and involved large volumes of sensitive files. Some were held open for lengthy periods, even though the requestors had lost interest and eventually abandoned them. This type of research exercise is very demanding of departmental resources, and tends to drag on for long periods.

Another problem area is in the generation of massive computer searches for data from our radio-licensing database, where requestors seek a custom-designed printout or tape according to their own specifications. Since we are not in the data processing business, we will be moving towards the release of raw data on tape for such requests, leaving the requestor to reformat or search to their own specifications through a service bureau.

### Abandoned Enquiries

There were eleven abandoned enquiries this year, mostly in cases where substantial processing fees were assessed. A few cases were dropped when it was explained to the requestor that the particular information they were seeking would be exempt.

## Source of Requests

While we do not ask requestors to identify themselves or explain their reasons for requesting information, we do attempt to categorize them into the five groups stipulated by Treasury Board, based on the information that we have. The percentage breakdown is as follows:

- 2.9% media
- 10.1% academia
- 44.9% business
- 21.8% other organizations
- 20.3% public

## C) PRACTICES AND PROCEDURES

### Organization of ATIP Activities

The Coordinator of Access to Information in the Department of Communications is the Director, Sector Management and Departmental Coordination, who reports to the Assistant Deputy Minister of Corporate Management. An independent Secretariat has been established to administer and coordinate all ATIP enquiries, consisting of one full time manager (the ATIP Secretariat Coordinator), one full time officer, and one full time assistant.

A Corporate Review Panel (CRP) coordinates all ATIP activity in the sectors. Each sector is normally represented by a sector coordinator or executive assistant to the Assistant Deputy Minister.

We find that it is not possible to simply send the request out to the responsibility centres and rely on them to interpret the request, find the appropriate exemptions which may apply, and return completed documents to the ATIP Secretariat. When a request is received, it is routed through the sector coordinator to the responsibility centre, and at this point usually the ATIP Secretariat is contacted for advice in tracking down the documents and determining what the client wants.

Despite the fact that manuals and briefing sessions have been made available to departmental personnel, we have found that usually the responsibility centre manager requires quite a bit of coaching in preparing the documents and suggesting exemptions. Consequently, the ATIP Secretariat provides considerable guidance to the sectors in the review of documents. This year, 22 formal briefing sessions of 2 to 3 hours each were held to try to improve the awareness of all employees.

With detailed requests involving many records, it is now our practice to prepare a document list once it is established which files are within the ambit of the request. Providing a list to the requestor, from which he or she can select documents, often eliminates unnecessary consultation and copying, hence delay and cost to the requestor. Subsets of the list can then easily be prepared and sent with notification to third parties, with requests for consultation sent to other agencies, and with fee estimates or notices of exemption sent to the client. The ATIP Secretariat also handled 14 formal information collections and provided advice to a number of program managers in this area.

#### Formal and Informal Inquiries

Informal mechanisms of information release continue to work well, and account for the vast majority of information requests handled by the Department. Staff are urged to refer the public to the ATIP Secretariat only when they believe the information requested may be sensitive. The Secretariat in turn always tries to handle requests informally when there is obviously no concern about the protection of the information. Once we have received a few ATIP requests for a certain type of report or information, which we know is not exempt, we try to set up informal systems of release.

#### D) INSTITUTIONAL POLICIES

Policies on the handling of requests have been discussed in previous Annual Reports, which are still available from the ATIP Secretariat Office, 300 Slater Street, Ottawa, Ontario, K1A 0C8. telephone (613) 990-4136

#### E) DELEGATION INSTRUMENT

The delegation of authority with respect to Access to Information became effective July 1, 1983, and was intended to retain decision-making at the senior level. The Deputy Minister and Departmental Access to Information and Privacy Coordinator have been delegated responsibility for all sections of the Act. In 1987 the Assistant Deputy Minister, Corporate Management was added, giving him responsibility for all sections of the Act. The Coordinator of the Access to Information Secretariat has responsibility for sections 7, 8(1), 9, 11(5), 28(1), 28(4), 28(5), 28(8), 29(1), 33, 43(1) and 44(2) of the Act, only when it has been determined that access will be given.

The organization of the ATIP Secretariat and the roles and responsibilities of both the ATIP Coordinator and the ATIP Secretariat have been full described on page 9. Since the Coordinator only spends about 5% of his time on ATIP, a lot of the decision-making is delegated to the Secretariat Coordinator, although the signing authority has not been delegated. Because of a greatly increased workload on the Coordinator in 1989-90, the Secretariat Coordinator will also be granted signing authority in order to avoid delays in the processing of requests.

F) INVESTIGATIONS

The Department received notice of 7 complaints to the Access to Information Commissioner this year, bringing the number of ongoing investigations to 11. The salient points of each of these investigations are outlined in the following table. Of the seventy requests received by the Department, only 2 complaints were lodged with the Information Commissioner for time delays (deemed refusal). It is also worth noting that in some cases additional material was released at the discretion of the Department, although the exemptions were justified.



#	DATE	REASON FOR COMPLAINT	RESOLUTION & COMMENTS
1	06/10/86	fees: copying microfiche	08/06/88 dismissed
2	10/12/86	exemptions 16, 19, 21 & 23	review of large volume of records complete, no resolution
3	02/11/87	exemptions 14, 20, 21, 23 & 69	additional material released
4	31/03/88	non-disclosure	additional information released
5	15/04/88	exemption 19	resolved and released
6	17/05/88	exemptions 14, 21(1)(b)	additional information released
7	31/10/88	exemption 21(1)(b)	complaint unjustified
8	15/11/88	exemption 24	review of documents complete no resolution
9	21/11/88	extension	dismissed
10	24/01/89	deemed refusal	well-founded
11	16/03/89	deemed refusal	well-founded

G) TOPICS OF ACCESS INQUIRIES RECEIVED IN 1988/89  
AND DEPARTMENTAL RESPONSE

- \* 1. SUBJECT List of radio stations and operating parameters, including frequency, coordinates, antenna type, ERP, main beam azimuth, radiation centre height AMSL. Stations located as follows: 0-900 MHz, within 2 km and 900-23,000 MHz within 10 km of 43 degrees, 38'27" N. latitude, 79 degrees, 24'47" W. longitude (Toronto) and 0-900 MHz, within 2 km, 900-23,000 MHz within 10 km of 45 degrees, 34'00 W. longitude (Montreal). Stations list to be supplied by printout.
  
- \* 2. SUBJECT Wishing the Technical and Administrative Frequency List (TAFL) Report listing frequencies in the 160 to 190 MHz band for the province of Saskatchewan.
  
- 3. SUBJECT UHF/VHF Prediction Program  
RESPONSE All disclosed  
FORMAT Copies given, tapes and documentation  
FEES \$60.53  
  
N.B. Four other requests were received and completed in the same manner
  
- \* 4. SUBJECT All consultant reports and marketing studies on mobile satellite service prepared after January 1988. All contracts for development of mobile satellite service since January 1988.
  
- \* 5. SUBJECT I request access to any and all records which relate either directly or indirectly to the establishment, proposed establishment, funding and/or operation in Canada of a broadcast reading service, or other information service, whether or not using radio, television, cable, satellite or any combination thereof, or other
  
- \* not yet complete

common carrier (such as telephone or telegraph).  
The purpose of such service is to allow blind,  
visually-impaired and other print-handicapped  
persons access to such printed materials as  
magazines, newspapers, and periodicals.

RESPONSE Disclosed in part, 69(1)(a)  
FORMAT Copies given, 277 pages

- \* 6. SUBJECT Could you provide me with technical radio  
frequency information for the range 400 to 480  
MHz for the province of Manitoba. Are you able  
to release a listing of names of licensees and  
their respective call signs for the frequency  
ranges 138 to 174 MHz and 400 to 480 MHz.

7. SUBJECT A printout with name, address, postal code of  
all active licensees other than private  
individuals, and the name only of private  
individuals in the 160 to 190 MHz range in the  
province of Saskatchewan.

RESPONSE All disclosed  
FORMAT Copies given, printout  
FEES \$199.50

- \* 8. SUBJECT I request access to a list of all memoranda  
prepared for the ministerial or prime  
ministerial level between August 1st, 1988 to  
the present.

9. SUBJECT Documents showing all renovations,  
refurnishings and redecorations ordered or  
authorized between November 21, 1988 and the  
date of reply to this request to Ministers'  
offices and those of his exempt staff, both on  
Parliament Hill and in departmental buildings,  
and the costs thereof.

RESPONSE All disclosed  
FORMAT Copies given, 6 pages  
FEES \$5.00

\* not yet complete

10. SUBJECT I request access to the following discussion paper "A National Broadcasting Strategy" Hon. Francis Fox, Minister of Communications, October 14, 1982.

RESPONSE All disclosed  
FORMAT Copies given, 88 pages  
FEES \$5.00

\* 11. SUBJECT 1. Application(s) files on behalf of Canadian Cablesystems Limited, Rogers Cablesystems Limited, Rogers Communications Incorporated or Rogers Cable Toronto, to operate microwave transmission facilities originating at First Canadian Place or 25 Adelaide St. East, Toronto, Ont. 2. Copies of licenses (and license amendments), technical certificates or other approvals issued to Canadian Cablesystems Limited, Rogers Communications Incorporated, or Rogers Cable Toronto, to operate microwave transmission facilities originating at First Canadian Place, or 25 Adelaide St., Toronto, Ont. 3. Copies of consortia agreements, listing of boards of directors (between the forenamed licensee and other cable television company operators) or similar documents filed on behalf of the forenamed Canadian Cablesystems Limited, et al, relating to the operation of microwave transmission facilities originating at First Canadian Place, or 25 Adelaide St. East, Toronto, Ontario. 4. Copies of DOC and other governmental internal memo, analyses, filed tests, and all other documents relating to the licensing, licence renewals operation and compliance with licence conditions of said microwave transmission facilities originating at First Canadian Place, or 25 Adelaide St. East, Toront. 5. Copies of receiving licenses issued in respect of said microwave transmission facilities originating at First Canadian Place, or 25 Adelaide St. East. 6. Correspondence between the licensee and DOC. 7. Any leasing agreements (or similar service agreements) between Canadian Cablesystems Limited (et al), and other parties, relating to microwave transmissions originating at First

\* not yet complete

Canadian Place, or 25 Adelaide St. East,  
Toronto. 8. Copies of licenses issued to  
Telelatino Network Inc., TWC Pay TV Limited or  
other companies relating to microwave  
transmission facilities originating at First  
Canadian Place, or 25 Adelaide St. East,  
Toronto, Ontario.

12. SUBJECT All grants and contributions under the Cultural Initiatives Program for 1987-88, 1986-87. A short description of projects for these grants. All grants and contributions disbursed in 1987-88 by recipients, amount and brief description.
- RESPONSE All disclosed  
FORMAT Copies given, 209 pages  
FEES \$22.80
13. SUBJECT Printout with name, address and postal code of RCC paging service providers in Canada sorted by departmental district offices.
- RESPONSE All disclosed  
FORMAT Copies given, printout  
FEES \$62.00
14. SUBJECT Printout containing call sign and name only of GRS licensees in B.C.
- RESPONSE Abandoned  
FEES \$5.00
15. SUBJECT List of all microwave facilities and all earth stations in the provinces of British Columbia, New Brunswick, Nova Scotia and Newfoundland. I would like all information on these facilities which exists in the Spectrum Management System, such as identity of owner or leaseholder, latitude and longitude, bearing etc. whether used by government agency or private party.
- RESPONSE Abandoned  
FEES \$5.00

16. SUBJECT Requesting a printout with name, address and postal code of ROC paging service providers in Canada by region.  
 RESPONSE All disclosed  
 FORMAT Copies given, printout  
 FEES \$44.50
17. SUBJECT Requesting the name and address of companies, the name only of private individuals along with the number of fixed and mobile radio units for each licensee. The frequency range is 30 to 896 MHz.  
 RESPONSE Disclosed in part, 15(1) International, 15(1) Defence, 15(1) Subversive, 16(1)(a), 16(1)(c), 16(1)(d), 16(2), 16(3), 17  
 FORMAT Copies given, 9 printouts and one computer magnetic tape  
 FEES \$2,122.50
18. SUBJECT I am interested in finding out about aspects of two job descriptions: (1) Senior Advisor NATO: RRB-0383, FM-06 (a) Please provide description of the Activities of the NATO Communications and Information Systems Committee as seen from RRB-0383, FM-06. (b) Please provide description of the Activities of the NATO Civil Communications Planning Committee. (c) Please provide description of the Activities of the Allied Long Lines Agency. (2) Chief Space and Telecommunications Industry Development: COM-IED-2965-ENG 06. Please provide description of the Operation of the SPAR/DOC Memorandum of Agreement Program as seen from COM-IED-2965-ENG 06 including its historic operation as recorded in the DOC accounts.  
 RESPONSE All disclosed  
 FORMAT Copies given, 19 pages  
 FEES \$5.00
19. SUBJECT Information from the radio licensing database for cross-impact study as follows: - year of licence, name and address of company, contact person, industry grouping, network site locations and or an indication of geographic coverage and number of sites, any information

to indicate how much each network has grown, summary information by year on the number of networks, by type and frequency, the uses to which the network is put and why a private network is required.

RESPONSE Abandoned  
FEES \$0.00

20. SUBJECT Listing of VHF and UHF land mobile radio frequencies for Saint John and surrounding area. The listing should show transmit and receive frequency and frequency user.

RESPONSE Treated informally  
FORMAT Copies given, microfiches  
FEES \$5.00

21. SUBJECT A printout showing name, address and postal code for companies and the name only for private individuals of all microwave licensees in British Columbia excluding Whitehorse, in the frequency range 890 MHz and above.

RESPONSE Abandoned  
FEES \$5.00

22. SUBJECT Require the following information for the edition of Captain Lillie's Coast Guide and Radiotelephone Directory: Ship station data, alphabetical, name of vessel in B.C. only, from ship stations (radio telephones). Gummed labels of only B.C. owners showing their name and complete address sorted by postal codes.

RESPONSE All disclosed  
FORMAT Copies given, printout, magnetic tape, self-adhesive labels  
FEES \$412.00

23. SUBJECT A listing of all licensed two way radio users in Canada. The listing should include customer name, customer address, station location, coordinates, number of radios.

RESPONSE Disclosed in part, 15(1) International, 15(1) Defence, 15(1) Subversive, 16(1)(a), 16(1)(c), 16(1)(d), 16(2), 16(3), 17, 20(1)(c), 20(1)(d)

- FORMAT Copies given, tape  
 FEES \$1,575.00
24. SUBJECT Wish to obtain position descriptions for 13 employees of the department as listed. I also wish to receive all materials or articles published by these thirteen employees in journals, etc., such as the Canadian Political Journal.
- RESPONSE Treated informally  
 FORMAT Copies given, 100 pages  
 FEES \$0.00
25. SUBJECT All the information on the attached list, except for the antenna model and the name of the company, for the 138.0150 MHz-165.2700 MHz frequency band. This report will list all the fixed stations in Quebec, Ontario and the Maritime Provinces.
- RESPONSE All disclosed  
 FORMAT Copies given, magnetic tape  
 FEES \$580.00
26. SUBJECT Please provide a list of frequencies and the name and address of the licensee for each RCC radio paging service provider. Also if possible the number of units for each system. Listed by province of DOC list.
- RESPONSE All disclosed  
 FORMAT Copies given, tape  
 FEES \$580.00
- \* 27. SUBJECT List of recipients under Cultural Initiatives Program for the period from April to September 1988, their province of residence, their address, the amount granted, the pertinent segment of the program, a short description of the project and the corresponding budgetary items (breakdown). (2) A short description of projects subsidized in 1985-86 and 1986-87, accompanied by the name of the recipient, the

\* not yet complete



recipient's address, the amount granted and the budgetary items for the subsidized projects (breakdown).

28. SUBJECT All information in the 30 MHz and 890 MHz frequency band. This report includes the name and address of private commercial and municipal station licensees below 960 MHz that are fixed stations communicating with other fixed stations and mobiles in the Quebec City area. It also includes mobile stations communicating with other mobile stations and GLMRS mobiles.
- RESPONSE All disclosed  
FORMAT Copies given, printout  
FEES \$105.00
29. SUBJECT I would like to obtain a list of mobile radio station licensees in B.C. The only information I require is the name, address, operating frequency and mobile phone number if applicable.
- RESPONSE Abandoned  
FEES \$0.00
30. SUBJECT See attached list of briefs prepared for the Federal Cultural Policy Review Committee (Applebaum/Hébert Commission).
- RESPONSE Transferred  
FEES \$0.00
31. SUBJECT Name and address of restricted common carriers operating in B.C. providing public commercial mobile or fixed station service. Please also indicate area i.e. city/town service. Station data for RCC's operating in B.C. i.e. geographic coordinates of transmit-receive frequencies and EIRP.
- RESPONSE All disclosed  
FORMAT Copies given, printout  
FEES \$162.00

- \* 32. SUBJECT All documents relating to the definition and formation of the national film policy for 1980 to 1986.
33. SUBJECT Site locations of any trunked radio repeaters in the following areas of B.C.: Vancouver and environs, Castlegar, Williams Lake.  
 RESPONSE Treated informally  
 FEES \$0.00
34. SUBJECT I would like a complete list of all radio frequency assignments for the entire spectrum.  
 RESPONSE Abandoned  
 FORMAT Copies given, publications  
 FEES \$5.00
- \* 35. SUBJECT This request is for access to all records containing information pertaining to the formal request for an Agreement between the Govt. of Canada and the Govt. of the United States to protect archaeological and ethnological material. This is in reference to my previous request of 1986.
36. SUBJECT We will require a cost and timing estimate for these 2 items: (1) A datatape of the 2 way radio licensee database with the specifications and information to be included as outlined - a sample run and (2) A copy of the summary of license data which reports various database statistics.  
 RESPONSE All disclosed  
 FORMAT Copies given, computer magnetic tape  
 FEES \$3,177.50
37. SUBJECT Provide the number of radio frequencies and the number of radio units (mobiles and portables) for each RCCMRS and trunking service provider in each of the districts mentioned below, across Canada.
- \* not yet complete

RESPONSE All disclosed  
FORMAT Copies given, printout  
FEES \$98.50

38. SUBJECT Documents relating to CKAN 1984 Limited, Newmarket, Ontario; specifically documents regarding CKAN operation of A.M. Radio Station CKAN on 1480 MHz and documents relating to sideband interference to CHOW, Welland, Ont. caused by CKAN, contained in DOC file 6206-1907-385(DBC-E) and other files, including but not limited to: Correspondence between CKAN and DOC and between DOC and CKAN concerning operation of CKAN on 1480 KHz, including any demand, order, or other action taken on the part of DOC to compel CKAN to reduce or eliminate sideband interference; Proof of performance of CKAN transmitter and antenna array operating on 1480 MHz; Reports of independent consultants assessing CKAN transmitter and antenna array and sideband interference to CHOW; Technical construction and operating certificates of CKAN; Memoranda between DOC and CRTC relating to technical operation of CKAN on 1480 KHz and its spacing 10 KHz above CHOW Welland, Ontario operating on 1470 KHz as well as any memoranda relating to the renewal of the license of CKAN and the impact upon such renewal upon sideband interference to CHOW; Correspondence from CHOW listeners complaining of interference; Copies of inspection reports pertaining to CKAN transmitter and antenna array files by DOC regional inspectors, including any analysis of sideband interference to CHOW by CKAN or any other radio station; Correspondence between DOC and FCC pertaining to use of 1480 KHz by CKAN, Internal DOC and/or CRTC briefing notes concerning CKAN and the allocation of 1480 KHz to CKAN and any assessment of potential sideband or other forms of interference to CHOW.

RESPONSE All disclosed  
FORMAT Copies given, 112 pages  
FEES \$5.00

39. SUBJECT Documents relating to CHOW, Welland, Ontario specifically documents regarding CKAN operation of A.M. Radio Station CKAN on 1470 KHz and documents relating to sideband interference to CHOW caused by CKAN, Newmarket, Ont., contained in DOC file 6206-1907-385(DBC-E) and other files including but not limited to: Correspondence between CHOW and DOC and between DOC and CHOW concerning operation of CKAN on 1480 KHz; Proof of performance of CHOW transmitter and antenna array operating on 1470 KHz; Reports of independent consultants assessing CHOW transmitter and antenna array and sideband interference to CHOW; Technical construction and operating certificates of CHOW; Memoranda between DOC and CRTC relating to technical operation of CHOW on 1470 KHz and its spacing 10 KHz below CKAN Newmarket, Ontario operating on 1480 KHz; Any analysis of sideband interference to CHOW caused by CKAN; Correspondence from CHOW listeners complaining of interference; Copies of inspection reports pertaining to CHOW transmitter and antenna array filed by DOC regional inspectors, including any analysis of sideband interference to CHOW by CKAN or any other radio station; Internal DOC and/or CRTC briefing notes concerning CHOW and the allocation of 1480 KHz to CKAN and any assessment of potential sideband or other forms of interference to CHOW.

RESPONSE All disclosed  
FORMAT Copies given, 112 pages  
FEES \$5.00

40. SUBJECT I would like any information (decision etc.) relating to current developments in Canadian telecommunications regulation or a catalogue of telecommunications acts and decisions etc. I would also like the following publications: (1) The Railway Act, (2) An Act to amend the Railway Act, 1903, (3) Bill C-19 (An Act representing Bell Canada) 1984-85, (4) Bill-20 (An Act representing the CRTC) 1984-85, (5) Relevance of U.S. Legislative/Regulatory Experience to the Canadian Situation, 1971, (Telecommunications Study) (6) Relevance of Regulatory Experience in Countries other than

Canada 1971 (Telecommunications Study 1(f)),  
(7) Communications and Regional  
Development, 1971, (Telecommunications Study  
2(d)), (8) Regulatory Bodies - Structures and  
Rules, 1971 (Telecommunications Study 7(a) and  
(b)), (9) Relationship between DOC and the  
Telecommunications Carriers, 1971  
(Telecommunications Study 7(c)), (10) Proposals  
for a Communications Policy for Canada - A  
Position paper for the Government of Canada,  
1973 (Green Paper), (11) Communications: Some  
Federal Proposals 1975 (The Grey Paper), (12)  
The Impact of Bypass on the Future Developments  
of Local Telecommunications Networks,  
Telecommunications Policy Branch 1984, (13)  
Alternative Futures: The Canadian  
Telecommunications Carriage Industry 1985-  
2000, Telecommunications Policy Branch, 1984,  
(14) The Impact of International Competition on  
the Canadian Telecommunications Industry and Its  
Users, D.A. Ford and Associates, Ottawa 1986  
(Joint Study Commissioned by the Federal and  
Provincial Governments), (15) Federal/Provincial  
Examination of Telecommunications Pricing and  
the Universal Availability of Affordable  
Telephone Service Report (the Mongeau Report),  
Minister of Supply and Services, October 1986,  
(Joint Federal-Provincial Examination), (16)  
Telecommunications in Canada: Phase I,  
Interconnection, Ottawa, Consumer and Corporate  
Affairs, 1981, (17) Telecommunications in  
Canada: Phase II the Proposed Reorganization of  
Bell Canada, Consumer and Corporate Affairs  
1982, (18) Telecommunications in Canada: Phase  
III, the Impact of Vertical Integration on the  
Telecommunications Equipment Industry, Consumer  
and Corporate Affairs, 1983, (19) Regulatory  
Policy DOC/BCI-036, (20) Government  
Telecommunications Program DOC/TIT-120,

RESPONSE Assisted the applicant by finding publicly  
available material (Section 68); contract  
reports released

FORMAT Copies given, 100 pages, 10 brochures

FEES \$5.00

41. SUBJECT Requesting the DFL report No.2 on computer magnetic tape for frequencies 159 MHz to 172 MHz and 27 MHz to 31 GHz.
- RESPONSE All disclosed  
FORMAT Copies given, tape  
FEES \$66.50
42. SUBJECT Request for a listing of the land mobile radio frequencies which are in use in the Winnipeg, Manitoba area. The following bands are of interest: 138-174MHz and 380-512MHz. For each of the bands listed above, the following information is requested (a) a listing of the frequencies in MHz, (b) call signs of the stations (station identification), (c) names of the licensees.
- RESPONSE All disclosed  
FORMAT Copies given, printouts  
FEES \$5.00
43. SUBJECT On April 7, 1983, CBC Journal aired a documentary on war criminals. I would like to view all memoranda, requests for information, research and production notes, etc. that may have been exchanged between CBC Journal employees and members of the Office of Special Investigations (OSI), US Department of Justice, in preparation for this program.
- RESPONSE Does not exist  
FEES \$0.00
44. SUBJECT I request access to records which will enable me to know the total amount of legal fees and disbursements paid to individual non-government (that is private sector) lawyers and law firms by your government department or agency during the 1987 and 1988 fiscal period. I have already requested a copy of the "Master List" of lawyers and law firms paid through Justice Canada. This request is only for those lawyers and law firms hired by your department or agency and not reported to Justice Canada or paid through Justice.
- RESPONSE All disclosed

- FORMAT Copies given, one page  
 FEES \$5.00
45. SUBJECT All contracts with Computer Gateway Inc. of Ottawa which were unexpired as of September 1st, 1987. All contracts with Computer Gateways Inc. of Ottawa entered into between September 1st, 1987 to present.  
 RESPONSE Does not exist  
 FEES \$5.00
46. SUBJECT Wants a copy of the reports on public and private meetings of the Task Force on Broadcasting. List of reports submitted to the task force by various organizations.  
 RESPONSE All disclosed  
 FORMAT Copies given, 1494 pages  
 FEES \$298.80
47. SUBJECT I would like to request the name and address and assigned radio frequencies of companies and individuals operating base stations associated with base to mobile and mobile to mobile operations in Ontario in city order.  
 RESPONSE Abandoned  
 FEES \$5.00
48. SUBJECT Provide us with two computer printouts and one magnetic tape of the corporate name, civic address, city, province, postal code of all RCC's in Canada.  
 RESPONSE All disclosed  
 FORMAT Copies given, 2 printouts and tape  
 FEES \$84.00
49. SUBJECT Requesting printout showing the number of transmit channels by service provider (company) for each district office.  
 RESPONSE All disclosed  
 FORMAT Copies given, printout  
 FEES \$218.00

50. SUBJECT Update of previous information per my original request dated April 12, 1985. Info requested was as follows: (a) land licenses, category "C", "F", "J", "L", (b) mobile licenses, category "B", "E", "H", (c) 25 MHz to just below 890 MHz, (d) fee paying licensees only postal code, transmit frequency, receive frequency, power, band width and emission, type approval number, station location (coordinates), type of operation, Standard Industrial Code, application date, number of mobiles associated to a base, equipment class, mobile to mobile. All on magnetic tape.

RESPONSE All disclosed  
FORMAT Copies given, 2 tapes  
FEES \$1120.00

51. SUBJECT Value of paintings assessed for the Cultural Property Export Review Board.

RESPONSE Transferred  
FEES \$5.00

\* 52. SUBJECT I am applying for the following (a) 1987-88 briefing notes on film distribution and production options in Canada, including the right to bid on independent non-Hollywood films, (b) representations made in 1987-1988 on the American film industry's assessments/reactions to Canadian film policy proposals/reports including from Jack Valenti, (c) reports on costs/profits in Canadian film distribution and the effects differing options would have financially 1986-1988, (d) explanations of how import licenses would have worked and how the monitoring system/fines will work as recently announced, (e) explanations of how Americans can freely distribute their films in Canada but foreign films may have to pay fees for distribution, (f) reports/correspondence with Consumer Affairs re competition policy and what is called unfair business practices re film distribution (g) correspondence/memos re relationship and actual discussions with American and Canadian officials given free trade talks and Canada-USA trade 1987/88.

\* not yet complete



53. SUBJECT I am applying under the ATIA for the 1987-88 audit reports (1) Telidon Equipment (2) Food Facilities, (3) Revenues (DDA), (4) Cultural Affairs-Contribution Audit Process, (5) FCMC Contribution Audit.
- RESPONSE All disclosed  
 FORMAT Copies given, 5 audit reports  
 FEES \$5.00
54. SUBJECT I should like to obtain a recent list of all companies operating in the paging systems field in Canada.
- RESPONSE All disclosed  
 FORMAT Copies given, printout  
 FEES \$128.00
- \* 55. SUBJECT I would like to see all documents prepared since November 1987, on the International Telecommunications Discovery Centre in Brantford, Ontario.
56. SUBJECT Listing of radio station licensees who are licensed for handheld or portable operation. Name, address, city and postal code for each company in the private commercial service across Canada,
- RESPONSE All disclosed  
 FORMAT Copies given, printout  
 FEES \$274.60
57. SUBJECT Non-financial records, declarations and applications to the Canadian Film and Videotape Certification Office for the "Night Heat" television series showing the involvement of one Sonny Grosso and/or any other non-Canadians credited as Executive Producer and/or Supervising Producer and/or Producer and/or Production Consultant, etc. including copies of any "Declaration of Citizenship or Permanent Resident" and any "requests for exemptions for non-Canadians to receive credits" and any correspondence, memoranda or decisions issued thereto,
- \* not yet complete

- RESPONSE Nothing disclosed, exempt, 24  
FEES \$5.00
58. SUBJECT Consultation of Barrhaven radio-interference complainants concerning the release of their names and addresses to the Barrhaven Community Association.
- RESPONSE All disclosed  
FORMAT Copies given  
FEES \$5.00
59. SUBJECT Please provide us with a computer printout of the corporate name, address, city, province, postal code of all companies with trunking licenses in the 800 MHz band.
- RESPONSE All disclosed  
FORMAT Copies given, printout  
FEES \$111.50
60. SUBJECT I should like to obtain, on microfiche, a list of all frequencies in the 27 MHz to more than 24 MHz range used in Quebec. In addition, I should like to receive the same information on magnetic tape for the Quebec City area (see geographical co-ordinates below). In both cases, I need the most recent Report No 3.
- RESPONSE All disclosed  
FORMAT Copies given, microfiche, tape  
FEES \$192.50
61. SUBJECT Names and addresses of radio station license holders in NWT and Northern Quebec specifically: VHF and HF licensees, private, commercial, government territorial and federal, municipal. (Locations NWT and Northern Quebec north 55 degrees)
- RESPONSE Abandoned  
FEES \$5.00
62. SUBJECT I request a copy of the Technical Administrative Frequency List (TAFL) to be provided on magnetic tape. The parameters for the information required are: Canada-wide

coverage - frequency bands 3,600-4,300 MHz and  
5,800-6,500 MHz - 9 track half inch tape - 1,600  
BPI. I enclose a magnetic tape for the data.

RESPONSE All disclosed  
FORMAT Copies given, tape  
FEES \$5.00

63. SUBJECT All information relating to cellular  
telephones, including both Bell Canada and  
Cantel Inc. location of all Ontario tower  
sites, present and future, by address, lot and  
concessions, township, street and street  
number, longitude and latitude, lot  
description, all transmit and receive  
frequencies assigned or reserved at each tower  
site, channel numbers, area coverage of cell  
sites, and any maps, charts, overlays and aerial  
photographs.

RESPONSE Treated informally  
FORMAT Copies given, 2 printouts  
FEES \$5.00

64. SUBJECT Complete file list for Security and  
Communications Support Services Branch  
including files which concern the COMSEC  
Program, including both Administrative and  
Operational records.

RESPONSE Disclosed in part, 25, 15(1) Defence, 15(1)  
International 15(1) Subversive, 16(2)(c)  
FORMAT Copies given, 61 pages  
FEES \$5.00

65. SUBJECT A copy of all call-ups processed by the  
department in the NCC under the terms of the  
Master Standing Offer for Informatics  
Professional Services during the month of  
February 1988 and the month of March 1988.

RESPONSE Disclosed in part, 25, 20(1)(b), 20(1)(c)  
FORMAT Copies given, 10 pages  
FEES \$5.00

- \* 66. SUBJECT Petitions to the Governor in Council (appeals to the Cabinet) by Bell Canada Enterprises and Bell Canada with respect to Telecom Decision CRTC 88-4, March 17, 1988, Bell Canada - 1988 Revenue Requirement, Rate Rebalancing and Revenue Settlement Issues. My request includes access to records related to the petitions such as correspondence
  
- \* not yet complete

NOTE: With the 66 requests mentioned above as well as the 4 UHF/VHF requests noted in #3, our Department received a total of 70 formal requests during the 1988-89 reporting period. Many others are dealt with informally.



REPORT ON PRIVACY



A) STATISTICS

1988-89 STATISTICS



Government of Canada

Gouvernement du Canada

REPORT ON THE PRIVACY ACT  
RAPPORT CONCERNANT LA LOI SUR LA PROTECTION  
DES RENSEIGNEMENTS PERSONNELS

Institution <b>COMMUNICATIONS CANADA</b>	Reporting period / Période visée par le rapport <b>April 1, 1988 to March 31, 1989</b>
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I Requests under the Privacy Act / Demande en vertu de la Loi sur la protection des renseignements personnels

Received during reporting period / Reçus pendant la période visée par le rapport	15
Outstanding from previous period / En suspens depuis la période antérieure	2
<b>TOTAL</b>	<b>17</b>
Completed during reporting period / Traités pendant la période visée par le rapport	15
Carried forward / Reportés	2

II Disposition of requests completed / Disposition prise à l'égard des demandes traitées

1. All disclosed / Communication totale	5
2. Disclosed in part / Communication partielle	8
3. Nothing disclosed (in whole) / Aucune communication (en totalité)	
4. Nothing disclosed (in part) / Aucune communication (en partie)	
5. Unable to process / Traitement impossible	2*
6. Abandoned by applicant / Abandon de la demande	
7. Transferred / Transmis	
<b>TOTAL</b>	<b>15</b>

III Exemptions invoked / Exemptions invoquées

S. Par. 16 (2)	
S. Art. 19 (1) (a)	
(b)	
(c)	
(d)	
S. Art. 20	
S. Art. 21	
S. Art. 22 (1) (a)	1
(b)	
(c)	
S. Par. 22 (2)	
S. Art. 23 (a)	
(b)	
S. Art. 24	
S. Art. 25	
S. Art. 26	8
S. Art. 27	
S. Art. 28	

IV Exemptions cited / Exemptions citées

S. Art. 68 (1) (a)	
(b)	
S. Art. 70 (1) (a)	1
(b)	
(c)	1
(d)	1
(e)	
(f)	

V Complete time / Délai de traitement

30 days or under / 30 jours ou moins	12
31 to 60 days / De 31 à 60 jours	3
61 to 120 days / De 61 à 120 jours	
121 days or over / 121 jours ou plus	

VI Exemptions / Prorogations des délais

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations		
Consultation	3	
Translation / Traduction		
<b>TOTAL</b>	<b>3</b>	

VII Translations / Traductions

Translations requested / Traductions demandées		1
Translations prepared / Traductions préparées	English to French / De l'anglais au français	
	French to English / Du français à l'anglais	X

VIII Method of access / Méthode de consultation

Copies given / Copies de l'origine	13
Examination / Examen de l'original	
Copies and examination / Copies et examen	

IX Corrections and revision / Corrections et révision

Corrections requested / Corrections demandées	1
Corrections made / Corrections effectuées	1
Revisions requested / Révisions demandées	
Revisions made / Révisions effectuées	

X Costs / Coûts

French (all reasons) / Français (toutes raisons)	
Salary / Traitement	\$ 38,639
Administration - O and M / Administration (fonctionnement et maintien)	\$ 10,035
<b>TOTAL</b>	<b>\$ 48,674</b>
Person year utilization (all reasons) / Annes-personnes utilisées (toutes raisons)	
Person year (decimal format) / Annes-personnes (nombre décimal)	0.97

\* Information did not exist



1987-88 STATISTICS



Government of Canada / Gouvernement du Canada

REPORT ON THE PRIVACY ACT  
RAPPORT CONCERNANT LA LOI SUR LA PROTECTION  
DES RENSEIGNEMENTS PERSONNELS

Institution <b>COMMUNICATIONS CANADA</b>	Reporting period / Période visée par le rapport <b>April 1, '87 - March 31, '88</b>
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**I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels**

Received during reporting period / Reçues pendant la période visée par le rapport	15
Outstanding from previous period / En suspens depuis la période antérieure	0
<b>TOTAL</b>	<b>15</b>
Completed during reporting period / Traitées pendant la période visée par le rapport	13
Carried forward / Reportées	2

**II Disposition of requests completed / Disposition des demandes traitées**

1. All disclosed / Communication totale	9
2. Disclosed in part / Communication partielle	3
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	
4. Nothing disclosed (access) / Aucune communication (accès)	
5. Unable to process / Traitement impossible	1
6. Abandoned by applicant / Abandon de la demande	
7. Transferred / Transmises	
<b>TOTAL</b>	<b>13</b>

**III Exceptions invoked / Exceptions invoquées**

s. 16 (2)	
s. 19 (1) (a)	
(b)	
(c)	
(d)	
s. 20	
s. 21	
s. 22 (1) (a)	
(b)	1
(c)	
s. 22 (2)	
s. 23 (a)	
(b)	
s. 24	
s. 25	
s. 26	3
s. 27	
s. 28	

**IV Exclusions cited / Exclusions citées**

s. Art. 68 (1) (a)	
(b)	
s. Art. 70 (1) (a)	
(b)	
(c)	
(d)	
(e)	
(f)	

**V Completion time / Délai de traitement**

30 days or under / 30 jours ou moins	12
31 to 60 days / De 31 à 60 jours	1
61 to 120 days / De 61 à 120 jours	
121 days or over / 121 jours ou plus	

**VI Extensions / Prolongation des délais**

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations		
Consultation	2	
Translation / Traduction		
<b>TOTAL</b>	<b>2</b>	

**VII Translations / Traductions**

Translations requested / Traductions demandées	
Translations prepared / Traductions préparées	English to French / De l'anglais au français
	French to English / Du français à l'anglais

**VIII Method of access / Méthode de consultation**

Copies given / Copies de l'original	11
Examination / Examen de l'original	
Copies and examination / Copies et examen	1

**IX Corrections and revision / Corrections et révision**

Corrections requested / Corrections demandées	
Corrections made / Corrections effectuées	
Revisions attached / Révisions annexes	

**X Costs / Coûts**

FRENCH (all reasons) / FRANÇAIS (toutes raisons)	
Salary / Traitement	\$ 39,183
Administration (O and M) / Administration (fonctionnement et matériel)	\$ 9,491
<b>TOTAL</b>	<b>\$ 48,674</b>
Per person year unitization (all reasons) / Annonces-personnes unitisées (toutes raisons)	
Per person year (decimals format) / Annonces-personnes (nombre décimal)	1.04

## B) INTERPRETATION OF STATISTICS

### Costs of the ATIP Secretariat

The staff of the ATIP Secretariat continue to spend a significant portion of their time addressing the issues of retention, protection, and disclosure of personal information. Their advice is frequently sought in connection with the implementation of the security policy. We have continued to show 25% of their time as spent on privacy issues, although the requests themselves do not compare in complexity to the access requests which we receive.

### Personnel Costs

A system has been developed to track the time spent by other departmental personnel on each request, and on other activities such as briefing sessions, policy development, and activities related to the Index of Personal Information. Salary costs are reported quarterly, and the total costs of \$48,674 are calculated as follows:

Coordinator of Secretariat	25% x 1 py x salary
Senior Advisor	25% x 1 py x salary
Administrative Assistant	25% x 1 py x salary
Other personnel, on a case by case basis	fraction of py X salary

### Operational Costs

Materials cost for response to each enquiry	100% of total
Computer system for records management and ATIP tracking system	25% of total
ATIP administrative costs such as training, printing, travel, publications, etc.	25% of total

## C) PRACTICES AND PROCEDURES

### Organization of Privacy Activities

The organization of the ATIP Secretariat was fully described on page 9. The Director, Sector Management and Departmental Coordination is also the Privacy Coordinator for the Department. Assisted by the staff of the ATIP Secretariat, who implement policy and coordinate access and personal information requests, the Coordinator is responsible for advising the Deputy Minister on privacy matters. In situations where the Deputy Minister must become involved, the Assistant Deputy Minister raises the matter at senior management meetings.

The Coordinator is also responsible for the oversight of all data collection within the Department, and acts as the liaison with Statscan and with the Department of Supply and Services concerning data collection and opinion polls.

D) INSTITUTIONAL POLICIES

The Department had reported last year on the review of its policies concerning the protection of radio licensing information as personal information. Specifically, the issue of the applicability of paragraph 3(1) of the definition of personal information to radio licensing information had been raised in a complaint to the Privacy Commissioner last year concerning release of lists of amateur radio operators.

The Department responded to this complaint, on the recommendation of the investigator from the Privacy Commissioner's Office, by ceasing distribution of the lists of licensed amateurs, which we had hitherto made available to amateur clubs and associations to facilitate their activities. This prompted a flood of complaints, including one to the Information Commissioner about the exemption of the information under section 19 of the Access to Information Act. The Department feels it is a matter of public policy that those who are licensed to use the radio spectrum, a scarce natural resource, should be publicly accountable. Both complaints were satisfactorily resolved, the Commissioners supporting our release of the information under paragraphs 8(2)(a) and 8(2)(m) of the Privacy Act, and the Department has resumed its practice of releasing amateur lists to the public.

E) DELEGATION INSTRUMENT

The Department put in effect on July 1, 1983, a delegation order which retains authority to release information under the Act at senior levels. The Deputy Minister is responsible for decisions regarding all sections of the Act, and this authority is delegated to the Privacy Coordinator, and to the Assistant Deputy Minister of Corporate Management, to whom he reports. The Coordinator of the ATIP Secretariat has authority for sections 8(5) and 14, only when it is determined that access shall be given, and for section 15. Because of the increasing responsibilities of the Coordinator, full authority will be delegated to the Secretariat Coordinator in 1989-90.

F) INVESTIGATIONS

The Department received no complaints this year, but one from the previous year concerning our established practice of releasing lists of amateur radio licensees was resolved. The Privacy Commissioner did not support the complaint.

G) DISCLOSURES UNDER 8(2)(E) OF THE PRIVACY ACT

The Department received 3 requests for disclosure under 8(2)(e) of the Act. Authority for disclosure to investigative bodies is not delegated below the Privacy Coordinator, although it will be extended to the Secretariat Coordinator in 1989-90.

H) EXEMPT BANKS

The Department has no exempt banks.

I) USE AND DISCLOSURE

In keeping with the emphasis that the Government has put on the protection of privacy in its response to the report of the Justice Standing Committee which reviewed the progress of the Access to Information and Privacy legislation, the importance of the protection of personal information has been stressed in our ongoing series of briefing sessions given to departmental employees.

