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**ACCESS TO INFORMATION
AND
PRIVACY**

ANNUAL REPORT 1990 - 1991

Canada

COMMUNICATIONS CANADA

Annual Report on

ACCESS TO INFORMATION AND PRIVACY

1990-1991

REPORT ON
ACCESS TO INFORMATION

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A) **INTRODUCTION/HIGHLIGHTS**

The Access to Information and Privacy Secretariat has again received a large number of complex and voluminous requests this year which, as usual, has severely taxed its resources.

Also, it is worth noting that more than 20% of the formal access requests received by the Secretariat were abandoned during this reporting period. Seventy-eight percent of these involved our Research and Spectrum Sector which is moving towards an informal release policy for much of the data it possesses. Consistent with the Federal Government's Communications Policy, the Secretariat has worked closely with that Sector to develop these informal release mechanisms. Furthermore, we can expect a further decrease in formal requests processed by the Secretariat once the policy is fully implemented.

B) STATISTICAL REPORT
1990-1991 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 COMMUNICATIONS CANADA	Reporting period / Période visée par le rapport April 1, 1990 to March 31, 1991
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Source →	Media / Médias 15	Academia / Secteur universitaire 3	Business / Secteur commerciale 34	Organization / Organisme 17	Public 40
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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	109
Outstanding from previous period / En suspens depuis la période antérieure	16
TOTAL	125
Completed during reporting period / Traitées pendant la période visée par le rapport	104
Carried forward / Reportées	21

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

1. All disclosed / Communication totale	57	6. Unable to process / Traitement impossible	4
2. Disclosed in part / Communication partielle	13	7. Abandoned by applicant / Abandon de la demande	23
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	1	8. Treated informally / Traitement non officiel	5
4. Nothing disclosed (reserved) / Aucune communication (exception)		TOTAL	104
5. Transferred / Transmission	1		

III Exemptions invoked / Exceptions invoquées

S. Art. 13 (1) (a)	3	S. Art. 18 (1) (a)	1	S. Art. 18 (b)		S. Art. 21 (1) (a)	8
(b)		(b)		(c)		(b)	1
(c)		(c)	1	(d)		(c)	1
(d)		(d)		S. Par. 10 (1)	5	(d)	
S. A. 14	4	S. Par. 10 (2)	1	S. Art. 20 (1) (a)	5	S. A. 22	1
S. 15 (1) International rel. / Relations inter. A.	1	S. Par. 10 (3)		(b)	4	S. A. 23	3
Defence / Défense		S. 17 A.		(c)	3	S. A. 24	
Subversive activities / Activités subversives		S. 18 (a)		(d)		S. A. 29	

IV Exclusions cited / Exclusions citées

S. Art. 66 (a)		S. Art. 66 (1) (a)	3
(b)		(b)	2
(c)		(c)	2
S. Art. 66 (1) (a)	5	(d)	2
(b)		(b)	2

V Completion time / Délai de traitement

30 days or under / 30 jours ou moins	53
31 to 60 days / De 31 à 60 jours	24
61 to 120 days / De 61 à 120 jours	12
121 days or over / 121 jours ou plus	15

VI Extensions / Prorogations

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche		
Consultation	15	26
Third party / Tiers		
TOTAL	15	26

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	70
Examination / Examen de l'original	1
Copies and examination / Copies et examen	

IX Fees / Frais

Net fees collected / Frais net perçus		
Application fees / Frais de demande	390.00	Preparation / Préparation
Reproduction	101.75	Computer processing / Traitement informatique
Searching / Recherche		TOTAL
		3685.68
Fees waived / Frais auxquels on renonce		
\$25.00 or under / 25.00 ou moins	12	\$ 300.00
Over \$25.00 / De plus de 25.00		\$

X Costs / Coûts

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 165711
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 35018
TOTAL	\$ 200729
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (actual terms) / Années-personnes (nombre déclaré)	3.32

1989-1990 STATISTICS



Government of Canada / Gouvernement du Canada

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

INFORM 131 COMMUNICATIONS CANADA	Reporting period / Période visée par le rapport April 1, 1989 to March 31, 1990
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Source / Source	Media / Médias: 19	Academe / Secteur universitaire: 4	Business / Secteur commercial: 35	Organization / Organisme: 14	Pages: 29
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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	104
Outstanding from previous period / En suspens depuis la période antérieure	15
TOTAL	119
Cancelled during reporting period / Annulées pendant la période visée par le rapport	101
Carried forward / Reportées	18

II Disposition of requests completed / Disposition des demandes traitées

1. All disclosed / Communication totale	41	6. Unable to process / Traitement impossible	1 + 11 = 12*
2. Disclosed in part / Communication partielle	22	7. Abandoned by applicant / Abandon de la demande	10
3. Nothing disclosed (intended) / Aucune communication (intention)		8. Treated informally / Traitement non officiel	11
4. Nothing disclosed (omitted) / Aucune communication (omission)		TOTAL	101
5. Transferred / Transférées	5		

III Exemptions invoked / Exemptions invoquées

* Does not exist

S. 13 (1) (a)	1	S. 16 (1) (a)		S. 16 (b)		S. 21 (1) (a)	7
(b)		(b)		(b)		(b)	2
(c)		(c)		(c)		(c)	3
(d)		(d)		S. 16 (1)	13	(d)	
S. 14	1	S. 16 (2)		S. 20 (1) (a)		S. 20	
S. 15 (1) International / Int. Relations ext.	1	S. 16 (2) Per.		(b)	7	S. 20	1
Orders / Ordres		S. 17		(c)	6	S. 20	
Subversive activities / Activités subversives		S. 18 (a)		(c)	4	S. 20	

IV Exclusions cited / Exclusions citées

S. 66 (a)		S. 66 (1) (a)	1
(b)		(b)	1
(c)		(c)	1
S. 66 (1) (a)	2	(b)	1
(b)		(b)	2

V Completion time / Délai de traitement

30 days or under / 30 jours ou moins	58
31 to 60 days / De 31 à 60 jours	18
61 to 120 days / De 61 à 120 jours	13
121 days or over / 121 jours ou plus	12

VI Exemptions / Exemptions

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche		1
Consultation	8	21
Third party / Tiers		4
TOTAL	8	26

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	72
Screening / Écran de l'original	
Copies and summaries / Copies et résumés	

IX Fees / Frais

Fees not collected / Frais non perçus		
Application fees / Frais de demande	390.-	Preparation / Préparation
Reproduction	105.20	Carriage processing / Traitement informatisé
Searching / Recherche	---	TOTAL
		5077.14
Fees waived / Frais auxquels on renonce		No. of times / Nombre de fois
25.00 or under / 25.00 ou moins	24	\$ 152.84
Over 25.00 / De plus de 25.00	1	\$ 60.25

X Costs / Coûts

Personnel (all reasons) / Personnel (toutes raisons)	
Salary / Traitement	\$ 145,272
Administration (O and M) / Administration (entretien et matériel)	\$ 33,036
TOTAL	\$ 178,308
Person year utilization (all reasons) / Année-personnes utilisées (toutes raisons)	
Person year (actual figure) / Année-personnes (nombre réel)	3.57

TBS/ECT 350-82 (Rev. 10/87)

C) INTERPRETATION OF STATISTICAL REPORT

Costs of the ATIP Secretariat

The ATIP Secretariat handled both access and privacy requests, so costs are divided between the two functions, **75%** for access and **25%** for privacy. Total costs shown of \$ **200,729** were calculated as follows:

Personnel Costs

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

Operational Costs

Materials costs 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.

The Secretariat purchased a new automated tracking system at the end of the reporting period to record all the activity on access and privacy requests. It also collates all of the statistics needed for the annual reports to Treasury Board and to Parliament.

Time Extensions over 60 Days

There were 24 requests for which time extensions over 60 days were necessary. Again this year, several of these requests were for all records related to a given topic, and involved large volumes of sensitive files.

Abandoned Enquiries

There were 23 abandoned enquiries this year, 78% of which were for our Research and Spectrum Sector. This high rate of abandoned requests is likely due to the fees that were assessed.

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:

MEDIA -	13.8%
ACADEMIA	2.7%
BUSINESS	31.2%
ORGANIZATIONS	15.6%
PUBLIC	36.7%

D) PRACTICES AND PROCEDURES

Organization of ATIP Activities

The Coordinator, Access to Information and Privacy Secretariat, is the departmental Access to Information Coordinator. He reports to the Director General, Administrative and Technical Services.

The Secretariat administers and coordinates all ATIP enquiries. It is composed of one full time Coordinator, one full time senior advisor, one full time administrative assistant, and one full time administrative clerk.

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 requestor wants.

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 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.

E) INSTITUTIONAL POLICIES

Our fee policies have been outlined in our 1988-1989 Annual Report which is still available from our ATIP Secretariat located at:

**300 Slater Street, Room 404
Ottawa, Ontario
K1A 0C8
(613) 990-6015**

We have found it necessary this year, when faced with voluminous requests which would adversely impact on the functioning of the ATIP Secretariat, to require a deposit before processing the request. Regrettably, the use of fee estimates is the only way of ensuring that the requestor is serious in making his request.

F) **DELEGATION OF AUTHORITY**

On May 5, 1989, the Coordinator of the Access to Information and Privacy Secretariat was added to the list of the Deputy Minister, the Assistant Deputy Minister, Corporate Management, the ATIP Coordinator as having delegation of authority for all sections of the Act. These designations were also extended to any person holding any of the above positions in an acting or temporary capacity.

G) **EDUCATION AND TRAINING**

This year, **ten** briefing sessions were given with over **128** departmental employees in attendance. Among the subjects discussed at these briefing sessions were Treasury Board policies on the Management of Government Information Holdings and Data Matching as well as access related matters.

We have found that usually the responsibility centre manager requires assistance in preparing the documents and suggesting exemptions. As a result, a great deal of time is spent by ATIP personnel in the initial review of records. Again this year, two of our sector coordinators attended a three day course given by the Treasury Board Secretariat. We have found that the skills and knowledge acquired have assisted them in carrying out their functions more effectively and has had a trickle down effect to employees in their sectors.

The ATIP Secretariat also gave briefing sessions to a number of program managers regarding information collections and public opinion surveys. A total of **12** information collections or public opinion surveys were processed through the ATIP Secretariat.

H) **COMPLAINTS AND INVESTIGATIONS**

The department has received notice of **6** complaints to the Information Commissioner this year. The salient points of these six investigations are outlined in the table on page 8. In addition, there are **2** ongoing complaints from the previous year which are still outstanding. This brings the total number of investigations to **eight**.

TABLE OF COMPLAINTS AND INVESTIGATIONS

#	DATE RECEIVED	REASON FOR COMPLAINT	RESOLUTION AND COMMENTS
1	17/05/90	delay	unjustified
2	17/08/90	delay	well founded
3	04/09/90	delay	justified
4	14/11/90	exemptions, 20(1)	ongoing
5	31/01/91	extension	ongoing
6	19/03/91	deemed refusal	well-founded

D) APPEALS TO THE FEDERAL COURT

An application pursuant to section 44 of the Access to Information Act was filed with the Federal Court in December 1988 by a third party for a review of the department's decision to release portions of a record. No date has been set for the hearing.

J) **TOPICS OF ACCESS INQUIRIES RECEIVED IN
1990-1991 & DEPARTMENTAL RESPONSE**

1. **SUBJECT** Request for information on radio stations
licences, latitude 44 degrees o'o" and
64 degrees o' o" North, longitude 52 degrees
o' o" and 82 degrees o'o" West,
frequencies 890 MHz to 22,000 MHz.
RESPONSE All disclosed
FORMAT Copies given, computer printout
FEES \$ 5.00

2. **SUBJECT** Request for radio licences in the province
of Nova Scotia complete with frequencies,
names, addresses and telephone numbers of
individuals and all companies on radio
common carriers in 1988-1989.
RESPONSE All disclosed
FORMAT Copies given, computer printout
FEES \$ 5.00

3. **SUBJECT** Request for an itemized list of expenses,
or in its absence, photocopies of receipts,
of the Minister's foreign travel from
January 1990 to March 7, 1991.
RESPONSE All disclosed
FORMAT Copies given, list
FEES \$ 5.00

4. **SUBJECT** Request for a listing of the professional
qualifications of the occupational health
and safety officers in the department.
RESPONSE All disclosed
FORMAT Copies given, job description
FEES \$ 5.00

5. **SUBJECT** Request for information found on the face of all cellular radio licences held by ED TEL Corporation (or possibly ED TEL Cellular) in Alberta. Information requested: 1) number of cellular radio licences held by ED TEL Corporation, 2) effective date of issuance of each licence, 3) designated radio frequencies for each cellular radio licence and 4) location of all licenced cellular radio apparatus (both by street address and geographical coordinates).
- RESPONSE** All disclosed
 FORMAT Copies given, computer printout
 FEES \$ 5.00
6. **SUBJECT** Request for a list of AM radio stations, stating their frequency, bandwidth, power and location.
- RESPONSE** All disclosed
 FORMAT Copies given, documents
 FEES \$ 0.00
7. **SUBJECT** Request for 1990-1991 departmental polls and surveys, including one by Decima on a profile of Canadian Arts Consumers. Questions to be asked, terms of reference, notes on oral briefings given and slide presentations to be provided if available.
- RESPONSE** All disclosed
 FORMAT Copies given, reports
 FEES \$ 5.00
8. **SUBJECT** Request for all consultants reports commissioned since 1980 concerning Canadian Film and Video Productions.
- RESPONSE** Abandoned
 FEES \$ 5.00

9. **SUBJECT** Request for any Decima Research polls conducted for the department in 1990.
 RESPONSE All disclosed
 FORMAT Copies given, list
 FEES \$ 5.00
10. **SUBJECT** Request for all directives, policies and guidelines of the Department relating to the subject of staffing by appointment without competition.
 RESPONSE Transferred
 FEES \$ 5.00
11. **SUBJECT** Request for files, notes, correspondence, etc. pertaining to all phases of staffing positions, etc.
 RESPONSE Disclosed in part, 19(1)
 FORMAT Copies given, documents
 FEES \$ 5.00
12. **SUBJECT** Request for a complete copy of the studies done since December 1988 regarding the power density of Mount-Royal, of Ridgewood Street and of the Côte-des-Neiges neighbourhood in Montreal. The information should include the names of the authors, the date of the analyses, the method and instruments used, the location, for what transmitters and on what frequencies.
 RESPONSE All disclosed
 FORMAT Copies given, report
 FEES \$ 0.00

13. **SUBJECT** Request for a list of trips abroad by the Minister in 1990, with the following information: place, dates and duration, reason for trip, official functions attended by the Minister and costs paid by the government.
- RESPONSE** All disclosed
- FORMAT** Copies given, list
- FEEs** \$ 5.00
- * 14. **SUBJECT** Request for a publication entitled: Book Publishing Development Program which was published in October 1986. Also requesting what company designed these publications and what was the amount of their final invoice? What company provided the typesetting? What was the amount of their bill? Would like to see a copy of all correspondence related to this file.
15. **SUBJECT** Request for a copy of the licence granted in 1983, and the amendment made in April 1989, to Rogers Cantel Inc.
- RESPONSE** Abandoned
- FEEs** \$ 5.00
16. **SUBJECT** Request for a list of licences issued for the operation of communication antennas on Montreal Island.
- RESPONSE** Treated informally
- FORMAT** Copies given, documents
- FEEs** \$ 0.00

* not yet complete

17. **SUBJECT** Request for the Imperial Oil Limited radio licence inventory consisting of Imperial Oil Limited, Esso Resources Canada Limited, and Esso Resources (1989) Limited.
- RESPONSE** All disclosed
- FORMAT** Copies given, magnetic tape and printouts
- FEES** \$ 56.50
-
18. **SUBJECT** Request for information on radio station licences for the districts of Muskoka/ Parry Sound, Ontario area and consisting of small communities spaced widely apart: specifically the towns/villages of Huntsville, Bracebridge, Gravenhurst, Dwight, Dorset, Port Sydney, Emsdale, Kearney, Baysville, Burkes Falls and Rosseau.
- RESPONSE** Abandoned
- FEES** \$ 0.00
-
19. **SUBJECT** Request 1990 briefing notes and reports on the Canadian Broadcasting Corporation's cutbacks, the implications of such cutbacks and whether private broadcasters should fill the gaps or have a new role in local and national broadcasting.
- RESPONSE** Disclosed in part, 69(1), 14(1), 20(1), 21(1) and 23(1)
- FORMAT** Copies given, documents
- FEES** \$ 5.00
-
- * 20. **SUBJECT** Request 1989-1990 briefing notes in support of a Toronto ballet-opera house, costing estimates and assessments done, any consultant or in-house review of the proposed project, the status of federal support, currently proposed funding, and meeting notes with correspondence received from those supporting the project.

- * 21. **SUBJECT** Request for a list, log or record of briefing notes to the Minister or Prime Minister from your department for the period of June 1 to December 31, 1990.
22. **SUBJECT** Request for a list, log or record of anticipated oral questions prepared for the period of June 30 to December 31, 1991.
 RESPONSE All disclosed
 FORMAT Copies given, list
 FEES \$ 5.00
- * 23. **SUBJECT** Request for any record or list or log of professional service contracts from July 1 to December 31, 1990. Please include the contract number, starting date, date completed, a summary or description of the contract and the value of the contract or contract amendments.
24. **SUBJECT** Request for all records or a list or log that will enable me to know about any polls, surveys, public opinion sampling or focus groups performed by or on behalf of the department from August 1 to December 31, 1990. Please include the title, a brief summary or description and the cost of such reports.
 RESPONSE All disclosed
 FORMAT Copies given, list
 FEES \$ 5.00
25. **SUBJECT** Request for departmental records that have been released in previous requests.
 RESPONSE Abandoned
 FEES \$ 5.00
- * **not yet complete** ... 15

26. **SUBJECT** Request for any reports, internal commissioned or otherwise, or any memos, dealing with the assessment, impact or potential ramifications on policy and mandate, or Broadcasting Act, of the recent cuts made to the Canadian Broadcasting Corporation.
- RESPONSE** Disclosed in part, 69(1), 14(1), 20(1), 21(1) and 23(1)
- FORMAT** Copies given, documents
- FEES** \$ 5.00
-
27. **SUBJECT** Request for a list, including name, address and telephone number of private and public commercial license holders in the province of Nova Scotia.
- RESPONSE** All disclosed
- FORMAT** Copies given, printout
- FEES** \$ 162.50
-
28. **SUBJECT** Request for radio frequency information for Report 3, Region 6, Atlantic Provinces.
- RESPONSE** Abandoned
- FEES** \$ 5.00
-
29. **SUBJECT** Request for copies of correspondence or other documentation relating to the grant by the Department to International Business Machines (IBM) of licences under the Radiocommunication Act to receive signals from a US satellite.
- RESPONSE** Disclosed in part, 20(1)(b)(d) and 21(1)(a)(c)
- FORMAT** Copies given, documents
- FEES** \$ 5.00

30. **SUBJECT** Request for a list of licensed radio users in British Columbia for land mobile equipment and fixed radio stations. Information required: names, frequencies and locations of licensed industrial band frequencies being used, 130 MHz to 174 MHz, 406 MHz to 470 MHz and 30 MHz to 50 MHz.
- RESPONSE** Abandoned
- FEES** \$ 0.00
-
31. **SUBJECT** Request for a copy of the official position descriptions from Personnel records for the following position: ASB-3379, Director, Administration and Technical Services.
- RESPONSE** All disclosed
- FORMAT** Copies given, documents
- FEES** \$ 0.00
-
32. **SUBJECT** Request for copies of job descriptions as listed below and as indicated on the attached organizational chart.
- RESPONSE** All disclosed
- FORMAT** Copies given, documents
- FEES** \$ 0.00
-
33. **SUBJECT** Request for the development of a manufacturing capability for gallium arsenide monolithic microwave integrated circuits for communications satellite applications - Stage II.
- RESPONSE** Disclosed in part, 20(1)(b)(c)
- FORMAT** Copies given, documents
- FEES** \$ 0.00

34. **SUBJECT** Request for vessel names, owners names, addresses and telephone numbers of all vessels and communications equipment carried eight meters and over, licensed in Canada, other than, Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland.
- RESPONSE** Abandoned
- FEEES** \$ 0.00
-
35. **SUBJECT** Request for any documentation or any correspondence or written request that has been sent to or provided to the Department regarding any actions of myself, requested by the Department of Indian and Inuit Affairs (Whitehorse, Regional Office) or any Federal Office of the latter. The names of person or persons making the above noted requests and what information was released in what form and to whom?
- RESPONSE** Does not exist
- FEEES** \$ 5.00
-
36. **SUBJECT** Request vessel names, owners names, addresses and telephone numbers, of all vessels and communications equipment carried eight meters and over, licensed in Eastern Canada (Nova Socia, New Brunswick, Prince Edward Island and Newfoundland).
- RESPONSE** Abandoned
- FEEES** \$ 0.00

37. **SUBJECT** Request for the following information:
 names, addresses, telephone numbers and
 operating frequencies of all Private
 Commercial Service and Restricted Public
 Commercial Service licence holders in
 Montreal Region.
- RESPONSE** All disclosed
 FORMAT Copies given, printout
 FEES \$ 281.00
38. **SUBJECT** Request for a copy of the questions and
 answers concerning the CR-5 board which
 was held at the end of July 1990.
- RESPONSE** All disclosed
 FORMAT Copies given, documents
 FEES \$ 0.00
39. **SUBJECT** Request for all callups processed by
 the Department in the National Capital
 Region under the terms of the Master
 Standing Offer for Administrative Support,
 Temporary Help Services and the Master
 Standing Offer for Professional,
 Administrative, Technical and Operational
 Temporary Help Services during the
 period of October 1990.
- RESPONSE** All disclosed
 FORMAT Copies given, documents
 FEES \$ 5.00

40. **SUBJECT** Request for the following information:
 1) Licence holder name and address,
 2) Number of licensed radio channels,
 3) The geographic location (i.e. city,
 town) of the radio channels,
 4) The type of service offered on these
 frequencies (i.e. point to point,
 point to multipoint, dispatch,
 data, etc.).
- RESPONSE** Abandoned
 FEES \$ 5.00
41. **SUBJECT** Request access to all tender documents,
 cost estimates, contracts, purchase orders,
 invoices, correspondence, memoranda and
 other related documents for the preparation
 of speeches for the Minister, Parliamentary
 Secretary or other elected officials for
 the period of January 1, 1989 to June 30,
 1990.
- RESPONSE** All disclosed
 FORMAT Copies given, list
 FEES \$ 5.00
42. **SUBJECT** Request for CRC UHF/VHF Prediction
 Program and Topographic Database.
- RESPONSE** Unable to process
 FEES \$ 0.00 (1)

... 20

¹ Three other requests were received and completed in the same manner. Information from this database may now be purchased directly from the Communications Research Centre.

43. **SUBJECT** Request for CP Rail's base and mobile radio station licences information. The following information is required: tape logical record length, tape volume serial number, tape format (ASCII or EBCDIC), 2650 bytes per inch (BPI) and complete record layout.
- RESPONSE** All disclosed
- FORMAT** Copies given, magnetic tapes and documents
- FEES** \$ 266.50
-
44. **SUBJECT** Request for the receipt of requests, proposals, cost estimates, invoices and totals spent, per project, for renovation, repair, decoration and furnishings for ministerial offices, both departmental and parliamentary, for the period of January 1, 1989 to October 19, 1990.
- RESPONSE** All disclosed
- FORMAT** Copies given, requisitions
- FEES** \$ 5.00
-
45. **SUBJECT** Request for copies of the following publications:
- 1) Federal-Provincial Meeting of Officials on Communications 1975, Ottawa, summary record of proceedings,
 - 2) Federal-Provincial Conference on Communications, May 13 and 14, verbatim report, unrevised text,
 - 3) Federal-Provincial Conference of Communications Ministers, March 29 and 30, Charlottetown, Intercarrier competition,
 - 4) Federal-Provincial Conference of Communications, March 29 and 30, final report, and
 - 5) Federal-Provincial Conference of Communications Ministers, 1979, verbatim report.
- RESPONSE** All disclosed
- FORMAT** Copies given, reports
- FEES** \$ 5.00

- * 46. **SUBJECT** Request for any experimental or other licence issued to corporations listed in respect of the operation in Canada of a spread spectrum system(s) in the 902-928 MHz band.
47. **SUBJECT** Request for information on the licencees of land communications (two way) equipment in Canada.
 RESPONSE All disclosed
 FORMAT Copies given, magnetic tapes and documents
 FEES \$ 428.00
48. **SUBJECT** Request for information regarding the radio frequencies used throughout the Province of Ontario for the public service sector (e.g. Fire, Ambulance, Police, etc.).
 RESPONSE Abandoned
 FEES \$ 0.00
49. **SUBJECT** Request for a list of companies which offer services in paging services, the paging frequencies that they use, as well as the type and number of pagers that they have on air.
 RESPONSE All disclosed
 FORMAT Copies given, printout
 FEES \$ 61.90
50. **SUBJECT** Request for radio frequency listings for all of Ontario for the following services: 1) Amateur, 2) Experimental, 3) Public and Private Commercial, 4) Radio Telephone, 5) Ships, 6) Aviation Authority(ies). Would also like information on monitoring (spectrum surveillance).
 RESPONSE Abandoned
 FEES \$ 5.00

* **not yet complete**

... 22

51. **SUBJECT** Request for board questions and answers concerning two or three completed (Business) Planning Officer competitions at the AS 5-6 levels.
- RESPONSE** All disclosed
- FORMAT** Copies given, documents
- FEES** \$ 5.00
-
52. **SUBJECT** Request for domestic frequency list, Region 1 (British Columbia, Yukon), frequency range 0 to 30 MHz and frequency range 400 MHz to 30 GHz.
- RESPONSE** All disclosed
- FORMAT** Copies given, printout
- FEES** \$ 281.00
-
53. **SUBJECT** Request for the names of recipients of grants under the Museums Assistance Program including province of the recipient from the period of January 1 to July 31, 1990. Regional breakdown of grants for fiscal years 1984-1985 to 1989-1990 under the above program.
- RESPONSE** All disclosed
- FORMAT** Copies given, list
- FEES** \$ 5.00
-
54. **SUBJECT** Request for the evaluation reports or studies completed in 1989-1990 on the following: Museums Assistance Program, Book Publishing Industry Development Program; and the Cultural Initiatives Program.
- RESPONSE** All disclosed
- FORMAT** Copies given, studies
- FEES** \$ 5.00

55. **SUBJECT** Request for the names of recipients of grants under the Cultural Initiatives Program including province of recipient from the period of January 1 to July 31, 1990. Regional breakdown of grants for fiscal years 1984-1985, 1985-1986, 1986-1987, 1987-1988, 1988-1989 and 1989-1990.
- RESPONSE** All disclosed
 FORMAT Copies given, lists
 FEES \$ 5.00
56. **SUBJECT** Request for the total cost of the Department's annual reports for the years 1984 to 1990 and the number of reports published for each year.
- RESPONSE** All disclosed
 FORMAT Copies given, lists
 FEES \$ 5.00
57. **SUBJECT** Request for memos, correspondence, reports submitted by J. Valenti, Millard S. Roth, the Canadian Motion Picture Distributors Association, and the American Motion Picture Distributors Association.
- RESPONSE** Nothing disclosed, 21(1)(b)
 FEES \$ 5.00
58. **SUBJECT** Request for the names of recipients of grants under the Book Publishing Industry Development Program including province from the period of January 1 to July 31, 1990. Regional breakdown of grants for fiscal years from 1984-1985 to 1989-1990 under the above program.
- RESPONSE** All disclosed
 FORMAT Copies given, lists
 FEES \$ 5.00

59. **SUBJECT** Request for a complete list of users throughout the Pacific Region.
 RESPONSE Treated informally
 FORMAT Copies given, printouts
 FEES \$ 0.00
60. **SUBJECT** Request for a licence data information dump for each company code on the attached list.
 RESPONSE All disclosed
 FORMAT Copies given, printout
 FEES \$ 201.50
61. **SUBJECT** Request for microwave antennas and technical specifications.
 RESPONSE All disclosed
 FORMAT Copies given, documents and printouts
 FEES \$ 106.50
62. **SUBJECT** Request for a printout of the domestic frequency list report, Report 3, Region 2.
 RESPONSE All disclosed
 FORMAT Copies given, printout
 FEES \$ 58.50
63. **SUBJECT** Request for two-way radio frequency assignments within the perimeter of Pearson International Airport, Toronto. Licensees' names not required, only assigned frequencies.
 RESPONSE All disclosed
 FORMAT Copies given, printout
 FEES \$ 50.50

64. **SUBJECT** Request for frequencies to operate
 a scanner in UHF/VHF bands for Prince
 Edward Island.
- RESPONSE** Abandoned
 FEES \$ 5.00
65. **SUBJECT** Request for a domestic frequency list
 for the province of Quebec.
- RESPONSE** Abandoned
 FEES \$ 5.00
66. **SUBJECT** Request for all statements, policy papers,
 press releases or other materials issued by
 the Minister of Communications and/or the
 Department of Communications regarding
 Satellite Master Antenna Television
 Systems (SMATV) including: any transcripts
 or appearances of the Minister (and previous
 Ministers) before the Standing Committee
 on Culture and Communications and the
 Legislative Committee of the House of
 Commons; press releases of the Minister and/
 or Department; copy of Towards a New
 National Broadcasting Policy (Francis Fox,
 Minister - 1983); notes for remarks by the
 Honourable Francis Fox, to the Parliamentary
 Press Galary, March 1, 1983; copy of Bill-C40
 and amendments thereto; press release or
 similar explanatory notes concerning
 (current) proposed amendments to the Radio
 Act and the Broadcasting Act; letter or
 memorandum indicating current status of
 Bill C-40.
- RESPONSE** All disclosed
 FORMAT Copies given, documents
 FEES \$ 0.00

67. **SUBJECT** Request for frequency information from the department's database in the following formats: sort by frequency for all regions of Canada for all frequencies above 27 MHz; sort by frequency for Region 2 (Central Region) only for all frequencies above 27 MHz; sort by frequency for a province (specifically for Saskatchewan, Alberta and British Columbia on separate reports) for all frequencies above 27 MHz; sort by frequency order for all regions of Canada for all frequencies below 27 MHz.
- RESPONSE** All disclosed
FORMAT Copies given, magnetic tape and document
FEEES \$ 66.50
68. **SUBJECT** Request for the number of mobiles exempt from system licensing, report for both 400 to 800 MHz systems.
- RESPONSE** All disclosed
FORMAT Copies given, printout
FEEES \$ 124.50
69. **SUBJECT** Request for a list of names, addresses and licences held in Ontario and Nova Scotia and list of licence tariffs.
- RESPONSE** Abandoned
FEEES \$ 5.00
70. **SUBJECT** Request for copies of the following documents: 1) The criteria and guidelines used in determining the eligibility and amount of contribution by the federal government to the "Just for Laughs Complex" in Montreal,

announced July 12, 1990; 2) All calculations of economic spin-offs, plus the methodology and studies used; 3) Background studies and memoranda supporting or opposing the decision to grant funding; 4) Breakdown of all costs of establishing the complex. This should include, but not restricted to, the cost of construction, renovation, agents and legal fees and related costs; 5) Any contracts or tenders that have been approved in relation to this project; 6) Names and addresses of any PR, advertising, lobbying or law firms that were involved in negotiating the agreement to finance the complex.

RESPONSE Disclosed in part, 69(1) and 21(1)(a)
FORMAT Copies given, documents
FEES \$ 5.00

71. **SUBJECT** Request for a list of VHF marine radio operators living in Ontario, Manitoba and Quebec, their names, addresses and telephone numbers.

RESPONSE All disclosed
FORMAT Copies given, printouts
FEES \$ 297.00

72. **SUBJECT** Request for board questions and answers concerning the most recently completed ES-4 or 5 competition in the Financial Management Services/Minister's Portfolio.

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

73. **SUBJECT** Request for all radio frequencies currently assigned or pending assignment for the Metropolitan Toronto Police, Metropolitan Toronto Ambulance, and each city and borough Fire Department in Metropolitan Toronto. Also request all radio frequencies currently assigned or pending assignment for the Toronto Transit Commission, all radio frequencies currently assigned or pending assignment for the Ministry of the Environment within Metropolitan Toronto, and all radio frequencies currently assigned or pending assignment for the Pearson International Airport.
- RESPONSE** Unable to process
- FEES** \$ 5.00
-
74. **SUBJECT** Request for a list on all memoranda sent to the minister since September 5, 1989.
- RESPONSE** Disclosed in part, 69(1), 14(1), 19(1), 21(1)(b)(c), 21(1)(a) and 24
- FORMAT** Copies given, list
- FEES** \$ 5.00
-
75. **SUBJECT** Request for all records that will enable me to know about any polling or public opinion sampling performed by or on behalf of the department since September 5, 1989. Information needed: a list of the polls, the cost of each poll, the date it was carried out and the company or individuals carrying it out.
- RESPONSE** All disclosed
- FORMAT** Copies given, list
- FEES** \$ 5.00

76. **SUBJECT** Request for a list of all private consultants reports, studies and services contracts commissioned or let by the department since September 6, 1989. The list should include the individual or company involved, a brief description of the report, study or contract, the cost and date issued.
- RESPONSE** All disclosed
 FORMAT Copies given, list
 FEES \$ 5.00
77. **SUBJECT** Request for radio station licences issued by the Department of Communications to Câble Expert Inc. under section 5(1)(a)(c) of the Radio Act, RSC 1985, CR-2 amended.
- RESPONSE** All disclosed
 FORMAT Copies given, licences
 FEES \$ 5.00
78. **SUBJECT** Request for documents, reports and memos pertaining to the sound recording industry (and/or government support programs for the industry) and the Canada/U.S. Free Trade Agreement, with the exception of the following studies:
 a) Industry, Science and Technology Industry Profile (1988) b) The Implications of a Canada/U.S. Free Trade Agreement for the Canadian Sound Recording Industry (1987) and c) The Impact of the Free Trade Agreement on the Canadian Sound Recording Industry (1988). Also request documents, reports and memos pertaining to the Canada/U.S. Free Trade Agreement and Canadian content regulations for radio and/or the Sound Recording Development Program.

- | | | |
|-----|-----------------|---|
| | RESPONSE | All disclosed |
| | FORMAT | Copies given, documents |
| | FEES | \$ 5.00 |
| 79. | SUBJECT | Request for a copy of the agreement between the Department of Communications and Canada Post Corporation referred in a news release of Communications Canada dated June 27, 1990. |
| | RESPONSE | Disclosed in part, 20(1), 21(1) |
| | FORMAT | Copies given, document |
| | FEES | \$ 5.00 |
| 80. | SUBJECT | Request for a domestic frequency list, report number 3, region 4 |
| | RESPONSE | Abandoned |
| | FEES | \$ 0.00 |
| 81. | SUBJECT | Request for frequency information for the province of Quebec |
| | RESPONSE | Abandoned |
| | FEES | \$ 5.00 |
| 82. | SUBJECT | Request for research and/or opinions regarding definitions used in Bill C-40 and legal opinions regarding jurisdiction on Bill C-40. |
| | RESPONSE | Abandoned |
| | FEES | \$ 5.00 |

83. **SUBJECT** Request for all correspondence, memoranda and/or reports on the National Arts Centre generated since April 1, 1988 and information on the future of the NAC Orchestra, the NAC itself, and its Board Members.
- RESPONSE** Disclosed in part, 19(1), 20(1) and 21(1)
- FORMAT** Copies given, documents
- FEEs** \$ 5.00
-
84. **SUBJECT** Request for a report on microfiche for frequencies 1 KHz to 3 MHz.
- RESPONSE** Abandoned
- FEEs** \$ 0.00
-
85. **SUBJECT** Request for the names and addresses of organizations that may be using meteorburst communications, the information resulting from a frequency search of organizations licensed to use radios in the 40-45 MHz range.
- RESPONSE** All disclosed
- FORMAT** Copies given, printout
- FEEs** \$ 279.50
-
86. **SUBJECT** Request for all records (reports, notes, records of telephone conversations and meetings, etc.) concerning entry level requirements for the EL category in the Department of Communications from 1983 to present. Specifically, references to vocational school versus technical school, equivalent experience and education, equal opportunity issues concerning the EL-1 basic qualifications, records of the Department's responses to the Treasury Board Task Force on Barriers to Women (Beneath the Veneer), and details of my attempts to have the

Department of Communications accept the requestor's qualifications as an EL-1 applicant. Records held in Vancouver Regional Office DOC and Headquarters DOC.

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

87. **SUBJECT** Request for lists of frequencies across Canada and who is allocated to each frequency in each area across Canada. Also requesting the following: DOC\RDR-195 Spectrum Management Operations; DOC\TIP-051 Spectrum and Orbit Policy; DOC\CTR-130 Radio propagation.

RESPONSE Abandoned
FEES \$ 0.00

88. **SUBJECT** Request for a copy of the licences (and their stated conditions) issued by DOC to the following companies: Cantel Inc., Unitel, Bell Canada, Teleglobe and Telesat.

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

89. **SUBJECT** Request for all accessible Yukon, Canada radio frequencies in the 25-30 MHz A.M. bands, plus the radio transmission frequencies in the 136-500 MHz NBF and WBF bands in the same vicinity.

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

90. **SUBJECT** Request for a license data information dump for each company code listed on an attached sheet.
- RESPONSE** Abandoned
- FEES** \$ 0.00
-
91. **SUBJECT** Request for information concerning Canadian LPTV (Low Power Television) Societies. Please include societies with transmitters and/or translators having an output power of 100 watts or less. The following information is requested:
 1) name, address, telephone number, quantity of transmitters and/or translators (please group by province/territory),
 2) total number of LPTV Societies within each Province/Territory for the years 1988, 1989, 1990, and 3) total number of transmitters and/or translators within each Province/Territory for the years 1988, 1989 and 1990 is needed.
- RESPONSE** All disclosed
- FORMAT** Copies given, diskette and record layout
- FEES** \$ 5.00
-
92. **SUBJECT** Request for papers, briefing notes, memos and consultants' reports since 1988 on the issue of newspaper ownership concentration in Canada.
- RESPONSE** All disclosed
- FORMAT** Copies given, documents
- FEES** \$ 5.00

93. **SUBJECT** Request for a listing of all the currently licenced portable, mobile, and base station users excluding cellular phones and AMTS or Autotel mobile telephone service in Canada. The information should be sorted by postal codes.
- RESPONSE** Abandoned
- FEES** \$ 0.00
-
94. **SUBJECT** Request for all information (prepared since October 1989) on the International Telecommunications Discovery Centre in Brantford, Ontario. Of particular interest would be any report or reports submitted to the government as per the centre contribution agreement (e.g. quarterly construction progress reports).
- RESPONSE** Disclosed in part, 14(1), 20(1) and 21(1)
- FORMAT** Copies given, documents
- FEES** \$ 5.00
-
95. **SUBJECT** Request for information concerning the May 15, 1990 exchange of correspondence between the Federal Minister of Communications and the Alberta Minister of Technology Research and Telecommunications, setting out the means by which telecommunications policy would be applied to A.G.T. under the C.R.T.C. regulatory framework.
- RESPONSE** All disclosed
- FORMAT** Copies given, documents
- FEES** \$ 0.00

96. **SUBJECT** Request for background information on the 1983 Cultural Property Export and Import Act concerning U.S. import restrictions on Canadian archeological and ethnographic materials.
- RESPONSE** Disclosed in part, 13(1), 15(1), 16(1), 19(1), 21(1) and 23(1)
- FORMAT** Copies given, documents
- FEES** \$ 0.00
-
97. **SUBJECT** Request for all records dated on or subsequent to November 21, 1989, which relate either directly or indirectly to the licensing, 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 common carriers (such as telephone or telegraph).
- RESPONSE** Disclosed in part, 69(1)
- FORMAT** Copies given, documents
- FEES** \$ 5.00
-
98. **SUBJECT** Request for a list of 0 to 24.15 GHz radio frequencies, along with the site locations, powers, modes, etc. Reports 1, 2, 3 and 7 for Region 5.
- RESPONSE** All disclosed
- FORMAT** Copies given, documents and microfiches
- FEES** \$ 5.00

99. **SUBJECT** Request for frequencies for the private and commercial bands in the provinces of Ontario and Quebec that are listed below: 30 MHz to 174 MHz, 200 MHz to 900 MHz.
- RESPONSE** All disclosed
- FORMAT** Copies given, documents and microfiches
- FEES** \$ 5.00
-
100. **SUBJECT** Request for the licence, together with all conditions pertaining thereto, granted by DOC to Cantel Inc. to operate a cellular radio-telephone service.
- RESPONSE** Treated informally
- FORMAT** Copies given, documents
- FEES** \$ 0.00
-
101. **SUBJECT** Request for the UHF frequencies for New Brunswick.
- RESPONSE** All disclosed
- FORMAT** Copies given, microfiches
- FEES** \$ 5.00
-
102. **SUBJECT** Request for the amount of the grant to TV station 19 known as TV Ontario, Toronto. Was the grant spread over a number of years? What was the total amount of the grant?
- RESPONSE** All disclosed
- FORMAT** Copies given, document
- FEES** \$ 0.00

103. **SUBJECT** Request for user instructions containing a computer program which is used to predict distances to broadcast service contours entitled: TV/FM Propagation Curves and Programme "F50M".
- RESPONSE** All disclosed
FORMAT Copies given, diskettes and booklet
FEES \$ 60.00
104. **SUBJECT** Request for a Technical and Administrative Frequency List (TAFL) Report Listing for licensed radio stations as follows:
0-900 MHz within 1 km of 43 degrees 36'19" North latitude and 900-23,000 MHz within 5 km of 79 degrees 44'30" West Longitude.
List to include frequency, coordinates, ERP, antenna height, main beam azimuth.
List to include distance and azimuth from above coordinates if possible.
- RESPONSE** All disclosed
FORMAT Copies given, printouts
FEES \$ 5.00
105. **SUBJECT** Request for the release of the contract awarded by the Department of Communications to Ultimateast Data Communications Limited as part of the MSAT Program. The contract is for the implementation of a marine pre-launch communications market trial under the MSAT Program.
- RESPONSE** Transferred
FEES \$ 5.00

106. **SUBJECT** Request for records that describe, discuss, and analyse alternatives to rate-of-return regulation for telecommunications companies. The request is to include but is not limited to alternatives such as incentive regulation plans, price cap plans, and social contract regulation.

RESPONSE All disclosed

FORMAT Copies given, documents

FEES \$ 5.00

NOTE

With the 106 requests mentioned above as well as the 3 additional UHF/VHF requests noted in # 42, our Department received a total of 109 requests during the 1990-1991 reporting period. Many others were dealt with informally.

REPORT ON

PRIVACY

B) STATISTICAL REPORT
1990-1991 STATISTICS



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

Institution COMMUNICATIONS CANADA	Reporting period / Période visée par le rapport April 1, 1990 to March 31, 1991
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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	4
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	4
Completed during reporting period / Traitées pendant la période visée par le rapport	4
Carried forward / Reportées	0

II Disposition of requests completed / Dispositions prises à l'égard des demandes valides

1. All disclosed / Communication totale	4
2. Disclosed in part / Communication partielle	
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	
4. Nothing disclosed (exempt) / Aucune communication (exemption)	
5. Unable to process / Traitement impossible	
6. Abandoned by applicant / Abandon de la demande	
7. Transferred / Transmission	
TOTAL	

III Exemptions invoked / Exceptions invoquées

s. Par. 18 (2)	
s. Art. 19 (1) (a)	
(b)	
(c)	
(d)	
s. Art. 20	
s. Art. 21	
s. Art. 22 (1) (a)	
(b)	
(c)	
s. Par. 22 (2)	
s. Art. 23 (a)	
(b)	
s. Art. 24	
s. Art. 25	
s. Art. 26	
s. Art. 27	
s. Art. 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	3
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 / 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		
Translation / Traduction		
TOTAL		

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	4
Examination / Examen de l'original	
Copies and examination / Copies et examen	

IX Corrections and notation / Corrections et mentions

Corrections requested / Corrections demandées	
Corrections made / Corrections effectuées	
Notation attached / Mention annexée	

X Costs / Coûts

Financial (all reasons) / Financiers (toutes raisons)	
Salary / Traitement	\$46984
Administration (O and M) / Administration (fonctionnement et maintien)	\$11672
TOTAL	\$58656
Person year utilization (all reasons) / Années-personnes utilisées (toutes raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	.96

1989-1990 STATISTICS



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

Institution COMMUNICATIONS CANADA	Reporting period Période visée par le rapport April 1, 1989 to March 31, 1990
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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	8
Outstanding from previous period En suspens depuis la période antérieure	2
TOTAL	10
Completed during reporting period Traitées pendant la période visée par le rapport	10
Carried forward Reportées	0

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	5
3. Nothing disclosed (excluded) Aucune communication (exclusion)	
4. Nothing disclosed (omitted) Aucune communication (omission)	
5. Unable to process Traitement impossible	
6. Abandoned by applicant Abandon de la demande	
7. Transferred Transféré	
TOTAL	10

III Exemptions invoked
Exemptions invoquées

S. 16 (2)	-
S. 16 (1) (a)	
(b)	
(c)	
(d)	
S. 20	
S. 21	
S. 22 (1) (a)	1
(b)	
(c)	
S. 22 (2)	
S. 23 (a)	
(b)	
S. 24	
S. 25	
S. 26	4
S. 27	2
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	9
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 Exemptions
Prérogatives des délégués

	30 days or under 30 jours ou moins	31 days or over 31 jours ou plus
Interventions with operators Interventions des opérateurs		
Consultation		
Translation Traduction		
TOTAL		

VII Translations
Traductions

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

VIII Method of access
Méthode de consultation

Copies given Copies de l'original	10
Examinations Examen de l'original	
Copies and examination Copies et examen	

IX Corrections and notices
Corrections et mentions

Corrections requested Corrections demandées	2
Corrections made Corrections effectuées	2
Noticee advised Mentionnés avisés	

X Costs
Coûts

Financed (all reasons) Financiers (tous motifs)	
Salary Traitement	\$43,468
Administration (O and M) Administration (fonctionnement et maintien)	\$9,260
TOTAL	\$52,728
Person year utilization (all reasons) Années-personnes utilisées (tous motifs)	
Person year (detailed format) Années-personnes (nombre détaillé)	1.03

C) 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 continue to spend 25% of time 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 Info Source. Salary costs are reported quarterly, and the total costs of \$ 58,656 are calculated as follows:

Coordinator of the Secretariat	25% x 1 py x salary
Senior Advisor	25% x 1 py x salary
Administrative Assistant	25% x 1 py x salary
Administrative Clerk	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

D) **PRACTICES AND PROCEDURES**

Organization of Privacy Activities

The organization of the ATIP Secretariat is fully described on page 5. The Coordinator, Access to Information and Privacy Secretariat, is the departmental Privacy Coordinator and reports to the Director General, Administrative and Technical Services.

The ATIP Secretariat implements policy and coordinates access and personal information requests. The ATIP Coordinator is also 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.

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

E) **INSTITUTIONAL POLICIES**

Personal information requests are dealt with on a strictly confidential basis. Employees are encouraged to consult with the Access to Information and Privacy personnel who may be able to suggest informal sources of access to their personal information in order to avoid the formal privacy process when they wish to access their personal information.

F) **DELEGATION OF AUTHORITY**

The Deputy Minister, the Assistant Deputy Minister, Corporate Management, and the Coordinator, Access to Information and Privacy Secretariat, have delegation of authority for all sections of the Act. These designations are also extended to any person holding any of the above positions in an acting or temporary capacity.

G) EDUCATION AND TRAINING

Two of our six sector coordinators attended Treasury Board training sessions which dealt, in part, with the Privacy Act. All ATIP briefing sessions to departmental employees touch on privacy issues. The ATIP Secretariat on privacy issues at the department's annual human resources conference.

H) COMPLAINTS AND INVESTIGATIONS

One complaint was lodged against the Department this year because of alleged **wrongfull collection of personal information**. The investigation of this complaint is still ongoing.

I) APPEALS TO FEDERAL COURT

We had no appeals to Federal Court under the Privacy Act this year.

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

The Department received **four** requests for disclosure under 8(2)(e) of the Act.

K) EXEMPT BANKS

The Department has no exempt banks.

L) USE AND DISCLOSURE

The importance of the protection of personal information as well as recent Treasury Board policies on the employee privacy code, data matching and the control of the social insurance number are stressed in our ongoing series of briefing sessions given to departmental employees.

