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ACCESS TO INFORMATION
AND PRIVACY

ANNUAL REPORT 1992-1993

COMMUNICATIONS CANADA

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Canada

COMMUNICATIONS CANADA
ANNUAL REPORT ON
ACCESS TO INFORMATION AND PRIVACY

April 1, 1992 - March 31, 1993

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A) **INTRODUCTION**

It was with a reduced staff that the Access to Information Secretariat (ATIP) processed a large number of complex and voluminous files in 1992-93. Functioning at the limit of its capacity, the Secretariat was still able to maintain the quality of its services. As to the number of requests, it dropped slightly from last year.

HIGHLIGHTS

The following are highlights of the main initiatives, of the ATIP Secretariat during this reporting period:

- As expected, the amount of requests for documents from our Research and Spectrum Sector's database have decreased, as they are now available through an informal process whereby they go directly to that program area, thereby decreasing the number of requests processed by the Secretariat;
- The ATIP Secretariat has been consulted on a number of important policy issues relevant to government information holdings;
- A complete review of departmental activities and their relevant files was initiated by the Secretariat with the aim of revising information banks listed in Info Source;
- The majority of access requests was completed in 30 days or less.

B) **STATISTICAL REPORT**

1992-1993 STATISTICS

Institution COMMUNICATIONS CANADA				Reporting period Période visée par le rapport 92.04.01 to 93.03.31	
Source →	Media Médias 9	Academic Secteur universitaire 1	Business Secteur commercial 14	Organization Organisme 14	Public 55

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	93
Outstanding from previous period En suspens depuis la période antérieure	14
TOTAL	107
Completed during reporting period Terminées pendant la période visée par le rapport	95
Carried forward Reportées	12

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

1. All disclosed Communication totale	23	6. Unable to process Traitement impossible	10
2. Disclosed in part Communication partielle	44	7. Abandoned by applicant Abandon de la demande	4
3. Nothing disclosed (excluded) Aucune communication (exclusion)	0	8. Treated informally Traitement non officiel	13
4. Nothing disclosed (wrong) Aucune communication (erreur)	0	TOTAL	95
5. Transferred Transmission	1		

III Exemptions invoked
Exceptions invoquées

S. Art. 13(1)(a)	3	S. Art. 16(1)(a)	0	S. Art. 18(b)	0	S. Art. 21(1)(a)	6
(b)	3	(b)	0	(c)	0	(b)	6
(c)	4	(c)	0	(d)	0	(c)	6
(d)	5	(d)	0	S. Art. 19(1)	28	(d)	3
S. Art. 14	7	S. Art. 18(2)	0	S. Art. 20(1)(a)	2	S. Art. 22	0
S. 15(1) International rel. Relations intern.	1	S. Art. 18(3)	0	(b)	15	S. Art. 23	9
Defence Défense	0	S. Art. 17	0	(c)	11	S. Art. 24	0
Subversive activities Activités subversives	0	S. Art. 18(a)	0	(d)	11	S. Art. 26	0

IV Exclusions cited
Exclusions citées

S. Art. 68(a)	0	S. Art. 68(1)(c)	6
(b)	0	(d)	3
(c)	0	(e)	3
S. Art. 68(1)(e)	8	(f)	5
(b)	3	(g)	4

V Completion time
Délai de traitement

30 days or under 30 jours ou moins	64
31 to 60 days De 31 à 60 jours	12
61 to 120 days De 61 à 120 jours	8
121 days or over 121 jours ou plus	11

VI Extensions
Prolongations des délais

	30 days or under 30 jours ou moins	31 days or over 31 jours ou plus
Searching Recherche	0	0
Consultation	0	0
Third party Tiers	22	8
TOTAL	22	8

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	72
Examination Examen de l'original	0
Copies and examination Copies et examen	2

IX Fees
Frais

Net fees collected Frais net perçus			
Application fees Frais de la demande	435.00	Preparation Préparation	0.00
Reproduction	13.60	Computer processing Traitement informatique	0.00
Searching Recherche	0.00	TOTAL	448.60
Fees entered Dépense de frais		No. of times Nombre de fois	\$
\$25.00 or under 25 \$ ou moins		6	\$ 30.00
Over \$25.00 De plus de 25 \$		0	\$ 0.00

X Costs
Coûts

Finance (all reasons) Finances (raison)	
Salary Traitement	\$139375
Administration (O and M) Administration (fonctionnement et maintien)	\$ 16338
TOTAL	\$155713
Person year utilization (all reasons) Années-personnes utilisées (raison)	
Person year (normal format) Années-personnes (nombre normal)	2.31

1991-1992 STATISTICS

Institution COMMUNICATIONS CANADA	Reporting period Période visée par le rapport April 1, 1991 to March 31, 1992
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Source →	Media Médias 15	Academics Secteur universitaire 6	Business Secteur commercial 19	Organization Organisme 15	Public 58
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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 Reçues pendant la période visée par le rapport	113
Outstanding from previous period En suspens depuis la période antérieure	22
TOTAL	135
Completed during reporting period Traitées pendant la période visée par le rapport	118
Carried forward Reportées	17

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

1. All disclosed Communication totale	45	6. Unable to process Traitement impossible	0
2. Disclosed in part Communication partielle	33	7. Abandoned by applicant Abandon de la demande	11
3. Nothing disclosed (excluded) Aucune communication (exclusion)	0	8. Treated informally Traitement non officiel	22
4. Nothing disclosed (exempt) Aucune communication (exemption)	1	Does not exist	7
5. Transferred Transmission	6	TOTAL	125

III Exemptions invoked
Exceptions invoquées

S. Art. 13 (1) (a)	0	S. Art. 16 (1) (e)	0	S. Art. 18 (b)	2	S. Art. 21 (1)(a)	1
(b)	1	(b)	0	(c)	2	(b)	6
(c)	0	(c)	0	(d)	2	(c)	6
(d)	0	(d)	0	S. 19 (1) Par.	11	(d)	0
S. A. 14	1	S. Par. 16 (2)	0	S. Art. 20 (1) (a)	3	S. A. 22	0
S. 15 (1) International rel. A. Relations inter.	9	S. Par. 16 (3)	0	(b)	15	S. A. 23	7
Defence Défense	0	S. A. 17	0	(c)	10	S. A. 24	2
Subversive activities Activités subversives	0	S. Art. 18 (a)	0	(d)	9	S. A. 26	0

IV Exclusions cited
Exclusions citées

S. Art. 68 (a)	0	S. Art. 69 (1) (e)	1
(b)	0	(d)	1
(c)	0	(e)	1
S. Art. 69 (1) (a)	4	(f)	0
(b)	0	(g)	3

V Completion time
Date de traitement

30 days or under 30 jours ou moins	49
31 to 60 days De 31 à 60 jours	25
61 to 120 days De 61 à 120 jours	22
121 days or over 121 jours ou plus	29

VI Extensions
Prorogations

	30 days or under 30 jours ou moins	31 days or over 31 jours ou plus
Searching Recherche	0	0
Consultation	19	37
Third party Tiers	0	0
TOTAL	19	37

VII Translations
Traductions

Translations requested Traductions demandées	0
Translations prepared Traductions préparées	0
English to French De l'anglais au français	0
French to English Du français à l'anglais	0

VIII Method of access
Méthode de consultation

Copies given Copies de l'original	90
Examination Examen de l'original	1
Copies and examination Copies et examen	5

IX Fees
Frais

Net fees collected Frais net perçus			
Application fees Frais de demande	510.00	Preparation Préparation	0.00
Reproduction	557.00	Computer processing Traitement informatique	1215.00
Searching Recherche	0.00	TOTAL	2282.00
Fees waived Frais auxquels on renonce		No. of times Nombre de fois	\$
\$25.00 or under 25.00\$ ou moins		10	\$ 50.00
Over \$25.00 De plus de 25.00\$		0	\$ 0.00

X Costs
Coûts

Financial (all reasons) Financiers (raisons)	
Salary Traitement	\$ 148746
Administration (O and M) Administration (fonctionnement et maintien)	\$ 15750
TOTAL	\$ 164496
Person year utilization (all reasons) Années-personnes utilisées (raisons)	
Person year (decimal format) Années-personnes (nombre décimal)	2.72

C) INTERPRETATION OF STATISTICAL REPORT

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 \$ 155,713 were calculated as follows:

Personnel Costs

Coordinator of the Secretariat	75% x 1 py x salary
Senior Advisor	75% x 1 py x salary
Junior Advisor	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 account for the time and resources expended in carrying out ATIP responsibilities. Departmental personnel track the time spent on each request.

The Secretariat uses an automated tracking system at the end of the reporting period to record all the actions taken on access and privacy requests. This system also collates all of the statistics needed for the annual reports to Treasury Board and to Parliament.

Time Extensions over 60 Days

This year, 8 requests requiring extensions over 60 days were necessary. Such requests which require longer periods of time are often for all records related to a given topic, and/or involve large volumes of complex and sensitive files.

Abandoned Enquiries

There were 4 abandoned requests this year.

Source of Requests

While we do not ask requesters 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.....	9.6%
ACADEMIA.....	1.1%
BUSINESS.....	15.1%
ORGANIZATIONS.....	15.1%
PUBLIC.....	59.1%

D) PRACTICES AND PROCEDURES

Organization of ATIP Activities

The ATIP Secretariat Coordinator, as functional ATIP coordinator, administers and coordinates all ATIP enquiries received by the Department, including all regional and district offices. The Secretariat Coordinator reports to the Director General, Administrative and Technical Services who is the official ATIP Coordinator for the Department, as required by Treasury Board Policy.

The Secretariat has four full time staff members including: the Coordinator, a senior advisor, a junior advisor, and an administrative clerk.

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 liaison 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 requester 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. Whenever requests for similar information are received, for which no exemptions apply, an effort is made to set up informal systems of release.

E) INSTITUTIONAL POLICIES

Without modifying the fee policy established by Treasury Board and outlined in the 1988-89 Annual Report, the Department intends to apply it more systematically. Search fees will be charged for voluminous requests requiring more than 5 hours of search and preparation time. Photocopying fees will be recovered as per the policy. The Secretariat nevertheless intends to be flexible, should circumstances warrant.

We have found it necessary when faced with voluminous requests to require a deposit before processing the request. The use of fee estimates is the only way of ensuring that the requester is serious in making the request.

F) **DELEGATION OF AUTHORITY**

The Deputy Minister, the Assistant Deputy Minister, Corporate Management, the Director General, Administrative and Technical Services 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**

This year, 12 briefing sessions were given with over 190 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 the responsibility centre manager usually 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.

The ATIP Secretariat also gave briefing sessions to a number of program managers regarding information collections and public opinion surveys.

A total of 14 information collections or public opinion surveys were processed through the ATIP Secretariat in 1992-93.

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 below.

TABLE OF COMPLAINTS AND INVESTIGATIONS

#	DATE RECEIVED	REASON FOR COMPLAINT	RESOLUTION AND COMMENTS
1	06/04/92	EXEMPTION	RESOLVED
2	07/08/92	EXTENSION	RESOLVED
3	11/08/92	EXEMPTION	RESOLVED
4	17/08/92	DEEMED REFUSAL	RESOLVED
5	10/11/92	DELAY	RESOLVED
6	07/01/93	EXTENSION	RESOLVED

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.

**LIST OF ACCESS INQUIRIES RECEIVED IN
1992-1993 AND DEPARTMENTAL RESPONSES**

1. **SUBJECT** Request for all callups processed in the Quebec 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 month of March 1992.

RESPONSE Does not exist
FEES \$ 5.00

2. **SUBJECT** Request for radio propagation, UHF/VHF Prediction Program and Topographic Database.

RESPONSE Treated informally
FEES \$ 5.00

3. **SUBJECT** Request for a copy of document entitled "The Telidon Program: An Assessment", Department of Communications' Report, October 1985.

RESPONSE All disclosed
FORMAT Copies given, 7 pages
FEES \$ 5.00

4. **SUBJECT** Request for all callups processed 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 month of April 1992.

RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 58 pages
FEES \$ 5.00

5. **SUBJECT** Request for all callups processed in the Quebec 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 month of April 1992.

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

6. **SUBJECT** Request for copies of all expense claims and memoranda itemizing and accounting for all transportation, lodging, food, entertainment and any other expenses incurred by the Minister and any persons accompanying him on a trip from Canada to Los Angeles, California and back to attend the Oscar awards in late March or early April 1989. If, on the return trip to Canada, any other destinations outside Canada were visited, copies of all expense claim forms and memoranda itemizing and accounting for all such destinations. In addition, provide copies of documents and memoranda showing the reasons for travelling to those destinations and showing the nature and kind of government business dealt with at those destinations. Provide the names and job functions of all persons who accompanied the Minister on any or all segments of the above trip(s).

RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 49 pages
FEES \$ 5.00

7. **SUBJECT** Request for a domestic frequency list for radio stations operating within Ontario.

RESPONSE Treated informally
FEES \$ 5.00

8. **SUBJECT** Request for all records and documents pertaining to the production of the "Valour and the Horror". More specifically, request for all documentation describing the contractual and financial arrangements between the Canadian Broadcasting Corporation, the National Film Board, Telefilm Canada and Galafilm Inc.
- RESPONSE** Does not exist
FEES \$ 5.00
9. **SUBJECT** Request for a copy of the report entitled "Telidon", prepared in 1985.
- RESPONSE** All disclosed
FORMAT Copies given, 7 pages
FEES \$ 5.00
10. **SUBJECT** Request for all correspondence, reports, studies, memoranda and written information (prepared since 1984) regarding the issue of Crown Copyright as it applies to written judicial decisions and statutes.
- RESPONSE** Disclosed in part, 13(1)(a)(b)(c)(d), 14, 21(1)(a)(b)(c)(d), 23, 69(1)
FORMAT Copies given, 91 pages
FEES \$ 5.00
11. **SUBJECT** Request for documents on the constitutionality of Bill C-7, an Act respecting the status of the artist and professional relations between artists and producers in Canada (tabled for first reading on May 23, 1991, or certain provisions thereof).
- RESPONSE** Abandoned
FEES \$ 5.00

12. **SUBJECT** Request for all information and records related to complaints and investigations in the Prince George District Office over the last ten years.
- RESPONSE** Disclosed in part, 19(1)
FORMAT Copies given, 23 pages
FEES \$ 5.00
13. **SUBJECT** Request for a list of formal requests processed specifically by one branch of the National Archives of Canada, the National Personnel Records Centre NPCR, for the past five years.
- RESPONSE** Transferred
FEES \$ 5.00
14. **SUBJECT** Request for a list of Canadian radio amateurs.
- RESPONSE** Treated informally
FEES \$ 5.00
15. **SUBJECT** Request for all callups processed 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 month of May 1992.
- RESPONSE** Disclosed in part, 19(1)
FORMAT Copies given, 36 pages
FEES \$ 5.00

16. SUBJECT Request for information about the classification and role of access coordinators of all institutions within the federal government. Information to include the following: the position description for the Coordinator and the Head of the ATIP unit or section; the statement of qualifications for the Coordinator and the Head of the unit or section; the delegation of authority regarding the ATIP Coordinator and Chief; the organizational chart identifying the position of the ATIP Coordinator, and the number of person years, full time and part-time assigned for ATIP.

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

17. SUBJECT Request for results, or if not available, records - of public opinion and information collection on home video recording and consumption of Canadian music. Such results should include analysis and methodology of the research.

RESPONSE All disclosed
FORMAT Copies given, 2,000 pages
FEES \$ 5.00

18. SUBJECT Request for a copy of the assignment of frequencies (commercial) and licences or call signs in the VHF and UHF bands (in microfiche or manual form) for the Montreal area (including the suburbs).

RESPONSE Treated informally
FEES \$ 0.00

19. SUBJECT Request for all callups processed 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 month of June 1992.

RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 35 pages
FEES \$ 5.00

20. SUBJECT Request for all callups processed 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 months of April, May and June 1992.

RESPONSE Abandoned
FEES \$ 5.00

21. SUBJECT Request for documents pertaining to the discussions between the federal government and the province of Quebec regarding Bill C-7, an Act respecting the status of the artist and professional relations between artists and producers in Canada.

RESPONSE Disclosed in part, 13(1)(a)(b)(c)(d), 23, 69(1)
FORMAT Copies given, 66 pages
FEES \$ 5.00

22. **SUBJECT** Request for all callups processed 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 from January 1, 1990 to June 30, 1992.
- RESPONSE** Disclosed in part, 19(1)
FORMAT Copies given, 204 pages
FEES \$ 5.00
23. **SUBJECT** Request for a copy of the report "The Joint Non-Simultaneous Substitution Committee" for a comment to the CRTC.
- RESPONSE** All disclosed
FORMAT Copies given, 7 pages
FEES \$ 5.00
24. **SUBJECT** Request for all callups processed 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 month of July 1992.
- RESPONSE** Disclosed in part, 19(1)
FORMAT Copies given, 26 pages
FEES \$ 5.00
25. **SUBJECT** Request for all available information on amateur radio broadcasting. Any information from radio station licensing data bank and any persons licensed in the Ottawa Region.
- RESPONSE** Treated informally
FEES \$ 5.00

26. **SUBJECT** Request for all documentation held by this institution which indicates the percentage of Canadian and foreign ownership of BC Telephone during the period of April 1, 1991 to date.
- RESPONSE** Does not exist
FEES \$ 5.00
27. **SUBJECT** Request for information pertaining to any contracts which Communications Canada has awarded to Ian Martin and Associates Ltd., ADGA Group, Prologic Systems Ltd., and/or Valcom Ltd. Details to include title, Supply and Services Canada file number, value and renewal date.
- RESPONSE** Does not exist
FEES \$ 5.00
28. **SUBJECT** Request for specifications received from Servicom (also known as Communications SR) and Centre Électronique Côte Sud for the purposes of obtaining certification on radio trunking systems.
- RESPONSE** All disclosed
FORMAT Copies given, 44 pages
FEES \$ 5.00
29. **SUBJECT** Request for all information, period covering September 1984 to 1985, on all directives and memos from the Minister and his office in regards to official languages within the department. Also, all directives and memos from the Official Language Officer on official languages within the department. Finally, all memos, documents, complaints, etc. from public servants in this department being sent to Official Language Officer and the Minister's office dealing with Official Languages.
- RESPONSE** All disclosed
FORMAT Copies given, 4 pages
FEES \$ 5.00

30. SUBJECT Request for all callups processed in the Quebec 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 month of August 1992.

RESPONSE All disclosed
FORMAT Copies given, 3 pages
FEES \$ 5.00

31. SUBJECT Request for all callups processed 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 month of August 1992.

RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 41 pages
FEES \$ 5.00

32. SUBJECT Request for all callups processed 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 months of June, July and August 1992. Also, request for a list of all individuals authorized to make callups for all branches within the Department.

RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 102 pages
FEES \$ 5.00

33. SUBJECT Request for the amount of money the federal government spent on long distance telephone calls in each of the last two fiscal years; and the amount of money each of the following department spent on long distance telephone calls in each of the last two fiscal years: Statistics Canada, Transport Canada, Auditor General of Canada, Health and Welfare Canada and Revenue Canada.

RESPONSE All disclosed
FORMAT Copies given, 1 page
FEES \$ 5.00

34. SUBJECT Request for all documents related to the granting of a licence, including the conditions of licence, to Cantel by the Department of Communications.

RESPONSE Disclosed in part, 20(1)(a)(b)(c)(d)
FORMAT Copies given, 42 pages
FEES \$ 5.00

35. SUBJECT Request for documents concerning the relationship between the federal government and ICOMM, the International Telecommunications Complex in Brantford, Ontario. The documents requested are: the umbrella ERDA agreement entered into by the government of Canada and the province of Ontario; the ERDA Cultural Subsidiary Agreement entered by Ontario and the federal government; the agreement(s), including memoranda of understanding or contribution agreements or contracts for a grant, entered into by the government of Canada and ICOMM under ERDA Cultural Subsidiary Agreement and correspondence between the federal government and ICOMM pertaining to these agreements, the agreement(s), including memoranda of understanding or contribution agreements or contracts for a grant, entered into by the government of Canada and ICOMM pertaining to the Cultural Initiatives Program, any other agreements pursuant to which ICOMM has received or is receiving financial contribution from the government of Canada and ICOMM pertaining to these agreements; the guidelines under which funding of non-profit organizations in general, that are or were applicable to the funding of

ICOMM, is or was being administered by the Department of Communications in 1986; application documents signed by ICOMM pursuant to which ICOMM receiving funding from the government of Canada, and any other documents establishing or concerning any past or present relationship between the government of Canada and ICOMM.

RESPONSE Disclosed in part, 13(1)(c), 14, 20(1)(b)(c)(d), 21(1)(a)(b), 23, 69(1)
FORMAT Copies given, 223 pages
FEES \$ 5.00

36. SUBJECT Request for copies of the original licence(s) issued to Bell Cellular by the Department of Communications in 1983 or 1984 in respect to mobile telephones, and copies of any documents setting out the conditions of the licence.

RESPONSE Disclosed in part, 20(1)(b)
FORMAT Copies given, 3 pages
FEES \$ 5.00

37. SUBJECT Request for a list of anglophone recipients of DOC Cultural Initiatives Program funding over the past five years, including details of the recipients, the amounts, the nature of the projects funded and the sub-section of the CIP under which they were funded. The information does not need to be limited to anglophone recipients of CIP funding in Quebec.

RESPONSE All disclosed
FORMAT Copies given, 9 pages
FEES \$ 5.00

38. **SUBJECT** Request for a copy of the technical paper presented to the department, as well as any other pertinent documents regarding the LFM microwave link operated by Cogeco to connect the town of La Tuque with the Inter-Vision de la Mauricie network.
- RESPONSE** All disclosed
FORMAT Copies given, 128 pages
FEES \$ 5.00
39. **SUBJECT** Request for all callups processed 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 month of July, August and September 1992.
- RESPONSE** Disclosed in part, 19(1)
FORMAT Copies given, 99 pages
FEES \$ 5.00
40. **SUBJECT** Request for all documentation held by this institution which indicate the percentage of Canadian and foreign ownership of BC Telephone during the period of January 1, 1987 to March 31, 1991.
- RESPONSE** Does not exist
FEES \$ 5.00
41. **SUBJECT** Request for all callups processed in the Quebec 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 month of September 1992.
- RESPONSE** All disclosed
FORMAT Copies given, 3 pages
FEES \$ 5.00

42. SUBJECT Request for all callups processed 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 month of September 1992.

RESPONSE All disclosed
FORMAT Copies given, 32 pages
FEEES \$ 5.00

43. SUBJECT Request for contribution grants given in September and October 1992 to book publishers under the Book Publishers Industry Development Program.

RESPONSE All disclosed
FORMAT Copies given, 7 pages
FEEES \$ 5.00

44. SUBJECT Request for radio frequency information from 30 MHz to 69 GHz updated as of March 31, 1992 and available on microfiche. Radio frequency information is for the Pacific Region of British Columbia and the Yukon Territory.

RESPONSE Treated informally
FEEES \$ 5.00

45. SUBJECT Request for a list of frequencies for the province of Newfoundland. The list should include frequencies starting at the lowest to the highest with a description of who is using each frequency e.g. in the area 155.700 MHz - RCMP; 46,610 MHz - cordless telephones, etc. Some frequencies may have more than one business using the same.

RESPONSE Treated informally
FEEES \$ 0.00

46. **SUBJECT** Request for Aircraft Registration information regarding whether or not any leases have been registered as against the captioned aircraft: AIRCRAFT - CESSNA 414, Serial number CGPDM.

RESPONSE Transferred
FEES \$ 0.00

47. **SUBJECT** Request for all responses to the Canada Gazette Notice number SMRR-011-92, request for public comment on draft client procedures circular "Environmental Assessment Process Association with Spectrum Management activities" (CPC-2-0-03).

RESPONSE Disclosed in part, 13(1)(d), 19(1)
FORMAT Copies given, 432 pages
FEES \$ 5.00

48. **SUBJECT** Request for all callups processed 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 month of October 1992.

RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 15 pages
FEES \$ 5.00

49. **SUBJECT** Request for all callups processed in the Quebec 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 month of October 1992.

RESPONSE All disclosed
FORMAT Copies given, 11 pages
FEES \$ 5.00

50. **SUBJECT** Request for a full report for the month of September 1992 stating all requisitions and/or contracts assigned to all temporary help services within the National Capital Region.

RESPONSE All disclosed
FORMAT Copies given, 32 pages
FEES \$ 5.00

51. **SUBJECT** Request for copies of the public file on the Rogers Cantel application for a national cellular telephone licence.

RESPONSE Disclosed in part, 20(1)(b)(c)(d)
FORMAT Copies given, 50 pages
FEES \$ 5.00

52. **SUBJECT** Request for all callups processed 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 month of September 1992.

RESPONSE All disclosed
FORMAT Copies given, 32 pages
FEES \$ 5.00

53. **SUBJECT** Request for documents pertaining to the Copyright Policy Development.
RESPONSE Unable to process
FEES \$ 5.00
54. **SUBJECT** Request for copies of documents pertaining to CBC cutbacks which were previously disclosed.
RESPONSE Disclosed in part, 14, 20(1)(b)(c)(d), 21(1)(a)(b)(c), 23, 69(1)
FORMAT Copies given, 200 pages
FEES \$ 5.00
55. **SUBJECT** Request for all callups processed 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 month of November 1992.
RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 19 pages
FEES \$ 5.00
56. **SUBJECT** Request for all callups processed in the Quebec 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 month of November 1992.
RESPONSE All disclosed
FORMAT Copies given, 4 pages
FEES \$ 5.00

57. SUBJECT Request for all communications between the Ministry and the Department of Communications and Bell Cellular (also known as Bell Cellular Mobility and Bell Mobility) related to a proposed tower site in the town of Flamborough, Ontario, for the period of November 1989 to date.

RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 190 pages
FEES \$ 18.60

58. SUBJECT Request for all communications within and between Ministries and Departments related to two documents submitted by the requester to the Department of Communications: document on non-ionizing radiation submitted to the Minister on July 4, 1991 and response to the Canada Gazette Notice # SMRR-001-92 submitted on April 7, 1992.

RESPONSE All disclosed
FORMAT Copies given, 2 pages
FEES \$ 5.00

59. SUBJECT Request for the total number of 2-way radios in Canada (minus CBs).

RESPONSE Treated informally
FEES \$ 5.00

* **60. SUBJECT** Request for a) all correspondence by the department soliciting responses to or informing addressees of the Gazette notice in regards to CPC-2-0-03 (Provisional) "Environmental Assessment Process Associated with Spectrum Management Activities"; any requests by the department for comments from any source and

* not yet completed

b) any comments received by the department from any source, at any time, in respect of any draft of the document "Environmental Assessment Process associated with Spectrum Management Activities", exclusive of those records described under a) above.

61. SUBJECT Request for a list of UHF radio call-signs and names for District 54.

RESPONSE Treated informally
FEES \$ 5.00

62. SUBJECT Request for the 80 submissions made by municipalities, provinces and private and public organizations within the framework of the Environmental Assessment regarding Spectrum Management Activities.

RESPONSE Disclosed in part, 13(1)(d), 19(1)
FORMAT Copies given, 432 pages
FEES \$ 5.00

63. SUBJECT Request for all callups processed 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 months of October, November and December 1992.

RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 45 pages
FEES \$ 5.00

* 64. SUBJECT Request for all internal memos among officials of the Department of Communications, including the Minister, since November 1, 1992 concerning the cuts to grants and contributions announced by the Finance Minister in December 1992.

65. SUBJECT Request for all correspondence since November 1, 1992 between officials of the Canada Council, including the Chairman, and officials of the Department of Communications, including the Minister, concerning the level of funding to the Council from the federal government.

RESPONSE Does not exist
FEES \$ 5.00

* 66. SUBJECT Request for all correspondence between the office of the Minister of Communications and the CBC during 1992.

67. SUBJECT Request for all the reports 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 month of December 1992.

RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 11 pages
FEES \$ 5.00

68. SUBJECT Request for all callups processed in the Quebec 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 month of December 1992.

RESPONSE All disclosed
FORMAT Copies given, 3 pages
FEES \$ 5.00

69. SUBJECT Request for all callups processed in the Ontario 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 month of December 1992.

RESPONSE Does not exist
FEES \$ 5.00

70. SUBJECT Request for records pertaining to granting and conditions of licence to Cantel.

RESPONSE Disclosed in part, 20(1)(b)(c)(d)
FORMAT Copies given, 50 pages
FEES \$ 0.00

71. SUBJECT Request for a full report for the month of January 1993 stating all requisitions and/or contracts assigned to all temporary help services within the National Capital Region.

RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 21 pages
FEES \$ 5.00

- * 72. **SUBJECT** Request for copies of all documentation, in the Department's records, pertaining to the situation at Flamborough, Ontario with regards to an application for a cellular transmission facility license.
73. **SUBJECT** Request for a copy of the agreement between the Government Telecommunications Agency (GTA) and Unitel Communications regarding the new fax services.
RESPONSE All disclosed
FORMAT Copies given, 10 pages
FEES \$ 5.00
74. **SUBJECT** Request for a list of programs, special and comprehensive audits conducted by or for the department in 1991, 1992 and 1993.
RESPONSE All disclosed
FORMAT Copies given, 1 page
FEES \$ 5.00
75. **SUBJECT** Request for all callups processed 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 month of January 1993.
RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 21 pages
FEES \$ 5.00

- 76. SUBJECT** Request for all callups processed in the Quebec 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 month of January 1993.
- RESPONSE** All disclosed
FORMAT Copies given, 3 pages
FEES \$ 5.00
- 77. SUBJECT** Request for Amateur Station Call Signs Report "89" for 1993.
- RESPONSE** Treated informally
FEES \$ 5.00
- * **78. SUBJECT** Request for report, in-house/consultants, after 1988 on archaeological resource management of federal lands. Any review/preparation of costs of such management, and implications for federal lands' use and development. Inventory of reports or archaeological sites on federal lands. Options to consider for archaeological resource management of federal lands, including mandatory v. voluntary compliance, confidentiality needs v. openness, nature of archaeological sites v. heritage sites or other designations. 1991, 1992 and 1993 briefing notes to the Minister on the above subject.

* **79. SUBJECT** Request for procedures for considering/allowing sale of public communications satellites and reports on sales made/contemplated. Restrictions placed or contemplated on who (firms, countries, individuals) can buy (or rent channels) public communications satellites. Assessments of value and projected long term value/usefulness of public communications satellites. Include data on their expected life, useful saleable components. DOC reports on a recent Telesat sale of public communications satellites to Argentine, any cost-benefits reports done and reviews of the implications of such foreign country sales. 1991, 1992 and 1993 briefing notes to the Minister on the above subject.

80. SUBJECT Request for all records of any form including all documents pertaining to the licensing of and provision of financial incentives to Telesat Mobile Inc. to operate a mobile satellite system. All records relating to and including all documents pertaining to the ownership of Telesat Mobile Inc.

81. SUBJECT Request for all callups for temporary help for the last six months. Also, request for the statistics for the same sections which outline the sections that have used Telecommunications Analysts (TCA) and Telecommunications Engineers and Specialists (TES).

RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 139 pages
FEES \$ 5.00

82. **SUBJECT** Request for all callups for support staff for the month of November 1993.
RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 19 pages
FEES \$ 5.00
83. **SUBJECT** Request for all callups for temporary help services for January 1993.
RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 21 pages
FEES \$ 5.00
84. **SUBJECT** Request for Radio Standards Procedure, Radio Standards Specifications, Radio System Policy, Spectrum Utilization Policy, TRC-49 Certification Service Fees and Technical and Administration Frequency List for Region 6 (Atlantic).
RESPONSE Treated informally
FEES \$ 5.00
- * 85. **SUBJECT** Request for 1991 to 1993 DOC in-house/consultant studies/reports/reviews on the concept and implementation of a national electronic highway, any envisaged timetable, costs, government assistance programs towards this end, include costs given/projected for the Canarie project, comparisons made with other countries' efforts to develop advanced fibre optic networks, and stage and capacity of Canada's fibre optic networks, envisaged types of government regulation, ownership requirements, foreign transmission entry requirements, agreements needed among existing competitors and costs to users, 1991, 1992 and 1993 briefing notes to the Minister on above subjects, including communications strategies.

86. **SUBJECT** Request for all callups for support staff for January 1993.
RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 21 pages
FEES \$ 5.00
87. **SUBJECT** Request for callups in the National Capital Region during
the month of February 1993.
RESPONSE Disclosed in part, 19(1)
FORMAT Copies given, 61 pages
FEES \$ 5.00
88. **SUBJECT** Request for callups in the Quebec Region during the month
of February 1993.
RESPONSE Does not exist
FEES \$ 5.00
- * 89. **SUBJECT** Request for all documents, memos, analysis, letters, reports
and any other documentation pertaining to the feasibility
study on the New Brunswick Museum in Saint John, N.B.
The study, completed in December, was partially funded by
the federal government.
- * 90. **SUBJECT** Request for the most recent audit entitled: "Review of
Departmental Expenditures".
- * 91. **SUBJECT** Request for audits from fiscal years 1990-1991, 1991-1992
and 1992-1993 on "contributions review".
92. **SUBJECT** Request for frequency allocations, sites and power used in
frequency band 50-450 MHz in the Chicoutimi and
Jonquière areas.
RESPONSE Treated informally
FEES \$0.00

* not yet completed

- * **93. SUBJECT** Request for information on the sale of cellular phones including information on monopoly or exclusivity conferred by the federal government re. the licensing or sale of phones.

**REPORT ON
PRIVACY**

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A **INTRODUCTION**

There were fewer requests made under the Privacy Act this year. However, the Secretariat devoted a significant amount of time to privacy related issues in conjunction with a review of personal information held in the Department.

HIGHLIGHTS

The following are the main initiatives of the ATIP Secretariat during this reporting period.

- ◆ The Secretariat staff was consulted on an increasing number of privacy related issues in the area of human resources.
- ◆ A committee was struck which was tasked with reviewing personal information related issues in the department which the Secretariat was closely involved. The review has resulted in plans which are being put into place to:
 - increase employee awareness of the Privacy Act and privacy related issues, by giving briefing sessions to employees who frequently work with personal information;
 - review departmental policies and procedures concerning the retention, collection and disposal of personal information;
 - review personal information banks in the Department.

B) **STATISTICAL REPORT**

1992-93 STATISTICS

Institution COMMUNICATIONS CANADA	Reporting period / Période visée par le rapport 92.04.01 to 93.03.31
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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 précédente	4
TOTAL	12
Completed during reporting period / Traitées pendant la période visée par le rapport	12
Carried forward / Reportées	0

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

1. All disclosed / Communication totale	2
2. Disclosed in part / Communication partielle	4
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0
5. Unable to process / Traitement impossible	2
6. Abandoned by applicant / Abandon de la demande	4
7. Transferred / Transmission	0
TOTAL	12

III Exemptions invoked / Exceptions invoquées

s. Art. 18(2)	0
s. Art. 19(1)(a)	0
(b)	0
(c)	0
(d)	0
s. Art. 20	0
s. Art. 21	0
s. Art. 22(1)(a)	0
(b)	0
(c)	0
s. Art. 22(2)	0
s. Art. 23(a)	0
(b)	0
s. Art. 24	0
s. Art. 25	0
s. Art. 26	4
s. Art. 27	0
s. Art. 28	0

IV Exclusions cited / Exclusions citées

s. Art. 68(1)(a)	0
(b)	0
s. Art. 70(1)(a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0

V Completion time / Délai de traitement

30 days or under / 30 jours ou moins	5
31 to 60 days / De 31 à 60 jours	3
61 to 120 days / De 61 à 120 jours	0
121 days or over / 121 jours ou plus	4

VI Extensions / Prolongations des délais

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations	0	0
Consultation	5	0
Transmission / Transmission	0	0
TOTAL	5	0

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	6
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

IX Corrections and notation / Corrections et mention

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

X Costs / Coûts

Financial (all reasons) / Financiers (toutes raisons)	
Salary / Traitement	\$45482
Administration (D and M) / Administration (fonctionnement et matériel)	\$ 5446
TOTAL	\$50928
Person year utilization (all reasons) / Années-personnelles utilisées (toutes raisons)	
Person year (decimal format) / Années-personnelles (nombre décimal)	0.77

1991-92 STATISTICS

Institution COMMUNICATIONS CANADA	Reporting period Période visée par le rapport April 1, 1991 to March 31, 1992
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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 / Reçus pendant la période visée par le rapport	9
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	9
Completed during reporting period / Traitée pendant la période visée par le rapport	5
Carried forward / Reportées	4

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

1. All disclosed / Communication totale	1
2. Disclosed in part / Communication partielle	2
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0
5. Unable to process / Traitement impossible	2
6. Abandoned by applicant / Abandon de la demande	0
7. Transferred / Transmission	0
TOTAL	5

III Exemptions invoked / Exceptions invoquées

s. Par. 18 (2)	0
s. Art. 19 (1) (a)	0
(b)	0
(c)	0
(d)	0
s. Art. 20	0
s. Art. 21	0
s. Art. 22 (1) (a)	0
(b)	0
(c)	0
s. Par. 22 (2)	0
s. Art. 23 (a)	0
(b)	0
s. Art. 24	0
s. Art. 25	0
s. Art. 26	2
s. Art. 27	0
s. Art. 28	0

IV Exclusions cited / Exclusions citées

s. Art. 69 (1) (a)	0
(b)	0
s. Art. 70 (1) (a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0

V Completion time / Délais 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	1
121 days or over / 121 jours ou plus	0

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	0	0
Consultation	5	0
Translation / Traduction	0	0
TOTAL	5	0

VII Translations / Traductions

Translations requested / Traductions demandées	0
Translations prepared / Traductions préparées	0
English to French / De l'anglais au français	0
French to English / Du français à l'anglais	0

VIII Method of access / Méthode de consultation

Copies given / Copies de l'original	3
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

IX Corrections and notation / Corrections et mention

Corrections requested / Corrections demandées	0
Corrections made / Corrections effectuées	0
Notation attached / Mention annexée	0

X Costs / Coûts

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 47,156
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 5,250
TOTAL	\$ 52,406
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	.88

C) INTERPRETATION OF STATISTICAL REPORT

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 our time on privacy issues. It is worth nothing that the requests sometimes compare in complexity to the access requests which we receive, with much shorter time extensions available under the Privacy Act.

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 \$ 50,928 are calculated as follows:

Secretariat Coordinator	25% x 1 py x salary
Senior Advisor	25% x 1 py x salary
Junior Advisor	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 the Secretariat's Privacy Act Related Activities

The organization of the ATIP Secretariat is fully described on page 5 of the Access to Information Report.

The ATIP Secretariat implements policy and coordinates personal information requests. The ATIP Coordinator is also responsible for advising the Deputy Minister on privacy matters.

Finally, the Coordinator is also responsible for overseeing all data collection within the Department, and acts as the liaison with 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 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.

F) **DELEGATION OF AUTHORITY**

The Deputy Minister, the Assistant Deputy Minister, Corporate Management, the Director General, Administrative and Technical Services and the Coordinator, Access to Information and Privacy Secretariat, have delegation of authority for all sections of the Privacy 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**

All ATIP briefing sessions to departmental employees touch on privacy issues. The briefing sessions mentioned in the Access to Information Report included a discussion of privacy issues. It should be noted that there was a large number of briefing sessions given this year coinciding with the privacy-related initiatives of the Secretariat.

H) **COMPLAINTS AND INVESTIGATIONS**

Three complaints were lodged against the Department this year because of alleged wrongful withholding of personal information. The investigation of these complaints is ongoing.

I) **APPEALS TO FEDERAL COURT**

No appeals to Federal Court under the Privacy Act were filed.

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

The Department received two 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.