



Public Prosecution
Service of Canada

Service des poursuites
pénales du Canada

Annual Report on the *Privacy Act*

Public Prosecution Service of Canada

2023-2024



Annual Report on the *Privacy Act* (Public Prosecution Service of Canada), 2023-2024

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1 Introduction

The *Privacy Act* (the Act) came into force on July 1, 1983. The purpose of the Act is to protect the privacy of individuals with respect to personal information about themselves held by government institutions as well as to provide individuals with a right of access to that information.

The Public Prosecution Service of Canada (PPSC) became subject to the Act when it was established as an independent organization on December 12, 2006, with the coming into force of the *Director of Public Prosecutions Act* (Part 3 of the *Federal Accountability Act*).

Pursuant to section 72 of the Act, this 2023-2024 Annual Report on the Act has been prepared for tabling in the House of Commons and the Senate. It provides an analysis of the information contained in the PPSC's Statistical Report on the Act. It also includes information on emerging trends, training activities, internal policies, guidelines, and procedures with respect to the PPSC's administration of the Act. Because the PPSC does not have any subsidiaries, information in that regard has not been included.

2 The Public Prosecution Service of Canada

The PPSC's mandate is set out in the *Director of Public Prosecutions Act* (DPPA). The DPPA empowers the Director of Public Prosecutions (DPP), as Deputy Attorney General of Canada, to:

- Initiate and conduct federal prosecutions;
- Intervene in proceedings that raise a question of public interest that may affect the conduct of prosecutions or related investigations;
- Issue guidelines to federal prosecutors;
- Advise law enforcement agencies or investigative bodies on general matters relating to prosecutions and on particular investigations that may lead to prosecutions;
- Communicate with the media and the public on all matters that involve the initiation and conduct of prosecutions;
- Exercise the authority of the Attorney General of Canada in respect of private prosecutions; and
- Exercise any other power or carry out any other duty or function assigned by the Attorney General of Canada that is compatible with the office of the DPP.

The DPPA also empowers the DPP to:

- Initiate and conduct prosecutions under the *Canada Elections Act*; and
- Act, when requested by the Attorney General of Canada, in matters under the *Extradition Act* and the *Mutual Legal Assistance in Criminal Matters Act*.

The DPP has the rank and status of a deputy head of a department and, in this capacity, is responsible for the management of the PPSC as a distinct government institution.

3 The ATIP Office

The ATIP Office holds primary responsibility for the implementation and administration of the *Privacy Act*, along with the *Access to Information Act* (collectively known as ATIP). The Office deals directly with the public in relation to personal information requests, liaises with Offices of Primary Interest (the subject matter experts) to prepare responses, and serves as the centre of ATIP expertise within the PPSC.

The ATIP Office fulfills its responsibilities by:

- Processing requests for personal information in accordance with the *Privacy Act*, the *Privacy Regulations* (the Regulations), and the Treasury Board of Canada's policies, directives, and guidelines;
- Responding to consultations submitted by other federal government institutions or other levels of government on PPSC records being considered for release, including the review of solicitor-client privilege in records related to criminal proceedings;
- Providing advice to PPSC managers and employees regarding the application and interpretation of the Act, the Regulations, and Treasury Board policies and directives;
- Reviewing PPSC policies, procedures, and agreements as well as making recommendations to ensure that they comply with the requirements of the Act;
- Monitoring the PPSC's compliance with the Act, its Regulations, and Treasury Board policies and directives;
- Communicating with investigators of the Office of the Privacy Commissioner of Canada to resolve complaints filed against the PPSC;
- Reviewing documents relevant to proactive publication prior to their publication on the PPSC's website, ensuring that they do not contain personal information;
- Delivering training sessions intended to familiarize the PPSC's managers and employees with the requirements of the Act, the Regulations, and Treasury Board policies and directives;
- Updating the PPSC's chapter of the federal government's publication known as *Info Source: Sources of Government and Employee Information*;
- Submitting an annual statistical report on the administration of the Act to the Treasury Board of Canada Secretariat (TBS); and
- Preparing an annual report on the administration of the Act for tabling in both Houses of Parliament.

3.1 Organizational structure

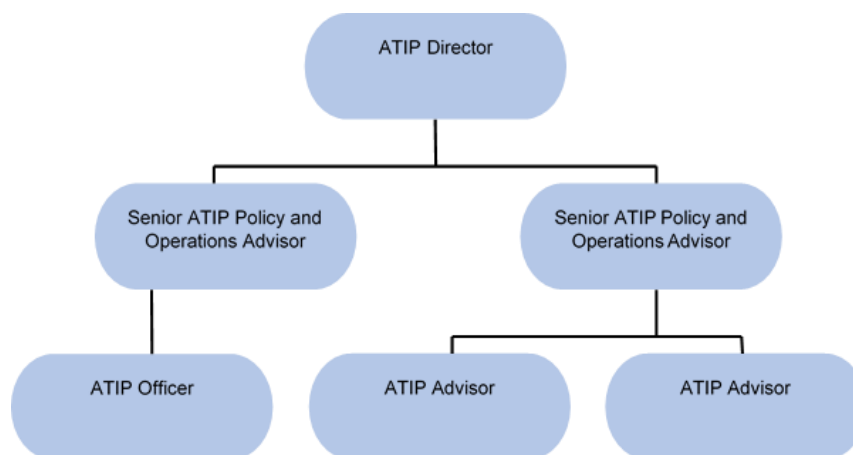
The Director General, Communications and Parliamentary Affairs (CPA), acts as the PPSC's ATIP Coordinator. The Director of the ATIP Office reports to the Director General, CPA.

During the period from April 1, 2023, to March 31, 2024, the ATIP Office comprised the Director, two (2) Senior Advisors, two (2) Advisors, and one (1) ATIP Officer. There was one (1) consultant during this time. The position of one (1) of the Advisors became vacant midway through the fiscal year.

Section 73.1 of the Act allows for the PPSC to exchange ATIP services with another government institution within the same ministerial portfolio. There were no such service agreements undertaken during this period.

The following chart outlines the organizational structure of the ATIP Office on March 31, 2024:

Figure 1: Organizational structure



4 Delegated authorities

Pursuant to section 73 of the Act, the head of a government institution may designate one or more officers or employees of that institution, by order, to exercise or perform any of the powers, duties, or functions of the head of the institution under the Act.

The DPP, as the “head of institution,” has designated this authority to the Director General, CPA, as well as the Senior Director General, Corporate Services, and the ATIP Director. The ATIP Director exercises this authority in the absence of the Director General, CPA. The Senior Director General, Corporate Services, exercises this authority in the absence of both the Director General, CPA, and the ATIP Director.

A signed copy of the ATIP Delegation Order is available in Appendix A of this report.

5 Performance

The following section provides an overview of key data on the PPSC’s performance for the fiscal year, as reflected in the 2023-2024 Statistical Report on the Act in Appendix B of this report as well as the 2023-2024 Supplemental Statistical Report in Appendix C.

5.1 Requests received under the *Privacy Act*

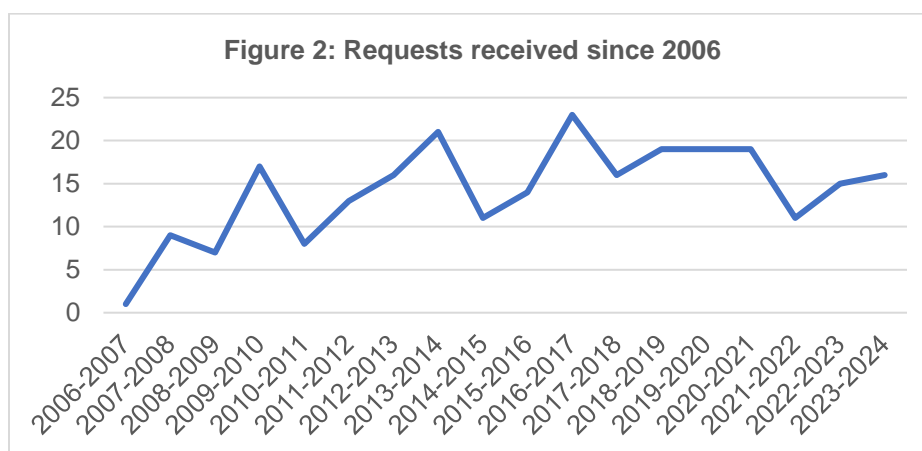
5.1.1 Number of requests

The PPSC received 16 formal personal information requests in 2023-2024, one (1) more than the 15 received in the previous fiscal year.

Additionally, two (2) requests were carried over from 2022-2023. Altogether, the PPSC had 18 requests to process in 2023-2024.

The PPSC completely received all but three (3) personal information requests via an **online** channel, known as the ATIP Online Request Service. This is part of a larger trend in increasingly digital ATIP services.

Since its creation on December 12, 2006, the PPSC has received 255 personal information requests in total. Over time, the organization has experienced periodic, sharp increases in the number of requests received each year. The following chart illustrates this trend:



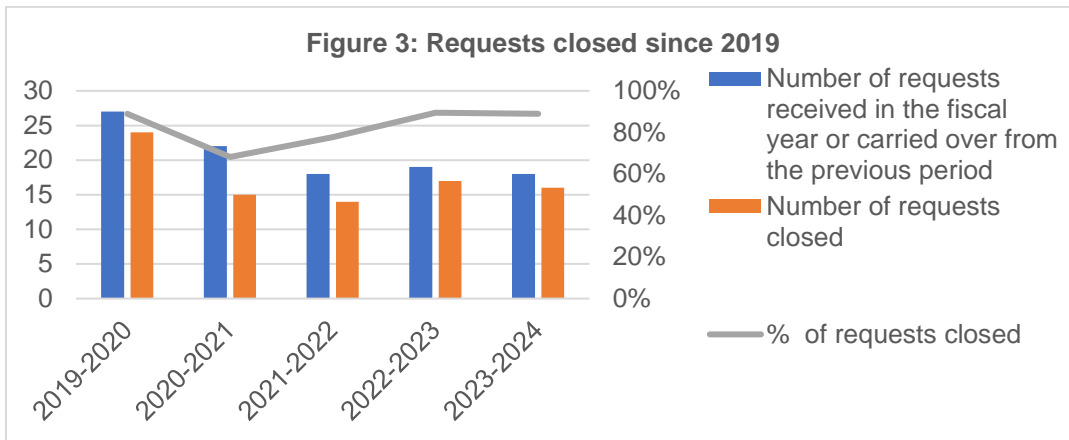
Note: As the PPSC was created on December 12, 2006, data for 2006-2007 only reflects a three-month period.

5.2 Requests closed during the fiscal year

5.2.1 Disposition of requests

The PPSC responded to 16 of the 18 requests received in 2023-2024 or carried over from the previous year, one (1) less than those closed during the last reporting period.

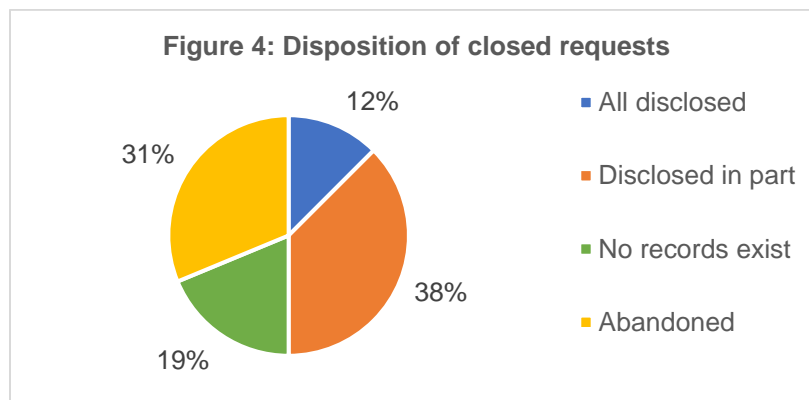
The overall proportion of requests that are closed in a given year has increased since the first two years of the COVID-19 pandemic and is now back at pre-pandemic levels. The trend is described in the chart below, which sets out the closure rate for the past five fiscal years:



Two (2) requests remained outstanding as of March 31, 2024, and were carried forward to the next fiscal year, which is the same number of requests outstanding at the end of the previous year.

One (1) of the requests still active at the end of the 2023-2024 reporting period was also received at that time and was therefore within legislative timelines going into the next fiscal year. The other outstanding request was received in 2020-2021. An extension to the initial statutory deadline of 30 days, which is the maximum time permitted under the Act, was taken to process a high volume of pages. Despite the extension, further time is needed for processing and it is now past the extended deadline.

The disposition of requests closed in 2023-2024 is as follows:



Records were disclosed in response to half of the 16 requests closed in 2023-2024, whether in full or in part. On average, 56% of requests closed over the past five reporting periods have resulted in full or partial disclosure of records to applicants.

In 2023-2024, the PPSC closed the following requests which did not result in the disclosure of any records:

No records exist

Three (3) requests could not be processed because relevant records under the control of the PPSC did not exist. Where possible, applicants were advised of other government institutions that may have records and were provided with contact information accordingly.

Abandoned

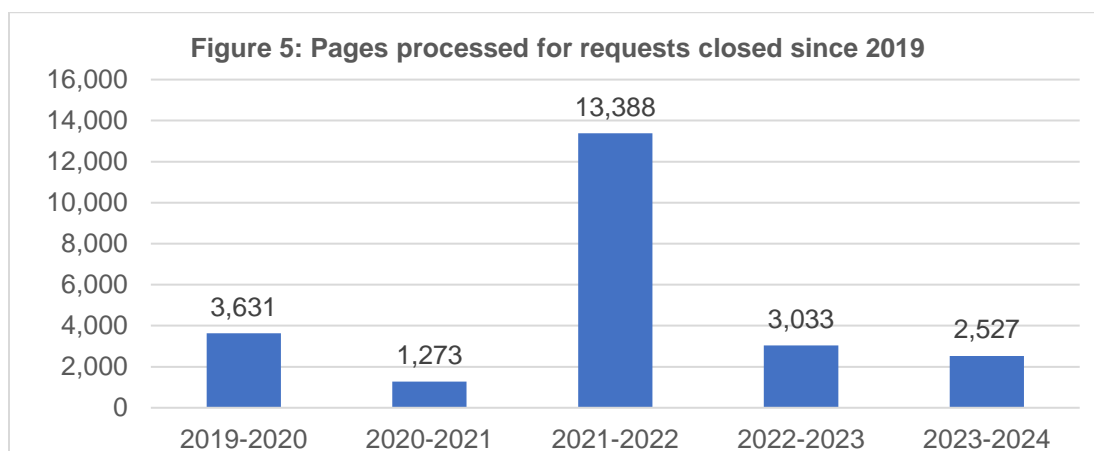
Five (5) requests were abandoned by applicants. In most abandoned cases, clarification is needed from the applicants in order to process their requests. When the applicants do not provide clarification, the requests are considered to be abandoned. In other cases, the applicants choose to abandon their requests.

5.2.2 Number of pages processed

For the 16 cases closed in 2023-2024, the PPSC processed 2,527 pages relevant to the requests, which is 17% less than the pages processed in the previous period.

The PPSC ATIP Office also reviewed an additional 147 pages received from across the organization that were deemed not relevant to the requests and were therefore not included as part of the responses. This is substantially less than the 6,802 non-relevant pages received in the previous period.

The following is a summary of the relevant pages processed by the PPSC over the last five fiscal years:

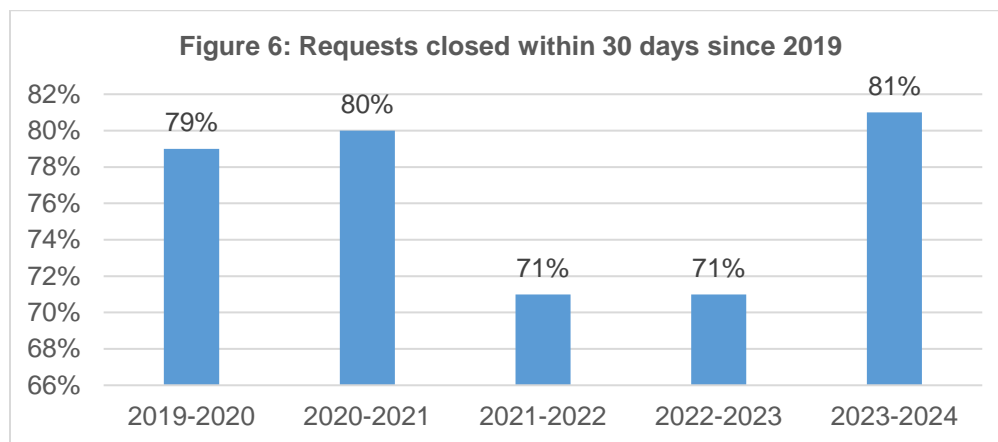
**5.2.3 Completion time**

Of those 16 requests closed in 2023-2024, 13 were processed within the initial 30-day statutory deadline, representing 81% of requests. This is one (1) more than the number closed within the same timeframe in 2022-2023.

On average, over the last five fiscal years, the PPSC has processed 77% of requests within 30 days of receipt. The proportion of requests closed within that timeframe has fluctuated from year to year. In particular, last fiscal year's decline could be attributed to reduced human resources at the beginning of the year as well as the highest number of access to information requests ever received at the PPSC during the same period. This year, with the sharp

reduction of new access to information requests to process, the rate of personal information requests closed within the first 30 days has rebounded.

The overall trend is demonstrated in the chart that follows:



The following table is a breakdown of the number of days taken to respond to requests in 2023-2024:

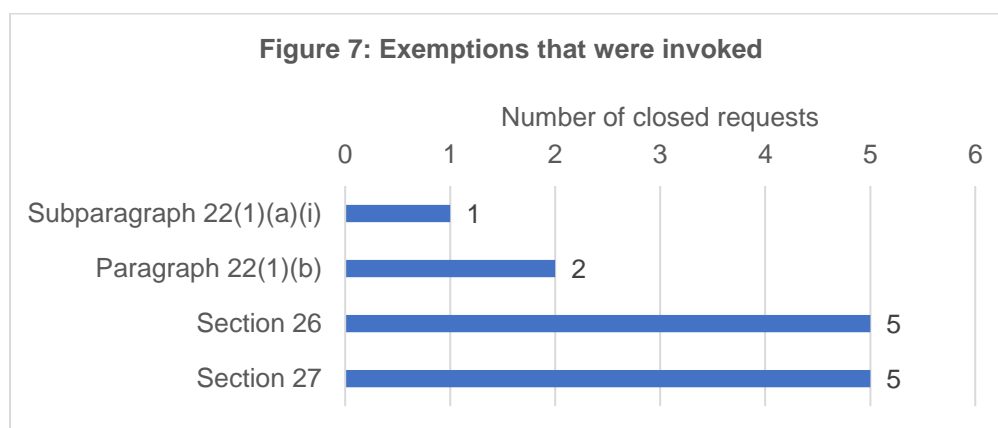
Table 1: Completion time

Completion time	Number of requests	%
1 to 15 days	5	31%
16 to 30 days	8	50%
31 to 60 days	2	13%
61 to 120 days	0	0%
121 to 180 days	0	0%
181 to 365 days	0	0%
More than 365 days	1	6%
Total	16	100%

5.2.4 Exemptions

An individual's right of access to his or her personal information is subject to limited and specific exceptions. Limitations to the right of access are set out in sections 18 through 28 of the Act.

The following is a breakdown of the exemptions applied by the PPSC in 2023-2024 for closed requests:



Over the last five fiscal years, sections 26 (information about another individual) and 27 (solicitor-client privilege) of the Act have been most often invoked by the PPSC when exempting information from disclosure. This reflects the mandate of the PPSC to conduct federal prosecutions, which often involve personal information about individuals, and to provide legal advice to law enforcement agencies and investigative bodies on matters relating to prosecutions.

5.2.5 Exclusions

Records or parts thereof to which the Act does not apply are considered to be “excluded.” Pursuant to section 69, the Act does not apply to library or museum material preserved solely for public record or material placed in Library and Archives Canada. Records containing confidences of the King’s Privy Council of Canada, also known as Cabinet confidences, and which have been in existence for less than 20 years are also excluded from the Act pursuant to section 70.

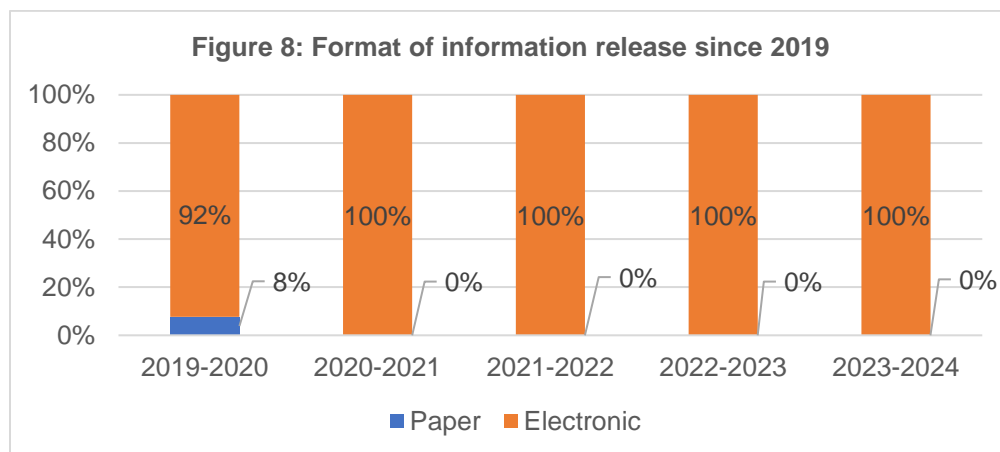
The PPSC did not invoke any exclusions in 2023-2024.

5.2.6 Format of information released

Information was released electronically for all eight (8) requests where the PPSC fully or partially disclosed records in 2023-2024.

Overall, in the last five fiscal years, 98% of releases have been in electronic format, while 2% have been paper-based. At the onset of the COVID-19 pandemic in early 2020, the PPSC, along with the majority of government agencies and the private sector, had shifted its services to a digital-first environment in order to comply with public health measures. While paper-based disclosure packages continue to remain available so that the request process is accessible to all Canadians, PPSC applicants no longer request this option.

The proportion of electronic to paper-based releases of records from year to year is as follows:



5.2.7 Complexity

Due to the nature of the PPSC’s work, processing requests can be challenging, and requests are regularly deemed “complex” based on a number of factors:

- The applicant’s personal information can be intermixed with that of another individual. In these cases, section 26 of the Act could be applied to protect the personal information of other individuals. Intermixed personal information was the main complicating factor in three (3) requests closed in 2023-2024. Legal advice may also be sought by the ATIP Office regarding the relevancy or disclosure of records, which can add complexity to how a request is processed. This was predominantly the case for another request closed within the reporting period.
- Many requests also required that the PPSC retrieve records from regions across the country. The searches undertaken for requests closed this fiscal year were evenly distributed between most regional offices, which were tasked one to two (1 to 2) times each.

5.2.8 Deemed refusals

Requests that are not closed within the initial 30-day statutory deadline or within a timeframe covered by an extension provided by the Act are referred to as “deemed refusals.” Further information on the circumstances in which an extension to the original deadline is permitted by the Act is available in section 5.4 (Extensions) of this report.

All but one (1) of the 16 requests closed in 2023-2024 were responded to within the initial deadline or within an extended timeframe, representing 94% of cases.

Regarding the one (1) request closed as a deemed refusal, the delay was principally due to the large volume of records involved as well as the complexity of the subject matter, which would have also required extensive consultations with various law enforcement agencies across Canada had the request not been abandoned by the applicant during the fiscal year. Because of these factors, while an extension to the initial statutory deadline was taken, the file required more time to process than the maximum 30 additional days allowed under the Act.

5.2.9 Requests for translation

During the 2023-2024 fiscal year, the PPSC did not receive any requests from applicants to translate records from one official language to the other. This is consistent with the last five fiscal years.

5.3 Requests for correction of personal information and notations

Paragraph 12(2)(a) of the Act provides every individual that is given access to their personal information the right to request correction if:

- The individual believes there is an error or omission regarding their information; and
- The information has been, is being used, or is available for use for an administrative purpose (i.e., a decision-making process that directly affects the individual).

Where correction is not possible, an individual has the right to request that a **notation** about the error or omission be placed on their file.

There were no requests for correction of personal information or notations in 2023-2024. This has been typical of the last five fiscal years.

5.4 Extensions

Paragraph 15(a) of the Act allows for an extension of the initial statutory deadline for a maximum of 30 additional days in cases where:

- Meeting the original deadline would unreasonably interfere with the operations of the government institution processing the request;
- Consultations with other government institutions are necessary and cannot be reasonably completed within the original deadline; and
- Translation or format conversion of records is requested by the applicant.

The PPSC took three (3) extensions to process three (3) requests closed in 2023-2024, one (1) less than in the previous period.

All extensions were taken for the maximum length of time permitted by the Act. One (1) extension was mainly due to a high volume of records to process. In the other two (2) cases, additional time was needed because further analysis was required to determine whether exemptions would apply to the records in question and doing so within the original timeframe would have interfered with the PPSC's operations.

Over the last five fiscal years, the PPSC has taken **three (3)** extensions under the Act each year, on average.

The following table summarizes the length and reasons for the extensions:

Table 2: Extensions

Length of extensions	Reasons for extensions							
	Sub-paragraph 15(a)(i) – Interference with operations				Sub-paragraph 15(a)(ii) – Consultation			Paragraph 15(b) – Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of records	Records are difficult to obtain	Cabinet confidences (Section 70)	External	Internal	
15 days or less	0	0	0	0	0	0	0	0
16 to 30 days	2	1	0	0	0	0	0	0
Total	2	1	0	0	0	0	0	0

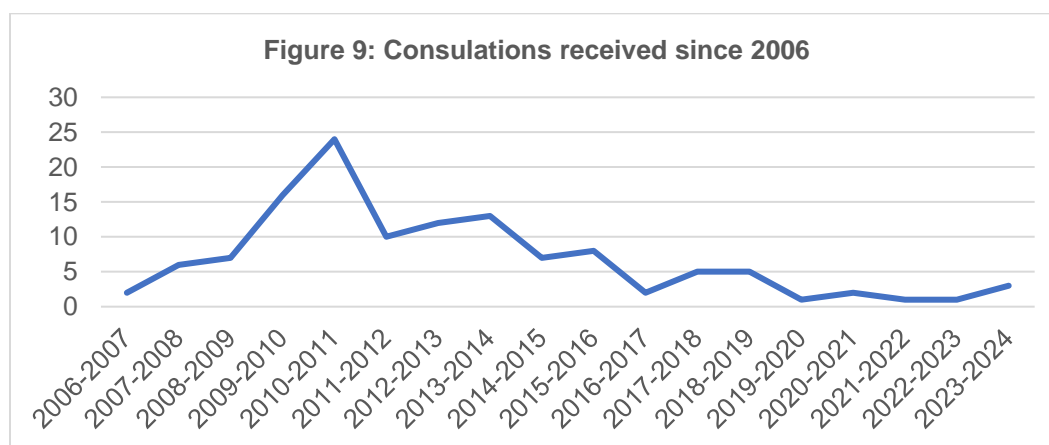
5.5 Consultations received from other institutions

5.5.1 Number of consultations

The PPSC received three (3) consultations from other government institutions for processing under the Act in 2023-2024, two (2) more than in the previous period.

The PPSC has received 125 consultations in total since December 12, 2006. There was a sharp increase in the number of consultations in 2010-2011, but since then and especially in recent fiscal years, the number of consultations received by the PPSC has largely declined.

The following chart illustrates this trend:



Note: As the PPSC was created on December 12, 2006, data for 2006-2007 only reflects a three-month period.

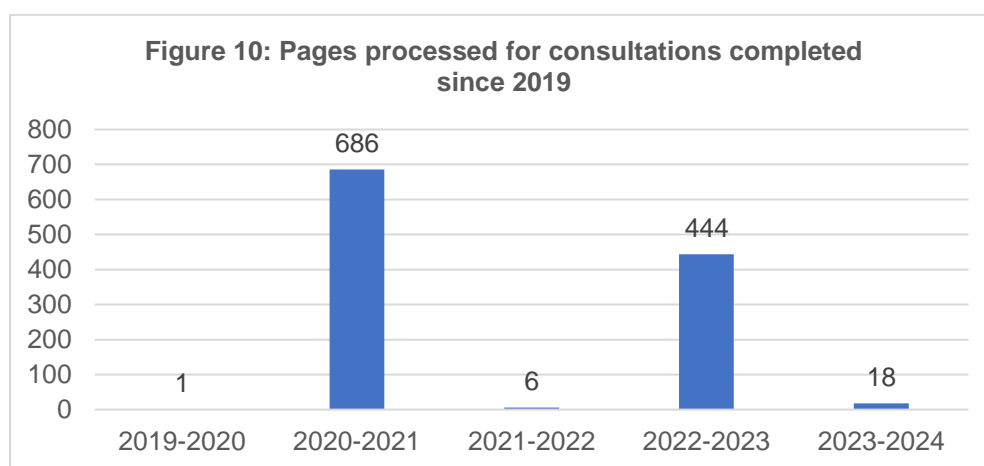
5.5.2 Sources of consultations

The consultations received in 2023-2024 originated from provincial governments: two (2) from Service Nova Scotia and one (1) from Service Alberta and Red Tape Reduction. The sources for consultations received by the PPSC typically vary from year to year.

5.5.3 Disposition and recommendations

The PPSC responded to all three (3) consultations received in 2023-2024. Accordingly, there were no consultations outstanding as of March 31, 2024.

The PPSC processed 18 pages to respond to these consultations. In comparison, 444 pages were processed in 2022-2023. The number of pages processed over the last five fiscal periods has considerably fluctuated from year to year, which is demonstrated in the following chart:



For the consultations completed in 2023-2024, the PPSC recommended that the records either be fully disclosed in one (1) case or disclosed part in the other two (2) cases. Over the last five fiscal years, the PPSC has never recommended full exemption of records sent in consultation.

5.5.4 Completion time

All three (3) consultations completed in 2023-2024 were closed within 30 days of receipt.

Over the last five fiscal years, 75% of the consultations completed were closed within the first 30 days. Any consultations closed past that point involved a large number of records to process.

5.6 Consultations on Cabinet confidences

No consultations regarding section 70 (Cabinet confidences) of the Act were carried out during fiscal year 2023-2024.

5.7 Costs

In the 2023-2024 fiscal year, the PPSC spent a total of \$301,882 administering the Act, of which salaries accounted for 71% of expenditures at \$214,862, while goods and services accounted for the remaining \$87,020. No overtime expenditures were incurred during this period.

The substantial increase in expenditures related to goods and services, as compared with previous fiscal years, is due to the purchase of licenses for new ATIP case management software.

6 Training and awareness activities

No formal training sessions were delivered to PPSC employees in 2023-2024.

Presentations were delivered in the past to raise awareness of corporate responsibilities regarding ATIP. These materials continue to be made available to all PPSC employees through the internal website. Communiqués on ATIP topics were also distributed throughout the year to all employees, which included promoting Data Privacy Week 2024.

ATIP personnel provided informal learning to employees on an *ad hoc* basis regarding the processing of personal information requests and regularly provided advice to PPSC officials on the interpretation of the Act, including the appropriate collection, use, disclosure, and safeguarding of personal information.

7 Policies, guidelines, and procedures

7.1 ATIP governance structure

The PPSC *ATIP Governance Structure* was approved by the PPSC's Executive Council in October 2011. It outlines the reporting relationships within the PPSC and establishes clear responsibilities for decision-making for the purposes of administering the Act.

7.2 Info Source

Info Source: Sources of Government and Employee Information is published on the Government of Canada's canada.ca website. It provides information about the functions, programs, activities, and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*.

It also serves as the Government's repository of personal information banks (PIBs), which outline how personal information is collected, used, disclosed, retained, and disposed of in order to administer the Government's programs and services.

At least once a year, the PPSC ATIP Office reviews and updates information, if necessary, about the PPSC's activities and information holdings in the publication. Standard PIBs were

updated in 2023-2024 to align with changes made by the Treasury Board of Canada Secretariat.

7.3 Updates and initiatives to improve privacy

During the 2023-2024 fiscal year, the PPSC ATIP Office continued to update office correspondence templates to ensure accuracy, improve communications with applicants and PPSC officials, and align with Treasury Board requirements.

No new or revised internal policies, guidelines, and procedures were implemented during the reporting period. The PPSC expects to develop new or revised instruments in coming years to align with updated Treasury Board directives supporting the Act and in preparation for open government initiatives and the ongoing modernization of ATIP digital services.

8 Complaints and investigations

Decisions made under the Act are subject to a two-tiered system of review. This ensures government institutions' compliance with their privacy protection obligations as well as respect for applicants' right of access to their personal information and fair treatment. The first level of review is a formal complaint made to the Privacy Commissioner. The second level is an application for judicial review to the Federal Court.

The PPSC reviews the outcomes of all Office of the Privacy Commissioner (OPC) investigations and incorporates lessons learned into business processes, where appropriate.

One (1) new complaint was filed with the OPC against the PPSC in 2023-2024, while another complaint investigation remained open from the previous period. Altogether, the PPSC responded to two (2) complaints throughout the current fiscal year, the investigations of which were all completed by March 31, 2024. As a result, there were no open complaints at the start of the next reporting period.

In the case of the newly received complaint, the PPSC advised the applicant that no records exist within the organization that would be relevant to their request. In response, the applicant filed a complaint with the OPC alleging that the PPSC failed to conduct a reasonable search for records. After reviewing the request processing file, the OPC resolved the complaint with the applicant through their early resolution process and closed the investigation accordingly, with no further action required on the PPSC's part.

Similarly, in the case of the one (1) complaint outstanding from the previous period, the complainant alleged that the PPSC failed to conduct a reasonable search for records after receiving none in response to their request. After reviewing the file, the OPC determined that the complaint was not well-founded.

The following table summarizes the reasons for the complaint received by the PPSC in fiscal year 2023-2024 as well as the OPC's findings for the concluded investigations:

Table 3: Complaints and investigations

Reason for complaint	Number of complaints	Results of investigations			
		Well-founded	Not well-founded	Discontinued	OPC has yet to issue its findings
Refusal – Exemptions and exclusions	0	0	0	0	0
Refusal – General	2	0	1	1	0
Delay	0	0	0	0	0
Total	2	0	1	1	0

The Commissioner did not undertake any privacy audits involving the PPSC in 2023-2024. There were also no applications for judicial review filed with the Federal Court during this same period.

9 Monitoring compliance

The ATIP Office maintains a comprehensive statistical reporting and performance measurement system to track the processing of formal requests, informal requests, and consultations received by the PPSC.

Each ATIP staff member is responsible for monitoring the time taken to process files that they are assigned on a regular basis, while the Senior ATIP Advisors meet with the ATIP Director twice a week to review timelines and address challenges that could affect the PPSC's ability to meet its legal obligations under the Act. The ATIP Director meets weekly with the ATIP Coordinator on the status of active requests, complaints, and any issues that have arisen.

When records originating from or involving another institution are reviewed, the ATIP Coordinator, with the support of the ATIP Office, assesses whether a consultation is required. The factors under consideration in the exercise of discretion to consult depend on the circumstances of each file. These factors include:

- Cases where disclosure is contemplated;
- Whether exemptions or exclusions are applicable;
- How similar records from past requests were processed;
- The expertise of the ATIP Office and other PPSC officials in the subject matter; and
- The expected timelines for receiving a response to the consultation.

In this way, the PPSC aims to limit consultations so that requests are responded to within the shortest timelines possible.

The ATIP Office also formally reports to the PPSC's senior management on a monthly basis about its activities, caseload, performance metrics, and privacy trends. In addition to reporting, the Office advises various PPSC officials on appropriate privacy protections to be included in contracts and information sharing agreements, on request.

The PPSC did not undertake a review in 2023-2024 to assess the feasibility of making frequently requested personal information available to individuals through informal means outside of the ATIP Office context.

10 Material privacy breaches

A privacy breach involves improper or unauthorized collection, use, disclosure, retention, or disposal of sensitive personal information.

The ATIP Office received 14 privacy breach reports in 2023-2024, four (4) of which were considered to be material breaches. A material privacy breach could reasonably be expected to cause serious injury or harm to the individual to whom it relates. These cases are to be reported to the TBS and the OPC, as required by the Treasury Board's *Directive on Privacy Practices*.

Three (3) of the four (4) material breaches involved insufficient safeguarding of sensitive materials within disclosure packages submitted by the PPSC to defence counsels and the accused as part of legal proceedings. These packages contained information that could potentially identify confidential informants involved in criminal investigations, thereby risking the safety of these individuals. In all three (3) cases, the PPSC and relevant law enforcement agencies took appropriate steps to mitigate the impact of these breaches while avoiding any actions that could potentially create more risk for the informants. The disclosure packages were returned or destroyed where possible. Law enforcement agencies also notified the affected individuals where appropriate, and no harm had been reported as a result of the breaches.

In the remaining case, a material, government-wide breach occurred when suspicious and unauthorized activity was identified on third-party systems belonging to Sirva Worldwide systems. This company provides relocation services to Government of Canada employees through institutional contracts, one of which belonging to the PPSC. Personal information regarding past and present employees that used relocation services, as well as their spouses and dependents, were found on a dark website and included financial and passport data. The TBS led government efforts to mitigate the breach's impact on the affected individuals. For its part, the PPSC notified affected employees and provided free access to credit monitoring services.

11 Privacy impact assessments

A privacy impact assessment (PIA) is a tool that assists a government institution in meeting its privacy responsibilities regarding the management of personal information. Institutions initiate PIAs when assessing the privacy implications of new or substantially modified programs and activities involving personal information.

No PIAs were completed at the PPSC in 2023-2024.

12 Public interest disclosures

Subsection 8(2) of the Act describes the circumstances under which personal information under the control of a government institution may be disclosed without the individual's consent.

In particular, disclosures without consent may be made in the public interest, pursuant to paragraph 8(2)(m) of the Act. The PPSC did not make any such disclosures in 2023-2024.

13 Appendix A – Delegation order

Access to Information Act and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

<p>The Director of Public Prosecutions, pursuant to section 73 of the <i>Access to Information Act</i> and section 73 of the <i>Privacy Act</i>, as they existed prior to June 21, 2019, and pursuant to the current subsection 95(1) of the <i>Access to Information Act</i> and section 73(1) of the <i>Privacy Act</i>, hereby delegates to the persons holding the positions set out in the schedule hereto the powers, duties and functions of the Director of Public Prosecutions as the head of the Office of the Director of Public Prosecutions, under the provisions of the Acts and related regulations set out in the schedule opposite each position. This Delegation Order replaces all previous delegation orders.</p>	<p>En vertu de l'article 73 de la <i>Loi sur l'accès à l'information</i> et de l'article 73 de la <i>Loi sur la protection des renseignements personnels</i>, tels qu'ils existaient avant le 21 juin 2019, et en vertu de l'article 95(1) de la <i>Loi sur l'accès à l'information</i> et de l'article 73(1) de la <i>Loi sur la protection des renseignements personnels</i>, présentement en vigueur, la directrice des poursuites pénales délègue aux titulaires des postes mentionnés à l'annexe ci-après, les attributions qui lui sont conférées, en qualité de responsable du Bureau du directeur des poursuites pénales, par les dispositions des lois ou de leurs règlements d'application mentionnées en ce qui concerne chacun des postes. Le présent arrêté remplace et annule tout arrêté antérieur sur la délégation.</p>
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Schedule/Annexe

Position/Poste	<i>Access to Information Act and Regulations/Loi sur l'accès à l'information et son règlement d'application</i>	<i>Privacy Act and Regulations/Loi sur la protection des renseignements personnels et son règlement d'application</i>
Senior Director General, Corporate Services/Directrice générale principale, Services ministériels	Full authority/Autorité absolue	Full authority/Autorité absolue
Director General, Communications and Parliamentary Affairs/Directrice générale, Communications et Affaires parlementaires	Full authority/Autorité absolue	Full authority/Autorité absolue
Manager, ATIP/Gestionnaire, AIPRP	Full authority/Autorité absolue	Full authority/Autorité absolue

Dated, at the City of Ottawa, this day of , 2021	Daté, en la ville d'Ottawa, ce jour de 2021
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Roussel
Kathleen

Digitally signed by Roussel, Kathleen
DN: c=CA, o=GC, ou=EC, EC,
CN=Roussel, Kathleen
Reason: I am approving this document
Location: your signing location here
Date: 2021-02-22 11:13:35
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Kathleen Roussel
Director of Public Prosecutions
Directrice des poursuites pénales

14 Appendix B – Statistical report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: Public Prosecution Service of Canada
 Reporting period: 2023-04-01 to 2024-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		18
Outstanding from previous reporting periods		2
- Outstanding from previous reporting period	0	
- Outstanding from more than one reporting period	2	
Total		18
Closed during reporting period		16
Carried over to next reporting period		2
- Carried over within legislated timeline	1	
- Carried over beyond legislated timeline	1	

1.2 Channels of requests

Source	Number of Requests
Online	13
Email	3
Mail	0
In person	0
Phone	0
Fax	0
Total	16

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
- Outstanding from previous reporting period	0	
- Outstanding from more than one reporting period	0	
Total		1
Closed during reporting period		1
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
Email	1
Mail	0
In person	0
Phone	0
Fax	0
Total	1

2.3 Completion time of informal requests

Completion Time							
0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
1	0	0	0	0	0	0	1

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	1	228	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	2	0	0	0	0	0	2
Disclosed in part	0	4	2	0	0	0	0	6
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	2	0	0	0	0	0	3
Request abandoned	4	0	0	0	0	0	1	5
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	5	8	2	0	0	0	1	18

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
19(2)	0	22.1(a)(i)	1	23(a)	0
19(1)(a)	0	22.1(a)(ii)	0	23(b)	0
19(1)(b)	0	22.1(a)(iii)	0	24(a)	0
19(1)(c)	0	22.1(b)	2	24(b)	0
19(1)(d)	0	22.1(c)	0	25	0
19(1)(e)	0	22(2)	0	26	5
19(1)(f)	0	22.1	0	27	5
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
89(1)(a)	0	70.1	0	70.1(d)	0
89(1)(b)	0	70.1(a)	0	70.1(e)	0
89.1	0	70.1(b)	0	70.1(f)	0
		70.1(c)	0	70.1	0

3.4 Format of Information released

Paper	Electronic				Other
	E-record	Dataset	Video	Audio	
0	8	0	0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
2527	2203	13

3.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	1	1	0	0	0	0	1	1881	0	0
Disclosed in part	4	147	2	498	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	5	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	10	148	2	498	0	0	1	1881	0	0

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3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interviews / Information	Other	Total
All disclosed	0	0	0	1	1
Disclosed in part	0	1	2	3	6
All exempted	0	0	0	1	1
All excluded	0	0	0	0	0
Request abandoned	0	0	1	0	1
Neither confirmed nor denied	0	0	0	0	0
Total	0	1	3	5	9

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	15
Percentage of requests closed within legislated timelines (%)	93.75

3.7 Denied refusals

3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations / Workload	External Consultation	Internal Consultation	Other
1	1	0	0	0

3.7.2 Request closed beyond legislated timelines (Including any extension taken)

Number of days past legislated time lines	Number of requests past legislated time line where no extension was taken	Number of requests past legislated time line where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	1	1
Total	0	1	1

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 4: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

Section 5: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Section 6: Extensions

6.1 Reasons for extensions

Number of extensions taken	15(a)(i) Interference with operations				15(a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
3	2	1	0	0	0	0	0	0

6.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15(a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	2	1	0	0	0	0	0	0
31 days or greater	0	0	0	0	0	0	0	0
Total	2	1	0	0	0	0	0	0

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada Institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	3	18
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	3	18
Closed during the reporting period	0	0	3	18
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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7.2 Recommendations and completion time for consultations received from other Government of Canada Institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirety	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirety	0	0	0	0	0	0	0	0
Exclude entirety	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendation	Number of days required to complete consultation requests							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirety	1	0	0	0	0	0	0	1
Disclose in part	0	2	0	0	0	0	0	2
Exempt entirety	0	0	0	0	0	0	0	0
Exclude entirety	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	1	2	0	0	0	0	0	3

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
1	0	2	0	3

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	6	0	0	0
Central	0	0	0	0
Total	6	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

Number of material privacy breaches reported to TBS	4
Number of material privacy breaches reported to OPC	4

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	10
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$214,862
Overtime		\$0
Goods and Services		\$87,020
- Professional services contracts	\$0	
- Other	\$87,020	
Total		\$301,882

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	2.020
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	2.020

Note: Enter values to three decimal places.

15 Appendix C – Supplemental statistical report on the *Access to Information Act* and the *Privacy Act*



Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: Public Prosecution Service of Canada

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Open Requests and Complaints Under the *Access to Information Act*

1.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received In 2023-24	1	0	1
Received In 2022-23	0	0	0
Received In 2021-22	1	1	2
Received In 2020-21	0	0	0
Received In 2019-20	0	1	1
Received In 2018-19	0	0	0
Received In 2017-18	0	0	0
Received In 2016-17	0	0	0
Received In 2015-16	0	0	0
Received In 2014-15 or earlier	0	0	0
Total	2	2	4

1.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received In 2023-24	0
Received In 2022-23	0
Received In 2021-22	0
Received In 2020-21	0
Received In 2019-20	0

Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 2: Open Requests and Complaints Under the *Privacy Act*

2.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	1	0	1
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	1	1
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	1	1	2

2.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0

Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
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Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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