



Department of Finance
Canada Ministère des Finances
Canada

Annual Report to Parliament on the *Administration* *of the Privacy Act*

2019–2020

Canada

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Introduction

The Annual Report to Parliament on the Administration of the *Privacy Act* (the *Act*) within the Department of Finance Canada (the ‘Department’) is prepared and tabled in Parliament in accordance with section 72 of the *Act* and covers the period from April 1, 2019 to March 31, 2020.

Purpose of the *Privacy Act*

The *Act* came into force on July 1, 1983. Its purpose is to protect the privacy of individuals with respect to personal information about themselves held by federal government institutions. It also provides Canadian citizens, permanent residents, and individuals present in Canada a right of access to their personal information.

The Department recognizes that the right of access to personal information is an essential element of our system of democracy. It is committed to openness and transparency, respecting both the spirit and the requirements of the *Act*, its regulations and related policy instruments. The Department further acknowledges the importance of facilitating access to information by requiring that its employees make every reasonable effort to assist applicants.

Mandate of the Department of Finance Canada

The Department helps the Government of Canada develop and implement strong and sustainable economic, fiscal, tax, social, security, international and financial sector policies and programs. It plays an important central agency role, working with other departments to ensure that the government’s agenda is carried out and that ministers are supported with high-quality analysis and advice.

The Department’s responsibilities include:

- Preparing the federal Budget and the Update of Economic and Fiscal Projections;
- Preparing the Annual Financial Report of the Government of Canada and, in cooperation with the Treasury Board of Canada Secretariat and the Receiver General for Canada, the Public Accounts of Canada;
- Developing tax and tariff policy and legislation;
- Managing federal borrowing on financial markets;
- Designing and administering major transfers of federal funds to the provinces and territories;
- Developing financial sector policy and legislation;
- Representing Canada in various international financial institutions and groups.

The Minister of Finance is accountable for ensuring that their responsibilities are fulfilled both within the [portfolio](#) and with respect to the authorities assigned through legislation. In particular, the Minister has direct responsibility for a number of acts as well as fiscal and tax policy relating to other acts that are under the responsibility of other ministers.

Administration of the *Privacy Act*

Access to Information and Privacy Division

The Access to Information and Privacy (ATIP) Division is part of the Consultations and Communications Branch. The ATIP Division is responsible for administering the *Access to Information Act* and the *Privacy Act* for the Department. As a centralized operation, the ATIP Division coordinates the timely processing of requests under the legislation, handles complaints lodged with the Privacy Commissioner, and responds to informal inquiries. Division staff also provides guidance to departmental officials on matters involving the *Act*. As of March 31, 2020, 18 employees within the ATIP Division were dedicated to the administration of the *Access to Information Act* and the *Privacy Act* along with related functions. The ATIP Division is comprised of a director, supported by two managers, twelve ATIP analysts, an administrative assistant, and two students. The Department of Finance Canada did not enter into any service agreements pursuant to section 73.1 of the *Privacy Act*.

Principles on Assistance to Applicants

With the passing of the *Federal Accountability Act*, section 4(2.1) was added to the *Access to Information Act*:

“The head of a government institution shall, without regard to the identity of a person making a request for access to a record under the control of the institution, make every reasonable effort to assist the person in connection with the request, respond to the request accurately and completely and, subject to the regulations, provide timely access to the record in the format requested.”

While a similar provision was not included in the *Privacy Act*, the Department is nonetheless committed to both the spirit and intent of these principles and to the *Directive on Privacy Requests and Correction of Personal Information* with respect to their application when processing *Privacy Act* requests.

Policies, Guidelines, Procedures and Initiatives

Bill C-58, “An Act to amend the Access to Information Act and the Privacy Act and to make consequential amendments to other Acts”

Bill C-58 received Royal Assent on June 21, 2019, bringing into force important improvements to the openness and transparency of government.

Key changes in the updated *Privacy Act* include:

- The timing of tabling Annual Reports has changed: institutions are now required to table Annual Reports on the administration of the *Access to Information Act* and the *Privacy Act* in

each House of Parliament on any day of the first 15 sitting days on which the House is sitting after September 1.

- An exception to the definition of personal information has been added to the *Privacy Act*. The name and title of ministerial staff, as well as the fact that someone is or was a ministerial staff member, will no longer be considered personal information for the purposes of administering the *Access to Information Act* and *Privacy Act*. This change applies to records created on or after the day of Royal Assent.
- Institutions within the same ministerial portfolio now have the option to share request-processing services.

Unlike the administration of the *Access to Information Act*, Bill C-58 did not result in any substantial changes to policies, procedures or practices with respect to the processing of *Privacy Act* requests.

Training and Awareness

During the reporting period, the ATIP Division provided 17 training and awareness sessions to 403 participants.

There was a particular attention on ATIP training and awareness activites this year in order to inform employees of the new requirements under the *Act* as a result of Bill C-58. In addition to drop-in sessions open to all employees following the passing of Bill C-58, sessions were also given to various fora across the Department, including senior management and employees at all levels.

An ATIP awareness session was delivered to employees of the Minister's Office following the appointment of a new minister in the Finance Canada portfolio in November 2019.

Two departmental orientation sessions were provided to new employees who join the Department as a means to introduce them to the activities of each Branch. These sessions provided information to 140 employees about the ATIP Division, the administration of ATIP legislation, and information management practices.

The remaining sessions were given to employees and managers within various branches of the Department on various topics, for example, the effective processing of ATIP requests, understanding legislative requirements, in addition to the provisions of exemptions and exclusions under both Acts.

Impact of COVID-19 on ATIP Operations

In 2020, the COVID-19 pandemic has had an unprecedeted impact on the health and economic well-being of people around the world.

A sudden worldwide wave of lockdown measures, based on the guidance of public health officials, were put in place to contain the virus and save lives. In Canada, the first case of COVID-19 was confirmed in late January. On March 11, the World Health Organization declared the global outbreak of COVID-19 a pandemic.

Like other workplaces across Canada, the Government of Canada implemented exceptional workplace measures to curb the spread of COVID-19 and protect federal employees and the public. From March 16 to March 31 (and beyond the end of the reporting period), the Department of Finance and other institutions were operating with significantly reduced on-site workforces, with most employees asked to work remotely. As a result, the Department's ability to meet the legislated timelines under the *Access to Information Act* was significantly constrained, resulting in potential delays in responding to requests.

Given the nature of the work processes and reliance on physical files stored in the workplace and systems limitations, operations within the ATIP Division were halted for the last remaining weeks of March 2020 and part of the first quarter of 2020-2021. During this period, efforts were focused on informing ATIP stakeholders and clients of the Department's reduced operational capacity caused by the exceptional measures to mitigate the spread of COVID-19. For example, email communications were sent to requesters and a notice was posted on the Department's web site. The Division also provided advice and guidance to other ATIP offices with respect to communicating with stakeholders and other operational considerations. In the first quarter of 2020-2021, the ATIP Division modernized its work processes, resulting in an end-to-end digital paperless delivery model permitting the resumption of ATIP activities. These activities will be discussed in the 2020-2021 annual report.

Incoming requests were also tracked and logged during this period. The Department did not receive any requests between March 16 and March 31, 2020.

Delegation of Authority

The delegation of authority approved on December 1, 2015 provides the authority to approve or deny the release of information under the *Act* is shared by the Deputy Minister, the Associate Deputy Minister, the Assistant Deputy Ministers of Consultations and Communications Branch and Corporate Services Branch, the Senior Director, Communications Policy Division, the ATIP Director, ATIP Team Leaders and Senior ATIP analysts to sign off on more administrative matters. The ATIP Director normally performs the function, with the exception of disclosures pursuant to paragraph 8(2)(e) of the *Act*, which are usually handled by the Assistant Deputy Minister of the Corporate Services Branch.

DESIGNATION / DÉLÉGATION

***PRIVACY ACT /
LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS***

Privacy Act Designation Order

The Minister of Finance Canada, pursuant to section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of the Department of Finance, under the provisions of the Act and related regulations set out in the schedule opposite each position.

This designation replaces all previous delegation orders.

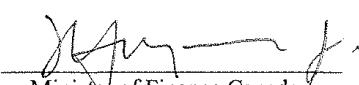
***Arrêté sur la délégation en vertu de la
Loi sur la protection des renseignements
personnels***

En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, le ministre des Finances Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont [il ou elle] est, en qualité de responsable du Ministère des Finances, investi[e] par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

Dated in Ottawa on this 1st day
of December, 2015

Fait à Ottawa en ce 1 jour
de December 2015


Minister of Finance Canada
Le ministre des Finances Canada

SCHEDULE 1
Designation Order—*Privacy Act*

Powers, duties, or functions	Section	Deputy Minister	Associate Deputy Minister	Associate Deputy Minister and G7 Deputy for Canada	Assistant Deputy Minister Consultations and Communications Branch	Assistant Deputy Minister Corporate Services Branch	Senior Director, Communications Policy	ATIP Team Leaders, Senior ATIP Analysts
Disclosure for research purposes	8(2)(j)	●	●	●	●		●	
Disclosure in the public interest or in the interest of the individual	8(2)(m)	●	●	●	●		●	
Copies of requests under 8(2)(e) to be retained	8(4)	●	●	●	●	●	●	●
Notice of disclosure under 8(2)(m)	8(5)	●	●	●	●		●	
Record of disclosures to be retained	9(1)	●	●	●	●		●	●
Consistent uses	9(4)	●	●	●	●		●	●
Personal information to be included in personal information banks	10	●	●	●	●		●	●
Notice where access requested	14	●	●	●	●		●	
Extension of time limits	15	●	●	●	●		●	●
Language of access	17(2)(b)	●	●	●	●		●	●
Access to personal information in alternative format	17(3)(b)	●	●	●	●		●	●
Exemption (exempt bank) - Disclosure may be refused	18(2)	●	●	●	●		●	
Exemption - Personal information obtained in confidence	19(1)	●	●	●	●		●	
Where authorized to disclose	19(2)	●	●	●	●		●	
Exemption - Federal-provincial affairs	20	●	●	●	●		●	
Exemption - International affairs and defence	21	●	●	●	●		●	
Exemption - Law enforcement and investigation	22	●	●	●	●		●	
Exemption - <i>Public Servants Disclosure Protection Act</i>	22.3	●	●	●	●		●	
Exemption - Security clearances	23	●	●	●	●		●	
Exemption - Individuals sentenced for an offence	24	●	●	●	●		●	
Exemption - Safety of individuals	25	●	●	●	●		●	
Exemption - Information about another individual	26	●	●	●	●		●	
Exemption - Solicitor-client privilege	27	●	●	●	●		●	
Exemption - Medical record	28	●	●	●	●		●	
Notice of intention to investigate	31	●	●	●	●		●	

SCHEDULE 1
Designation Order—*Privacy Act*

Powers, duties, or functions	Section	Deputy Minister	Associate Deputy Minister	Associate Deputy Minister and G7 Deputy for Canada	Assistant Deputy Minister Consultations and Communications Branch	Assistant Deputy Minister Corporate Services Branch	Senior Director, Communications Policy	ATIP Team Leaders, Senior ATIP Analysts
Right to make representation	33(2)	●	●	●	●		●	●
Findings and recommendations of Privacy Commissioner (complaints)	35(1)	●	●	●	●		●	●
Access to be given	35(4)	●	●	●	●		●	
Report of findings and recommendations (exempt banks)	36(3)	●	●	●	●		●	●
Report of findings and recommendations (compliance review)	37(3)	●	●	●	●		●	●
Special rules for hearings	51(2)(b)	●	●	●	●		●	●
<i>Ex parte</i> representations	51(3)	●	●	●	●		●	●
Report to Parliament	72(1)	●	●	●	●		●	●
Privacy Regulations								
Reasonable facilities and time provided to examine personal information	9	●	●	●	●		●	●
Notification that correction to personal information has been made	11(2)	●	●	●	●		●	●
Notification that correction to personal information has been refused	11(4)	●	●	●	●		●	●
Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	13(1)	●	●	●	●		●	
Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	14	●	●	●	●		●	

Information Holdings

All government institutions subject to the *Access to Information Act* and the *Privacy Act* publish an inventory of their information holdings as well as relevant details about personal information under their control. The information can assist individuals in making an access to information or personal information request, or in exercising their privacy rights.

A description of the Department's programs, activities, and information holdings, including its classes of records and personal information banks can be found in [Info Source: Sources of Federal Government and Employee Information](#).

Some programs and activities, such as human resources and financial management, are common to most government institutions. These are known as [internal services](#) and they involve the following types of information:

- [Standard classes of records](#): These are descriptions of all records created and used to support internal services.
- [Standard personal information banks](#): These are descriptions of personal information contained in records, and collected and used to support internal services.

Interpretation of Statistical Report (Annex A)

Part 1 – Requests under the *Privacy Act*

The number of formal requests received in 2019-2020 was 14, a 33.3% decrease from 21 formal requests received the previous reporting year. No request was carried over from 2018-2019. By the end of 2019-2020, all 14 requests were completed.

Table 1 illustrates a five-year trend.

Table 1. Overview of *Privacy Act* Requests

Fiscal Year	New Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate %
2019-2020	14	14	601	601	100%
2018-2019	21	21	23	23	100%
2017-2018	20	21	40	40	100%
2016-2017	18	17	183	177	100%
2015-2016	36	37	2746	2595	100%

Part 2 – Requests Closed During the Reporting Period

Disposition / Completion Time of Requests

Many individuals who submit *Privacy Act* requests incorrectly assume that the Department holds the same type and amount of personal information as is held by the Canada Revenue Agency, banks, and trust companies. That is not the case and explains why many requests do not result in the retrieval of personal information. The following table indicates the disposition of the 14 completed requests this fiscal year:

Disposition	Number of Requests	Percentage of Requests
All disclosed	3	21.4%
Disclosed in part	2	14.3%
All exempted	0	0%
All excluded	0	0%
No records exist	2	14.3%
Request abandoned	7	50.0%
Neither confirmed or denied	0	0%
Total	14	100.0 %

Completion Time

Of the 14 requests completed, all were closed on time. Of the 14 requests closed during the reporting period, 12 of them (85.7%) were completed within 30 days.

Exemptions / Exclusions

In 2019-2020, the Department invoked section 26 of the *Privacy Act* on one request.

In addition, an exclusion under paragraph 70(1)(a) was applied to one request that contained information that qualified as a Confidence of the Queen's Privy Council.

Format of Information Released

Records were provided to applicants in five cases, two of which were in paper format, and three of which were provided in electronic form. No applicants asked to review the records as opposed to receiving a copy.

Complexity

Aside from the consultation required on one request in order to invoke the exclusion cited above, none of the requests were considered complex.

Deemed Refusals

All requests were responded to within the statutory deadlines.

Translations

There were no requests for translation this reporting period.

Part 3 – Disclosures under Subsection 8(2) and 8(5) (Permissible Disclosures)

Paragraph 8(2)(e) of the *Act* allows for disclosures of personal information “to an investigative body...for the purpose of enforcing any law.” The Department did not make any disclosures pursuant to paragraph 8(2)(e) of the *Act* in this reporting period.

Paragraph 8(2)(m) of the *Act* allows for disclosures of personal information in the public interest. The Department did not make any disclosures pursuant to paragraph 8(2)(m) of the *Act* in this reporting period.

Part 4 – Requests for Correction of Personal Information and Notations

No requests for corrections or notations were received from applicants this reporting period.

Part 5 – Extensions

An extension of up to 30 days was obtained in two cases, one to allow for required consultation, and the other, due to difficulty in obtaining the relevant documents. These extensions were claimed pursuant to section 15 of the *Act*.

Part 6 – Consultations Received from Other Institutions and Organizations

No consultations were received from other government institutions or organizations.

Part 7 – Completion Time of Consultations on Cabinet Confidences

The departmental Legal Services Unit responded to a single consultation to confirm the existence of Cabinet Confidences within the documents. The consultation was responded to within 60 days.

Part 8 - Complaints/Investigations/Audits

No complaints were lodged against the Department during the reporting period and none were carried forward from 2018-2019.

No audits or investigations were initiated or completed this fiscal year.

Part 9 - Privacy Impact Assessments

The Department did not initiate or complete any Privacy Impact Assessments this reporting period.

Part 10 – Resources Related to the *Privacy Act*

Administration of the *Act* cost the Department \$15,762.00 in 2019-2020. Costs incurred in the reporting period include the salaries of ATIP Division staff and the administrative expenses

associated with administration of the *Act*. Costs do not include salaries of other departmental personnel involved in processing requests.

Appeals to the Federal Court of Canada

No appeals were made to the Federal Court.

Monitoring Compliance

Due to the small number of requests processed by the Department under the *Act*, including corrections or notations, monitoring of requests is conducted within the ATIP Division as required in order to ensure that the Department meets its legislated obligations.

Material Privacy Breaches

No material privacy breaches occurred this reporting period and therefore none were reported to the Office of the Privacy Commissioner or to the Treasury Board Secretariat.

ANNEX A

Statistical Report on *Privacy Act* Requests (including Supplemental Statistical Report – Requests affected by COVID-19 measures)



Statistical Report on the *Privacy Act*

Name of institution: Department of Finance

Reporting period: 2019-04-01 to 2020-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	14
Outstanding from previous reporting period	0
Total	14
Closed during reporting period	14
Carried over to next reporting period	0

Section 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 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	2	1	0	0	0	0	0	3
Disclosed in part	0	0	2	0	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	0	0	0	0	0	0	2
Request abandoned	6	1	0	0	0	0	0	7
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	10	2	2	0	0	0	0	14

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	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)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	1
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	1	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

2.4 Format of information released

Paper	Electronic	Other
2	3	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
601	601	12

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
All disclosed	2	72	1	365	0	0	0	0	0	0
Disclosed in part	1	39	1	125	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	7	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	111	2	490	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	1	0	0	0	1

2.6 Closed requests

2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	14
Percentage of requests closed within legislated timelines (%)	100

2.7 Deemed refusals

2.7.1 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
0	0	0	0	0

2.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timelines 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	0	0
Total	0	0	0

2.8 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 3: 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 4: 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 5: Extensions

5.1 Reasons for extensions and disposition of requests

Number of requests where an extension was 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	
2	0	0	0	1	1	0	0	0

5.2 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	0	0	0	1	1	0	0	0
31 days or greater								0
Total	0	0	0	1	1	0	0	0

Section 6: Consultations Received From Other Institutions and Organizations

6.1 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	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over to the next reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other Government of Canada institutions

6.3 Recommendations and completion time for consultations received from other organizations

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 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	1	125	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	1	125	0	0	0	0	0	0

7.2 Requests with Privy Council Office

Section 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

9.1 Privacy Impact Assessments

Number of PIA(s) completed	0
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9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	1	0	0	0

Section 10: Material Privacy Breaches

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

Section 11: Resources Related to the *Privacy Act*

11.1 Costs

Expenditures	Amount
Salaries	\$15,336
Overtime	\$0
Goods and Services	\$426
• Professional services contracts	\$0
• Other	\$426
Total	\$15,762

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.19
Part-time and casual employees	0.01
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.01
Total	0.21

Note: Enter values to two decimal places.

2019-2020 Supplemental Statistical Report – Requests affected by COVID-19 measures

In addition to completing the forms for the Statistical Reports on the ATIA and Privacy Act for 2019-20, institutions are asked to complete this Supplemental Report to help identify the impact of COVID-19 measures on institutional performance for 2019-20 and going forward. The data requirements are set out in the tables below.

Supplemental Statistical Report on the *Privacy Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 1 – Requests Received

	Column (Col.) 1	Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	14
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total¹	14

¹ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 2 – Requests Closed

	Col. 1	Col. 2
	Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	14
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total²	0

² – Total for Row 3 Col. 1 should equal the total in the Privacy Statistical Report Section 2.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the Privacy Statistical Report Section 2.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 3 – Requests Carried Over

	Col. 1	Number of requests
Row 1	Requests from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	0
Row 2	Requests from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
Row 3	Total³	0

³ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 5