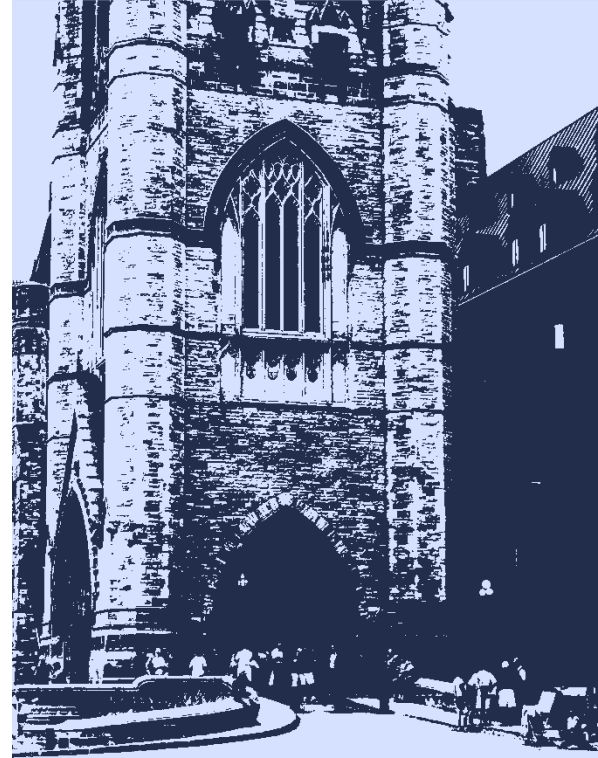




Government of Canada
Privy Council Office

Gouvernement du Canada
Bureau du Conseil privé



2021 – 2022

ANNUAL REPORT TO
PARLIAMENT
ON THE *PRIVACY ACT*

PRIVY COUNCIL OFFICE
APRIL 1, 2021 TO MARCH 31, 2022

Annual Report to Parliament on the *Privacy Act* 2021-2022

Privy Council Office

Table of Contents

Introduction	3
Highlights.....	3
Access to Information and Privacy division – organizational structure	4
Monitoring compliance	4
Privy Council Office delegation orders	5
Education and training activities	5
Other activities	6
a) General operations	6
b) Data matching and sharing	6
Privacy-related policies, guidelines, and procedures	6
a) Transitioning to an electronic office	6
Interpretation of the Statistical Report.....	6
PART 1 – Number of requests received	6
PART 2 – Informal requests	7
PART 3 – Requests closed during the reporting period.....	7
3.1 Disposition and completion time during the reporting period	7
3.2 Exemptions	7
3.3 Exclusions.....	8
3.4 Format of information released	8
3.5 Complexity	8
3.5.1 Relevant pages processed and disclosed for paper and e-formats	8
3.5.2 Relevant pages processed and disclosed for paper and e-record format by size of requests.....	8
3.5.3 Relevant minutes processed and disclosed for audio formats	8
3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests	8
3.5.5 Relevant minutes processed and disclosed for video formats	8
3.5.6 Relevant minutes processed per request disposition for video formats by size of requests.....	9
3.5.7 Other complexities.....	9
3.6 Closed requests	9

3.6.1 Number of requests closed within legislated timelines	9
3.7 Deemed refusals.....	9
3.7.1 Reasons for not meeting legislated timelines	9
3.7.2 Requests closed beyond legislated timelines (including any extension taken)	9
3.8 Requests for translation	9
PART 4 – Disclosure under subsections 8(2) and 8(5)	10
PART 5 - Requests for Correction of Personal Information and Notations.....	10
PART 6 – Extensions.....	10
6.1 Reasons for extensions	10
6.2 Length of extensions.....	11
PART 7 – Consultations received from other institutions and organizations	11
7.1 Consultations received	11
7.2 Recommendations and completion time (other Government of Canada institutions)	11
7.3 Recommendations and completion time (other organizations)	11
PART 8 – Completion time of consultations on Cabinet confidences.....	12
8.1 Requests with legal services.....	12
8.2 Requests with Privy Council Office	12
PART 9 – Complaints and investigations notices received.....	12
PART 10 – Privacy Impact Assessments and Personal information Banks	12
10.1 Privacy Impact Assessments	12
10.2 Personal Information Banks	12
PART 11 – Material Privacy Breaches	12
Part 12 – Resources Related to the <i>Privacy Act</i>	12
12.1 Allocated costs.....	12
12.2 Human Resources.....	12
PART 13 - Impact of COVID-19	13
Appendices.....	14
Appendix A: Delegation order.....	15
Appendix B: 2021-2022 Statistical Report on the <i>Privacy Act</i>	17
Appendix C: Supplemental Statistical Report on the <i>Access to Information Act</i> and <i>Privacy Act</i>	23

Annual Report to Parliament on the *Privacy Act* 2021-2022 Privy Council Office

Introduction

The Privy Council Office (PCO) reports directly to the Prime Minister and is headed by the Clerk of the Privy Council and Secretary to the Cabinet. PCO is both the Cabinet secretariat and the Prime Minister's source of public service advice across the entire spectrum of policy questions and operational issues facing the Government. As the hub of non-partisan public service support to the Prime Minister, Cabinet and its decision making structures, PCO ensures that the Government and Canadians are served by the highest quality public service.

PCO also provides support to the Prime Minister, as well as to the Deputy Prime Minister and Minister of Finance, the Leader of the Government in the House of Commons, the President of the Queen's Privy Council and Minister of Intergovernmental Affairs, and the Special Representative for the Prairies.

PCO's three main roles are to:

1. Provide professional non-partisan advice to the Prime Minister, portfolio ministers, Cabinet and Cabinet committees on matters of national and international importance.
2. Ensure that the Cabinet decision-making process runs smoothly and help implement the Government's agenda.
3. Foster a high-performing and accountable Public Service.

This is the 39th Annual Report to Parliament on the administration of the *Privacy Act* (PA) by PCO, submitted as required by section 72 of the PA and section 20 of the *Service Fees Act*. This report covers the reporting period of April 1, 2021 to March 31, 2022.

Additional copies of this report may be obtained from:

Access to Information and Privacy Division
Privy Council Office
11 Metcalfe Street
Ottawa, Ontario K1A 0A3

Highlights

- a) The *Privacy Act* protects the privacy of personal information held by the Government of Canada. It ensures the protection of that information against unauthorized use and disclosure, and provides individuals with the right of access to, and a means to correct, their personal information. In the 2021-2022 fiscal

year, 26 privacy requests were received, which is comparable to the 20 requests received in 2020-2021.

- b) During the reporting period, PCO worked with the Office of the Privacy Commissioner (OPC) on several files across the department dealing with personal information. PCO did not complete any Privacy Impact Assessments (PIAs) in 2021-2022.

Access to Information and Privacy division – organizational structure

The ATIP division within PCO is responsible for managing requests for departmental or personal information, ensuring corporate understanding and compliance with the ATIA and the *Privacy Act* (PA), and fostering corporate awareness of access and privacy rights and responsibilities. On matters of access and privacy, the ATIP division also acts as a primary liaison with the Office of the Information Commissioner (OIC), the Office of the Privacy Commissioner (OPC), the Access to Information Policy and Performance Division (AIPPD) of Treasury Board of Canada Secretariat (TBS), and partner departments.

The ATIP division has a personnel complement of approximately 28.7 full-time equivalents (FTEs) that are organized into two areas of responsibility. The two areas of responsibility are as follows:

1) ATIP operations (22.7 FTEs)

- Processes ATIP requests;
- Oversees the collection and release of personal and/or business information;
- Provides expertise in ATIP policy;
- Researches trends and best practices in ATIP;
- Develops and delivers ATIP training programs; and
- Proactively discloses and publishes briefing note titles, transition material, Question Period cards and committee binders.

2) Client services (6 FTEs)

- Coordinates training and prepares promotional products;
- Processes responses to parliamentary questions and petitions on behalf of PCO; and,
- Provides database administration.

Of the personnel complement of 28.7 FTEs in 2021-2022, approximately 27.7 FTEs were dedicated to activities related to the administration of the *Access to Information Act* and 1 FTE was dedicated to activities related to the administration of the *Privacy Act*.

Monitoring compliance

In order to meet the legislative deadlines for privacy requests, the timelines of individual requests are strictly monitored. Regular meetings and various reports are used to ensure all requests are on track to meet the deadlines. Given our delegation orders (described

in the next section), the ATIP division works very closely with our Offices of Primary Interest (OPIs) to ensure tasking and signoff timelines are respected.

Privy Council Office delegation orders

The Minister heading each government institution is responsible for the implementation of the PA within his or her institution. The Prime Minister, as the Head of the Privy Council Office (PCO) and pursuant to section 73 of the PA, is responsible for the implementation of the PA within PCO. By virtue of PCO's delegation order, the Prime Minister designated the Executive Director, ATIP, as the individual within PCO to perform the powers, duties, functions, or administrative tasks pertaining to the PA. PCO Secretariats, or OPIs, holders of the information identified in a privacy request, approve the release of information to requesters and the application of exemptions or exclusions and supporting rationales. This shared delegation of authority for the disposition of information is exercised diligently within PCO, and recorded formally at appropriate stages in the process. PCO delegation orders, which were in effect in 2021-2022, are found at Appendix A.

Education and training activities

Within the ATIP division, meetings are held on a weekly basis to ensure all requests meet the legislated due dates, as well as to review legislated extensions and discuss any new processes. PCO provides information on ATIP requirements and best practices through learning products, special events in the branch and/or the department, as well as on the intranet.

In 2021-2022, PCO provided ATIP training or awareness sessions to approximately 69 employees through 5 training events during the reporting period. These sessions consisted of an overview of ATIP to internal secretariats to deliver insight on the ATIP process, information management, and the application of exemptions.

PCO senior officials were provided with a summary of the access and privacy statistics on performance and compliance to promote understanding of access and privacy responsibilities. The Executive Director of ATIP maintained regular contact with senior staff in the department, and ATIP senior staff met with senior officials in PCO Secretariats to clarify the roles and enhance working relationships. Throughout the 2021-2022 reporting period, ATIP analysts liaised with clients to explain the five-stage request timeline and their working role, as well as train on processes such as the search for records.

PCO personnel have access to key information on access and privacy. This information is readily available as instructional ATIP handouts, an email box for questions, takeaway learning tools, as well as comprehensive and educational electronic content on PCO's intranet.

Other activities

a) General operations

The ATIP division provides support to requesters not captured by statistics. For example, routine inquiries about privacy and personal information matters are received which, whenever possible, are treated informally and to the satisfaction of the requesters. Further, ATIP provides advice and guidance on privacy matters and activities across the department. The ATIP division conducts PIAs and assists officials in various areas of the department to ensure that any activity related to personal information complies with PCO's responsibilities under the PA.

b) Data matching and sharing

For the 2021-2022 reporting period, PCO did not establish any new systems or processes that led to data matching or sharing of personal information, either within the department or with any external sources. The department was not involved in any data matching activities.

Privacy-related policies, guidelines, and procedures

a) Transitioning to an electronic office

As part of the Beyond 2020 plan, which advocates for green government operations, PCO began the process of transforming into a paperless office in 2016-2017, by introducing electronic tasking and notification of releases. These two processes alone have proven to be very successful and have greatly reduced the number of pages printed on a daily basis. In 2018-2019, PCO was part of the first wave of institutions brought on by TBS to accept requests through the online portal.

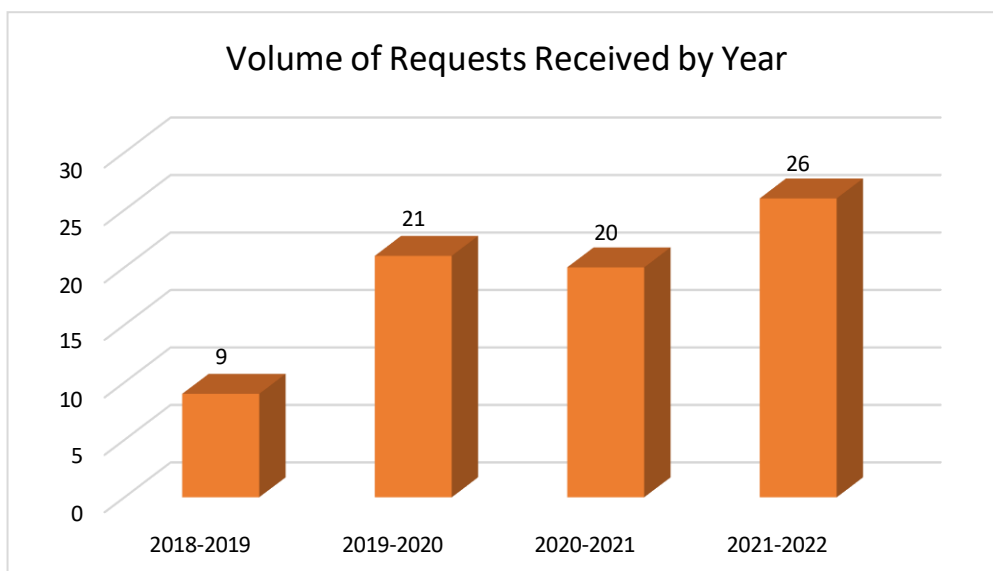
Towards the end of 2019-2020, the ATIP division officially became a paperless office; with help from the PCO Information Technology directorate, the ATIP division initiated electronic processes for record retrieval, consultations with other institutions, internal approvals and final responses.

Interpretation of the Statistical Report

The 2021-2022 Statistical Report on the *Privacy Act* can be found at Appendix B.

Part 1 – Number of requests received

Between April 1, 2021 and March 31, 2022, PCO received 26 requests for personal information under the PA, compared to 20 received the previous year.



Part 2 – Informal requests

PCO did not receive any informal requests under the PA in 2021-2022.

Part 3 – Requests closed during the reporting period

3.1 Disposition and completion time during the reporting period

In 2021-2022, PCO completed 12 requests for personal information under the PA. The disposition of the completed privacy requests was as follows:

- 7 (58,3%) abandoned;
- 1 (8,3%) disclosed in part;
- 2 (16,7%) where no records existed; and
- 2 (16,7%) fully disclosed.

Twenty-seven (27) requests remained active and were carried over into 2021-2022.

There are certain circumstances in which a privacy request may require more than 30 days to complete, such as the necessity to consult with external organizations or due to the volume of pages to review. In 2021-2022, six requests were completed between 1 to 30-day timeframe, three requests were completed between 31 to 60 days, two were completed between 61 and 120 days and one request was completed between 181 to 365 days.

3.2 Exemptions

There are instances where information qualifies for necessary protection under the PA. In 2021-2022, exemptions were invoked for the following number of requests:

- 1 under section 26 – information about another individual;
- 1 under section 21 - international affairs and defence

3.3 Exclusions

The PA does not apply to certain publicly available information described by subsection 69(1) and subsection 69(2) of the PA, nor to Confidences of the Queen's Privy Council for Canada pursuant to subsection 70(1). During this reporting period, no exclusions were cited.

3.4 Format of information released

In 2021-2022, PCO provided electronic copies of responsive records to requesters in three instances.

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper and e-formats

In 2021-2022, 2,284 relevant pages were processed in response to the 14 completed requests where records were found, of which 904 pages were disclosed.

3.5.2 Relevant pages processed and disclosed for paper and e-record format by size of requests

Of the three requests for which records existed and were disclosed in part or in full, two had less than 100 pages to process and one had between 1001-5000 pages.

3.5.3 Relevant minutes processed and disclosed for audio formats

PCO did not process any audio records in 2021-2022.

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

PCO did not process any audio records in 2021-2022.

3.5.5 Relevant minutes processed and disclosed for video formats

PCO did not process any records in video format during the reporting period.

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

PCO did not process any records in video format during the reporting period.

3.5.7 Other complexities

The complex interdepartmental nature of information in many records under the control of PCO often necessitates external consultations and legal advice. This requirement is the principal reason why some requests take an extended length of time to process.

During the reporting period, only one completed request required a consultation.

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

In the 2021-2022 reporting period, seven requests (58.3%) were closed within legislated timelines, compared to one request (11.1%) in 2020-2021.

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

During the 2021-2022 fiscal year, five requests were closed past the statutory deadline. Of those requests, four were closed outside the legislated timelines due to interferences with operations and workload and one request was closed outside its legislated timeline due to an internal consultation.

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

Of the five requests closed beyond legislated timelines, two were closed within 1 to 30 days after the legislated timeline, one was closed between 31 to 60 days, one was closed between 61 to 120 days, and one was closed between 181 and 365 days. An extension was taken for the request closed between 181 and 365 days after the legislative timeline.

3.8 Requests for translation

The PA states at subsection 17(2) that “where access to personal information is to be given under this Act and the individual to whom access is to be given requests that access be given in one of the official languages of Canada, (a) access shall be given in that language, if the personal information already exists under the control of a

government institution in that language; and (b) where the personal information does not exist in that language, the head of the government institution that has control of the personal information shall cause it to be translated or interpreted for the individual if the head of the institution considers a translation or interpretation to be necessary to enable the individual to understand the information." During this reporting period, there were no translations requested.

Part 4 – Disclosure under subsections 8(2) and 8(5)

The PA sets out specific circumstances at subsection 8(2) in which government institutions may disclose personal information without the individual's consent. Paragraph 8(2)(e) of the PA permits the disclosure of personal information "to an investigative body specified in the regulations, on the written request of the body, for the purpose of enforcing any law of Canada or a province or carrying out a lawful investigation, if the request specifies the purpose and describes the information to be disclosed." Paragraph 8(2)(m) of the PA permits the disclosure of personal information when "(i) the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure, or (ii) disclosure would clearly benefit the individual to whom the information relates". No disclosures were made under subsection 8(2)(e) or subsection 8(2)(m) of the PA during the 2021-2022 reporting period.

In addition, subsection 8(5) of the PA indicates that the government institution "shall notify the Privacy Commissioner in writing of any disclosure of personal information under paragraph (2)(m) prior to the disclosure where reasonably practicable or in any other case forthwith on the disclosure, and the Privacy Commissioner may, if the Commissioner deems it appropriate, notify the individual to whom the information relates of the disclosure". During the 2021-2022 reporting period, no disclosures were made under subsection 8(5) of the PA.

Part 5 - Requests for Correction of Personal Information and Notations

The PA specifies at subsection 12(1) that any Canadian citizen or permanent resident of Canada has a right to and shall, on request, be given access to any personal information about the individual found in a personal information bank and personal information under the control of a government institution. An individual should be entitled to correction of personal information where there is an error or omission, a request that a notation be attached, and assurance that any party who has requested the information within the last two years be notified of the correction and make changes to their copies. There were no requests for correction of personal information and notations made during the reporting period.

Part 6 – Extensions

6.1 Reasons for extensions

The PA provides for extensions to the legislated 30-day time limit, for consultations or if meeting the original time limit would unreasonably interfere with the operations of the

government institution. In 2021-2022, three extensions were taken. In each instance, an extension was taken due to the volume of records yielded after the records retrieval.

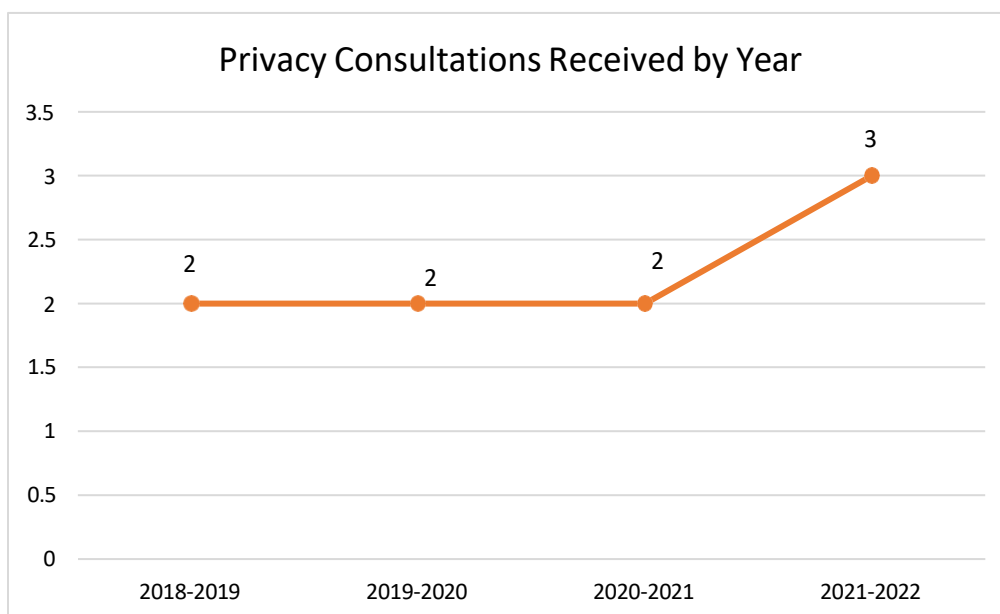
6.2 Length of extensions

All extensions taken in 2021-2022 were for an additional 16 to 30 days.

Part 7 – Consultations received from other institutions and organizations

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

PCO received three privacy consultations from other government institutions in the 2021-2022 fiscal year, totaling 28 pages. This number is a slight increase with the quantity of consultations received the previous two fiscal years, as shown in the chart below. The processing of consultation requests requires resources at a level similar to the processing of privacy requests.



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

All three consultations received or carried forward into the 2021-2022 fiscal year were closed in 2021-2022. Two consultations were completed between 16 and 30 days. The remaining consultation was closed within 31 to 60 days. Of these requests, two were partially disclosed, and one was disclosed in full.

7.3 Recommendations and completion time for consultations received from other organizations

During the 2021-2022 reporting period, no consultations were received from other organizations.

Part 8 – Completion time of consultations on Cabinet confidences

8.1 Requests with legal services

Note that in regard to ATIP, PCO consults only with the PCO Legal Services Sector (PCO LSS). Therefore, no data appears in the table entitled “Completion Time of Consultations on Cabinet Confidences - Requests with Legal Services.”

8.2 Requests with Privy Council Office

During this reporting period, no consultations were sent to PCO LSS.

Part 9 – Complaints and investigations notices received

In 2021-2022, two complaints were submitted to the Office of the Privacy Commissioner.

Part 10 – Privacy Impact Assessments and Personal information Banks

10.1 Privacy Impact Assessments

PCO did not complete any PIAs in 2021-2022.

10.2 Personal Information Banks

PCO currently has 51 active Personal Information Banks (PIBs).

Part 11 – Material Privacy Breaches

In the 2021-2022 reporting period, no material privacy breaches occurred. There were two instances of non-material privacy breaches.

Part 12 – Resources Related to the *Privacy Act*

12.1 Allocated costs

In the 2021-2022 reporting period, the total salary costs associated with administering the PA was \$92,412, consistent with 2020-2021. There were no overtime or specific goods and services costs attributed to the application of the PA.

12.2 Human Resources

In 2021-2022, ATIP had a personnel complement of 28.7 FTEs. Of those, approximately 1 FTE was dedicated to activities related to the administration of the *Privacy Act*. This is consistent with the previous two years.

Part 13 - Impact of COVID-19

Since mid-March 2020, COVID-19 has affected ATIP's ability to task secretariats for relevant information and to respond to requests in a timely manner. As described in the Supplemental Statistical Report (Appendix C), the ATIP division operated at a full capacity while processing ATIP requests. Outside of the division, a percentage of PCO employees have been working from home since the beginning of the pandemic. While the majority of privacy requests can be processed without access to secure networks, some challenges remain with accessing the network remotely, and obtaining the relevant approvals.

In order to mitigate possible delays in processing privacy requests, the ATIP division has adapted new procedures to transform into a more paperless office in order to function remotely. PCO implemented GCdocs in 2019 and we have used this repository to transfer and submit information electronically. Since PCO does not receive a high volume of privacy requests, these measures have allowed us to continue with approvals as efficiently as possible.

Appendices

Appendix A: Delegation orders

Appendix B: 2021-2022 Statistical Report on the *Privacy Act*

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

Appendix A: Delegation order

Privacy Act

DELEGATION ORDER

The Prime Minister, as head of the Privy Council Office and pursuant to section 73(1) of the *Privacy Act*^a, hereby designates the officers or employees holding the positions set out in the schedule hereto, and any persons acting in those positions, to exercise or perform the powers, duties and functions of the Prime Minister as the head of a government institution under the sections of the Act and the regulations opposite each position in the schedule.

This delegation order supercedes all previous delegation orders.

Loi sur la protection des renseignements personnels

ARRÊTÉ DE DÉLÉGATION

Le Premier ministre, en sa qualité de responsable du Bureau du Conseil privé et conformément à l'article 73(1) de la *Loi sur la protection des renseignements personnels*^a, délègue aux titulaires des postes énumérés en annexe, et à toutes autres personnes agissant dans ces postes de façon intérimaire, ses attributions à titre de responsable d'une institution fédérale aux termes des articles de la Loi et du règlement figurant en regard de chaque poste à l'annexe.

Le présent arrêté de délégation remplace et annule tout arrêté qui le précède.



Prime Minister / Premier ministre

2020-10-02
Date

^a R.S. 1985, c. P-21 / L.R. 1985, ch. P-21

SCHEDULE / ANNEXE

Position / Poste	Sections of the Privacy Act^a / Articles de la Loi sur la protection des renseignements personnels^a	Sections of the Privacy Regulations^b / Articles du Règlement sur la protection des renseignements personnels^b
1. Clerk of the Privy Council and Secretary to the Cabinet. / <i>Greffier du Conseil privé et Secrétaire du Cabinet.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
2. Any senior management position within the Privy Council Office that reports directly to the position set out in paragraph 1 above. / <i>Tout poste de la haute gestion au sein du Bureau du Conseil privé, qui se rapporte directement au poste indiqué au paragraphe 1 ci-dessus.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
3. All Assistant Secretaries and Assistant Deputy Ministers within the Privy Council Office. / <i>Tous les Secrétaires adjoints et les Sous-ministres adjoints au sein du Bureau du Conseil privé.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
4. Any management position that is responsible for a unit within the Privy Council Office and that reports directly to a position covered by paragraph 2 above other than the Assistant Deputy Minister of Corporate Services Branch. / <i>Tout poste de gestionnaire qui est responsable pour une unité au sein du Bureau du Conseil privé et qui se rapporte directement à un poste envisagé au paragraphe 2 ci-dessus autre que le Sous-ministre adjoint de la Direction générale des services ministériels.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
5. Privacy Coordinator within the Privy Council Office. / <i>Coordonateur/trice de la protection des renseignements personnels au sein du Bureau du Conseil privé.</i>	8(4); 8(5); 9(1); 9(4); 10(1); 14; 15; 16; 17; 19; 35(4).	7; 9; 11(2); 11(4).

^a R.S. 1985, c. P-21 / L.R. 1985, ch. P-21

^b SOR/83-508 / DORS/83-508

Appendix B: 2021-2022 Statistical Report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: Privy Council Office (PCO)
 Reporting period: 2021-04-01 to 2022-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		26
Outstanding from previous reporting periods		13
- Outstanding from previous reporting period	11	
- Outstanding from more than one reporting period	2	
Total		39
Closed during reporting period		12
Carried over to next reporting period		27
- Carried over within legislated timeline	7	
- Carried over beyond legislated timeline	20	

1.2 Channels of requests

Source	Number of Requests
Online	22
E-mail	4
Mail	0
In person	0
Phone	0
Fax	0
Total	26

Section 2: Informal requests

2.1 Number of informal requests

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

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of informal requests

Completion Time							
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	Total
0	0	0	0	0	0	0	0

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	0	0	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
	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	0	0	1	1	0	0	0	2
Disclosed in part	0	0	0	0	0	1	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	2	0	0	0	0	2
Request abandoned	4	2	0	1	0	0	0	7
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	4	2	3	2	0	1	0	12

3.2 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	1	22.3	0	28	0
		22.4	0		

3.3 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)	0	70(1)(e)	0
69.1	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	Data set	Video	Audio	
0	3	0	0	0	0

3.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
2284	904	10

3.5.2 Relevant pages processed by request disposition for paper and e-record 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	2	59	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	1	1465	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	6	0	0	0	1	760	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	8	59	0	0	1	760	1	1465	0	0

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	Interwoven Information	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	0	0	0	0	0
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

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	7
Percentage of requests closed within legislated timelines (%)	58.33333333

3.7 Deemed 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
5	4	0	1	0

3.7.2 Request 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 timeline where an extension was taken	Total
1 to 15 days	1	0	1
16 to 30 days	1	0	1
31 to 60 days	0	1	1
61 to 120 days	1	0	1
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	0	0	0
Total	3	2	5

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 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	
3	0	3	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	0	3	0	0	0	0	0	0
31 days or greater	0	0	0	0	0	0	0	0
Total	0	3	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	3	28	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	3	28	0	0
Closed during the reporting period	3	28	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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
	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	
Disclose entirely	0	1	0	0	0	0	0	1
Disclose in part	0	1	1	0	0	0	0	2
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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	2	1	0	0	0	0	3

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
	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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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

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	1	3	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	1	3	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
0	2	0	0	2

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	51	0	0	0
Central	0	0	0	0
Total	51	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

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

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	2
---	---

Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$92,412
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$92,412

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.000
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	1.000

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



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

Name of institution: Privy Council Office

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Capacity to Receive Requests under the *Access to Information Act* and the *Privacy Act*

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records under the *Access to Information Act* and the *Privacy Act*

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52



Section 3: Open Requests and Complaints Under the *Access to Information Act*

3.1 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, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	162	65	227
Received in 2020-2021	5	112	117
Received in 2019-2020	6	83	89
Received in 2018-2019	3	15	18
Received in 2017-2018	4	17	21
Received in 2016-2017	3	8	11
Received in 2015-2016 or earlier	0	0	0
Total	183	300	483

3.2 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 2021-2022	67
Received in 2020-2021	41
Received in 2019-2020	42
Received in 2018-2019	20
Received in 2017-2018	38
Received in 2016-2017	18
Received in 2015-2016 or earlier	10
Total	236

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 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, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	7	7	14
Received in 2020-2021	0	11	11
Received in 2019-2020	0	1	1
Received in 2018-2019	0	1	1
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	7	20	27

4.2 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 2021-2022	0
Received in 2020-2021	1
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	1

Section 5: Social Insurance Number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
--	----