



2016–17 Annual Report on the Privacy Act



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1. Introduction

The [Privacy Act](#)ⁱ provides Canadian citizens and permanent residents with the right of access to, and correction of, personal information about themselves that is under the control of a government institution. The Act also provides the legal framework for the collection, retention, use, disclosure, disposition and accuracy of personal information in the administration of programs and activities by government institutions subject to the Act.

Under the Privacy Act, personal information is defined as “information about an identifiable individual that is recorded in any form.” Examples include information relating to the national or ethnic origin, colour, religion, age or marital status of an individual; the education or the medical, criminal, financial or employment history of an individual; the address, fingerprints or blood type of an individual; and, any identifying number, symbol or other particular identifier assigned to an individual.

This report has been prepared and tabled in Parliament in accordance with section 72 of the Privacy Act. It covers the period from April 1, 2016 to March 31, 2017.

2. Mandate of the Treasury Board of Canada Secretariat

The Treasury Board of Canada Secretariat (Secretariat) is the administrative arm of the Treasury Board, and the President of the Treasury Board is the minister responsible for the Secretariat. The Secretariat supports the Treasury Board by making recommendations and providing advice on program spending, regulations and management policies and directives, while respecting the primary responsibility of deputy heads in managing their organizations, and their roles as accounting officers before Parliament. In this way, the Secretariat helps to strengthen government performance, results and reporting, and supports good governance and sound stewardship to enable efficient and effective service to Canadians.

Within the Secretariat, the Comptroller General of Canada provides government-wide leadership, direction, oversight and capacity building for financial management, internal audit and the management of assets and acquired services. The Chief Human Resources Officer provides government-wide leadership on people management through policies, programs and strategic engagements, and by centrally managing labour relations, compensation, pensions and benefits, and contributing to the management of executives. The Chief Information Officer provides government-wide leadership, direction, oversight and capacity building for information management, information technology, government security (including identity management), access to information, privacy, and internal and external service delivery.



3. Organization

The Access to Information and Privacy (ATIP) Office is part of the Ministerial Services Division of the Secretariat's Strategic Communications and Ministerial Affairs Sector. This office is responsible for implementing and managing programs and services relating to the Secretariat's administration of the Access to Information Act and Privacy Act, as well as providing advice to its employees as they fulfill their obligations under both Acts.

In fiscal year 2016 to 2017, the ATIP Office was comprised of a director supported by 9 ATIP officers at various levels and a part-time university student. There were 2 categories of responsibility, which included the following key activities:

ATIP Policy and Processes (2 officers)

- ▶ Provided expertise in privacy policy to internal clients
- ▶ Developed procedures to optimize operations performance
- ▶ Produced privacy awareness and training program material
- ▶ Coordinated and reviewed updates to the Secretariat's Info Source chapter
- ▶ Oversaw day-to-day issues management
- ▶ Prepared the Secretariat's annual reports to Parliament on the administration of the Acts

Operations (7 officers and a part-time student)

- ▶ Provided training and expertise in access to information to internal clients
- ▶ Provided database administration via an intake unit
- ▶ Processed access to information and privacy requests
- ▶ Carried out consultations with government organizations or third parties
- ▶ Responded to calls and informal requests for information
- ▶ Maintained dialogue with sectors and other federal government institutions
- ▶ Acted as the point of contact to resolve formal complaints by oversight bodies

4. Delegation Order

Delegation orders set out what powers, duties and functions for the administration of the Privacy Act have been delegated by the head of the institution, and to whom. The ATIP Delegation Order was updated in the last reporting period to reflect the direction of the new President of the Treasury Board.



The President has delegated most of the responsibilities of the Privacy Act to the following Secretariat officials: the Assistant Secretary of Strategic Communications and Ministerial Affairs, the Senior Director of Ministerial Services, and the Director of ATIP. The Secretary has been delegated responsibilities for addressing complaints not resolved between the ATIP Office and investigators from the Office of the Privacy Commissioner. In an effort to streamline the ATIP process, sections of the Delegation Order that allow for time extensions in the processing of requests have been extended to senior officers within the ATIP Office.

A copy of the approved Secretariat Delegation Order can be found in [Appendix B](#).

5. Interpretation of the Statistical Report for Requests Under the Privacy Act

Statistical reporting on the administration of the Access to Information Act and the Privacy Act has been in place since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of the Access to Information Act and Privacy Act legislation. This information is made public on an annual basis in an [Info Source bulletin](#)ⁱⁱ and is included with the annual reports on access to information and privacy, which are tabled in Parliament by each institution.

The Secretariat’s statistical report on the Privacy Act for fiscal year 2016 to 2017 is provided in [Appendix A](#).

Table 1 presents an overview of the statistics for fiscal year 2016 to 2017 on the Secretariat’s processing of privacy requests in relation to statistics for the previous 3 years.

Table 1. Overview of fiscal year 2016 to 2017

Fiscal Year	Requests Received	Requests Completed	Requests Carried Forward	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate*
2016 to 2017	97	107	8	6,112	3,824	96%
2015 to 2016	129	116	18	6,706	5,744	87%
2014 to 2015	120	123	5	3,444	3,305	98%
2013 to 2014	144	139	8	4,545	4,009	100%

* This compliance rate includes all extensions, which were taken in accordance with sub-paragraphs 15(a)(i) and 15(a)(ii) of the Privacy Act.



In the reporting period from April 1, 2016, to March 31, 2017, the Secretariat received a total of 97 new requests under the Privacy Act. This represents a decrease of 32 requests (25%) from last year's total of 129. In addition to the new requests, 18 requests were carried forward from the 2015 to 2016 fiscal year.

Many of the new requests filed under the Privacy Act were from current and former federal public service employees. Requests had to do with personnel or staff relations issues that required the Secretariat's involvement.

In fiscal year 2016 to 2017, the Secretariat's ATIP Office responded to a total of 107 requests for personal information under the Privacy Act, involving the review of 6,112 pages. Although 9 fewer requests (8% less) were completed compared to last year, the number of pages reviewed was comparable to the total of 6,706 pages reviewed in fiscal year 2015 to 2016.

Of the 107 requests completed, 85 were either abandoned by the applicant (14 or 13%) or categorized as "no records exist" (71 or 66%) as most were related to subjects within the mandates of other federal institutions. In these cases, the ATIP Office communicated with the requester to redirect them to the institution of greater interest as part of its duty to assist.

Of the remaining 22 requests completed, a total of 21 requests (95%) were fully or partially disclosed with a release of 3,520 pages in total. Records were sought and provided on paper in 13 cases and in electronic format in 8 cases. The release of records in electronic format increased by 38% compared to the previous year where no records were provided electronically.

A total of 8 requests will be carried over to the next reporting period. Compared to last year's total of 18 requests, this represents a 55% decrease in carry-over. Furthermore, 4 requests were deemed refusals compared to last year's total of 15, which represents a 73% improvement. Although a number of staffing activities continued to present a period of transition within the ATIP Office again this year, the Secretariat was successful in achieving a 96% on-time compliance rate, an improvement of 9% over last year.

6. Other Requests

During the reporting period, the Secretariat responded to 6 consultation requests under the Privacy Act from other government institutions involving Secretariat records or issues.

As in previous years, the ATIP Office acted as a source of expertise for Secretariat officials, providing advice and guidance on the provisions of the legislation on close to 200 occasions. The ATIP Office was consulted regularly on matters relating to the disclosure and collection of data on a wide range of subjects, and provided advice to ensure transparency and compliance with the legislation. Advice and assistance were provided on surveys, various information management issues, privacy impact assessments, privacy protocols, security of information, and privacy notices for various forms and questionnaires.



Throughout the year, the ATIP Office also responded to numerous telephone calls and emails from the general public seeking guidance on how to obtain information under the Access to Information Act and the Privacy Act, and where to forward their requests. Many of these enquiries were redirected to other federal government institutions, and occasionally, to provincial Freedom of Information and Privacy offices.

7. Disposition of Completed Requests

In fiscal year 2016 to 2017, a total of 107 requests were completed. Table 2 provides an overview of the disposition of the completed requests.

Table 2. Disposition of Completed Requests Under the Privacy Act in fiscal year 2016 to 2017

Number of Requests*	Disposition
7 (6%)	Fully disclosed
14 (14%)	Partially disclosed
1 (1%)	Exempted in entirety
71 (66%)	No records exist
14 (13%)	Abandoned by applicant

* Percentages have been rounded.

Given that the President of the Treasury Board is responsible for ensuring compliance with the Access to Information Act and the Privacy Act government-wide, the Secretariat often receives requests that fall within the mandates of other federal organizations. Such requests are registered, reviewed and closed after advising the requester of the appropriate organization. In Table 2, these requests are included in the totals for the “No records exist” category.

8. Completion Time and Extensions

The legislation sets timelines for responding to privacy requests and allows for extensions when the response requires the review of a large amount of information, extensive consultations with other organizations, or extra time for translation purposes.

Table 3 presents the response times for the 116 requests that the Secretariat completed in fiscal year 2016 to 2017.



Table 3. Completion Time and Extensions for Requests Under the Privacy Act in fiscal year 2016 to 2017

Number of Requests*	Completion Time
71 (66%)	Within 1 to 15 days
21 (20%)	Within 16 to 30 days
7 (6%)	Within 31 to 60 days
4 (4%)	Within 61 to 120 days
0 (0%)	Within 121 to 180 days
3 (3%)	Within 181 to 365 days
1 (1%)	More than 365 days

* Percentages have been rounded.

The Secretariat received a large number of requests that fell within the mandates of other government organizations; these requests were addressed within the first 15 days following conversations with the requester.

Of the 107 completed requests, 103 (96%) were completed within the prescribed time limits, including all extensions, which were taken in accordance with sub-paragraphs 15(a)(i) and 15(a)(ii) of the Privacy Act. Compared to the previous reporting period, this represents an overall increase of 9% in the on-time response rate. The 4 requests completed beyond the prescribed time limits were for information of a sensitive nature and were large and complex, requiring a review of over 1,000 pages and lengthy consultations with other government institutions. Additionally, 3 of the 4 requests were made by the same requester.

For 13 requests (12%), the Secretariat sought extensions to the prescribed time limits in order to consult with other government organizations.

9. Exemptions Invoked

The Privacy Act allows, and in certain instances, requires that some personal information, such as information related to law enforcement investigations, information about other individuals or information that is subject to solicitor-client privilege, be exempted and not released.

In fiscal year 2016 to 2017, the Secretariat invoked a total of 27 exemptions as per specific sections of the Privacy Act, as follows:

- ▶ Section 22: Exempting records containing law enforcement and security information (2)
- ▶ Section 26: Exempting personal information about individuals other than the requester (14)
- ▶ Section 27: Exempting personal information related to solicitor-client privilege (11)



10. Exclusions Invoked

The Privacy Act does not apply to information that is already publicly available, such as government publications and material in libraries and museums. It also excludes material such as Cabinet confidences.

Consistent with the Act, information was excluded once under subsection 70(1) of the Act for Confidences of the Queen's Privy Council for Canada.

11. Costs

During fiscal year 2016 to 2017, the ATIP Office incurred \$212,564 in salary costs and \$13,156 in administrative costs (software licences, office equipment and supplies, training) to ensure appropriate implementation of the Privacy Act.

These costs do not include resources expended by the Secretariat's sectors to meet the requirements of the Act.

12. Education and Training

During the 2016 to 2017 fiscal year, the ATIP Office continued to offer training sessions to the Secretariat's employees on a regular basis, and 12 sessions were provided to 308 staff. Some of these sessions were adapted to the specific needs of divisional teams and sectors of the Secretariat, including an ATIP presentation at the Executive Town Hall. This presentation provided senior program officials at the executive level with an overview of both Acts, the importance of sound information management practices, writing for openness and transparency and the operational impacts of the new Interim Directive on the Administration of the Access to Information Act. In addition, the ATIP Office further engaged, on a quarterly basis, with sector liaison officers to discuss best practices, expectations and the implementation of a number of new initiatives.

13. Policies, Guidelines, Procedures and Initiatives

During the 2016 to 2017 reporting period, throughout a year-long "lean process" mapping exercise, the ATIP Office completed a full review of its business delivery strategy in order to find ways to streamline its process and increase compliance. This exercise was designed to simplify the ATIP process and resulted in a number of initiatives. Key highlights of this review included the creation of an intake unit within the Office to handle administrative tasks, proactive monthly release of briefing note titles addressed to the President and the Secretary of the Treasury Board, and the leveraging of internal electronic tools to securely share and exchange records related to ATIP business. The ATIP Office continues to engage with office staff and key stakeholders to review, discuss and advance "lean" ideas and principles.



Further, in an effort to promote sound privacy management practices for the creation, collection, retention, use, disclosure, accuracy and disposition of personal information under the control of the Secretariat, the ATIP Office has completed its Privacy Management Framework, which includes the following internal tools and resources designed to assist TBS employees manage their day-to-day activities involving personal information:

- ▶ Code of Privacy Principles
- ▶ Privacy Breach Management procedures
- ▶ Privacy Impact Assessment procedures

Finally, in order to ensure policy compliance and adherence to procedures for appropriate handling and preparation of responses to ATIP requests, the Secretariat's ATIP Office disseminated a variety of tools and checklists, and held face-to-face meetings to share these tools with new staff and contacts. These tools and meetings were instrumental in ensuring that the Secretariat's employees remain aware of their roles and responsibilities related to ATIP requests.

14. Complaints, Investigations and Federal Court Cases

Clients of the Secretariat filed 12 new complaints with the Office of the Privacy Commissioner of Canada (OPC) in fiscal year 2016 to 2017. Following is a summary of the new complaints received under the Privacy Act.

- ▶ 4 of the new complaints received were related to delay, time extensions and refusal of access.
- ▶ 6 complaints involved the Treasury Board Standard on Security Screening, which took effect on October 20, 2014. The complainants submit that the new credit check and open-source inquiries requirements are not relevant indicators of trustworthiness or employees' capacity to act as public servants. Moreover, the complainants allege that the collection is not directly related to an operating program or activity of an institution and is in contravention of the collection provisions of the Privacy Act (Section 4). The complaints are currently being held in abeyance pending the Federal Court Case outcomes.
- ▶ 1 complaint received was of allegations of unauthorized use and disclosure of personal information.
- ▶ 1 complaint was related to a request for correction.

During the reporting period, 5 complaint investigations were completed, with the following results:

- ▶ Of the 4 new complaints for delay and refusal of access, 2 were considered not well-founded by the OPC, since both requests were completed within their legislative time limits. The 3rd complaint was abandoned. The 4th remained active at the end of the reporting period.
- ▶ The use and disclosure complaint was considered resolved by the OPC.
- ▶ The request for correction complaint was abandoned by the complainant.



There were no new court cases in fiscal year 2016 to 2017. There have been no court cases against the Secretariat in relation to the Access to Information Act and the Privacy Act since 2004.

15. Monitoring of Compliance and Requests for Corrections

The ATIP Office distributes weekly compliance statistics that are shared with the program areas and senior management for all access to information requests.

There were no requests for corrections of personal information over the reporting period.

16. Summary of Material Privacy Breaches

The Secretariat did not incur any material privacy breaches over the reporting period.

17. Privacy Impact Assessments

The ATIP Office provides TBS program officials with support and guidance on the Privacy Impact Assessment (PIA) process. In accordance with the TBS Directive on Privacy Impact Assessment, a PIA must be initiated for a program or activity in the following circumstances:

- ▶ when personal information is used for or is intended to be used as part of a decision-making process that directly affects the individual
- ▶ upon substantial modifications to existing programs or activities where personal information is used or intended to be used for an administrative purpose
- ▶ when the contracting out or the transfer of a program or activity to another level of government or to the private sector results in substantial modifications to the program or activities

During fiscal year 2016 to 2017, the following 2 PIAs were completed and sent to the Privacy Commissioner of Canada and the Information and Privacy Policy Division of the Treasury Board of Canada Secretariat:

1. Government of Canada Relocation Support Services
2. Treasury Board Secretariat Claims Process

Note: The Privacy Assessment on the Standard on Security Screening which was completed in the 2015 to 2016 fiscal year received minor updates in the 2016 to 2017 fiscal year and was re-submitted to the Office of the Privacy Commissioner for review and comment.

The ATIP Office was also involved in developing a number of PIAs related to initiatives on personnel and administrative management throughout the 2016 to 2017 fiscal cycle. It is expected that a number of these PIAs will be completed and submitted in the 2017 to 2018 fiscal year.



18. Disclosures Under Paragraph 8(2)(m) of the Privacy Act

Subsection 8(2) of the Privacy Act provides limited and specific circumstances under which institutions may disclose personal information without an individual's consent. Paragraph 8(2)(m) allows for the disclosure of personal information when the public interest clearly outweighs any invasion of privacy or when the disclosure would benefit the individual involved. In the 2016 to 2017 period, there were no disclosures pursuant to paragraph 8(2)(m) of the Privacy Act.

19. Information Holdings

Info Source is a series of publications containing information about, and collected by, the Government of Canada. The primary purpose of Info Source is to assist individuals in exercising their rights under the Access to Information Act and the Privacy Act. Info Source also supports the federal government's commitment to facilitate access to information regarding its activities.

A description of the Secretariat's functions, programs, activities and related information holdings can be found in [Treasury Board Secretariat - Sources of Federal Government and Employee Information \(Info Source\)](#)ⁱⁱⁱ.

Fiscal year 2016 to 2017 was year two of the three-year action plan to update the Secretariat's Info Source chapter. This year, the ATIP Office engaged with program sectors and received recommendations on its information holdings description found both in classes of records and within institution-specific personal information banks. Next year, the Office plans to continue updating the chapter based on these recommendations and on feedback provided by the Information and Privacy Policy Division during their last annual review.

All [Info Source publications](#)^{iv} are available online free of charge.



Appendix A: Statistical Report on the Privacy Act

Name of institution: Treasury Board of Canada Secretariat

Reporting period: 2016-04-01 to 2017-03-31

Part 1: Requests Under the Privacy Act

	Number of Requests
Received during reporting period	97
Outstanding from previous reporting period	18
Total	115
Closed during reporting period	107
Carried over to next reporting period	8

Part 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	3	2	0	0	0	0	7
Disclosed in part	0	3	4	3	0	3	1	14
All exempted	0	0	0	1	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	60	11	0	0	0	0	0	71
Request abandoned	9	4	1	0	0	0	0	14
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	71	21	7	4	0	3	1	107



2.2 Exemptions

Section	Number of Requests
18(2)	0
19(1)(a)	0
19(1)(b)	0
19(1)(c)	0
19(1)(d)	0
19(1)(e)	0
19(1)(f)	0
20	0
21	0
22(1)(a)(i)	0
22(1)(a)(ii)	0
22(1)(a)(iii)	0
22(1)(b)	1
22(1)(c)	0
22(2)	0
22.1	1
22.2	0
22.3	0
23(a)	0
23(b)	0
24(a)	0
24(b)	0
25	0
26	14
27	11
28	0



2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	5	2	0
Disclosed in part	8	6	0
Total	13	8	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	161	161	7
Disclosed in part	5,207	3,359	14
All exempted	49	0	1
All excluded	0	0	0
Request abandoned	695	0	14
Neither confirmed nor denied	0	0	0
Total	6,112	3,520	36



2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101 to 500 Pages Processed		501 to 1,000 Pages Processed		1,001 to 5,000 Pages Processed		More Than 5,000 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	7	161	0	0	0	0	0	0	0	0
Disclosed in part	2	122	9	1,627	2	1,390	1	220	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	14	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	24	283	9	1,627	2	1,390	1	220	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	10	3	0	0	13
All exempted	1	0	0	0	1
All excluded	0	0	0	0	0
Request abandoned	1	1	1	0	3
Neither confirmed nor denied	0	0	0	0	0
Total	13	4	1	0	18

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
4	4	0	0	0



2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where no Extension Was Taken	Number of Requests Past Deadline 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	3	3
More than 365 days	0	1	1
Total	0	4	4

2.7 Requests for translation

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

Part 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

Part 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



Part 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
All disclosed	0	0	1	0
Disclosed in part	2	0	9	0
All exempted	0	0	1	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	1	0
Total	2	0	12	0

5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with Operations	15(a)(ii) Consultation		15(b) Translation Purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	2	0	12	0
Total	2	0	12	0

Part 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	5	318	0	0
Outstanding from the previous reporting period	1	565	0	0
Total	6	883	0	0
Closed during the reporting period	6	883	0	0
Pending at the end of the reporting period	0	0	0	0



6.2 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	
All disclosed	2	1	0	0	0	0	0	3
Disclosed in part	0	1	0	1	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	1	0	0	0	0	0	1
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	2	3	0	1	0	0	0	6

6.3 Recommendations and completion time for consultations received from other organizations

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	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	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



Part 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101 to 500 Pages Processed		501 to 1,000 Pages Processed		1,001 to 5,000 Pages Processed		More than 5,000 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

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101 to 500 Pages Processed		501 to 1,000 Pages Processed		1,001 to 5,000 Pages Processed		More than 5,000 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

Part 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
12	0	0	0	12

Part 9: Privacy Impact Assessments (PIAs)

Number of PIAs completed: 2



Part 10: Resources Related to the Privacy Act

10.1 Costs

Expenditures	Amount
Salaries	\$212,564
Overtime	\$0
Goods and Services	\$13,156
Professional services contracts	\$0
Other	\$13,156
Total	\$225,720

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	2.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	2.50



Appendix B: Delegation Order

I, undersigned, President of the Treasury Board, pursuant to section 73 of the Privacy Act hereby designate Senior ATIP Advisors, the Access to Information and Privacy Director, the Senior Director of Ministerial Services, the Assistant Secretary, Strategic Communications and Ministerial Services and the Secretary, or persons occupying those positions on an acting basis, to exercise signing authorities or perform any of the President's powers, duties or functions specified in the attached Schedule B. This designation replaces all previous delegation orders.

Original signed by

The Honourable Scott Brison
 President of the Treasury Board
 Date 2016-02-02

Schedule B - Sections of the Privacy Act to Be Delegated

Section of the Privacy Act	Powers, Duties or Functions	Position
8(2)(j)	Disclosure for research purposes	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
8(2)(m)	Disclosure in the public interest or in the interest of the individual	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
8(4)	Copies of requests under 8(2)(e) to be retained	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
8(5)	Notice of disclosure under 8(2)(m)	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
9(1)	Record of disclosures to be retained	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs



Section of the Privacy Act	Powers, Duties or Functions	Position
9(4)	Consistent uses	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
10	Personal information to be included in personal information banks	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
14	Notice where access requested	ATIP officers Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
15	Extension of time limits	Senior ATIP Advisors Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
17(2)(b)	Language of access	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
17(3)(b)	Access to personal information in alternative format	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
18(2)	Exemption (exempt bank) – disclosure may be refused	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
19(1)	Exemption – Personal information obtained in confidence	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
19(2)	Exemption – Where authorized to disclose	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs



Section of the Privacy Act	Powers, Duties or Functions	Position
20	Exemption – Federal-provincial affairs	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
21	Exemption – International affairs and defence	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
22	Exemption – Law enforcement and investigation	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
22.3	Exemption – Public Servants Disclosure Protection Act	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
23	Exemption – Security clearances	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
24	Exemption – Individuals sentenced for an offence	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
25	Exemption – Safety of individuals	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
26	Exemption – Information about another individual	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
27	Exemption – Solicitor-client privilege	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs



Section of the Privacy Act	Powers, Duties or Functions	Position
28	Exemption – Medical record	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
33(2)	Right to make representation	Secretary
35(1)	Notice of actions to implement recommendations of Commissioner	Secretary
35(4)	Access to be given	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
36(3)	Notice of actions to implement recommendations of Commissioner concerning exempt banks	Secretary
37(3)	Notice of actions to implement recommendations of Commissioner concerning compliance with sections 4 to 8	Secretary
51(2)(b)	Special rules for hearings	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
51(3)	Ex parte representations	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
72(1)	Report to Parliament	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs

Section of the Privacy Regulations	Powers, Duties or Functions	Position
9	Reasonable facilities and time provided to examine personal information	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
11(2)	Notification that correction to personal information has been made	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
11(4)	Notification that correction to personal information has been refused	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
13(1)	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 requester	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
14	Disclosure of personal information relating to physical or mental health may be made to a requester in the presence of a qualified medical practitioner or psychologist	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs



Endnotes

- i. Privacy Act, <http://laws-lois.justice.gc.ca/eng/acts/P-21/FullText.html>
- ii. Info Source Bulletin, <http://www.tbs-sct.gc.ca/hgw-cgf/oversight-surveillance/atip-airp/sr-rs/index-eng.asp>
- iii. Treasury Board Secretariat – Sources of Federal Government and Employee Information (Info Source) <http://www.tbs-sct.gc.ca/ip-pi/trans/sfg-srg/sfg-srgtb-eng.asp>
- iv. Info Source Publications, <http://www.infosource.gc.ca/index-eng.asp>

