



Western Economic  
Diversification Canada

Diversification de l'économie  
de l'Ouest Canada



2014-2015

# Annual Report to Parliament

Administration of the  
*Privacy Act*



Canada



## TABLE OF CONTENTS

	<b>Page</b>
<b>Introduction</b>	1
<b>Administration of the Act</b>	2
Departmental Policies and Procedures	2
Training and Awareness	3
Info Source	3
<b>Statistical Reporting Overview</b>	4
Operational Costs Associated with Administering the Act	4
<b>Annex A - <i>Access to Information Act</i> and <i>Privacy Act</i> Delegation Order</b>	5
<b>Annex B - Statistical Report on the <i>Privacy Act</i></b>	11



## INTRODUCTION

Western Economic Diversification Canada (WD) was established in 1987 under the provisions of the *Western Economic Diversification Act* (1988), and mandated to promote the development and diversification of the economy of Western Canada and to advance the interests of the West in national economic policy, program and project development and implementation. This broad mandate allows the department to implement tailored programs and initiatives to assist western Canadians to create strong, competitive and innovative businesses and communities.

The Minister of Health, supported by the Minister of State (Western Economic Diversification), is responsible for this organization.

The *Privacy Act* extends the present laws of Canada that protect the privacy of individuals and provide individuals with a right of access to personal information about themselves. It also protects the privacy of individuals by denying third parties access to personal information relating to them and enabling them to exercise strict control over the collection, disclosure and use of such information. Necessary exceptions should be limited and specific.

**WD is committed to both the spirit and intent of the *Privacy Act*, to ensure the privacy of individuals with respect to their personal information held by the department.**

This report describes how WD administered the Act during fiscal year 2014-2015, and fulfills the requirements under Section 72 that every government institution must prepare an annual report on the administration of this Act each fiscal year and ensure it is tabled in Parliament.

WD will publish its Annual Report to Parliament on its public website ([www.wd-deo.gc.ca](http://www.wd-deo.gc.ca)) once it has been tabled in the House of Commons and the Senate.

## ADMINISTRATION OF THE ACT

In accordance with section 73 of the *Privacy Act*, the Honourable Rona Ambrose, Minister of Health and Minister of Western Economic Diversification, delegated her full powers, authorities and responsibilities to the Executive Director, Finance and Corporate Management (Access to Information and Privacy Coordinator) and Manager, Corporate Administration (Deputy Access to Information and Privacy Coordinator). The delegation order issued on September 30, 2013, is attached in Annex A.

The ATIP Unit is located in Edmonton, Alberta. The unit oversees the administration of the Act, and is part of the Finance and Corporate Management Directorate. The ATIP Coordinator, Deputy ATIP Coordinator, and one full-time ATIP Officer are accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the Minister's responsibilities under the Act are met, and to enable the monitoring and timely processing, and proper disclosure of information to our clients.

The primary responsibilities of WD's ATIP Unit include:

- processing requests in accordance with the *Privacy Act*;
- responding to consultations submitted by other federal institutions on WD records being considered for release;
- developing and maintaining privacy policies, procedures and guidelines to ensure the Act is respected by staff;
- promoting awareness of the Act within the department to ensure staff is aware of the obligations imposed by the legislation;
- preparing annual reports to Parliament and other statutory requirements, such as annual statistical reports and the department's Info Source chapter, as well as any material that may be required by central agencies;
- representing WD in dealings with the Treasury Board of Canada Secretariat (TBS), the Privacy Commissioner of Canada and other federal organisations regarding the application of the Act as it relates to WD;
- monitoring compliance with the Act, its regulations as well as relevant procedures and policies; and
- providing ongoing advice and guidance to senior management and staff on information management and privacy legislation.

Wherever possible, the ATIP Unit will coordinate records retrieval with the subject experts only depending on the nature of the request. In the event the subject experts are unknown, Regional ATIP Liaison Officers (RALOs) will contact and identify the appropriate subject experts, coordinate retrieval of records responding to personal information requests, and liaise between the ATIP Unit and regional staff concerning enquiries. RALOs are located in each of WD's regional offices and corporate business units.

Requests for personal information, if received, are monitored closely by the ATIP Unit. No additional reporting or monitoring is conducted by other departmental officials due to the confidential nature of these requests.

### Departmental Policies and Procedures

There were no changes made to WD's Privacy Protection policy suite, including the Privacy Protection Procedures Manual, during the 2014-2015 fiscal year as a result of changes in TBS policies or directives, or changes as result of issues raised by the Office of the Privacy Commissioner.

## Training and Awareness

Staff training and awareness activities include:

- The department did not conduct any privacy related training activities during the 2014-2015 fiscal year. However, the ATIP Officer provides advice on privacy issues as appropriate to Regional ATIP Liaison Officers and staff to increase awareness of the Act.
- The department maintains an Access to Information and Privacy presence on its intranet site that includes policies, procedures, training and awareness presentations, relevant links to useful sites related to access and privacy, and contact information, as well as “*The ATIP Eye*” tips.

## Info Source

WD made minimal changes to its 2014 Info Source chapter which is published on the department’s public website (<http://www.wd.gc.ca/eng/14990.asp>).

The department did not submit any new Personal Information Banks (PIB) to TBS in 2014-2015 for approval.

## STATISTICAL REPORTING OVERVIEW

The following information provides additional context to the statistical details found in WD's 2014-2015 statistical report (Annex B – "Statistical Report on the *Privacy Act*").

- WD did not receive any requests for access to personal information under to the *Privacy Act* in 2014-2015. The department has not historically received many requests for personal information. As a result, no exemptions or exclusions were applied.
- Personal information collected by WD in the course of its programs and activities is being disclosed only for the purpose for which it was collected, in accordance with paragraph 8(2)(a) of the *Privacy Act*.  
WD did not disclose personal information for any other purposes as outlined in paragraph 8(2)(m) during the 2014-2015 reporting period.
- WD received no complaints pursuant to the *Privacy Act* in 2014-2015, and there were no appeals or applications submitted to the Federal Court.
- WD did not complete any Privacy Impact Assessments (PIAs) in 2014-2015.  
The PIA for the Western Diversification Program (WDP) / Western Innovation (WINN) Initiative completed in 2013-2014 was reviewed by the Treasury Board Secretariat and, as a result, WD is currently revisiting its existing Personal Information Bank pertaining to grants and contributions.
- There were no material privacy breaches reported in fiscal year 2014-2015.

### Operational Costs Associated with Administering the Act

WD's cost for administrating the *Privacy Act* in the ATIP Unit including the ATIP Unit salary costs, including a portion of the ATIP Coordinator's and Deputy ATIP Coordinator's salaries, and 5 percent of the ATIP Officer's salary (a total of .11 FTE/year). There were no costs pertaining to goods and services, including professional services contracts.

The additional costs noted below are additional departmental costs for translation of privacy-related products, which are not included in the TBS annual statistical report (see Annex B).

ATIP Unit Salaries	\$10,095
Goods and Services	\$0
<b>Total ATIP Unit Costs</b>	<b>\$10,095</b>
Additional costs	\$284
<b>TOTAL DEPARTMENTAL COSTS</b>	<b>\$10,379</b>





Western Economic  
Diversification Canada

Diversification de l'économie  
de l'Ouest Canada

**DELEGATION OF POWERS, DUTIES OR FUNCTIONS UNDER THE  
ACCESS TO INFORMATION ACT AND PRIVACY ACT**

**DÉLÉGATION DE POUVOIRS, D'ATTRIBUTIONS OU DE FONCTIONS EN VERTU DE LA  
LOI SUR L'ACCÈS À L'INFORMATION ET DE LA  
LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

I, Rona Ambrose, Minister of Health and Minister of Western Economic Diversification, pursuant to section 73 of the *Access to Information Act* and *Privacy Act*, hereby designate the persons holding the positions set out in the Delegation of Authority Schedule attached hereto, to exercise the powers, duties and functions of the Minister as the head of Western Economic Diversification Canada, under the provisions of the Acts and related regulations set out in the schedule opposite each position.

This designation replaces all previous delegation orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, je, Rona Ambrose, ministre de la Santé et ministre de la Diversification de l'économie de l'Ouest, délègue aux titulaires des postes mentionnés à l'annexe ci-après, les pouvoirs, les attributions et les fonctions dont le ministre est, en qualité de responsable de la Diversification de l'économie de l'Ouest canadien, investi par les dispositions de la *Lois* ou de son règlement mentionnées en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

Dated, at the City of Ottawa this 30 day of Sept, 2013

Signé à Ottawa, le 30 jour de sept 2013

THE HONOURABLE RONA AMBROSE /  
L'HONORABLE RONA AMBROSE

MINISTER OF HEALTH /  
MINSTER OF WESTERN ECONOMIC DIVERSIFICATION

MINISTRE DE LA SANTÉ /  
MINISTRE DE LA DIVERSIFICATION DE L'ÉCONOMIE DE L'OUEST

## Delegation of Authority Schedule / Annexe de l'arrêté sur la délégation

<i>Privacy Act / Loi sur la protection des renseignements personnels</i>		
Provision / Disposition	Description	Title of Positions / Titre des postes
8(2)(j)	Disclosure for research or statistical purposes Communication pour des travaux de recherche ou de statistique	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
8(2)(m)	Disclosure in the public interest or in the interest of the individual Communication dans l'intérêt public ou de l'individu	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
8(4)	Copies of requests under paragraph 8(2)(e) Copies des demandes en vertu de 8(2)e)	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
8(5)	Notice of disclosure under 8(2)(m) Avis de communication en vertu de l'alinéa 8(2)m)	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
9(1)	Record of disclosures Relevé des cas d'usage	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
9(4)	Consistent uses Usages compatibles	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
10	Personal information banks Fichiers de renseignements personnels	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
14(a)	Notice where access requested Notification de l'auteur de la demande	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> <li>• ATIP Officer / Agente de l'AIPRP</li> </ul>

<b>Provision / Disposition</b>	<b>Description</b>	<b>Title of Positions / Titre des postes</b>
14(b)	Giving access to the record Communication du document	<ul style="list-style-type: none"> <li>Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
15	Extension of time limits Prorogation du délai	<ul style="list-style-type: none"> <li>Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
17(2)(b)	Language of access Version de la communication	<ul style="list-style-type: none"> <li>Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
17(3)(b)	Access in an alternative format Communication sur format alternatif	<ul style="list-style-type: none"> <li>Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>

**Exemption Provisions of the *Privacy Act* /  
Disposition d'exception de la *Loi sur la protection des renseignements personnels***

<b>Provision / Disposition</b>	<b>Description</b>	<b>Title of Positions / Titre des postes</b>
18(2)	Exemption banks Fichiers inconsultables	<ul style="list-style-type: none"> <li>Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
19	Information obtained in confidence Renseignements obtenus à titre confidentiel	<ul style="list-style-type: none"> <li>Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
20	Federal-provincial affairs Affaires fédérales-provinciales	<ul style="list-style-type: none"> <li>Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
21	International affairs and defence Affaires internationales et défense	<ul style="list-style-type: none"> <li>Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>

Provision / Disposition	Description	Title of Positions / Titre des postes
22	Law enforcement and investigations Application de la loi et enquêtes	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
22.3	<i>Public Servants Disclosure Protection Act</i> <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
23	Security clearances Enquêtes de sécurité	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
24	Individuals sentenced for an offence Individus condamnés pour une infraction	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
25	Safety of individuals Sécurité des individus	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
26	Information about another individual Renseignements concernant un autre individu	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
27	Solicitor-client privilege Secret professionnel des avocats	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
28	Medical records Dossiers médicaux	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>

**Other Provisions of the *Privacy Act* /  
*Autres dispositions de la Loi sur la protection des renseignements personnels***

Provision / Disposition	Description	Title of Positions / Titre des postes
33(2)	Right to make representation Droit de présenter des observations	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
35(1)	Notice of actions to implement recommendations of Privacy Commissioner Avis des mesures pour la mise en œuvre des recommandations du Commissaire	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
35(4)	Access to be given to complainant Communication accordée au plaignant	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
36(3)(b)	Notice of actions to implement recommendations of Commissioner concerning exempt banks Avis des mesures pour la mise en œuvre des recommandations du Commissaire au sujet des fichiers inconsultables	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
51(2)(b), 51(3)	Special rules for hearings Règles spéciales pour les auditions	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
72	Annual report to Parliament Rapport annuel au Parlement	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>

***Privacy Regulations /  
Règlement sur la protection des renseignements personnels***

Provision / Disposition	Description	Title of Positions / Titre des postes
7	Retention of personal information requested under paragraph 8(2)(e) Conservation des renseignements personnels demandés en vertu de l'alinéa 8(2)e)	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>

Provision / Disposition	Description	Title of Positions / Titre des postes
9	Examination of information Consultation sur place	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
11(2)(4)	Notification concerning corrections Avis concernant les corrections	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
13(1)	Disclosure of personal information relating to physical and mental health Communication des renseignements personnels concernant l'état physique ou mental	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>
14	Examination in presence of medical practitioner or psychologist Consultation en présence d'un médecin ou d'un psychologue	<ul style="list-style-type: none"> <li>• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle</li> <li>• Manager, Corporate Administration / Gestionnaire, Administration intégrée</li> </ul>



**Statistical Report on the *Privacy Act***

**Name of institution:** Western Economic Diversification Canada

**Reporting period:** 2014-04-01 to 2015-03-31

**Part 1: Requests Under the *Privacy Act***

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
<b>Total</b>	<b>0</b>
Closed during reporting period	0
Carried over to next reporting period	0

**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	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
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Canada



## 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	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	0	22.3	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)	0	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

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	0	0
<b>Total</b>	0	0	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	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
<b>Total</b>	0	0	0



**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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	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	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
<b>Total</b>	0	0	0	0	0

**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
0	0	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	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

## 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	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
<b>Total</b>	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	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	0	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
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	0	0
<b>Total</b>	0	0	0	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	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	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	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
<b>Total</b>	0	0	0	0	0	0	0	0

### 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
<b>Total</b>	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		101-500 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
<b>Total</b>	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		101-500 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
<b>Total</b>	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
0	0	0	0	0

**Part 9: Privacy Impact Assessments (PIAs)**

Number of PIA(s) completed	0
----------------------------	---

**Part 10: Resources Related to the *Privacy Act***

**10.1 Costs**

Expenditures		Amount
Salaries		\$10,095
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$10,095</b>

**10.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.11
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.11</b>

**Note:** Enter values to two decimal places.