



Canadian Air Transport
Security Authority

Administration canadienne
de la sûreté du transport aérien

Annual Report on the Administration of the *Privacy Act*

Canadian Air Transport Security Authority

2014-2015





I - INTRODUCTION

The purpose of the *Privacy Act* is to strengthen Canada's laws that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.

This Annual Report on the Canadian Air Transport Security Authority's administration of the *Privacy Act* has been prepared in accordance with section 72(1) of the *Privacy Act* and is hereby submitted for tabling in Parliament under Section 72(2) of the *Privacy Act*.

This is the twelfth annual report on the administration of the *Privacy Act* that CATSA has tabled in Parliament. The previous such reports are available at the "Corporate Publications" section of the CATSA Web site: www.catsa.gc.ca.

II – THE CANADIAN AIR TRANSPORT SECURITY AUTHORITY- MANDATE

Established as an agency Crown Corporation on April 1, 2002, the Canadian Air Transport Security Authority's (CATSA) mission is to protect the public by securing critical elements of the air transportation system as assigned by the Government of Canada.

Fully funded by parliamentary appropriations, CATSA is accountable to Parliament through the Minister of Transport. CATSA is governed by a board of directors and operations are directed by a senior management team. CATSA currently contracts security screening to third-party contractors.

CATSA's key role in securing Canada's air transportation system is established by the delivery of the following four mandated responsibilities at 89 designated airports across Canada.

1. **Pre-Board Screening (PBS)** - The screening of passengers and their belongings prior to their entry into the secure area of an air terminal building;
2. **Hold Baggage Screening (HBS)** - The screening of passengers checked (or hold) baggage to prevent the boarding of prohibited items;
3. **Non-Passenger Screening (NPS)** - The random screening of non-passengers accessing restricted areas; and
4. **Restricted Area Identity Card (RAIC)** - The program which uses iris and fingerprint biometric identifiers to allow non-passenger access to the restricted areas of airports.



III- IMPLEMENTATION OF THE *PRIVACY ACT* AT CATSA

Responsibility for processing requests received under the *Privacy Act* rests with the Director, Corporate Affairs and Communications, who is also the organization's Access to Information and Privacy (ATIP) Coordinator. The ATIP Coordinator reports directly to the Vice-President, Human Resources and Corporate Affairs, who serves as CATSA's Chief Privacy Officer (CPO). There are three positions related to Privacy: the Vice-President, the ATIP Coordinator, and the Advisor, Privacy. Up until January 9, 2015, CATSA had a Privacy Advisor. To date, his position has not been filled and the Senior Advisor ATIP and the Senior Advisor, Risk Management have been assisting on Privacy-related files and requests.

CATSA's ATIP office responsibilities regarding the *Privacy Act* are as follows:

- receive and process all requests in accordance with the *Act*;
- assist requesters in formulating their requests when required;
- gather all pertinent records and ensure that the search for information is rigorous and complete;
- conduct the initial record review and provide recommendations to the program areas;
- conduct all internal and external consultations;
- consolidate recommendations and apply all discretionary and mandatory exemptions under the *Act*;
- assist the Office of the Privacy Commissioner (OPC) in all privacy related matters including complaints against the Authority;
- prepare annual reports on the administration of the *Act*;
- coordinate the annual InfoSource update;
- provide ongoing advice and guidance to senior management and staff on matters related to privacy;
- promote privacy of personal information awareness and training sessions to ensure that all staff are aware of the obligations imposed by the legislation;
- respond to consultations received from external organizations;
- develop and maintain privacy policies and guidelines;
- participate in ATIP community activities and ATIP community meetings.

During 2014-2015, CATSA regularly engaged the OPC to discuss new initiatives potentially impacting privacy.

IV - DELEGATION OF SIGNING AUTHORITY

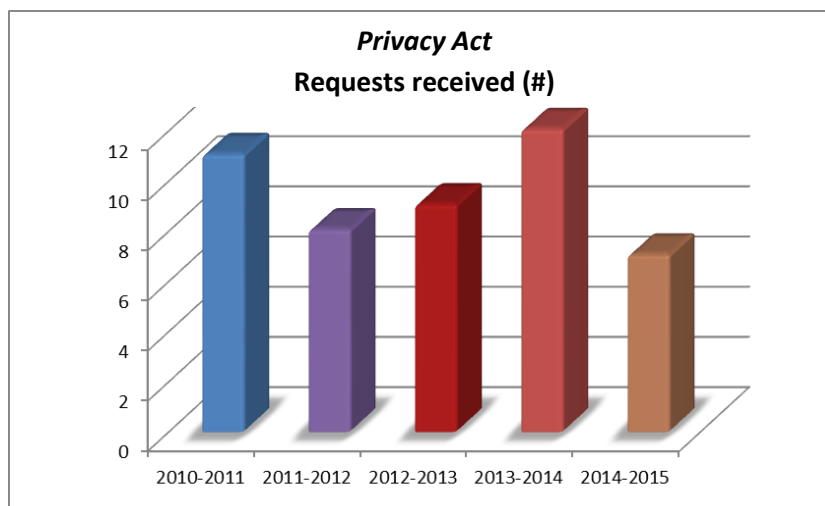
In accordance with section 73 of the *Privacy Act*, a delegation order, signed by CATSA's President and Chief Executive Officer (CEO), designates the person holding the positions of ATIP Coordinator to exercise and perform the privacy duties on behalf of the organization. The delegation order was issued on January 19, 2012.

The signed and dated delegation order is attached to this report as Annex A.

V- STATISTICAL REPORT INTERPRETATION

Privacy Act Requests Received and Completed

In 2014-15, CATSA received seven *Privacy Act* requests, a decrease from the 12 requests CATSA processed in the previous reporting period. No files were carried over from the previous fiscal year. All requests were completed by March 31, 2015, and none were carried forward into fiscal year 2015-2016. Of the seven *Privacy Act* requests completed during fiscal year 2014–2015, CATSA processed 601 pages, an average of 86 pages per request. To summarize, CATSA had fewer *Privacy Act* files in 2014-2015 than last fiscal year, but the average amount of documentation rose by 45 pages per release.



Multi-Year Trend

Over the past number of years, the number of *Privacy Act* requests submitted to CATSA has fluctuated from a high last fiscal year of 12 to a low of seven files in this fiscal year.

In 2011-2012, CATSA received eight requests and, in 2012-2013, nine requests.

One of the main reasons for CATSA *Privacy Act* requests is that members of the travelling public wish to know if CATSA has any of their personal information on file. A gradual increase in the number of *Privacy Act* requests is anticipated in the coming years since the number of people travelling by air rises annually. Five of the seven privacy requests or 71% were received in the first half of the fiscal year which falls in the most active period of travel by air.

Completion Time

Of the seven *Privacy Act* requests completed, CATSA was successful in responding to 72% of the requests within the statutory time frame (within 30 days or less). This result demonstrates CATSA's commitment to ensuring that all reasonable efforts are made to complete its requests in a timely manner.

CATSA's Privacy office completed its seven requests within the following time frames during the 2014-2015 fiscal year :

- five completed in 30 days or less
- two completed in 31 to 60 days

Disposition of Completed Requests

Of the seven requests completed, four of the files were disclosed in part and one file was released without redaction. In all cases, where disclosure was made, copies were provided. Besides this, CATSA was unable to process two requests because there were no records.

Exemptions Invoked

Where access was denied, these reasons were cited:

| <u>Reason</u> | <u>Number of Cases</u> |
|----------------------------------|------------------------|
| Personal information (S. Art 26) | 4 |

Extensions

For the seven requests completed in 2014-15, only one extension was taken.

Consultations

CATSA did not receive any Privacy Act consultations in fiscal year 2014-2015.

The full Statistical Report on the Administration of the *Privacy Act* is attached as Annex B.



VI- TRAINING

In an effort to make privacy training accessible to all CATSA employees across Canada, the *Privacy Practices e-Learning Module* was frequently promoted. It is also available to all CATSA employees via the CATSA Intranet.

Until his departure in January, 2015, the Privacy Advisor consistently provided one on one support to employees in order to clarify the Authority's expectations with regard to the protection of privacy and support them in their implementation of the *Act*.

VII – POLICIES, GUIDELINES AND PROCEDURES

CATSA continues to refine its internal practices to ensure a high level of service to all of its requesters.

During this reporting period, the Information Security Classification Standard and the Privacy Protocol for Non-administrative Uses of Personal Information were established. In addition, the PIA approval process was formalized with the establishment of PIA Record of Decision documentation.

We have finalized an update on the Privacy Breach Response Procedures. This document, which is posted on CATSA's Intranet, is available to all CATSA employees.

Monitoring

As there are only two employees that are involved directly in the processing of Privacy requests, a formal monitoring procedure to oversee the time taken to complete the requests has not been established. However, the ATIP Coordinator signs all outgoing correspondence regarding the ongoing processing of the Privacy files and, therefore is aware of the status of the files. Also, a weekly report is sent to senior management indicating the status of each file with the text of the request and a brief description of the status of the file.

Also the ATIP Coordinator had weekly meetings with the Privacy Advisor to discuss the progress of the internal privacy files.

VIII- SIGNIFICANT CHANGES TO THE AUTHORITY

In 2013-2014, CATSA amended all of its forms to limit the collection of passenger personal information to that which is necessary and directly related to its mandated activities. In addition, as of January 2014, CATSA is no longer collecting passenger information (e.g., name, contact information) for PBS/HBS security incidents.



IX– PRIVACY IMPACT ASSESSMENTS

The TBS Privacy Impact Assessment (PIA) Directive took effect on April 1, 2010. The PIA provides a framework to ensure that the protection of personal information is considered throughout the design or re-design of a program or service. The assessments identify the extent to which proposals comply with all appropriate statutes and legislation. Assessments assist managers and decision-makers to avoid or mitigate privacy risks and promote only fully informed policy, program and system design choices.

During this reporting period, CATSA did not complete any PIAs but the following PIA is currently being processed.

Trusted Traveller eGate United States Custom and Border Protection (US CBP)

Integration: The Trusted Traveller CATSA Security Line (TTCSL) allows ‘trusted travellers’ who are deemed a lower risk than the average passenger to voluntarily pass through a CATSA Pre-Board Screening (PBS) priority lane. The memberships currently accepted at the TTCSL include NEXUS and Restricted Area Identity Card (RAIC) holders. Now CATSA has the opportunity to expand the Trusted Traveller programs to include Global Entry members. Global Entry memberships will be validated by the United States Customs and Border Protection (CBP). NEXUS memberships will continue to be validated by the CBSA and RAIC will continue to be validated by CATSA. Under this arrangement, the personal information of non-American citizens is sent to US CBP by CATSA. This information is not adequately protected as the *US Privacy Act* does not apply to non-US nationals, thus potentially depriving non-American nationals of privacy protections—including access and redress rights. This PIA is to establish procedures to protect the personal information of travellers who decide to participate in the Trusted Travellers program.

Completed PIA summaries are made available on the Corporate Publications section of the CATSA website: www.catsa.gc.ca.



X – PERSONAL INFORMATION BANKS

During this reporting period, CATSA worked on four Personal Information Banks.

Two Personal Information Banks were updated:

1. Passenger and Non-passenger Complaint and Claim Reporting
2. Aviation Security Incident Reporting

Two Personal Information Banks were created:

1. Threat Image Projection System Performance Program
2. Skillport Training and Development

XI - DISCLOSURES MADE PURSUANT PARAGRAPH 8 OF THE *PRIVACY ACT*

No disclosures were made under paragraph 8(2) (m) of the *Privacy Act* during the reporting period.

XII- COMPLAINTS

During the reporting period, no complaints were submitted against our releases of information. This is an improvement from last year's two complaints and is consistent with the two years prior.

No audits or investigations were initiated or concluded during the reporting period.

ANNEXES

A: Delegation Order

B: Statistical Report on the Administration of the *Privacy Act*



Canadian Air Transport
Security Authority

Administration canadienne
de la sûreté du transport aérien

President and
Chief Executive Officer

Président et
Chef de la direction

99 Bank Street
13th Floor
Ottawa, Ontario
K1P 6B9

99, rue Bank
13^e étage
Ottawa (Ontario)
K1P 6B9

Our file / Notre référence
RDIMS # 49045

Délégation en vertu de la
Loi sur la protection des
renseignements personnels

Privacy Act
Delegation of Authority

Je, Angus Watt, Président et Chef de la direction de l'Administration canadienne de la sûreté du transport aérien, en vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, délègue aux titulaires des postes mentionnés à l'annexe A, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont je suis, en qualité de responsable d'une institution fédérale, investi par les articles de la *Loi*, tel qu'indiqué dans l'annexe.

I, Angus Watt, President and CEO of CATSA, pursuant to section 73 of the *Privacy Act*, designate the persons holding the positions set out in the attached Schedule 'A', or persons acting in those positions, to exercise the powers and perform the duties and functions that have been given to me as head of a government institution under the sections of the *Privacy Act*, as set out in the Schedule.

Angus Watt

Président et Chef de la Direction de l'Administration canadienne
de la sûreté du transport aérien / President and Chief Executive Officer
Canadian Air Transport Security Authority

Signé à Ottawa, Ontario, Canada le 19 janvier 2012
Signed in Ottawa, Ontario, Canada this 19th day of January 2012

Canada



ANNEXE A / SCHEDULE 'A'

**DÉLÉGATION EN VERTU DE L'ARTICLE 73 DE LA LOI
DELEGATION PURSUANT TO S.73 OF THE ACT**

| Section | Description | President and CEO | ATIP Coordinator | ATIP Advisor |
|----------------|--|--------------------------|-------------------------|---------------------|
| 8(2)(j) | Communication de renseignements personnels à toute personne ou organisme, pour des travaux de recherche ou de statistique, pourvu que les fins auxquelles les renseignements sont communiqués rencontre les conditions énumérées dans cette disposition / To disclose personal information to any person or body for research or statistical purpose when satisfied that the purpose for which the information is disclosed meets the conditions referred to in that paragraph | X | X | |
| 8(2)(m) | Communication de renseignements personnels où des raisons d'intérêt public justifies la communication ou si l'individu concerné en tirerait un avantage / To disclose personal information when public interest outweighs invasion of privacy or when disclosure benefits the individual | X | X | |
| 8(4) | Conservation d'une copie des demandes de communication reçues en vertu de l'alinéa 8(2)(e) et une mention des renseignements communiqués, et mettre la copie à la disposition du Commissaire à la protection de la vie privée / To keep copies of requests made under 8(2)(e), keep records of information disclosed pursuant to such requests and to make those copies and records available to Privacy Commissioner | X | X | |
| 8(5) | Préavis écrit de la communication des renseignements personnels, qui sont visés par l'alinéa 8(2)(m), au Commissaire à la protection de la vie privée / To notify the Privacy Commissioner in writing of disclosure under paragraph 8(2)(m) | X | X | |
| 9(1) | Relevé des cas d'usage de renseignements personnels / To retain a record of use of personal information. | X | X | |
| 9(4) | Avis au Commissaire à la protection de la vie privée des usages compatibles qui ont été faits des renseignements personnels et insérer une mention de cet usage dans l'édition suivante du répertoire / To notify the Privacy Commissioner of consistent use of personal information and update index accordingly | X | X | |

| Section | Description | President and CEO | ATIP Coordinator | ATIP Advisor |
|----------|--|-------------------|------------------|--------------|
| 10 | Renseignements personnels versés dans les fichiers de renseignements personnels / To include personal information in personal information banks | X | X | |
| 14(a) | Notification au requérant de la communication / To give notice to applicant that access will be given | X | X | X |
| 14(b) | Communication de documents au requérant / To give access to requester | X | X | |
| 15 | Prorogation du délai et avis au requérant / To extend time limit and give notice | X | X | X |
| 17(2)(b) | Communication d'un document dans la langue officielle choisie / To determine whether a record should be translated | X | X | X |
| 17(3) | Communication d'un document sur un support de substitution / To determine whether a record should be provided in an alternative format | X | X | X |
| 18(2) | Refuser la communication de renseignements personnels demandés qui sont visés par ce paragraphe / To refuse to disclose any personal information requested under that subsection | X | X | |
| 19(1) | Refuser la communication de renseignements personnels demandés qui sont visés par ce paragraphe / To refuse to disclose any personal information requested under that subsection | X | X | |
| 19(2) | Communication de renseignements personnels qui sont visés par ce paragraphe, avec consentement / To disclose, with consent, personal information referred to in that subsection | X | X | |
| 20 | Refuser la communication de renseignements personnels demandés qui sont visés par cet article / To refuse to disclose any personal information requested under that section | X | X | |
| 21 | Refuser la communication de renseignements personnels demandés qui sont visés par cet article / To refuse to disclose any personal information requested under that section | X | X | |

| Section | Description | President and CEO | ATIP Coordinator | ATIP Advisor |
|---------|---|-------------------|------------------|--------------|
| 22 | Refuser la communication de renseignements personnels demandés qui sont visés par cet article / To refuse to disclose any personal information requested under that section | X | X | |
| 23 | Refuser la communication de renseignements personnels demandés qui sont visés par cet article / To refuse to disclose any personal information requested under that section | X | X | |
| 24 | Refuser la communication de renseignements personnels demandés qui sont visés par cet article / To refuse to disclose any personal information requested under that section | X | X | |
| 25 | Refuser la communication de renseignements personnels demandés qui sont visés par cet article / To refuse to disclose any personal information requested under that section | X | X | |
| 26 | Refuser la communication de renseignements personnels demandés qui sont visés par cet article / To refuse to disclose any personal information requested under that section | X | X | |
| 27 | Refuser la communication de renseignements personnels demandés qui sont visés par cet article / To refuse to disclose any personal information requested under that section | X | X | |
| 28 | Refuser la communication de renseignements personnels demandés qui sont visés par cet article / To refuse to disclose any personal information requested under that section | X | X | |
| 31 | Avis d'enquête par le Commissaire à la protection de la vie privée / To receive notice of investigation by the Privacy Commissioner | X | X | |
| 33(2) | Droit de présenter des observations au Commissaire à la protection de la vie privée / To make representations to the Privacy Commissioner | X | X | |

| Section | Description | President and CEO | ATIP Coordinator | ATIP Advisor |
|----------|---|-------------------|------------------|--------------|
| 35(1) | Rapport des conclusions et recommandations de l'enquête et notification des mesures prises ou envisagées pour la mise en oeuvre des recommandations / To receive the report of findings of the investigation and give notice of action taken or proposed to be taken or reasons why no action has been or is proposed to be taken | X | X | |
| 35(4) | Communication de renseignements personnels / To provide access to personal information | X | X | |
| 36(3) | Rapport des conclusions et recommandations de l'enquête sur les dossiers versés dans les fichiers inconsultables classés / To receive the report of findings of the investigation of files in exempt banks | X | X | |
| 37(3) | Rapport des conclusions et recommandations à l'issue d'une enquête concernant les renseignements personnels / To receive the report of findings after investigation in respect of personal information | X | X | |
| 51(2)(b) | Demande d'audition dans la région de la capitale nationale / To request hearing in the National Capital Region | X | X | |
| 51(3) | Demande de présentation d'arguments en l'absence d'une partie / To request opportunity to make representations <i>ex parte</i> | X | X | |
| 69 | Refuser la communication de documents visés par cet article / To refuse to disclose a record referred to in that section | X | X | |
| 70 | Refuser la communication de documents visés par cet article / To refuse to disclose a record referred to in that section | X | X | X |
| 72(1) | Préparation du rapport annuel pour soumission au Parlement/ To prepare annual report for submission to Parliament | X | X | X |
| 77 | Accomplir les attributions visés par règlement, sous cette section, conférés au responsable de l'institution fédérale, qui ne sont pas spécifiés dans la présente délégation / To carry out responsibilities conferred on the Head of the institution by regulations made under section 77 which are not included above | X | X | |



Statistical Report on the *Privacy Act*

Name of institution: Canadian Air Transport Security Authority

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

Part 1: Requests Under the *Privacy Act*

| | Number of Requests |
|--|--------------------|
| Received during reporting period | 7 |
| Outstanding from previous reporting period | 0 |
| Total | 7 |
| Closed during reporting period | 7 |
| 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 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Disclosed in part | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 4 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No records exist | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 2 | 3 | 2 | 0 | 0 | 0 | 0 | 7 |

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 | 4 |
| 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 | 1 | 0 | 0 |
| Disclosed in part | 4 | 0 | 0 |
| Total | 5 | 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 | 3 | 3 | 1 |
| Disclosed in part | 598 | 598 | 4 |
| All exempted | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 |
| Total | 601 | 601 | 5 |

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 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 2 | 56 | 2 | 542 | 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 |
| Total | 3 | 59 | 2 | 542 | 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 |
| Total | 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 |
| 1 | 0 | 0 | 0 | 1 |

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 | 1 | 0 | 1 |
| 16 to 30 days | 0 | 0 | 0 |
| 31 to 60 days | 0 | 0 | 0 |
| 61 to 120 days | 0 | 0 | 0 |
| 121 to 180 days | 0 | 0 | 0 |
| 181 to 365 days | 0 | 0 | 0 |
| More than 365 days | 0 | 0 | 0 |
| Total | 1 | 0 | 1 |

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 |
|-------------------|-------------------|-----------------|-------|
| 392 | 0 | 0 | 392 |

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 | 0 | 0 |
| Disclosed in part | 1 | 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 |
| Total | 1 | 0 | 0 | 0 |

5.2 Length of extensions

| Length of Extensions | 15(a)(i) Interference with operations | 15(a)(ii) Consultation | | 15(b) Translation purposes |
|----------------------|---|---------------------------|-------|----------------------------------|
| | | Section 70 | Other | |
| 1 to 15 days | 0 | 0 | 0 | 0 |
| 16 to 30 days | 1 | 0 | 0 | 0 |
| Total | 1 | 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 |
| Total | 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 |
| Total | 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 | | | | | | | |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 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 |
| 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 | | 101-500 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 |

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 |
| 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 |
|------------|------------|------------|--------------|-------|
| 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 | | \$105,000 |
| Overtime | | \$0 |
| Goods and Services | | \$0 |
| • Professional services contracts | \$0 | |
| • Other | \$0 | |
| Total | | \$105,000 |

10.2 Human Resources

| Resources | Person Years Dedicated to Privacy Activities |
|----------------------------------|--|
| Full-time employees | 1.30 |
| Part-time and casual employees | 0.00 |
| Regional staff | 0.00 |
| Consultants and agency personnel | 0.00 |
| Students | 0.00 |
| Total | 1.30 |

Note: Enter values to two decimal places.