



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

2015-2016





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 thirteenth 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 agent 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.

In addition, under an agreement concluded with Transport Canada in 2010, CATSA is authorized to conduct screening, where capacity exists, of cargo at smaller airports. Each of these activities is carried out effectively, efficiently, consistently, and in the public interest, as required by the *CATSA Act*.



IMPLEMENTATION OF THE *PRIVACY ACT* AT CATSA

Responsibility for processing requests received under the *Privacy Act* rests with the Manager, Information Management, Privacy and ATIP, who is also the organization's Access to Information and Privacy (ATIP) Coordinator. The Privacy function is supported by the ATIP Coordinator, and a Privacy Advisor. The ATIP Coordinator reports directly to the Director, Legal and Corporate Services. The Vice-President, Corporate Services and Corporate Secretary serves as CATSA's Chief Privacy Officer (CPO). The Vice-President reports directly to the President and Chief Executive Officer.

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;
- working with representatives throughout the organization, complete Privacy Impact Assessments for any new system or substantially modified system that collects or uses personal information;
- 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 2015-2016, CATSA regularly engaged the OPC to discuss initiatives potentially impacting privacy.

In this reporting period, the most significant change impacting privacy at CATSA was that a Privacy Advisor was hired. This key position was vacant for much of 2015-2016, and with this staffing action, the organization has undertaken a renewed focus on privacy.

III – 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.

IV – STATISTICAL REPORT INTERPRETATION

Privacy Act Requests Received and Completed

In 2015-2016, CATSA received four *Privacy Act* requests, a decrease from the seven requests CATSA processed in the previous reporting period. No files were carried over from the previous fiscal year. Of the four *Privacy Act* requests completed during fiscal year 2015–2016, CATSA processed 345 pages, an average of 86 pages per request.

Multi-Year Trend

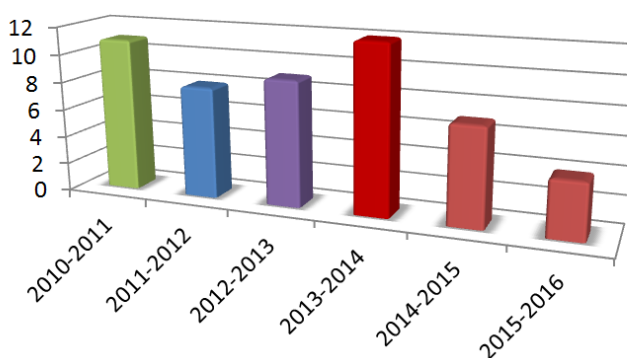
Over the past number of years, the number of *Privacy Act* requests submitted to CATSA has fluctuated from a high in 2013-2014 of 12 to a low of four this fiscal year.

In 2010-2011, CATSA received 11 requests. Eight requests were received in 2011-2012, followed by 9 requests in 2012-2013, 12 in 2013-2014 and seven requests received in 2014-2015.

One reason 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. Although a gradual increase in the number of *Privacy Act* requests has been anticipated due to the number of people travelling by air rising annually, the data does not reflect this hypothesis.

All four of the privacy requests were received in the first half of the fiscal year which is the most active period of travel by air.

Privacy Act Requests Received During the Reporting Period





Completion Time

Of the four *Privacy Act* requests completed during the 2015-2016 fiscal year, CATSA was successful in responding to 100% of them 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.

Disposition of Completed Requests

Of the four requests completed, three of the files were disclosed in part and one file was released without redaction. In all cases, where disclosure was made, copies were provided.

Exemptions Invoked

Where access was denied, these reasons were cited:

<u>Reason</u>	<u>Number of Cases</u>
Personal information (S. Art 26)	3
Law enforcement and investigation (S. Art 22)	2

Extensions

For the four requests completed in 2015-16, no extension was taken.

Consultations

During this reporting period, CATSA received and completed the processing of one consultation from another government department. No consultations were pending at the end of the previous reporting period and none are pending at the end of the 2015-2016 reporting period.

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

V – TRAINING

CATSA employees and Screening Officers across Canada frequently participate in privacy e-Learning modules which are also available via the CATSA Intranet, thereby making privacy training accessible to all.



The Privacy Advisor consistently provides 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*.

The Certified Information Privacy Professional – Canada (CIPP/C) Privacy Advisor was hired in October 2015 which did not allow for formal training sessions to be provided in 2015-2016. Targeted training sessions for key groups are planned for 2016-2017.

VI – 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 *CATSA Systems Privacy Directive* was created to outline requirements with respect to the collection, use, retention, disclosure and disposal of personal information captured by CATSA systems. It aims to ensure that all personal information captured by CATSA systems is treated in accordance with the *Privacy Act*, CATSA's *Privacy Policy* and related documents. The *Directive* is expected to be approved and implemented in early 2016-2017.

In addition, a *Disclosure of Personal Information Without Consent Procedure* and associated *Standard* were developed to outline the process and considerations for using and disclosing personal information without consent in accordance with section 8(2) of the *Privacy Act* as well as the *Security of Canada Information Sharing Act*. Both the *Procedure* and *Standard* are expected to be approved and implemented in the first half of 2016-2017.

VII – RESPONSE TO KEY ISSUES RAISED

During the reporting period, no complaints were submitted against our releases of information under the *Privacy Act*. This is consistent with previous years where no complaints were submitted. Therefore, actions specific to complaints were not taken.

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

VIII – MONITORING

There are only two employees directly involved in the processing of Privacy requests. Therefore, 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.



In addition, the ATIP Coordinator meets with the Privacy Advisor on a weekly basis to discuss the progress of the internal privacy files.

IX – PRIVACY BREACHES

One material privacy breach occurred during the period. It involved confidential CATSA documents, which included sensitive personal information about a very few identifiable individuals. These were sent to a trusted party: Transport Canada. Immediately on becoming aware of the breach, CATSA requested and obtained confirmation from Transport Canada that it had deleted all copies of the information they received. CATSA also notified the affected parties and the Office of the Privacy Commissioner of the breach.

CATSA investigated the causes of the breach and determined that although the breached personal information was appropriately classified and stored by CATSA, it was unlawfully transmitted by a former CATSA employee. CATSA took decisive action in response to the breach to prevent any subsequent disclosure of personal information by the individual and reiterated to all managers their responsibilities under its Protocol for Departing Employees.

X – PRIVACY IMPACT ASSESSMENTS

Privacy Impact Assessments (PIAs) provide a framework to ensure that the protection of personal information is considered throughout the design or re-design of a program or service. PIAs identify the extent to which proposals comply with all appropriate statutes and legislation. They 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 is currently developing several PIAs, expected to be completed in 2016-2017.

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

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.

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: 2015-04-01 to 2016-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	4
Outstanding from previous reporting period	0
Total	4
Closed during reporting period	4
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	3	0	0	0	0	0	3
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
Total	0	4	0	0	0	0	0	4

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	2	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	3
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	3	0	0
Total	4	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	136	136	1
Disclosed in part	209	209	3
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	345	345	4

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	1	136	0	0	0	0	0	0
Disclosed in part	2	92	1	117	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	2	92	2	253	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
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
Total	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
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
446	0	0	446

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	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
Total	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
Total	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	1	5	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	1	5	0	0
Closed during the reporting period	1	5	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	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1

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
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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.