

# *Privacy Act*

**Canadian Centre for Occupational Health and Safety  
Annual Report to Parliament  
April 1, 2016 – March 31, 2017**

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## Introduction

Canadian Centre for Occupational Health and Safety is pleased to present to Parliament its annual report on the administration of the *Privacy Act* for the fiscal year commencing April 1, 2016, and ending March 31, 2017.

The purpose of the Act is to protect the privacy of individuals with respect to personal information about them held by a government institution and to provide individuals with a right of access to that information. This report is prepared in accordance with Section 72 of the *Privacy Act*.

Section 72 of the Act requires that the head of every federal government institution submit an annual report to Parliament on the administration of the Act during the fiscal year. This report outlines CCOHS' accomplishments in carrying out its privacy responsibilities and obligations during the 2016–2017 reporting period.

CCOHS has not implemented any new policies, guidelines and procedures during the year.

The Canadian Centre for Occupational Health and Safety (CCOHS) is a departmental corporation under Schedule II of the *Financial Administration Act*, created by Parliament in April 1978 to promote the right of Canadians to a healthy and safe working environment. CCOHS is governed by a tripartite council with representatives of employers, workers and the governments (federal, provincial and territorial) and is accountable to the Minister of Employment, Workforce Development and Labour and Parliament. CCOHS is subject to the *Access to Information Act* and *Privacy Act* (ATIP).

CCOHS' mandate is to serve Canadians - and the world - with credible and relevant tools and resources to improve workplace health and safety programs. We believe that all Canadians have a fundamental right to a healthy and safe working environment. Through our programs, services, knowledge, commitment, and action, CCOHS will continue its efforts to advance health and safety in the workplace.

CCOHS is Canada's national occupational health and safety resource which is dedicated to the advancement of occupational health and safety performance by providing necessary services including information and knowledge transfer; training and education; cost-effective tools for improving occupational health and safety performance; management systems services supporting health and safety programs; injury and illness prevention initiatives and promoting the total well-being – physical, psychosocial and mental health - of working people. The Centre was created to provide a common focus for and coordination of information in the area of occupational health and safety.

To do this, CCOHS organizes its programs and services to achieve the following strategic outcome:

Improve workplace conditions and practices that enhance the health, safety and well being of working Canadians.

## 2016-2017 Highlights and Accomplishments

CCOHS received 2 requests under the *Privacy Act*.

Additional copies of this report may be obtained from:

Access to Information and Privacy Coordinator  
Canadian Centre for Occupational Health and Safety  
135 Hunter Street East  
Hamilton, Ontario  
L8N 1M5

### Access to Information and Privacy Unit

CCOHS' CFO, who is also the ATIP Coordinator, has been delegated by the President and Chief Executive Officer to exercise authority for all sections of the ATIP Acts with the exception of 8(2)(e) of the *Privacy Act*.

The CFO is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the President and CEO's responsibilities under the *Act* are met and to enable appropriate processing and proper disclosure of information. The Coordinator is also responsible for related policies, systems and procedures emanating from the *Act*.

As CCOHS is a small department with very few requests, the CFO spends minimal time administering the *Act*. Support is also provided by an administrative assistant.

The activities of CCOHS for Privacy are:

- processing requests under the *Act*;
- representing CCOHS in dealings with the Treasury Board of Canada Secretariat, the Information Commissioner and other government departments and agencies regarding the application of the *Act* as it relates to CCOHS;
- responding to consultations submitted by other federal institutions on CCOHS documents under consideration for release;
- preparing statistical and annual reports to Parliament and other statutory reporting requirements, as well as other material that may be required by central agencies;
- developing and maintaining policies, procedures and guidelines to ensure the *Act* is respected by departmental staff;
- promoting awareness of the *Act* within the Department to ensure responsiveness to the obligations imposed on the government; and
- monitoring departmental compliance with the *Act*, regulations and relevant procedures and policies.

## ***Access to Information and Privacy Act - Delegation Order***

Pursuant to the powers of delegation conferred upon me by Section 73 of the *Privacy Act*, the person exercising the functions and position of departmental Access to Information and Privacy Coordinator and the respective successor, including in the Coordinator's absence, a person or officer designated in writing to act in the place of the holder of such functions and position is hereby authorized to exercise these powers, duties or functions of the Minister as the head of the government institution under the Act, set out in the attached schedule.

The person exercising the functions and position of departmental Access to Information and Privacy Coordinator and the respective successor, including in the Coordinator's absence, a person or officer designated in writing to act in the place of the holder of such functions and position, is hereby authorized to exercise these powers, duties or functions of the Minister as the head of the government institution under the Act, set out sections 13 and 15 of the Act.

The delegation order supersedes any previous order executed pursuant to section 73 of the Act.



June 11, 2012

Steve Horvath  
President and Chief Executive Officer

Date

### **CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY** **SCHEDULE TO THE DELEGATION ORDER**

DELEGATION OF POWERS, DUTIES AND FUNCTIONS PURSUANT TO SECTION 73 OF THE *PRIVACY ACT*

| <b>SECTIONS OF ACT</b> | <b>POWERS, DUTIES OR FUNCTIONS</b>   | <b>RESPONSIBLE POSITION</b> |
|------------------------|--|-----------------------------|
| 8(2)                   | Disclose personal information without the consent of the individual to whom it relates           | ATIP Coordinator            |
| 8(4)                   | Retain a copy of 8(2)(e) requests and disclosed records  | ATIP Coordinator            |
| 8(5)                   | Notify the Privacy Commissioner of 8(2)(m) disclosures   | ATIP Coordinator            |
| 9(1)                   | Retain a record of the use of personal information   | ATIP Coordinator            |
| 9(4)                   | Notify the Privacy Commissioner of a consistent use of personal information and update the index | ATIP Coordinator            |

|          |   |                  |
|----------|---|------------------|
|          | accordingly   |                  |
| 10       | Include personal information in personal information banks  | ATIP Coordinator |
| 14       | Respond to a request for access within statutory deadlines; give access or give notice  | ATIP Coordinator |
| 15       | Extend the time limit and notify the applicant  | ATIP Coordinator |
| 17(2)(b) | Determine the necessity for a translation or interpretation for requested personal information  | ATIP Coordinator |
| 18(2)    | Refuse to disclose information contained in an exempt bank  | ATIP Coordinator |
| 19(1)    | Refuse to disclose information obtained in confidence from another government   | ATIP Coordinator |
| 19(2)    | Disclose any information referred in 19(1) if the other government consents to the disclosure or makes the information public                             | ATIP Coordinator |
| 20       | Refuse to disclose information injurious to federal-provincial affairs  | ATIP Coordinator |
| 21       | Refuse to disclose information injurious to international affairs and/or defence  | ATIP Coordinator |
| 22       | Refuse to disclose information injurious to a law enforcement affairs and/or defence  | ATIP Coordinator |
| 23       | Refuse to disclose information injurious to security clearance  | ATIP Coordinator |
| 24       | Refuse to disclose information collected by the Canadian Penitentiary Service, the National Parole Service or the National Parole Board                   | ATIP Coordinator |
| 25       | Refuse to disclose information which could threaten the safety of the individual  | ATIP Coordinator |
| 26       | Refuse to disclose information about other individuals, and shall refuse to disclose such information where disclosure is prohibited under Section 8      | ATIP Coordinator |
| 27       | Refuse to disclose information subject to solicitor-client privilege  | ATIP Coordinator |
| 28       | Refuse to disclose information relating to an individual's physical or mental health where disclosure is contrary to the best interests of the individual | ATIP Coordinator |
| 31       | Receive notice of an investigation by the Privacy Commissioner  | ATIP Coordinator |
| 33(2)    | Make representations to the Privacy Commissioner during an investigation  | ATIP Coordinator |
| 35(1)    | Receive the Privacy Commissioner's report of findings of the investigation and give notice of action taken  | ATIP Coordinator |
| 35(4)    | Give the complainant access to information after a 35(1)(b) notice  | ATIP Coordinator |
| 36(3)    | Receive the Privacy Commissioner's report of findings of investigation of exempt banks  | ATIP Coordinator |
| 37(3)    | Receive the report of the Privacy Commissioner's  | ATIP Coordinator |

|          |   |                  |
|----------|---|------------------|
|          | findings after a compliance investigation   |                  |
| 51(2)(b) | Request that a matter be heard and determined in the National Capital Region  | ATIP Coordinator |
| 51(3)    | Request and make representations in Section 51 hearings   | ATIP Coordinator |
| 72(1)    | Prepare an Annual Report to Parliament  | ATIP Coordinator |
| 77       | Carry out responsibilities conferred on the head of the institution by regulations made under section 77 which are not included above |                  |

## Privacy Training and Awareness

During the fiscal year 2016-2017, CCOHS did not participate in any training sessions.

## 2016-2017 Statistical Report on the *Privacy Act*

See attached.

### Supplemental Reporting Requirements for 2016-2017

#### *Privacy Act*

Treasury Board Secretariat is monitoring compliance with the Privacy Impact Assessment (PIA) Policy (which came into effect on May 2, 2002) through a variety of means. Institutions are therefore required to report the following information for the 2016-2017 reporting period.

The number of:

Preliminary Privacy Impact Assessments initiated: nil

Preliminary Privacy Impact Assessments completed: nil

Privacy Impact Assessments initiated: nil

Privacy Impact Assessments completed: nil

Privacy Impact Assessments forwarded to the Office of the Privacy Commissioner (OPC): nil

## Interpretation of the Statistical Report

### a) Requests Received Under the *Privacy Act*

Between April 1, 2016, and March 31, 2017, CCOHS received two requests. Records were disclosed in part for one request and no records existed for the second request. CCOHS had not received any requests during the previous 3 years.

### b) Costs and Organization Changes

Total salary costs associated with the *Privacy Act* are estimated at \$3,842.00 for 2016-2017.

### c) Permissible Disclosure of Personal Information

Personal information collected by CCOHS 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*. During 2016-2017, CCOHS did not disclose personal information for any other purposes as outlined in paragraphs 8(2)(b) through (m) inclusively.

### d) Exemptions Invoked

Canadians have a right of access to their personal information but the *Privacy Act* identifies specific exemptions for which the need for confidentiality of certain information is recognized. An exemption is a provision under the Act that authorizes the head of the government institution to not disclose personal information in response to a privacy request. Two exemptions were applied during 2016-17. One was section 26, which is used to protect information about an individual other than the requester and the other exemption invoked was section 27, which protects information requested that is subject to solicitor-client privilege.

## Privacy Impact Assessments

In 2002, Treasury Board issued a policy that requires federal government institutions subject to the *Privacy Act* to conduct Privacy Impact Assessments (PIA) before establishing new programs, systems or policies or before making any substantial modifications to an existing program, system or policy.

During this reporting period, CCOHS did not initiate any Privacy Impact Assessments (PIA) and, therefore, no assessments were forwarded to the Office of the Privacy Commissioner.

### a) Data Matching and Sharing Activities

CCOHS did not establish any new systems or processes which lead to data matching or sharing of personal information, either within the Department or any external sources.



## Complaints and Investigations

In 2016-2017, CCOHS received one complaint under the *Privacy Act* and was not involved in any litigation throughout the reporting period. The complaint, which is still under investigation, was filed because the complainant had questioned the processing of the request.

## Appeals to the Court

No appeals to the Federal Court were filed under the *Privacy Act* during the 2016-2017 reporting period.

## Monitoring of process time

Due to the low volume of requests received, CCOHS does not have a formal tracking system to record completion time. Instead, tracking of requests are done manually.

## Material Privacy Breaches

CCOHS had no material privacy breaches to report for fiscal year 2016-2017.



## Statistical Report on the *Privacy Act*

Name of institution: Canadian Centre for Occupational Health and Safety

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

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

|  | Number of Requests |
|--|--------------------|
| Received during reporting period           | 2                  |
| Outstanding from previous reporting period | 0                  |
| <b>Total</b>                               | <b>2</b>           |
| Closed during reporting period             | 2                  |
| 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               | 1             | 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        |
| No records exist             | 1               | 0             | 0             | 0              | 0               | 0               | 0                  | 1        |
| 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>1</b>        | <b>1</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>        | <b>0</b>        | <b>0</b>           | <b>2</b> |

## 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      | 1                  |
| 19(1)(f) | 0                  | 22.1          | 0                  | 27      | 1                  |
| 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 | 1     | 0          | 0             |
| <b>Total</b>      | 1     | 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            | 40                        | 40                        | 1                  |
| 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>                 | 40                        | 40                        | 1                  |

## 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            | 1                             | 40              | 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>                 | <b>1</b>                      | <b>40</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>        |

## 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            | 1                     | 0                   | 1                      | 0        | 2        |
| 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>                 | <b>1</b>              | <b>0</b>            | <b>1</b>               | <b>0</b> | <b>2</b> |

## 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)<br>Interference With Operations | 15(a)(ii)<br>Consultation |       | 15(b)<br>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)<br>Interference with<br>operations | 15(a)(ii)<br>Consultation |       | 15(b)<br>Translation<br>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<br>Government of<br>Canada<br>Institutions | Number of Pages<br>to Review | Other<br>Organizations | Number of Pages<br>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<br>Days   | 16 to 30<br>Days | 31 to 60<br>Days | 61 to<br>120<br>Days | 121 to<br>180<br>Days | 181 to<br>365<br>Days | More<br>Than<br>365<br>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 |               |               |                |                 |                  |                    |       |
|---------------------------|---|---------------|---------------|----------------|-----------------|------------------|--------------------|-------|
|                           | 1 to 15 Days  | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Ddays | 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     |
| <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 |
|------------|------------|------------|--------------|-------|
| 1          | 1          | 0          | 0            | 2     |

**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                          | \$3,842        |
| Overtime                          | \$0            |
| Goods and Services                | \$0            |
| • Professional services contracts | \$0            |
| • Other                           | \$0            |
| <b>Total</b>                      | <b>\$3,842</b> |

**10.2 Human Resources**

| Resources                        | Person Years Dedicated to Privacy Activities |
|----------------------------------|--|
| Full-time employees              | 0.00   |
| Part-time and casual employees   | 1.00   |
| Regional staff                   | 0.00   |
| Consultants and agency personnel | 0.00   |
| Students                         | 0.00   |
| <b>Total</b>                     | <b>1.00</b>                                  |

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