
2018-2019 Annual Report on Privacy Act

April 1, 2018 – March
31, 2019

Natural Sciences and
Engineering Research Council

Aussi disponible en français sous le titre :

Rapport annuel de 2018-2019 concernant la Loi sur la protection
des renseignements personnels

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1. Introduction

The *Privacy Act* (Revised Statutes of Canada, Chapter P-21, 1985) was proclaimed on July 1, 1983.

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

Section 72 of the *Privacy Act* requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of this Act within the institution during each financial year.

This report represents an overview of the activities of the Natural Sciences and Engineering Research Council of Canada (NSERC) for the reporting period of April 1, 2018 to March 31, 2019 (the current reporting period).

For more information:

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2. About the NSERC

2.1 Mandate

NSERC was established on May 1, 1978, as a federal agency defined as a “separate employer” by the *Public Service Staff Relations Act*. It is funded directly by Parliament and submits reports to it through the Minister of Science and Sport, with responsibility for promoting and assisting research in the natural sciences and engineering, other than the health sciences. NSERC is the primary federal agency investing in post-secondary research and training in these disciplines.

NSERC’s Council is composed of a President and up to 18 other distinguished members selected from the private and public sectors. NSERC’s President is the Chief Executive Officer. The elected Vice-President is the Chair of the Council and of its Executive Committee. NSERC’s Council is advised on policy matters by various standing committees. Funding decisions are made by the President, or designate, on the basis of recommendations made by peer review committees.

2.2 Responsibilities

NSERC helps make Canada a country of discoverers and innovators for the benefit of all Canadians. Over the last 10 years, NSERC has invested more than \$10 billion in basic research, projects involving partnerships between postsecondary institutions and industry, and the training of Canada’s next generation of scientists and engineers.

NSERC’s five strategic goals are to:

- Foster a science and engineering culture in Canada and make science and engineering mainstream.
- Launch the new generation, mobilize Canada’s future brain trust and enable early-career scientists to launch independent research careers.
- Build a diversified and competitive research base and stimulate breakthrough research and research excellence.
- Strengthen the dynamic between discovery and innovation, and deepen interactions between colleges and universities, the private sector, governments and civil society.
- Go global, secure Canada’s access to global scientific and engineering knowledge and expertise, and increase participation in international research endeavours.

3. Organizational structure and delegation of authority

3.1 The Organizational Structure

The Access to Information and Privacy (ATIP) Office resides in NSERC's Secretariat under the directorship of the Corporate Secretary.

A full-time ATIP Coordinator reports to the Corporate Secretary and is assisted by an ATIP/Secretariat Officer who spends about half of his/her time on ATIP. The delegation of authority from the President includes the Vice-President, Communications, Corporate and International Affairs; the Executive Director, Corporate Planning and Policy; the Corporate Secretary and the ATIP Coordinator.

Additional term employees, temporary help service contractors and students are used for additional resources, as required.

3.2 The ATIP Office

The ATIP Office coordinates responses to requests submitted to NSERC under the *Privacy Act*. It also provides interpretation, advice, and recommendations to NSERC staff on the implications of the *Privacy Act* on their activities, and delivers training, education and awareness sessions to staff. In 2018-2019, ATIP staff provided privacy advice and guidance to NSERC staff on a wide range of programs and activities. ATIP Office activities also include:

- Preparing annual statistics for Treasury Board of Canada Secretariat (TBS) and an Annual Report to Parliament;
- Updating information on NSERC's web site regarding privacy issues;
- Providing advice and guidance to staff and senior management on privacy issues;
- Documenting and resolving privacy breaches;
- Coordinating updates to the *Info Source* publication;
- Managing the ATIP electronic management system;
- Reviewing departmental documents; and
- Participating in forums for the ATIP community, such as the TBS ATIP Community meetings and working groups.

3.3 Delegation order

Under section 3 of the *Privacy Act*, the President of the NSERC is designated as the head of the government institution for purposes of the administration of said act.

Pursuant to section 73 of the *Privacy Act*, deputy heads may delegate any of their powers, duties or functions under the *Privacy Act* by signing an order authorizing one or more officers or employees of the institution, who are at the appropriate level, to

exercise or perform said powers, duties or functions. This Delegation of Authority can be found in [Appendix A](#).

4. Interpretation of Statistical Report

NSERC's 2018-2019 statistical report on the *Privacy Act* is provided in [Appendix B](#).

4.1 Requests under the Privacy Act

From April 1, 2018 to March 31, 2019, NSERC received 19 privacy requests (this was the highest number of requests received in the last five years). There were no outstanding requests from the previous reporting period.

Ten requests were carried forward to the 2019-2020 reporting period.

Figure 1: Number of privacy requests received, completed and carried-over 2014-2019

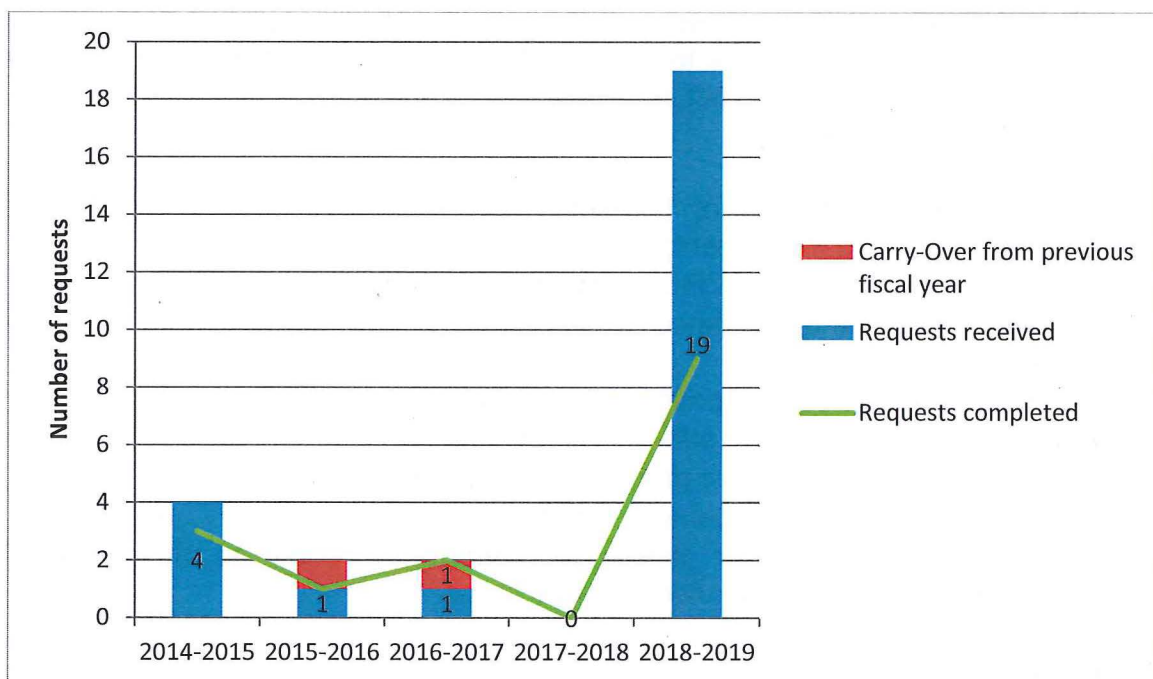
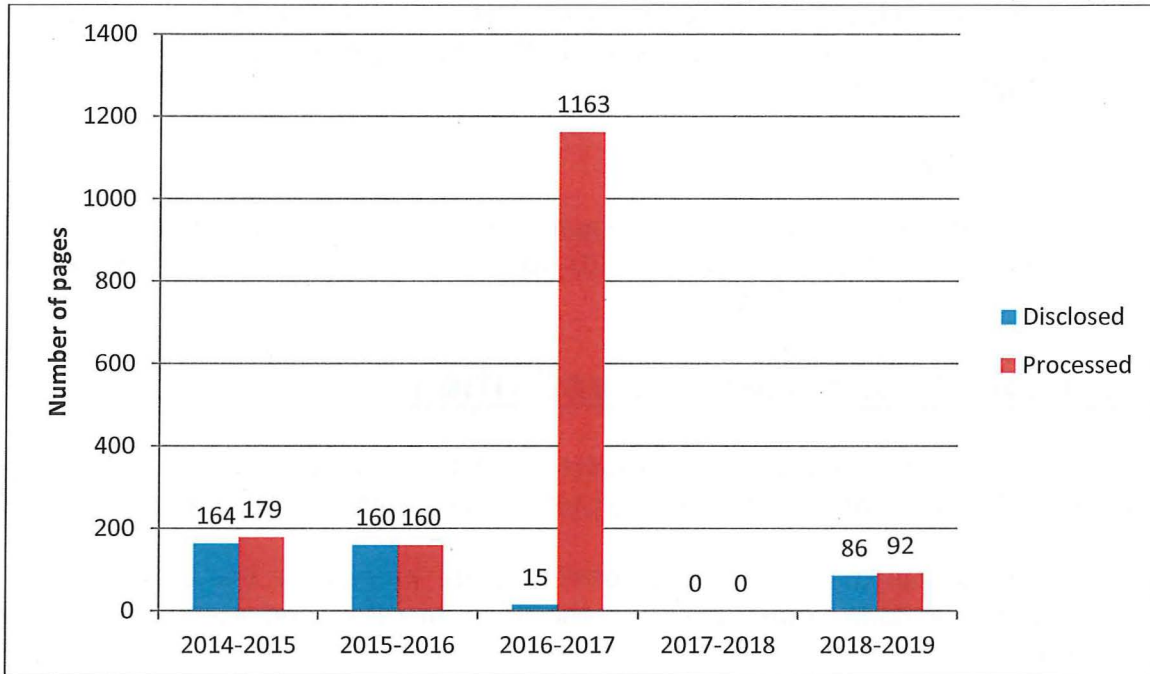


Figure 2: Number of pages processed and pages disclosed 2014-2019



4.2 Disposition of Requests Completed

Of the nine privacy requests NSERC completed, two were fully disclosed and five were disclosed in part. For two requests, the records provided by the OPI were deemed not relevant and out of scope, and «no records exist» responses were sent to the requesters.

4.3 Exemptions Invoked

For the Privacy requests where the information was disclosed in part, NSERC invoked five exemptions under section 26 (personal information about another individual) and one exemption under section 27 (solicitor-client privilege).

4.4 Extension of Time Limits

For the nine Privacy requests completed, five 30-day extensions of time limits were taken past the initial 30 days. NSERC invoked five exemptions under 15(a)(i) meeting the original time limit would unreasonably interfere with the operations of the government institutions and in two of these cases, added the exemption under 15(a)(ii) consultations are necessary to comply with the request that cannot reasonably be completed within the original time limit.

4.5 Completion Time

For the nine Privacy requests completed, eight were completed on time (four within the first 30 days and four within the extension period). One request was completed 29 days past the 60-days extension requested.

4.6 Consultations

In 2018–2019, NSERC received three privacy consultations from other government institutions and organizations. A total of 220 pages were reviewed. All three requests were closed in the 2018-2019 fiscal year.

5. Monitoring and Related activities

The ATIP Office distributes a weekly report to senior management pertaining to all privacy requests (information is withheld to protect the identity of requestors).

ATIP Office uses with the software AccessPro suite to monitor the time to process privacy requests, actions completed, and the level of effort and complexity of each privacy requests.

During fiscal year 2018-2019, NSERC onboarded to the new ATIP Online Request Service (AORS), modernizing its service delivery.

5.1 Informal Practices and Proactive Disclosure

NSERC encourages informal practices of providing information requested outside the ATIP process, provided that the information released is clearly only that of the requester.

In addition, NSERC proactively discloses peer review feedback to grant and award applicants. In 2018-2019, NSERC proactively disclosed over 25,000 evaluation reports from external peer reviewers to over 18,000 applicants. These reports provide feedback to applicants on the assessment of their proposals in relation to the program criteria. They are redacted in the spirit of the *Privacy Act* by program staff who has received training by the ATIP staff.

5.2 Costs

For the current reporting year, the total salary, goods and professional services cost associated with the Privacy program was \$113,309 (an increase of 3.6% compared to the 2017-18 reporting period cost of \$109,347).

This cost does not include the processing of the proactive disclosure to applicants described in 5.1, above.

5.3 Training

The ATIP Office continued its formal training and development activities in the 2018-2019 and delivered one training sessions to Programs staff related to the *Privacy Act* and its implication on their activities while handling the personal information of applicants. Overall, 25 employees attended the training session regarding proactive disclosure to applicants and what information should be redacted from external reviewers' reports.

Furthermore, all staff requiring direct access to Equity, Diversity and Inclusion (EDI) data were required to undertake training on handling sensitive personal information. Six bi-agency [NSERC/Social Sciences and Humanities Research Council (SSHRC)] sessions were organized in the reporting period and a total of 92 NSERC employees participated in the EDI training.

5.4 Privacy/Security Breach Protocol

During the 2018-2019 reporting period, NSERC and SSHRC jointly updated their Privacy/Security Breach Protocol and Privacy/Security Breach Report Form in a concerted effort to harmonize and clarify the guidelines and the tools available to both agencies.

The Privacy/Security Breach Protocol (the Protocol) complies with the TBS Directive on Privacy Practices, its Directive on Information Management Roles and Responsibilities, its Directive on Departmental Security Management and NSERC's Policy on Information Management.

The Protocol outlines the basic steps that must be followed by NSERC employees, agents, contractors, or students who discover a possible breach of privacy/security involving personal information under the control of the Agency.

13 confirmed privacy breaches occurred during the reporting period. Non-material privacy breaches and incidents were managed in accordance with the Privacy/Security Breach Protocol. The ATIP Office was involved in analyzing, containing, and resolving these breaches and incidents, in collaboration with the OPIs and the Chief Security Officer.

NSERC was not required to report these privacy breaches to the Office of the Privacy Commissioner (OPC) due to the low risk and the type of information involved. Nonetheless, in most cases, those affected by the breach were formally notified. NSERC continuously strives to reduce the number of breaches by improving staff awareness and implementing the necessary controls in systems and processes.

5.5 *Info Source*, Publicly Accessible Information and Inquiry Points

Info Source is a series of publications containing information on the Government of Canada and on the government's data collection activities. *Info Source* is intended to help the public access government information and to exercise their rights under the *Privacy Act* and the *ATI Act*. In 2018-2019, NSERC did not make any changes to its *Info Source* chapter.

NSERC's web site has an ATIP page that provides background information on the *Privacy Act*, how to make a request and who to contact. It provides links to other sources, including *Info Source*, annual reports, and summaries of completed ATI requests.

5.6 Privacy Impact Assessments

For the current reporting period, NSERC did not complete any privacy impact assessment.

5.7 Disclosure under section 8(2)(m) of the *Privacy Act*

Paragraph 8(2)(m) of the *Privacy Act* concerns cases where, in the opinion of the head of the institution, the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure, or where disclosure would clearly benefit the individual to whom the information relates.

During this reporting period, NSERC did not disclose any information under this section of the *Act*.

5.8 Corrections

Paragraph 12(2)(a) of the *Privacy Act* gives individuals a right to request a correction of personal information about them held by the federal government.

16 corrections were requested in the 2018–2019 reporting period and nine were completed. Seven requests for corrections were transferred to the next fiscal year.

5.9 Human Resources

The associated human resources specifically for the administration of the *Privacy Act* and related activities, for this reporting period, is estimated at 1.79 FTE, which is a 52% increase over the 1.18 FTE reported for the last reporting period (April 1st, 2017 to March 31st, 2018). The increase in resources was required to deal with the significant volume of requests from one individual.

During the current reporting period, NSERC had continued difficulties with staff and contractor turnover. While NSERC allocated the necessary financial resources for these resources, it was not able to find suitable candidates to staff the ATIP Coordinator on a permanent basis, nor for contract positions, due to the lack of qualified privacy consultants.

6. Complaints and Audits

6.1 Complaints

Applicants have the right to register a complaint with the OPC regarding any matter relating to the processing of a request.

During the reporting period, NSERC received one privacy complaint. The complaint was carried over to the next fiscal year.

6.2 Audits

No privacy audits were conducted during the reporting period.

6.3 Application/Appeals to the Federal Court or Federal Court of Appeal

There were zero applications or appeals to the Federal Court or Federal Court of Appeal under the *Privacy Act* during the 2018–2019 reporting period.

OFFICIAL DOCUMENT

DOCUMENT OFFICIEL

**NATURAL SCIENCES AND
ENGINEERING RESEARCH
COUNCIL OF CANADA**

**CONSEIL DE RECHERCHES EN
SCIENCES NATURELLES ET EN
GÉNIE DU CANADA**

DELEGATION OF AUTHORITY

DÉLÉGATION DE POUVOIRS

**ACCESS TO INFORMATION ACT
AND PRIVACY ACT**

**LOI SUR L'ACCÈS À
L'INFORMATION ET LOI SUR LA
PROTECTION DES
RENSEIGNEMENTS
PERSONNELS**

I, the President of the Natural Sciences and Engineering Research Council of Canada, pursuant to Section 73 of the *Access to Information Act* and the *Privacy Act*, hereby authorize employees of the Natural Sciences and Engineering Research Council of Canada, whose positions are set out in the attached Schedule, to carry out those of my powers, duties or functions under the Acts that are set in the Schedule in relation to those positions.

En ma qualité de président du Conseil de recherches en sciences naturelles et en génie du Canada et conformément à l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente les employés du Conseil de recherches en sciences naturelles et en génie du Canada dont les postes sont indiqués dans l'annexe ci-jointe à exécuter ces attributions en vertu des lois précisées dans l'annexe visant ces postes.

Dated at Ottawa

Fait à Ottawa

This 7th day of May, 2019

Ce ____ jour de _____



Dr. Digvir S. Jayas
(Interim President/Président par intérim)

Natural Sciences and Engineering Research Council of Canada

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
<i>Privacy Act</i>						
Disclosure to investigative bodies	8(2)(e)	yes	yes	yes		
Disclosure for research and statistics	8(2)(j)	yes	yes	yes	yes	yes
Disclosure in public interest clearly outweighs any invasion of privacy	8(2)(m)(i)	yes	yes	yes		
Disclosure in public interest, benefit of individual	8(2)(m)(ii)	yes	yes	yes		
Record of disclosure for investigations	8(4)	yes	yes	yes	yes	yes
Notify Privacy Commissioner of 8(2)(m)	8(5)	yes	yes	yes	yes	yes*
Record of consistent uses	9(1)	yes	yes	yes	yes	yes
Notify Privacy Commissioner of consistent uses	9(4)	yes	yes	yes	yes	yes
Personal information in banks	10(1)	yes	yes	yes	yes	yes
Notice where access is granted	14	yes	yes	yes	yes	yes
Extension of time limits	15	yes	yes	yes	yes	yes
Notice where access is refused	16	yes	yes	yes	yes	yes
Decision regarding translation	17(2)(b)	yes	yes	yes	yes	yes*
Conversion to alternate format	17(3)(b)	yes	yes	yes	yes	yes*
Refuse access – exempt bank	18(2)	yes	yes	yes	yes	yes
Refuse access – confidential information	19(1)	yes	yes	yes	yes	yes*
Disclose confidential information	19(2)	yes	yes	yes	yes	yes

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
Refuse access – federal-provincial affairs	20	yes	yes	yes	yes	yes*
Refuse access – international affairs, defence	21	yes	yes	yes	yes	yes*
Refuse access – law enforcement and investigation	22	yes	yes	yes	yes	yes*
Refuse access – security clearance	23	yes	yes	yes	yes	yes
Refuse access – person under sentence	24	yes	yes	yes	yes	yes
Refuse access – safety of individuals	25	yes	yes	yes	yes	yes*
Refuse access – another person's information	26	yes	yes	yes	yes	yes
Refuse access – solicitor-client privilege	27	yes	yes	yes	yes	yes
Refuse access – medical record	28	yes	yes	yes	yes	yes*
Receive notice of investigation	31	yes	yes	yes	yes	yes
Representation to Privacy Commissioner	33(2)	yes	yes	yes	yes	yes
Response to findings and recommendations of the Privacy Commissioner within a specified time	35(1)(b)	yes	yes	yes	yes	yes
Access given to complainant	35(4)	yes	yes	yes	yes	yes
Response to review of exempt banks	36(3)(b)	yes	yes	yes	yes	yes
Response to review of compliance	37(3)	yes	yes	yes	yes	yes
Request of court hearing in the National Capital Region	51(2)(b)	yes	yes	yes	yes	yes
Ex parte representation to court	51(3)	yes	yes	yes	yes	yes

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
Privacy Regulations						
Reasonable facilities and time provided to examine personal information	9	yes	yes	yes	yes	yes
Notification that correction to personal information has been made	11(2)	yes	yes	yes	yes	yes
Notification that correction to personal information has been refused	11(4)	yes	yes	yes	yes	yes
Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	13(1)	yes	yes	yes		
Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	14	yes	yes	yes		

*Indicates that the Access to Information & Privacy Coordinator may sign under this provision with approval of the President or other senior designates.



Statistical Report on the *Privacy Act*

Name of institution: Natural Sciences and Engineering Research Council

Reporting period: 2018-04-01 to 2019-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	19
Outstanding from previous reporting period	0
Total	19
Closed during reporting period	9
Carried over to next reporting period	10

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	1	1	0	0	0	2
Disclosed in part	0	1	4	0	0	0	0	5
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	2	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	0	3	5	1	0	0	0	9

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	5
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	1	1	0
Disclosed in part	2	3	0
Total	3	4	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	32	32	2
Disclosed in part	60	54	5
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	92	86	7

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	2	32	0	0	0	0	0	0	0	0
Disclosed in part	5	54	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
Total	7	86	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	4	0	0	0	4
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	4	0	0	0	4

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	1	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	1	1
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	1	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
0	0	0	0

Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	8
Requests for correction accepted	1
Total	9

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	1	0	0	0
Disclosed in part	4	0	2	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	5	0	2	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	5	0	2	0
Total	5	0	2	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	3	220	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	3	220	0	0
Closed during the reporting period	3	220	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	1	0	0	0	0	0	2
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	1	0	0	0	0	0	0	1
Total	2	1	0	0	0	0	0	3

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 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
1	1	0	0	2

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	\$73,928
Overtime	\$0
Goods and Services	\$39,381
• Professional services contracts	\$37,028
• Other	\$2,353
Total	\$113,309

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.00
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.36
Students	0.43
Total	1.79

Note: Enter values to two decimal places.

