



***2022–2023 Annual Report to Parliament  
Privacy Act***



Canadian Space Agency  
Agence spatiale canadienne

Canada 



Annual Report to Parliament – Privacy Act – 2023

Ce document est également offert en français sous le titre Rapport annuel au Parlement  
2022-2023 – Loi sur la protection des renseignements personnels - 2022

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Science and Industry, 2023

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## Introduction

The *Privacy Act* (the *Act*) came into effect on July 1, 1983.

It extends the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and provides individuals with a right of access to that information.

Pursuant to section 72, the head of every federal institution shall prepare an annual report on the administration of the *Act* within the institution. The reports are submitted to Parliament at the end of each fiscal year.

This report provides information on the activities of the Canadian Space Agency (CSA) related to the administration of the *Act* during the 2022-2023 fiscal year.

## Mandate of the Canadian Space Agency

To provide a better understanding of the context in which the *Act* is implemented at the CSA, this section gives an overview of the institution's objectives and activities.

The CSA reports to the Minister of Innovation, Science and Economic Development. Its mandate, as set out in the *Canadian Space Agency Act*, is “*to promote the peaceful use and development of space, to advance the knowledge of space through science and to ensure that space science and technology provide social and economic benefits for Canadians.*”

## Mission

The CSA is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.

To fulfil its mission, the CSA:

- pursues excellence collectively;
- advocates a client-centred attitude;
- supports employee-oriented practices and open communications;
- commits itself to both empowerment and accountability; and
- pledges to co-operate and work with partners for our mutual benefit.







The CSA has been a source of inspiration for Canadians since its creation in 1989. In addition to consolidating major federal space programs, it coordinates all the components of the Canadian Space Program and manages Canada's major space-related activities.

The new [Space Strategy for Canada](#) launched in 2019 highlighted the importance of space as a strategic national asset and identified harnessing space science and technology as a priority to solve important issues on Earth. This new plan allowed the CSA to undertake a series of initiatives to support the Canadian space industry so it can take full advantage of the growth in the global space sector, while ensuring that Canada keeps pace.

More information on the CSA's activities can be found at the following: <http://www.asc-csa.gc.ca>.

## Organizational Structure

### Delegations of Authority

Under the *Act*, the head of the CSA is the Minister of Innovation, Science and Economic Development. In June 2016, some of the powers under the *Act* were delegated by the Minister to the incumbents of the CSA positions of Vice-President, Chief Information Officer and Access to Information and Open Government Coordinator.

During 2020–2021, organizational changes were put in place, which resulted in the delegations of authority residing with the positions of the Chief Information Officer and the Access to Information Coordinator. Following these changes in September 2020, the Information Management and Technologies Directorate, of which the Office of Access to Information and Personal Information (ATIP) is a part, now reports directly to the President of the CSA.

The updated delegations of authority were approved by the Minister in May 2021 (see appendix). The appended grid on delegation of authorities identifies the powers delegated.

The Access to Information and Open Government Coordinator is overseen by the Cybersecurity & Information Management Director and is responsible for implementing the *Act* on a daily basis. The ATIP Office is comprised of the Access to Information and





Open Government Coordinator, an Access to Information Senior Officer and a Junior Access to Information Officer.

This office works closely with all sectors of the CSA to ensure the application of and compliance with the *Act*.

Lastly, the *Act* allows government institutions to provide services related to access to information to another government institution presided over by the same minister or under the responsibility of the same minister, or to receive such services themselves from any other such institution. However, no agreement for such services, as stipulated in section 73.1 of the *Act*, was entered into with any other government institution.

### **Evolving Role of the ATIP Office**

In 2016–2017, the ATIP Office was mandated not only to process requests under the *Act* and to report on its administration, but also to implement open government initiatives.

Open government is becoming a global priority in improving transparency and making information more readily available to the public. The Government of Canada is no exception in that regard and has implemented a series of commitments in which departments and agencies are taking part. Briefly, the goal is to release as much data and information as possible in a manner that is accessible, interoperable and publicly usable. This vision of transparency is closely linked to the vision for the application of the *Act*.

Further to a decision to link, access to information and open government and open science activities, the ATIP Office has become a one-stop shop for CSA employees wishing to share information and members of the public wishing to obtain information.

This innovative and effective pairing, which resulted from a centralization of activities, has made it possible for the CSA to optimize its acquisition and application of knowledge.

### **Request Processing Procedure**

When it receives a request under the *Act*, the ATIP Office consults the appropriate Office of Primary Interest (OPI) and, when necessary and appropriate depending on the case, Justice Canada, information-related communities of practice, Treasury Board Secretariat (TBS) or other institutions.





The ATIP Office uses an electronic ATIP request processing system to record the administrative actions taken, to review the records in question and to apply any exemptions and exclusions.

Once the documents have been analyzed and the consultations held, the ATIP Office recommends the application of the exemptions to the Chief Information Officer of the CSA, who is responsible for approving the communication of documents disseminated under the *Act*. The records in response to the requests are then sent to the requesters.

## Performance for 2022-2023

During the reporting period, the CSA processed 4 personal information requests (of which includes 2 requests carried over from previous fiscal year). Of the 4 requests processed, 100% received a response within the legislated time limits outlined in the *Act*.

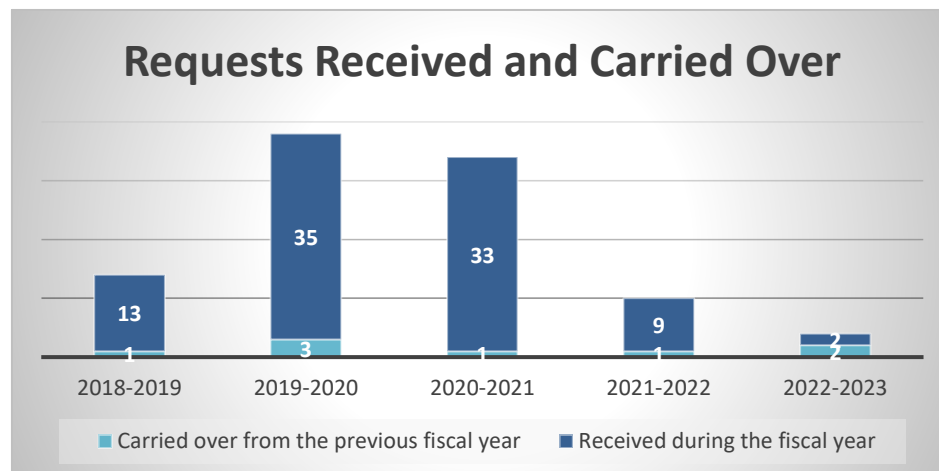
For more details about the processing of the requests, please consult the highlights of the statistical report below. The detailed statistical report for the period of April 1, 2022 to March 31, 2023 can be found in the appendix.

## Highlights of the 2022-2023 Statistical Report

### Requests Received and Processed

In 2022-2023, the CSA received 2 new requests which represents a decrease from the previous fiscal year 2021-2022 where 9 requests were received.

The following table illustrates the trend in requests received and carried over during the last five fiscal years:

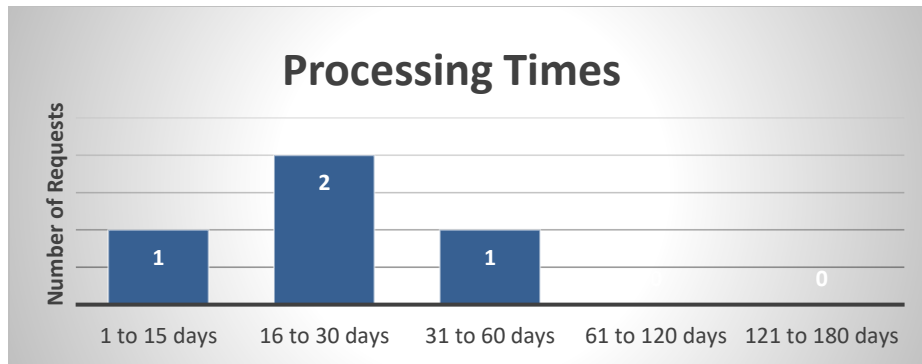




## Provisions and Processing Times

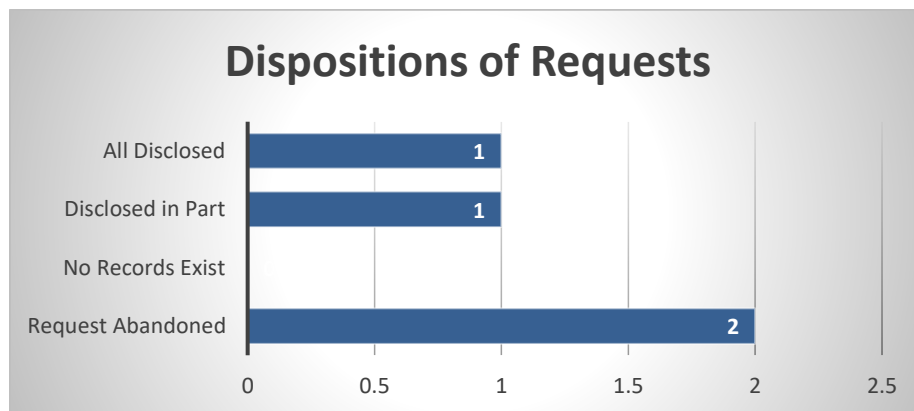
The *Act* stipulates responses to access and privacy requests must be provided within 30 calendar days. Additionally, the *Act* provides for the extension of processing times for some requests if, for instance, consultations must be held or if processing the requests would interfere with the operations of the government institution (for example, a large volume of requests).

Of the 4 requests processed in 2022-2023, 3 requests (75%) were processed within the first 30 calendar days timeframe, while the response for 1 request (25%) took more than 30 days. This 1 request was extended for the purpose of a consultation that could not have been carried out within the first 30 days.



Of the 4 requests processed this year, 1 request (25%) was disclosed in part, 1 request (25%) was fully released and 2 requests (50%) were abandoned by the requesters.

The following table presents all the dispositions invoked:







## Exemptions and Exclusions Invoked

For the 1 partially disclosed request, article 27 [solicitor-client privilege] was invoked.

## Format of Information Disclosed

Of the 2 requests answered this year, all were disclosed electronically.

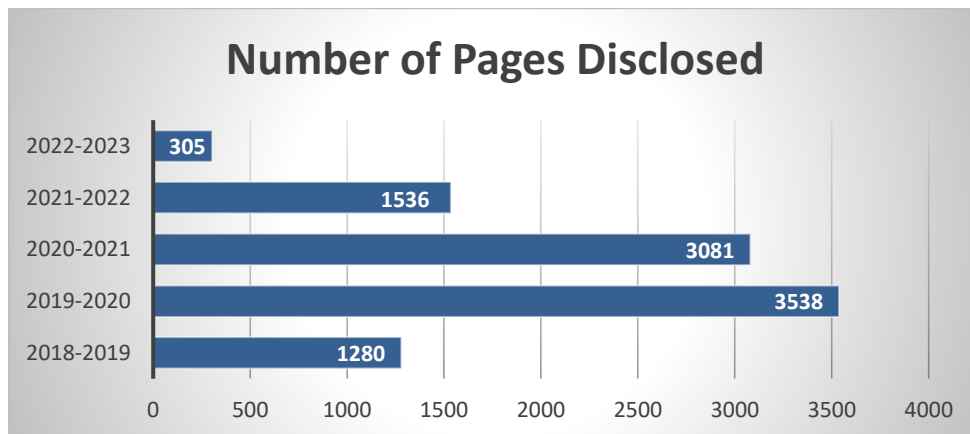
## Pages Reviewed and Disclosed

The number of pages disclosed can vary considerably from year to year, depending on the subject of the requests and the amount of relevant documents held by the CSA.

The number of pages processed during the year decreased. A total of 490 pages were processed, compared to 3297 the previous year. We also disclosed an average of 152 pages per file, while last year the average of pages disclosed was 192.

In total, 1 request contained less than a hundred pages and 1 request was between 101 and 500 pages.

The following table illustrates the fluctuation in the number of pages disclosed over the last five years:



## Consultations and Extensions

This year, 1 request was extended under paragraph 15 (a) (ii) - consultation. This request required consultations with other federal institutions, other organizations or Legal Services. The applicant for this request was notified of the extension of time, as specified by law. It is important to note that the same request may require consultations with more than one category.



## Consultations Received from Other Federal Institutions

It is uncommon for the CSA to receive consultation requests from other government institutions or organizations relating to personal information. In 2022-2023, the CSA did not receive any such requests.

## Administration Fees and Costs

For the reporting period, operating costs have been estimated at \$163,939. Of this amount, 97% of the costs were dedicated to salary with an amount of \$159,111. The cost of goods and services represented 3% (\$4,828). These expenses are related to the awarding of a contract in support of privacy assessments.

## Training and Awareness

In addition to managing requests, the ATIP Office provides all CSA employees with guidance and advice on complying with the Act. This guidance is presented to all CSA employees but also to targeted professional groups such as: Human Resources, Information Technology, Contracting/Procurement, etc. This ensures knowledge of common privacy principles but also tailored to the mandate of different CSA sectors.

This year the CSA benefited from the services of a consultant to deliver privacy awareness training throughout the Agency. More than 300 employees participated in 10 awareness sessions which covered the following topics:

- Privacy Awareness series: Privacy Protection 101
- Privacy Awareness series: Spotlight on Information Technology
- Privacy Awareness series: Spotlight on Human Resources
- Privacy Awareness series: Spotlight on Contracts

The purpose of these training sessions was to raise awareness concerning the role of employees and their responsibilities as they relate to the handling of personal information and the processing of privacy and access requests.

In addition to the courses offered above, employees were also invited to take the Access to Information and Privacy Fundamentals course (I015) given by the Canada School of





Public Service. This training is available through its corporate calendar of mandatory and optional training. In 2022-2023, a total of 5 learners participated in this training course.

Information sessions are also available on the processing of privacy requests at the CSA. This training session covers an overview of procedures and responsibilities during the processing of a request. In 2022-2023, one session was delivered to approximately 19 participants.

## Electronic Tools

The CSA continues to use the TBS's Online ATIP Request Service to receive requests. During 2022-2023, the ATIP Office participated in training and testing for the new TBS ATIP Online Access Management Portal. The implementation of this tool took place in July 2022.

The ATIP Office currently uses an access to information request management tool which was implemented in 2019-2020. After obtaining this tool, the ATIP Office was able to benefit from its functions which facilitated the production of reports and follow-up of access to information requests. Through TBS procurement, the ATIP Office is preparing for a new system to be implemented in 2023-2024.

## Policies, Guidelines, Procedures, and Initiatives

In 2022-2023, the Access to Information and Privacy Office created the 2022-2025 Privacy Awareness plan. This purpose of this framework is to guide the advancement of Privacy awareness at the Canadian Space Agency.

Within this framework, 5 principles were identified in the Privacy Awareness plan and are as follows:

1. Program Design and Delivery
2. Employee Outreach
3. Internal and External Controls
4. Risk Management and Compliance
5. Management of Privacy Breaches.





In each of the 5 principles mentioned above, the CSA ATIP Office identified multiple short, medium and long-term goals for each principle.

In 2022-2023, no changes were made to CSA's policies, guidelines and procedures for the administration of the *Privacy Act*. However, as part of this framework the CSA has initiated a full review of its internal webpage, privacy policies and continue to offer targeted awareness training to groups of interest (ie. Human Resources, Information Technology, etc.).

## Summary of Key Issues and Actions Taken with Respect to Complaints or Audits

No complaints were received by the CSA in 2022-2023.

### Compliance Monitoring

Deadlines on processing Privacy requests are tracked through the electronic ATIP request processing system. For CSA reporting purposes, weekly reports are sent to CSA senior management; Innovation, Science and Economic Development Canada; and other groups with interest in the subject of the request.

### Material Privacy Breach

A privacy breach involves improper or unauthorized collection, use, disclosure, retention, or disposal of personal information. In 2022-2023, there were no material privacy breaches.

### Privacy Impact Assessments

All government institutions that are subject to the *Act* and that create, sponsor or fund programs, projects or initiatives involving the collection, use or sharing of personal information, are responsible for conducting a Privacy Impact Assessment. TBS [\*Directive on Privacy Impact Assessment\*](#) supports institutions such as the CSA in this activity.

During 2022-2023, the CSA completed a privacy evaluation on the use of virtual staffing tools during recruitment and staffing processes. An executive summary of this evaluation can be found on the Canadian Space Agency's website at the following link: [Recruitment and Staffing Activities using Virtual Staffing Tools](#).





At the end of 2022-2023, one privacy assessment on the CSA's Junior Astronaut camp is ongoing. We expect this assessment to be completed in fiscal year 2023-2024.

## Disclosure in the Public Interest

Section 8(2)(m) of the Privacy Act allows the head of a government institution to disclose personal information without the consent of the individual concerned where, in his opinion, there are grounds for public interest would clearly justify a possible invasion of privacy, or where it is clearly in the best interests of the individual to do so. During the reporting period, the CSA did not disclose any personal information in accordance with this provision.

## Conclusion

The CSA Access to Information and Privacy Office continues to implement its mandate to respond to all requests for access to personal information in accordance with the *Privacy Act*.







# Delegation Order

Approved in May 2021

Canadian Space Agency

Agence spatiale canadienne

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

#### Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

The Minister of Industry, pursuant to subsections 95(1) of the *Access to Information Act* and 73(1) of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders

En vertu des paragraphes 95(1) de la *Loi sur l'accès à l'information* et 73(1) de la *Loi sur la protection des renseignements personnels*, le ministre de l'Industrie délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les articles des lois mentionnées en regard de chaque poste. Le présent arrêté de délégation remplace et annule tout décret antérieur.

#### Schedule / Annexe

<u>Position / Poste</u>	<u>Access to information Act and Regulations / Loi sur l'accès à l'information et règlements</u>	<u>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</u>
Chief Information Officer / Dirigeant principal de l'information	Full authority / Autorité absolue	Full authority / Autorité absolue
Coordinator Access to Information and Open Data / Coordonnateur, Accès à l'information et données ouvertes	Full authority / Autorité absolue	Full authority / Autorité absolue

Dated, at the City of Ottawa

Daté, en la ville d'Ottawa

This \_\_\_ day of \_\_\_\_\_, 2021

Ce \_\_\_ jour de \_\_\_\_\_ 2021

Minister of Industry

Ministre de l'Industrie





# Statistical Report on the *Privacy Act*

Government of Canada / Gouvernement du Canada

## Statistical Report on the *Privacy Act*

Name of institution: Canadian Space Agency

Reporting period: 2022-04-01 to 2023-03-31

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

#### 1.1 Number of requests received

		Number of Requests
Received during reporting period		2
Outstanding from previous reporting periods		2
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>4</b>
Closed during reporting period		4
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

#### 1.2 Channels of requests

Source	Number of Requests
Online	1
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>2</b>

### Section 2: Informal requests

#### 2.1 Number of informal requests

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

#### 2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>0</b>

#### 2.3 Completion time of informal requests

Completion Time							
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
0	0	0	0	0	0	0	0

#### 2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0





**Section 3: Requests Closed During the Reporting Period**

**3.1 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	1	0	0	0	0	0	0	1
Disclosed in part	0	0	1	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	0	0	0	0	0	0	0	0
Request abandoned	0	2	0	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>

**3.2 Exemptions**

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	1
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

**3.3 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

**3.4 Format of information released**

Paper	E-record	Electronic			Other
		Data set	Video	Audio	
0	2	0	0	0	0

**3.5 Complexity**

**3.5.1 Relevant pages processed and disclosed for paper and e-record formats**

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
490	305	4

**3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests**

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	1	2	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	488	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	2	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>3</b>	<b>2</b>	<b>1</b>	<b>488</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**3.5.3 Relevant minutes processed and disclosed for audio formats**

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0





3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	1	0	0	1
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>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	4
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0





3.7.2 Request closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline 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

3.8 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

**Section 4: Disclosures Under Subsections 8(2) and 8(5)**

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

**Section 5: 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

**Section 6: Extensions**

6.1 Reasons for extensions

Number of extensions taken	Further review required to determine exemptions	15(a)(i) Interference with operations			15 (a)(ii) Consultation			15(b) Translation purposes or conversion
		Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1	0	0	0	0	0	0	1	0

6.2 Length of extensions

Length of Extensions	Further review required to determine exemptions	15(a)(i) Interference with operations			15 (a)(ii) Consultation			15(b) Translation purposes or conversion
		Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	1	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	1	0

**Section 7: Consultations Received From Other Institutions and Organizations**

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0







7.2 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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Section 8: Completion Time of Consultations on Cabinet Confidences**

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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>	<b>0</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>	<b>0</b>

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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>	<b>0</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>	<b>0</b>

**Section 9: Complaints and Investigations Notices Received**

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

**Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)**

10.1 Privacy Impact Assessments

Number of PIAs completed	1
Number of PIAs modified	0





## 10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	8	0	0	0
Central	50	0	0	0
<b>Total</b>	<b>58</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Section 11: Privacy Breaches**

## 11.1 Material Privacy Breaches reported

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

## 11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	1
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**Section 12: Resources Related to the Privacy Act**

## 12.1 Allocated Costs

Expenditures	Amount
Salaries	\$159,111
Overtime	\$0
Goods and Services	\$4,828
• Professional services contracts	\$4,828
• Other	\$0
<b>Total</b>	<b>\$163,939</b>

## 12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.800
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.005
Students	0.000
<b>Total</b>	<b>1.805</b>

Note: Enter values to three decimal places.