



Canadian Air Transport  
Security Authority

Administration canadienne  
de la sûreté du transport aérien

# Annual Report on the Administration of the *Privacy Act*

Canadian Air Transport Security Authority

2013-2014





## I - INTRODUCTION

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

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

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

## II – THE CANADIAN AIR TRANSPORT SECURITY AUTHORITY- MANDATE

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

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

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

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



### III- IMPLEMENTATION OF THE *PRIVACY ACT* AT CATSA

Responsibility for processing requests received under the *Privacy Act* rests with the Manager, Program Coordination, who is also the organization's Access to Information and Privacy (ATIP) Coordinator. The ATIP Coordinator reports directly to the Vice-President, Human Resources and Corporate Affairs, who serves as CATSA's Chief Privacy Officer (CPO). There are four positions related to Privacy: the Vice-President, the ATIP Coordinator, the Privacy Advisor and the Senior ATIP Advisor.

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

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

During 2013-2014, CATSA regularly engaged the OPC to discuss new initiatives potentially impacting privacy. On January 31, 2014, CATSA submitted its response to the OPC's 2011 audit report [\*Privacy and Aviation Security: An Examination of the Canadian Air Transport Security Authority\*](#). CATSA has addressed all 12 of the OPC recommendations, including establishing Retention and Disposition Schedules (RDS) for the passenger related personal information collected pursuant to CATSA's mandate.

## IV - DELEGATION OF SIGNING AUTHORITY

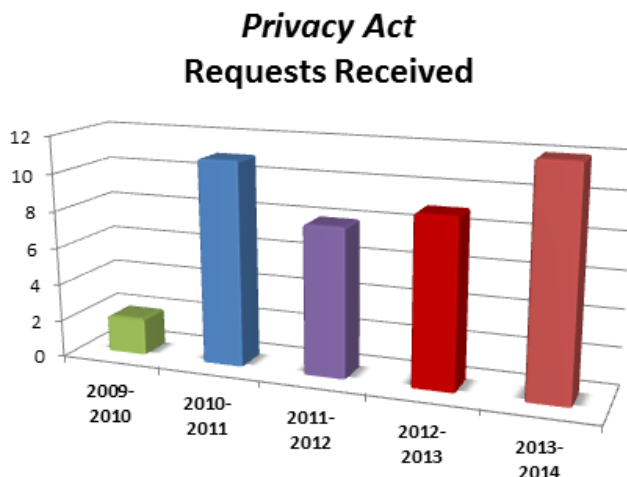
In accordance with section 73 of the *Privacy Act*, a delegation order, signed by CATSA's President and Chief Executive Officer (CEO), designates the person holding the positions of ATIP Coordinator to exercise and perform the privacy duties on behalf of the organization. The delegation order was issued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

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

## V- STATISTICAL REPORT INTERPRETATION

### *Privacy Act* Requests Received and Completed

In 2013-14, CATSA received 12 *Privacy Act* requests, a slight increase from the nine requests CATSA processed in the previous reporting period. No files were carried over from the previous fiscal year. All requests were completed by March 31, 2013, and none were carried forward into fiscal year 2014-2015. Of the 12 *Privacy Act* requests completed during fiscal year 2013–2014, CATSA processed 461 pages, an average of 39 pages per request.



### Multi-Year Trend

Over the past number of years, the number of *Privacy Act* requests submitted to CATSA has fluctuated from a low in 2009-2010 of two files to the current high in this fiscal year of 12 requests.

In 2010-2011, CATSA received 11 requests, eight requests in 2011-2012 and nine requests in 2012-2013.

One of the main reasons for CATSA *Privacy Act* requests is that members of the travelling public wish to know if CATSA has any of their personal information on file. A gradual increase in the number of *Privacy Act* requests is anticipated in the coming years since the number of people travelling by air rises annually.

## Completion Time

Of the 12 *Privacy Act* requests completed, CATSA was successful in responding to 92% of the requests within the statutory time frame (within 30 days or less). This result demonstrates CATSA's commitment to ensuring that all reasonable efforts are made to complete its requests in a timely manner.

CATSA's ATIP office completed its 12 requests within the following time frames during the 2013-2014 fiscal year:

- 11 completed in 0 to 30 days
- 1 completed in 31 to 60 days

## Disposition of Completed Requests

Of the 12 requests completed, nine of the files were disclosed in part. In all cases, where disclosure was made, copies were provided. Besides this, CATSA was unable to process three requests because there were no records.

## Exemptions Invoked

Where access was denied, these reasons were cited:

<u>Reason</u>	<u>Number of Cases</u>
• Law enforcement and investigation (S. Art 22)	8
• Personal information (S. Art 26)	7

## Extensions

For the 12 requests completed in 2013-14, only two extensions were necessary.

## Consultations

CATSA received one *Privacy Act* consultation from another government institution in fiscal year 2013-2014.

The full Statistical Report on the Administration of the *Privacy Act* is attached as [Annex B](#).



## VI- TRAINING

During the reporting period, CATSA's Privacy Advisor completed the Communication Security Establishment's course entitled IT Security Risk Management: A Lifecycle Approach (ITSG-33).

The Privacy Advisor delivered customized privacy training sessions to CATSA's Client Satisfaction Group, Security Operations Centre, Human Resources and other CATSA staff (41).

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

Over the course of the year, the Privacy Advisor has consistently provided one on one support to employees in order to clarify the Authority's expectations with regard to the protection of privacy and support them in their implementation of the *Act*.

## VII – POLICIES, GUIDELINES AND PROCEDURES

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

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

## VIII- SIGNIFICANT CHANGES TO THE AUTHORITY

In response to the 2011 OPC audit report *Privacy and Aviation Security: An Examination of the Canadian Air Transport Security*, CATSA has addressed all 12 of the OPC recommendations (10 fully implemented and two substantially implemented), including establishing retention and disposal schedules for the passenger personal information it collects pursuant to its mandate. In addition, CATSA strives to incorporate the legislative obligations under the *Privacy Act* and the 10 principles of the Canadian Standards Association Model Code into every program, activity or system that it develops.

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



## IX– PRIVACY IMPACT ASSESSMENTS

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

During this reporting period, CATSA completed five PIAs.

- 1. Automated Randomizer Technology Trial:** The Automated Randomizer Technology trial was a six week trial at the Winnipeg International Airport during the spring of 2013. The trial tested a standalone system automating the random selection process for passenger PBS. Passengers were required to scan their boarding pass at an automated gate and were randomly allocated for PBS. A PIA summary was posted on the CATSA website at: [http://www.catsa.gc.ca/sites/default/files/imce/ART\\_PIA\\_Summary\\_EN.pdf](http://www.catsa.gc.ca/sites/default/files/imce/ART_PIA_Summary_EN.pdf)
- 2. Screening Officer Performance Event Process:** CATSA may vary, suspend or cancel the certification of a Screening Officer who do not meet the competency requirements for their certification. When a Screening Officer fails to meet their competency requirements it will result in a Performance Event. A PIA was completed to ensure the Screening Officer Performance Event Process is compliant with the Privacy Act and the *Fair Information Principles*. A PIA summary was posted on the CATSA website at: [http://www.catsa.gc.ca/sites/default/files/imce/2\\_PE\\_PIA\\_Summary\\_EN.pdf](http://www.catsa.gc.ca/sites/default/files/imce/2_PE_PIA_Summary_EN.pdf)
- 3. Info Net:** Info Net is an online portal that facilitates the exchange of information between CATSA and its third party Screening Contractors. Info Net is expected to simplify and automate the existing ad hoc exchange of information between CATSA and its third party Screening Contractors. A PIA summary was posted on the CATSA website at: [http://www.catsa.gc.ca/sites/default/files/imce/InfoNet\\_PIA\\_Summary.pdf](http://www.catsa.gc.ca/sites/default/files/imce/InfoNet_PIA_Summary.pdf)
- 4. Skillport Learning Management System Trial:** Skillport is a cloud-based Learning Management System CATSA's Human Resources Program intends to conduct a trial in 2014-2015 as part of its training and development program for all CATSA employees. Screening Officers who are employed by third party Screening Contractors will not be included in the trial. CATSA is awaiting feedback from Office of the Privacy Commissioner on this PIA, and once received, will post a summary on the CATSA website.
- 5. Threat Image Projection System Performance Program:** The TIPS Performance Program is designed to monitor and assess Screening Officer and Screening Contractor performance and to enhance security screening effectiveness. CATSA is awaiting feedback from Office of the Privacy Commissioner on this PIA, and once received, will post a summary on the CATSA website.

PIA summaries are made available on the Corporate Publications section of the CATSA website: [www.catsa.gc.ca](http://www.catsa.gc.ca).



## **X – PERSONAL INFORMATION BANKS**

During this reporting period, CATSA registered one new Personal Information Bank with the Treasury Board Secretariat:

1. Screening Officer Time Tracking and Screening Contractor Invoice Processing

In addition, the following four Personal Information Banks were modified:

1. Boarding Pass Security Screening
2. Passenger and Non-passenger Complaint and Claim Reporting
3. Aviation Security Incident Reporting
4. Learning Management

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

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

## **XII- COMPLAINTS**

During the reporting period, two privacy complaints were received from one individual. This represents a slight increase as there were no complaints received by CATSA during either the 2011-2012 or 2012-2013 reporting year.

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





## **ANNEXES**

A: Delegation Order

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



Canadian Air Transport  
Security Authority

Administration canadienne  
de la sûreté du transport aérien

President and  
Chief Executive Officer

Président et  
Chef de la direction

99 Bank Street  
13<sup>th</sup> Floor  
Ottawa, Ontario  
K1P 6B9

99, rue Bank  
13<sup>e</sup> étage  
Ottawa (Ontario)  
K1P 6B9

*Our file / Notre référence*  
*RDIMS # 49045*

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

*Privacy Act*  
Delegation of Authority

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

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

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

Signé à Ottawa, Ontario, Canada le 19 Janvier 2012  
Signed in Ottawa, Ontario, Canada this 19<sup>th</sup> day of January 2012

Canada



**ANNEXE A / SCHEDULE 'A'**

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

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

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

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

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

**Statistical Report on the *Privacy Act***Name of institution: Canadian Air Transport Security AuthorityReporting period: 4/1/2013 to 3/31/2014**PART 1 – Requests under the *Privacy Act***

	Number of Requests
Received during reporting period	12
Outstanding from previous reporting period	0
<b>Total</b>	<b>12</b>
Closed during reporting period	12
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	1	7	1	0	0	0	0	9
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	1	0	0	0	0	0	3
Request abandoned	0	0	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</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)	8	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	7
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	0	22.3	0		

## 2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
69(1)(a)	0	70(1)(a)	0	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	0	70(1)(f)	0
				70.1	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	9	0	0
<b>Total</b>	9	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	461	376	9
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0

### 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	8	279	1	97	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
Abandoned	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	8	279	1	97	0	0	0	0	0	0



### 2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
<b>Total</b>	0	0	0	0	0

### 2.6 Deemed refusals

#### 2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
0	0	0	0	0

#### 2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<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 subsection 8(2)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Total
192	0	192

## PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	0

## PART 5 – Extensions

### 5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	1	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	1	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	2	0	0	0

### 5.2 Length of extensions

Length of extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	2	0	0	0
<b>Total</b>	2	0	0	0

## PART 6 – Consultations received from other institutions and organizations

### 6.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	1	1	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	1	1	0	0
Closed during the reporting period	1	1	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 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	than 365 days	
Disclose entirely	1	0	0	0	0	0	0	1
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>	1	0	0	0	0	0	0	1

### 6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							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	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>	0	0	0	0	0	0	0	0

## PART 7 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
<b>Total</b>	0	0

## PART 8 – Resources related to the *Privacy Act*

### 8.1 Costs

Expenditures		Amount
Salaries		\$94,480
Overtime		\$0
Goods and Services		\$0
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$94,480</b>

### 8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	1.00	3.00	4.00
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
<b>Total</b>	1.00	3.00	4.00





