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Solicitor General
Canada

Solliciteur général
Canada

ACCESS TO INFORMATION
AND PRIVACY
ANNUAL REPORTS

MINISTRY OF THE SOLICITOR GENERAL

APRIL 1, 1984 TO MARCH 31, 1985

Canada

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**ACCESS TO INFORMATION AND PRIVACY
ANNUAL REPORTS**

**MINISTRY OF THE SOLICITOR GENERAL
APRIL 1, 1984 TO MARCH 31, 1985**

Solicitor General
of Canada



Solliciteur général
du Canada

The Honourable L'honorable

Elmer MacKay

JUN 25 1985
JUN 25 1985

Dr. C.B. Koester
Clerk of the House of Commons
Room 228-N
House of Commons
Ottawa, Ontario
K1A 0A6

Dear Dr. Koester:

Re: Annual Reports on the Access to Information Act
and the Privacy Act - April 1, 1984 to March 31, 1985

In accordance with s. 72 of the Access to Information Act, and s. 72 of the Privacy Act, the above noted reports are to be tabled before the Senate and the House of Commons within three months after the financial year in respect of which they are made. For that reason please find one copy of the two reports attached.

Copies of these reports have also been forwarded to the Clerk of the Standing Committee on Justice and Legal Affairs.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Elmer MacKay'.

Elmer MacKay, P.C., O.C., M.P.

Attach.

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PREFACE

MINISTRY OF THE SOLICITOR GENERAL

The Department of the Solicitor General was established in 1966 when Parliament enacted the Department of the Solicitor General Act which assigned to the Solicitor General responsibility and accountability for the management and direction of reformatories, prisons, penitentiaries, parole, remissions, and the Royal Canadian Mounted Police.

By 1973, evolutionary additions and changes to these responsibilities resulted in the Department's reorganization into a Ministry, incorporating the Secretariat, the Royal Canadian Mounted Police, the Correctional Service of Canada, the National Parole Board and the Office of the Correctional Investigator. In 1984, the Canadian Security Intelligence Service was added to the organization of the Ministry. Specific mandates of the Ministry's agencies are as follows:

The **Secretariat's** primary role is to develop and coordinate the policy of the Ministry. It is also responsible for the development and coordination, at the federal and federal-provincial levels, of the programs related to the four main functional areas: criminal justice, corrections, law enforcement and national security.

The **Royal Canadian Mounted Police (RCMP)** has a mandate to enforce Canadian laws, prevent crime and maintain peace, order and security. Aside from providing investigative and protective services to other federal departments and agencies, the RCMP also assists provinces, municipalities and territories under contract, to prevent and detect crime and to maintain law and order.

The **Correctional Service of Canada (CSC)** administers the sentences of the courts concerning offenders sentenced to two years or more as well as the decisions of the National Parole Board affecting their release. It is responsible for the custody of inmates, their health care, education, training and employment and also provides inmate counselling and personal development programs.

The **National Parole Board (NPB)** has exclusive authority to grant, deny and control the conditional release of persons serving sentences of imprisonment in federal institutions and provincial jails in those provinces that do not have provincial parole board. It has the power to revoke the release of any individual who has breached any of the conditions of parole. Furthermore, the NPB makes investigations and recommendations for pardon and for the exercise of the Royal Prerogative of Mercy.

The **Office of the Correctional Investigator (OCI)** has the mandate to investigate complaints from or on behalf of incarcerated persons and report upon problems identified; in essence, acting as an ombudsman, the Investigator endeavours to resolve complaints by administrative action.

The Canadian Security Intelligence Service (CSIS) collects, analyses and retains information and intelligence respecting activities that may on reasonable grounds be suspected of constituting threats to the security of Canada. It reports to and advises the Government of Canada in relation to those activities. Within the framework of this mandate, the Service may be asked to provide security assessments to federal departments, to the government of a province or any of its department, to any police force in a province or to the government of a foreign state, an international organization of states or any one of their institutions.

For the purposes of the Access to Information and Privacy Acts, the agencies described above have been designated as "other agencies". As such, the Solicitor General has designated certain officials within each agency to exercise or perform some of the powers, duties or functions of the head of the institution. (A summary of the delegation orders can be found in the annexes to the two reports which follow.)

Each agency maintains its own information banks and is autonomous in terms of the administration of both Acts, institutional policies and ATIP Units.

NOTE:

Annexes 1 and 14 provide information on requests received by the agencies of the Ministry of the Solicitor General, regarding Access to Information and Privacy, respectively.

ORGANIZATION AND IMPLEMENTATION

DEPARTMENTAL ORGANIZATION OF ATIP ACTIVITIES

I. MINISTRY SECRETARIAT

Under the direction of the Senior Assistant Deputy Solicitor General, the **Ministry Secretariat** ATIP Unit is comprised of two officers and one clerk, all of whom are dedicated, on a full time basis, to the administration of the Access to Information and Privacy Acts. The ATIP Coordinator is the officer responsible for the processing of all requests to the Secretariat. The Coordinator maintains a close relationship with Secretariat Legal Services in the resolution of differences of interpretation and the review of departmental positions in cases before the courts. In addition, the Coordinator also provides guidance and assistance to departmental managers and oversees all administrative aspects of both Acts.

Access to Information and Privacy Process

Upon receipt, all requests are date-stamped and forwarded that day to the ATIP Unit for review/processing. The request is acknowledged and a memorandum is sent to each registry requesting that all records relevant to the request be provided within 24 hours to the ATIP Unit. As a matter of practice, managers are routinely consulted concerning the retrieval of and disclosure or non-disclosure of the requested records. Where it is determined that access is to be denied, an injury test is developed in consultation with the managers, in support of that determination. The Request for Exemption Form is then approved by the official who has received the appropriate delegation.

Consultation is initiated for any records originating or having a direct impact on the operations of another institution. This practice accounts for 95% of all extensions. Similarly, approximately 5% of the workload consists of consultation requests received by the Secretariat from other institutions. When it is determined that a request is of greater interest or should have been directed to another institution, efforts are made to transfer the request as soon as possible, with the agreement of the other institution to process the request within the 30 day time limit.

Administrative Documentation

All records relating to the processing of a given request are filed in the records access request file. In addition to recording each step in the processing of a request on the tracking document, the ATIP Unit is advised in writing of the efforts made to locate the records.

II. ROYAL CANADIAN MOUNTED POLICE (RCMP)

The RCMP established the Information Access Directorate to provide a centralized response to all of the requirements of the Access to Information and Privacy Acts. The Director is the Access to Information and Privacy Coordinator whose duties include responsibility for administering the legislation and signing exemptions within his delegated authority. The Directorate consists of two Branches; the Policy, Planning and Research Branch and the Disclosures Branch. All resources are committed full time to the administration of the legislation.

The majority of the staff of the Directorate are experienced policemen. They are able to recognize sensitive law enforcement information which, if inadvertently released, could have grave consequences to the conduct of lawful investigations and our relations within the law enforcement community. The Force is aware that the presence of policemen as reviewers is helpful in preserving its credibility within this community.

In addition to responding to access requests from the public, the Information Access Directorate is responsible for developing policies as required by the legislation and for reviewing all RCMP policies and practices to ensure they conform with the requirements of the Acts.

III. CORRECTIONAL SERVICE OF CANADA (CSC)

Given the lack of resources of the CSC and the very high volume of requests for personal information, it is essential that the access to information and privacy staff devote themselves entirely to the administration of the Privacy Act. Therefore, no full time resources can be exclusively allocated to Access to Information; a few analysts devote part of their time to Access as need be and in accordance with the number of requests received.

Likewise, the Coordinator, while being responsible for the administration of both Acts, inevitably devotes a much greater part of his time to the Privacy Act as same generates a considerable volume of requests whereas the volume of requests under the Access to Information Act is comparatively smaller.

IV. NATIONAL PAROLE BOARD (NPB)

During the later part of the year, the NPB proceeded with a major structural reorganization in respect of the processing of access requests under the Privacy Act for parole case files (the

bulk of the Board's workload). This resulted in a recentralization at National Headquarters of most of the operations related to this aspect of the privacy program. The Board's intent in doing so was to reduce the costs involved as well as the processing time.

All of the work involved in processing access requests under both the Privacy Act and the Access to Information Act is now done by a small National Headquarters Unit (4.5 person-years) in addition to the Program Coordinator who reviews and approves each individual request. This Unit is also responsible for matters such as the development of policy, the monitoring of its application and the liaison with officials of other departments and the offices of the Privacy and Information Commissioners.

V. OFFICE OF THE CORRECTIONAL INVESTIGATOR (OCI)

The OCI has assigned to the Administrative Assistant responsibility associated with the position of Coordinator, on a part-time basis, in view of the limited impact of legislation. To date, there has been no requirement for legal services, nor for consultation with other institutions.

VI. CANADIAN SECURITY INTELLIGENCE SERVICE (CSIS)

As the CSIS was in a state of organization with many problems to overcome, staffing being one of them, there was insufficient time or resources to ensure that a formally structured Unit, to handle access requests, was in place. On July 16, 1984, there was a nucleus of 7 individuals who were dedicated to the processing of access requests, however, by the end of 1984 this number had dropped to 5 due to transfers and resignations.

To ensure that the requirements of the Acts were complied with, one individual assumed the role of Coordinator but had no delegated authority. His role was to ensure that access requests were responded to, descriptions of information banks were prepared for inclusion in the Personal Information Index/Access Register and to make preparations for the establishment of a formal unit and its staffing.

Access to Information and Privacy Process

When a request is received, it is stamped with the date and pertinent facts are logged on a statistical sheet. A request file is opened, and in a Privacy Act request, a search is made of our indices for any file on an individual. If there is a file held, it is obtained and provided to the Coordinator along

with the request file. The file is then assigned to a reviewer/analyst, who is responsible for processing the material. If during the processing, material is noted originating from another government institution, it is the responsibility of the analyst to refer it to that institution for consultation. This is done by providing copies of the material to the institution for their comments. If a contentious issue arises in the processing of the file, Legal Services is consulted and a legal opinion obtained.

When the material is processed and exemptions have been applied, the material is then forwarded to the Director General, Information Management or the Deputy Director Services for signature of the exemption application forms and the memorandum releasing the personal information to the requestor. If no exemptions are applied, the memorandum is signed by the Coordinator. Release of information under the Privacy Act is made by forwarding the information to the requestor by registered mail.

Basically, the same routine is followed when processing an Access to Information Request, except that the reviewer/analyst is responsible for the search and retrieval of records pertaining to the request.

Administrative Documentation

To maintain a record of administrative actions, a processing log sheet is attached to each file that is opened. It is the responsibility of the reviewer/analyst to maintain a record of the time spent in processing the request. Copies of completed exemption application forms are also retained on file. A log is also maintained to capture statistical data for the quarterly reports.

ATIP IMPLEMENTATION

I. MINISTRY SECRETARIAT

Familiarization/Training

In the Ministry Secretariat, preparations are underway for the presentation of a briefing session to departmental managers, in June 1985, to familiarize them with the requirements/implications of the legislation and their responsibilities vis-à-vis both Acts.

Public Reading Room

Located on the ground floor of the Sir Wilfrid Laurier Building, 340 Laurier Avenue West, Ottawa, the Ministry of the Solicitor General Public Reading Room provides members of the public with easy access to a wide range of policy, administrative and operational manuals which employees of the Ministry use to administer current government programs. To supplement the information contained in these manuals, the Public Reading Room maintains a current supply of Ministry publications covering various aspects of the Criminal Justice System in Canada. Ministry policies are thus complemented by available published information in order that members of the public receive, to the greatest extent possible, a timely and complete response to their request.

The Public Reading Room is open to members of the public from 10:00 a.m. to 3:00 p.m. The fact that the ATIP Unit is physically located in the Reading Room ensures that the necessary expertise is always available to visitors, whether it be to assist them in the completion of access to information or privacy requests or, to provide elaboration/interpretation on various aspects of the legislation.

In accordance with Access to Information Regulation 7(1)(i), a coin-operated photocopier is available to the public at a charge of 25 cents per copy, for anyone wishing to copy any page(s) of the manual(s).

Records Management

Original descriptions of classes of records and personal information banks were built around existing record holdings. Prior to implementation of both Acts, the system was reviewed to modify the recording of information in order to ensure that searches were more precise and accurate. In order to facilitate

this process, an EDP system was incorporated to permit the recording of selective correspondence by originator, date, recipient, file number and subject. Records Management training was and continues to be provided in-house to Records staff.

Committees

The Ministry Coordinating Committee is responsible for the deliberation and resolution of contentious or precedent-setting issues with impact on Secretariat/agency operations. It also provides a forum for the discussion of Ministry performance in relation to the administration of both Acts. Chaired by the Senior Assistant Deputy Solicitor General, Police and Security, its other members include the ATIP Coordinators of the Secretariat and each agency. The Committee meets on an ad hoc basis.

The Secretariat Records Advisory Committee was created to oversee records management in relation to the provisions of the Access to Information and Privacy Acts. Its main thrust is to examine retention and disposal schedules, recommend modifications to existing records management policies and procedures, as well as resolve records management problems in general. The Committee meets on an ad hoc basis and is chaired by the Chief, Records and Mail Management. Its other members include the Secretariat ATIP Coordinator and the Administrative Officer, Police and Security Branch as well as representatives from all Secretariat Branches.

II. ROYAL CANADIAN MOUNTED POLICE (RCMP)

Education and Training

The training of our operational and administrative personnel on how the Act impacts on their duties has been very time-consuming. This has taken place at division and directorate levels to ensure awareness and compliance with the Access to Information Act. The preparation of Manuals for inclusion in the Reading Rooms has also been time-consuming in order to comply with section 71 of the Act.

Reading Rooms

All RCMP Manuals affecting the public will be available by July 1, 1985. Reading Rooms are located at Division Headquarters at St. John's, Halifax, Charlottetown, Fredericton, Montreal, Toronto, Winnipeg, Regina, Edmonton, Vancouver, Yellowknife, Whitehorse, and Ottawa at 340 Laurier Avenue West. Manual content is updated on a regular basis, as required.

III. CORRECTIONAL SERVICE OF CANADA (CSC)

Reading Rooms

Last year, the CSC mentioned that arrangements were being made for the installation of 25 Reading Rooms throughout Canada. To this end, a review of all manuals and documents intended for public and inmate access was to take place in order to apply the exemptions process.

The majority of manuals and documents intended for public access have been reviewed and are ready for distribution.

The project is developing and the Correctional Service of Canada should make Reading Rooms available to the public in suitable areas throughout Canada in the near future.

IV. NATIONAL PAROLE BOARD (NPB)

The NPB has now resolved all of the transitional problems associated with the coming into force of the legislation as reported in the last Annual Report. It has successfully put into place the proper mechanisms to meet the requirements of the legislation.

Reading Rooms

The NPB has six (6) Reading Rooms, one of which is located at its National Headquarters in Ottawa; in addition, one Reading Room was established in each of the NPB's five (5) Regional Offices (Moncton - Atlantic, Montreal - Quebec, Kingston - Ontario, Saskatoon - Prairies, Burnaby - Pacific).

V. OFFICE OF THE CORRECTIONAL INVESTIGATOR (OCI)

At this time, no training session for staff is anticipated by the OCI. The Office has material in the Public Reading Room of the Ministry, located, as mentioned previously, on the ground floor of the Sir Wilfrid Laurier Building. It also has a small area which could be used when applicants choose to examine originals in a government's office. This area has not been used to date.

VI. CANADIAN SECURITY INTELLIGENCE SERVICE (CSIS)

Education and Training

Prior to the formation of CSIS in July 1984, a briefing on both Acts was given to the majority of personnel of the RCMP Security Service across Canada. Most of the former Security Service personnel are now members of CSIS. Additionally, presentations are being provided to new inductees to the Service, as part of their basic intensive training course.

Public Reading Rooms

A Reading Room has not been established, either at National Headquarters or in the various regions. This is not expected to happen in the near future, as CSIS is presently sharing RCMP accommodation, and space is not available.

The manuals used by CSIS are presently those that were in use by the former Security Service. As they are being rewritten to reflect the changes in policies and procedures brought about by our new mandate contained in the CSIS Act, they will not be in a Reading Room by the due date of July 1985. It is felt that not all of the information contained in these old manuals is pertinent to the new Service, and could be misleading to a researcher. As manuals are produced, they will be placed in the Reading Room that has been established at the Ministry of the Solicitor General, on Laurier Avenue, in Ottawa.

Records Management

No changes were made to the records management system in preparing input to the Access Register and Personal Information Index.

PART I

ACCESS TO INFORMATION

Chapter 1

1.1 MINISTRY SECRETARIAT

1.1.1 STATISTICAL REPORTS - INTERPRETATION/EXPLANATIONS

The Secretariat received 28 requests under the Access to Information Act, 18 of which were completed during the reporting period. The disposition of these requests is as follows:

All disclosed	2
Disclosed in part	1
Excluded	1
Exempt	1
Transferred	3
Unable to process	4
Insufficient information	3
Does not exist	3

18

Please refer to Annex 2 for the complete statistical report.

Four extensions were required to complete the consultation process with other Federal Government institutions.

Eleven requests were carried forward as eight were received in March (toward the end of the reporting period), and three were received in February but required extensions which carried them into April 1985.

Two requestors in the "unable to process" category did not forward the \$5.00 application fee and the other two requested personal information.

The Secretariat received one fee waiver request but it was not approved.

Expenses are generally personnel oriented. As an estimate, those costs are in the neighbourhood of \$29,000. A further expense of \$23,000. was incurred in the administration of the Access to Information Act.

The 28 requests received by the Secretariat can be broken down into the following categories:

Media	40%
Academic	5%
Business	5%
Other Organizations (i.e. unions, non-profit orgs.)	25%
Public	25%

1.1.2 FORMAL/INFORMAL INTERFACE

Since the introduction of the Access to Information Act, few changes have been introduced in terms of the handling of informal inquiries. Consistent with its responsibilities, the Communications Branch continues to release published information. Where a request is received for documents which fall under the ambit of the Act, the Secretariat ATIP Unit is advised forthwith of the nature of the request. Requestors are then informed of the formal procedures to be used in submitting a request.

Since its inception on June 29, 1984, to the end of the reporting period, the Ministry of the Solicitor General Public Reading Room has assisted 470 individuals in securing timely and accurate information. The Secretariat is leaning towards the view that the abundance of information in the Reading Room has had an impact on reducing the number of formal requests to the Ministry. Through the Reading Room time and money involved in processing a request are saved, and members of the public do not have to pay the \$5.00 application fee and wait until processing is completed to secure particular types of requested information. This ensures maximum efficiency and effectiveness in every respect.

1.1.3 INSTITUTIONAL POLICIES

The Secretariat has developed a fee policy for Ministry-wide application, in order to ensure a consistent approach to the question of fees throughout the Ministry. While it was expected that resources would be devoted to policy development, the complexity of the requests to be processed has significantly increased this Unit's workload and did not permit the development of other policies.

1.1.4 DELEGATION INSTRUMENTS

As a consequence of the first year's experience, delegation orders to the Secretariat, the RCMP, CSC, NPB, CSIS and the Office of the Correctional Investigator were reviewed, resulting in increased delegation to senior officials. Delegation orders, as they relate to each agency, have been reproduced in full. With regard to the Secretariat, the chart outlining the delegation orders can be found at Annex 8.

1.1.5 INVESTIGATIONS

The Secretariat received one appeal under the Access to Information Act relating to non-disclosure of the requested records. It has yet to be resolved by the Information Commissioner.

Chapter 2

1.2 ROYAL CANADIAN MOUNTED POLICE

1.2.1 STATISTICAL REPORTS - INTERPRETATION/EXPLANATIONS

The Statistical Report can be found at Annex 3. Section I of the report includes re-opened files. There is considerable time and expense incurred in processing these requests which cannot be accounted for elsewhere. For these same reasons we have included reports covering **informal** and **assistance** requests.

Costs per request were derived by adding the personnel costs of the four quarterly reports for the reporting period:

TOTAL PERSONNEL EXPENDITURE	- OFFICERS	\$11,329.62
	- SUPPORT STAFF	\$62,912.50
	- OTHER	<u>\$ 6,424.62</u>
	- SUB-TOTAL	\$80,666.74
OTHER COSTS (STATIONERY, OFFICE EQUIPMENT, ETC.)		<u>\$ 4,638.39</u>
	TOTAL	\$85,305.13

A total of 181 requests were concluded during this period. This includes formal, informal, assistance, and re-opened files. Average costs per request were calculated by dividing the number of requests into total expenditures:

AVERAGE COST PER REQUEST: $\$85,305.13 \div 181 = \471.30

Since all requests under both the Access to Information and Privacy Acts are dealt with by all staff of the Directorate, it has been impossible to determine actual costs per Access to Information Act request. The number of requests under the Access to Information Act are about 7% of the total received under both Acts and consequently the personnel time and administrative expenditures have been allotted proportionally. The source of requests has been broken down as follows:

8%	-	MEDIA
9%	-	ACADEMIC
23%	-	BUSINESS
17%	-	OTHER ORGANIZATIONS
<u>43%</u>	-	PUBLIC
100%	-	TOTAL

RCMP policy regarding the waiving of fees is unchanged from its first Annual Report. All fees over \$10 are being collected, except from time to time the Director may waive fees in keeping with the legislation and Treasury Board Interim Policy Guidelines.

1.2.2 FORMAL/INFORMAL INTERFACE

The Director, Information Access must approve all Formal/Informal Requests under the Access to Information Act. Ten informal requests were received by the Directorate during the period in question. These requests were all approved by the Director, Information Access for non-personal information. The Public Relations Branch would also have released some information, however, there are no statistics on these releases.

1.2.3 INSTITUTIONAL POLICIES

Shortly, a comprehensive policy will be published in the RCMP Administration Manual dealing in detail with all aspects of formal and informal release of information to the public, to Force employees, and to those organizations with which the RCMP must deal on a professional basis.

1.2.4 DELEGATION INSTRUMENTS

New delegation orders (Annex 9) were signed by the Solicitor General. The Director, Information Access has been delegated exemption authority for all records being accessed, except those identified as coming under federal-provincial relations. Only the Commissioner of the RCMP and the Deputy Commissioner (Canadian Police Services) have delegated authority under federal-provincial relations.

1.2.5 INVESTIGATIONS

There were a total of ten complaints to the Information Commissioner, with eight of them being for non-disclosure, one for extension of the time limit, and one for delay. All ten were finalized during the reporting period. Two of the complaints were found to be justified and eight of the complaints were found to be not justified.

During the reporting period, there were eleven time extensions over 60 days. Four extensions were required in order to consult with other institutions. Seven extensions were necessary because meeting the time limit would have unreasonably interfered with the operations of the RCMP. These extensions were necessary given the large volume of records.

There were a total of seventeen requests that were incomplete due to the fact that the required application fee was not included. There were ten abandoned requests.

Chapter 3

1.3 CORRECTIONAL SERVICE OF CANADA

1.3.1 STATISTICAL REPORTS - INTERPRETATION/EXPLANATION

The Statistical Reports can be found at Annex 4. In summary, CSC received a total of 64 requests under Access to Information in addition to the 10 requests which were carried over from 1983/84. Of these 74 requests, 65 were processed, as follows:

All disclosed	18
Disclosed in part	18
Transferred	3
Unable to process	1
Abandoned	7
Does not exist	18
	<hr/>
	65

Most requests continue to be for access to internal reports concerning special incidents such as hostage-takings, riots, escapes or murders. Requests were also received from employees (concerning competitions, job descriptions, etc.); some inmates requested information on institutional directives or regulations.

The major causes of delays are lack of resources as well as complexity of requested information. Indeed, the sensitivity of the information is such that it requires very careful scrutiny and necessitates consultation at various levels. Moreover, the few resources allocated to the organization are insufficient even to meet the Privacy overload, thus complicating further activities related to Access to Information.

Only one request could not be processed as the requestor failed to provide minimum required accuracy. Seven requests were abandoned for various reasons, by way of illustration, as a result of the application of fees or the lack of interest by the requestor.

Most requests were processed in less than 60 days (83%), others required more time due to important consultations.

Fees collected for the processing of requests have reached \$310.00, namely \$180.00 for reproduction and \$130.00 for application fees. It is to be noted that CSC's present policy is to waive application fees when the information requested does not exist or is minimal. A ministerial fees policy is currently being developed; this will be discussed further in the "Institutional Policies" section.

In order to process Access to Information requests, 2.68 person-years were required at a cost of \$71,860. The administrative costs amount to approximately \$19,000. Generally speaking, costs are estimated in accordance with requests received; added to this are the costs of internal activities such as the review and preparation of manuals and the development of policies and projects relating to the installation of Reading Rooms.

Essentially, requests have been distributed as follows:

Media	15%
Academia	10%
Business	0%
Other Organizations (i.e. unions, non-profit orgs.)	0%
Public	30%
Not identifiable as any of the above	45%

The last category would include such persons as federal inmates, employees and/or lawyers.

1.3.2 FORMAL/INFORMAL INTERFACE

Given the nature of CSC's activities, it is very difficult to exercise any form of control on information sharing or even to maintain any statistics in that regard.

However, in general, information which would be exempted from disclosure in response to a formal request would not be released informally. As mentioned in last year's report, procedures exist to allow for the review by Access to Information and Privacy of any information to be released informally where the possibility of releasing exemptable information exists.

It should be pointed out however that the installation of Regional Reading Rooms is not expected to have much impact in this respect. In fact, several documents such as Commissioner's Directives, legal papers, etc., have already been made available to the public by CSC through institutional libraries as well as at various Canadian Law Faculties. Significantly, that segment of the public having shown any manifest interest in the type of information held by CSC is composed mostly of inmates, employees, journalists and students. Most of these people already have access to the type of general information which will be available through Reading Rooms. It is not expected, therefore, that there will be an appreciable reduction in the volume of formal or informal requests as most of the requests tend to be for much more specific information.

1.3.3 INSTITUTIONAL POLICIES

As mentioned earlier, a ministerial policy is being developed concerning the application of fees under the Access to Information Act.

The objective of this policy is to set guidelines pertaining to the collection of fees and compliance with fee waiver requests, to ensure maximum consistency and fairness in the processing and handling of such requests.

1.3.4 DELEGATION INSTRUMENTS

The CSC's delegation orders have been reviewed and resulted in increased delegation to senior officials. A chart outlining the delegated responsibilities can be viewed at Annex 10.

1.3.5 INVESTIGATIONS

During the period covered by the report, only three (3) complaints were received by the Information Access Commissioner, namely:

<u>Reasons for Appeal</u>	<u>Number of Appeals</u>	<u>Justified</u>	<u>Not Justified</u>
Fees	0	-	-
Non-disclosure	2	2	0
Extension	1	1	0
Publications	0	-	-
Denial of translation	0	-	-
Time to prepare translation	0	-	-
Other	0	-	-
	<hr/>	<hr/>	<hr/>
TOTALS	3	3	0

The complaints relating to non-disclosure have been dealt with by releasing the information requested, following consultations at various levels.

As for the complaint relative to the extension of time, it resulted from a lack of resources that prevented the institution from processing the request more promptly.

Chapter 4

1.4 NATIONAL PAROLE BOARD

1.4.1 STATISTICAL REPORTS - INTERPRETATION/EXPLANATIONS

The Statistical Reports can be found at Annex 5. In summary, the National Parole Board received a total of nine (9) requests under the Access to Information Act. The disposition of these requests is as follows:

All disclosed	1
Unable to process	4
Abandoned	4
	<hr/>
	9

The one (1) included in the "all disclosed" section consisted of a request made by a lawyer for a legal opinion; the four (4) included in the "unable to process" category consisted of requests for personal information subsequently processed under the Privacy Act; and the last four (4) were included in the "abandoned" section as the applicants never replied to correspondence sent to them requesting additional information.

The costs to administer both Acts were divided proportionally to the number of requests received under each Act. The personnel costs to administer this Act amount approximately to \$5,600. and the administrative costs to \$1,400.

The types of applicants can be broken down into the following categories:

Media	1%
Business	1%
Employee	1%
Public (Inmates)	6%
General Public	91%

1.4.2 FORMAL/INFORMAL INTERFACE

The National Parole Board continues to handle a large amount of requests informally and very much encourages this approach. Many such informal requests are dealt with by the Board's Communications Division and by regional Board's spokespersons. The availability of information brochures facilitate greatly the access, by the general public, of information pertaining to the Board's programs.

Generally speaking, the criteria for protecting disclosure of information are the same, whether the requests are made formally or informally.

1.4.3 INSTITUTIONAL POLICIES

In view of the very limited number of requests under the Act and in view of the fact that the Treasury Board's Interim

Policy Guide proves sufficient from a policy perspective, the National Parole Board does not have an elaborate internal policy in respect of the administration of this Act; the only exception is regarding the application of fees in respect of which the Board is guided by the Ministry Policy.

1.4.4 DELEGATION INSTRUMENTS

The National Parole Board's delegation orders have been reviewed and resulted in increased delegation to senior officials. A chart outlining these delegated responsibilities can be found at Annex 11.

1.4.5 INVESTIGATIONS

There has been no investigation undertaken by the Office of the Information Commissioner as far as the National Parole Board is concerned.

Chapter 5

1.5 OFFICE OF THE CORRECTIONAL INVESTIGATOR

1.5.1 STATISTICAL REPORTS - INTERPRETATION/EXPLANATIONS

The Statistical Report can be found at Annex 6. In summary, the Correctional Investigator received only two requests under the Access to Information Act. In the first request, all information was released and the second request was transferred to another institution as the one with greater interest.

In view of the fact that it took only a few minutes to process the request and required the copying of approximately a dozen pages, the fee was waived. This request was from a member of the public.

1.5.2 FORMAL/INFORMAL INTERFACE

The process of informally releasing information has not been changed in any significant manner since the last Annual Report.

1.5.3 INSTITUTIONAL POLICIES

In view of the very limited requests received by the Correctional Investigator, it has not been necessary to develop institutional policies to date.

1.5.4 DELEGATION INSTRUMENTS

A chart outlining the responsibilities delegated to officials in the Office of the Correctional Investigator can be found at Annex 12.

1.5.5 INVESTIGATIONS

This office has not been subject to investigation by the Information Commissioner as no complaints were received.

Chapter 6

1.6 CANADIAN SECURITY INTELLIGENCE SERVICE

1.6.1 STATISTICAL REPORTS - INTERPRETATIONS/EXPLANATIONS

The Statistical Report can be viewed at Annex 7. In summary, the CSIS received a total of 10 requests under the Access to Information Act. The disposition of these requests is as follows:

All disclosed	NIL
Disclosed in part	2
Excluded	NIL
Exempt	NIL
Transferred	NIL
Unable to process	2
Insufficient information	NIL
Abandoned	1
Does not exist	1

6

There were 4 requests that were carried forward, as they were unable to be processed prior to March 31, 1984. Of these 4 requests, two were 30 day extensions that were improperly processed and had been allowed to extend far beyond the 30 day time limit. One request was received near the end of the reporting period and the last was awaiting a requestor's deposit for applicable fees. Thirty day extensions for consultation were applied in 3 Access to Information Requests.

There were 2 requests received that were included in the "UNABLE TO PROCESS" category, as the requestors were not Canadian citizens nor permanent residents. One request was abandoned when an estimate of the processing fees was provided to the requestor. During this period, there were no fees waived and no processing fees were collected, other than the \$5.00 application fee.

In addition to the 10 requests made to CSIS, there were 21 requests for consultation received from other government institutions. These requests for consultation, in many cases, entailed a considerable volume of records and were very time-consuming in their processing.

Costs incurred in the administration of the Act for this period are as follows:

OFFICER	-	\$ 4,138.38
SUPPORT STAFF	-	\$ 7,444.05
TOTAL		\$11,582.43

The cost per request for the 10 requests recovered is \$1,158.24.

A study of the access requests received indicate that approximately 36% of the requests received were from the public, 45% from academia and 18% from the media.

1.6.2 FORMAL/INFORMAL INTERFACE

During this reporting period all requests were responded to formally and no records were released informally. From the type of requests that we have received, the Public Reading Room has not been a factor in alleviating the number of requests. The only manual in the Reading Room that has some pertinence to CSIS, is the RCMP Administration Manual, which contains portions that are relevant to CSIS operations.

1.6.3 INSTITUTIONAL POLICIES

CSIS has no formalized policies to date to cover various aspects of the processing of requests under the Act. These policies are in the process of being developed and will, among others, cover the following areas:

- (a) FEE WAIVERS
- (b) APPLICATION OF EXEMPTIONS
- (c) TIME FRAMES FOR THE PROCESSING OF REQUESTS RECEIVED FROM OTHER GOVERNMENT INSTITUTIONS ON A "CONSULTATION" BASIS
- (d) ACCESS REQUESTS FROM THE PUBLIC AND HOW ACCESS WILL BE GIVEN (I.E. NO PERSONAL REVIEW OF A FILE WILL BE ALLOWED AND ONLY SEVERED COPIES WILL BE PROVIDED)

1.6.4 DELEGATION INSTRUMENTS

A chart outlining the responsibilities delegated to officials within CSIS can be found at Annex 13.

1.6.5 INVESTIGATIONS

Two complaints were lodged with the Information Commissioner's Office and investigated during this period, however, they were not resolved. The reason for the complaint against CSIS concerned the excessive delay in responding to the requestor.

ACCESS TO INFORMATION
Information on Requests Received by Ministry Agencies

ACTIVITY	SECRETARIAT	RCMP	CSC	NPB	OCI	CSIS	TOTAL MINISTRY
Formal requests received during reporting period	28	189	64	10	2	10	303
Completed during reporting period	18	181	65	9	2	6	281
Under 30 days	14	150	46	9	2	3	224
31 days to 60 days	4	20	8	-	-	2	34
61 days to 120 days	-	9	2	-	-	1	12
Over 120 days	-	2	9	-	-	-	11
Fees collected	\$102	\$1,020	\$310	\$10	\$ -	\$40	\$1,482
Fees waived	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Translation	-	-	-	-	-	-	-
Costs	\$52,025	\$80,667	\$90,907	\$7,000	\$50	\$11,583	\$219,232
Person-Years	0.840	1.970	2.680	0.040	0.002	0.370	5.902
Initiated complaints	1	10	3	-	-	2	16

Note: Numbers are rounded-off to the nearest dollar.



REPORT ON ACCESS TO INFORMATION

Institution Ministry of the Solicitor General Secretariat	Reporting period 1-04-84 to 31-03-85
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I Requests under the Access to Information Act

Received during reporting period	28
Outstanding from previous period	1
TOTAL	29
Completed during reporting period	18
Carried forward	11

II Disposition of requests completed

1. All disclosed	2	6. Unable to process	4
2. Disclosed in part	1	7. Insufficient information	3
3. Excluded	1	8. Abandoned	
4. Exempt	1	9. Does not exist	3
5. Transferred	3	TOTAL	18

III Exemptions invoked

S. 13(1) (a)	1	S. 16(1) (d)		S. 20(1) (c)	
(b)		S. 16(2)		(d)	
(c)		S. 16(3)		S. 21(1) (a)	1
(d)		S. 17		(b)	1
S. 14		S. 18 (a)		(c)	
S. 15(1) Internat. rel.		(b)		(d)	
Defence		(c)		S. 22	
Subversive activities		(d)		S. 23	
S. 16(1) (a)		S. 19(1)	2	S. 24	
(b)		S. 20(1) (a)		S. 25	
(c)	1	(b)		S. 26	

IV Exclusions cited

S. 68 (a)	1
(b)	
(c)	
(d)	
S. 69(1)	
S. 69(1) (a)	
(b)	
(c)	
(d)	
(e)	
(f)	
(g)	

V Completion time

Under 30 days	14
31 to 60 days	4
60 to 120 days	
Over 120 days	

VI Extensions

	Under 30 days	Over 30 days
Searching	1	
Consultation	3	
Third party		
TOTAL	4	

VII Translations

Translation requested	
Translation prepared	
English to French	
French to English	
Average time to prepare translations	

VIII Method of access

Copies given	2
Examination	1
Copies and Examination	

IX Fees

Fees collected	
Application fees	85.00
Reproduction	
Searching	17.50
Preparation	
Computer processing	
TOTAL	102.50
Fees waived over \$25.00	\$
Fees waived (no. of times)	

X Costs

Personnel	
Officer	\$ 23,695
Support staff	\$ 5,330
Other	\$ 23,000
TOTAL	\$ 52,025
Officer (PY)	.57
Support staff (PY)	.27
TOTAL	.84

XI Appeals to info. commissioner

Reasons	
Non disclosure	
Fees	
Extension	
Publications	
Denial of translation	
Time to prepare trans.	
Other	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Average time of resol. (for those compl.) (days)	
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

XII Appeals to Federal Court

Appeal by	
Applicant	
Third party	
Information commissioner	
Average time of resol. (for those compl.) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Disclosure ordered	
Non-disclosure ordered	
Other	



Institution Royal Canadian Mounted Police	Reporting period Apr. 1, 1984 to Mar 31, 1984
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I Requests under the Access to Information Act

Received during reporting period	111+21*
Outstanding from previous period	13
TOTAL	145
Completed during reporting period	122
Carried forward	23

II Disposition of requests completed

1. All disclosed	19	6. Unable to process	17
2. Disclosed in part	13	7. Insufficient information	12
3. Excluded	0	8. Abandoned	10
4. Exempt	25	9. Does not exist	20
5. Transferred	6	TOTAL	122

III Exemptions invoked

S. 13(1) (a)	1	S. 16(1) (d)	0	S. 20(1) (c)	0
(b)	0	S. 16(2)	1	(d)	0
(c)	2	S. 16(3)	10	S. 21(1) (a)	0
(d)	0	S. 17	0	(b)	0
S. 14	0	S. 18 (a)	0	(c)	0
S. 15(1) Internat. rel.	2	(b)	0	(d)	0
Defence	0	(c)	0	S. 22	1
Subversive activities	0	(d)	0	S. 23	0
S. 16(1) (a)	4	S. 19(1)	11	S. 24	0
(b)	1	S. 20(1) (a)	0	S. 25	0
(c)	7	(b)	1	S. 26	0

IV Exclusions cited

S. 68 (a)	0
(b)	0
(c)	0
(d)	0
S. 69(1)	0
S. 69(1) (a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0
(g)	0

V Completion time

Under 30 days	97
31 to 60 days	16
60 to 120 days	8
Over 120 days	1

VI Extensions

	Under 30 days	Over 30 days
Searching	6	1
Consultation	1	3
Third party	0	0
TOTAL	7	4

VII Translations

Translation requested	0
Translation prepared	0
English to French	0
French to English	0
Average time to prepare translations	0

VIII Method of access

Copies given	31
Examination	1
Copies and Examination	0.

IX Fees

Fees collected	
Application fees	345.00
Reproduction	603.70
Searching	55.83
Preparation	15.33
Computer processing	0
TOTAL	1019.86

X Costs

Personnel	
Officer	7540.24
Support staff	42192.64
Other	4292.47
TOTAL	54025.35
Officer (PY)	0.41
Support staff (PY)	1.32
OTHER TOTAL	0.23 1.97

XI Appeals to info. commissioner

Reasons	
Non disclosure	6
Fees	0
Extension	2
Publications	0
Denial of translation	0
Time to prepare trans.	0
Other	0
No. initiated during reporting period	8
No. completed during reporting period	10
No. carried forward	5
Average time of resol. (for those compl.) (days)	115.3
Commissioner's recommendation accepted	0
Commissioner's recommendation rejected	0

XII Appeals to Federal Court

Appeal by	
Applicant	0
Third party	0
Information commissioner	0
Average time of resol. (for those compl.) (days)	0
No. initiated during reporting period	0
No. completed during reporting period	0
No. carried forward	0
Disclosure ordered	0
Non-disclosure ordered	0
Other	0



Institution ROYAL CANADIAN MOUNTED POLICE	Reporting period April 1, 1984 to March 31, 1985
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I Requests under the Access to Information Act

Received during reporting period	8
Outstanding from previous period	2
TOTAL	10
Completed during reporting period	10
Carried forward	0

II Disposition of requests completed

1. All disclosed	7	6. Unable to process	0
2. Disclosed in part	0	7. Insufficient information	0
3. Excluded	0	8. Abandoned	1
4. Exempt	2	9. Does not exist	0
5. Transferred	0	TOTAL	10

III Exemptions invoked

S. 13(1) (a)	0	S. 16(1) (d)	0	S. 20(1) (c)	0
(b)	0	S. 16(2)	0	(d)	0
(c)	0	S. 16(3)	0	S. 21(1) (a)	0
(d)	0	S. 17	0	(b)	0
S. 14	0	S. 18 (a)	0	(c)	0
S. 15(1) Internat. rel.	0	(b)	0	(d)	0
Defence	0	(c)	0	S. 22	0
Subversive activities	0	(d)	0	S. 23	0
S. 16(1) (a)	0	S. 19(1)	0	S. 24	0
(b)	0	S. 20(1) (a)	0	S. 25	0
(c)	0	(b)	0	S. 26	0

IV Exclusions cited

S. 68 (a)	0
(b)	0
(c)	0
(d)	0
S. 69(1)	0
S. 69(1) (a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0
(g)	0

V Completion time

Under 30 days	8
31 to 60 days	2
60 to 120 days	0
Over 120 days	0

VI Extensions

	Under 30 days	Over 30 days
Searching	0	0
Consultation	0	0
Third party	0	0
TOTAL	0	0

VII Translations

Translation requested	0
Translation prepared	0
English to French	0
French to English	0
Average time to prepare translations	0

VIII Method of access

Copies given	3
Examination	0
Copies and Examination	0

IX Fees

Fees collected	
Application fees	0
Reproduction	0
Searching	0
Preparation	0
Computer processing	0
TOTAL	0
Fees waived over \$25.00	\$ 0
Fees waived (no. of times)	0

X Costs

Personnel	
Officer	745.71
Support staff	4834.64
Other	444.27
TOTAL	6024.62
Officer (PY)	0.01
Support staff (PY)	0.11
OTHER	0.02
TOTAL	0.14

XI Appeals to info. commissioner

Reasons	
Non disclosure	0
Fees	0
Extension	0
Publications	0
Denial of translation	0
Time to prepare trans.	0
Other	0
No. initiated during reporting period	0
No. completed during reporting period	0
No. carried forward	0
Average time of resol. (for those compl.) (days)	0
Commissioner's recommendation accepted	0
Commissioner's recommendation rejected	0

XII Appeals to Federal Court

Appeal by	
Applicant	0
Third party	0
Information commissioner	0
Average time of resol. (for those compl.) (days)	0
No. initiated during reporting period	0
No. completed during reporting period	0
No. carried forward	0
Disclosure ordered	0
Non-disclosure ordered	0
Other	0



Institution ROYAL CANADIAN MOUNTED POLICE	Reporting period April 1, 1984 to March 31, 1985
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I Requests under the Access to Information Act

Received during reporting period	48+1*
Outstanding from previous period	0
TOTAL	49
Completed during reporting period	49
Carried forward	0

II Disposition of requests completed

1. All disclosed	27	6. Unable to process	0
2. Disclosed in part	8	7. Insufficient information	1
3. Excluded	0	8. Abandoned	2
4. Exempt	2	9. Does not exist	1
5. Transferred	8	TOTAL	49

III Exemptions invoked

S. 13(1) (a)	0	S. 16(1) (d)	0	S. 20(1) (c)	0
(b)	0	S. 16(2)	0	(d)	0
(c)	0	S. 16(3)	0	S. 21(1) (a)	0
(d)	0	S. 17	0	(b)	0
S. 14	0	S. 18 (a)	0	(c)	0
S. 15(1) internat. rel.	0	(b)	0	(d)	0
Defence	0	(c)	0	S. 22	0
Subversive activities	0	(d)	0	S. 23	0
S. 16(1) (a)	0	S. 19(1)	0	S. 24	0
(b)	0	S. 20(1) (a)	0	S. 25	0
(c)	0	(b)	0	S. 26	0

IV Exclusions cited

S. 68 (a)	0
(b)	0
(c)	0
(d)	0
S. 69(1)	0
S. 69(1) (a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0
(g)	0

V Completion time

Under 30 days	45
31 to 60 days	2
60 to 120 days	1
Over 120 days	1

VI Extensions

	Under 30 days	Over 30 days
Searching	0	0
Consultation	0	0
Third party	0	0
TOTAL	0	0

VII Translations

Translation requested	0
Translation prepared	0
English to French	0
French to English	0
Average time to prepare translations	0

VIII Method of access

Copies given	35
Examination	0
Copies and Examination	0

IX Fees

Fees collected	
Application fees	0
Reproduction	0
Searching	0
Preparation	0
Computer processing	0
TOTAL	0

Fees waived over \$25.00	\$ 0
Fees waived (no. of times)	0

X Costs

Personnel	
Officer	3043.67
Support staff	15885.22
Other	1687.88
TOTAL	20616.77

Officer (PY)	0.18
Support staff (PY)	0.52
OTHER	0.13
TOTAL	0.84

XI Appeals to info. commissioner

Reasons	
Non disclosure	0
Fees	0
Extension	0
Publications	0
Denial of translation	0
Time to prepare trans.	0
Other	0

No. initiated during reporting period	0
No. completed during reporting period	0
No. carried forward	0
Average time of resol. (for those compl.) (days)	0

Commissioner's recommendation accepted	0
Commissioner's recommendation rejected	0

XII Appeals to Federal Court

Appeal by	
Applicant	0
Third party	0
Information commissioner	0

Average time of resol. (for those compl.) (days)	0
No. initiated during reporting period	0
No. completed during reporting period	0
No. carried forward	

Disclosure ordered	0
Non-disclosure ordered	0
Other	0



RAPPORT SUR L'ACCÈS À L'INFORMATION

Institution Service correctionnel du Canada	Période visée par le rapport 1 avril/84 au 31 mars/85
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I Demandes en vertu de la Loi sur l'accès à l'infor.

Reçues pendant la période visée par le rapport	64
En suspens depuis la période antérieure	10
TOTAL	74
Traitées pendant la période visée par le rapport	65
Reportées	9

II Dispositions prises à l'égard des demandes traitées

1. Communication totale	18	6. Traitement impossible	1
2. Communication partielle	18	7. Renseignements insuffisants	
3. Exclusion		8. Abandon	7
4. Exception		9. Document inexistant	18
5. Transmission	3	TOTAL	65

III Exceptions invoquées

art. 13(1) a)	0	art. 16(1) d)	10	art. 20(1) c)	1
b)	0	par. 16(2)	0	d)	1
c)	4	par. 16(3)	3	art. 21(1) a)	0
d)	1	a. 17	0	b)	1
a. 14	0	art. 18 a)	0	c)	0
par. 15(1) Rel. Inter.	0	b)	0	d)	0
Défense	0	c)	0	a. 22	0
Activités subversives	0	d)	0	a. 23	1
art. 16(1) a)	1	par. 19(1)	16	a. 24	0
b)	1	art. 20(1) a)	0	a. 25	0
c)	12	b)	0	a. 26	0

IV Exclusions citées

art. 68 a)	
b)	
c)	
d)	
art. 69(1)	
art. 69(1) a)	
b)	
c)	
d)	
e)	
f)	
g)	

V Délai de traitement

Moins de 30 jours	46
De 31 à 60 jours	8
De 60 à 120 jours	2
Plus de 120 jours	9

VI Prorogations

	Moins de 30 jours	Plus de 30 jours
Recherche	0	0
Consultation	1	8
Tiers	0	0
TOTAL	1	8

VII Traduction

Traduction demandée	
Traduction préparée	
De l'anglais au français	
Du français à l'anglais	
Délai moyen prévu pour la traduction	

VIII Méthode de consultation

Copies de l'original	36
Examen de l'original	0
Copies et examen	36

IX Frais

Frais perçus	
Frais de demande	130
Reproduction	180
Recherche	
Préparation	
Traitement Informatique	
TOTAL	310

X Coûts

Personnel	
Agent	\$60127
Soutien	\$11733
Autres	\$19047
TOTAL	\$90907

XI Appels interjetés auprès du commissaire à l'information

Raisons	
Refus de comm.	2
Frais demandés	
Prorogation	1
Publications	
Refus de traduction	
Délai de traduction	
Autre	
Reportés	0
Nbre d'appels reçus pendant la période visée	3
Nbre d'appels réglés pendant la période visée	2
Nbre d'appels reportés	1
Temps moy. pour juger (app. rég.) (jours)	
Recommandation du commissaire acceptée	
Recommandation du commissaire rejetée	

XII Appels interjetés auprès de la Cour fédérale

Appel présenté par	
Le demandeur	
Un tiers	
Le commissaire à l'information	
Temps moy. pour juger (app. rég.) (jours)	
Nbre d'appels reçus pendant la période visée	
Nbre d'appels réglés pendant la période visée	
Nbre d'appels reportés	
Ordre de communiquer	
Ordre de ne pas communiquer	
Autre	



REPORT ON ACCESS TO INFORMATION

Institution Correctional Service of Canada	Reporting period April 1/84 to March 31/85
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I Requests under the Access to Information Act

Received during reporting period	64
Outstanding from previous period	10
TOTAL	74
Completed during reporting period	65
Carried forward	9

II Disposition of requests completed

1. All disclosed	18	6. Unable to process	1
2. Disclosed in part	18	7. Insufficient information	
3. Excluded		8. Abandoned	7
4. Exempt		9. Does not exist	18
5. Transferred	3	TOTAL	65

III Exemptions invoked

S. 13(1) (a)	0	S. 16(1) (d)	10	S. 20(1) (c)	1
(b)	0	S. 16(2)	0	(d)	1
(c)	4	S. 16(3)	3	S. 21(1) (a)	0
(d)	1	S. 17	0	(b)	1
S. 14	0	S. 18 (a)	0	(c)	0
S. 15(1) internat. rel.	0	(b)	0	(d)	0
Defence	0	(c)	0	S. 22	0
Subversive activities	0	(d)	0	S. 23	1
S. 16(1) (a)	1	S. 19(1)	16	S. 24	0
(b)	1	S. 20(1) (a)	0	S. 25	0
(c)	12	(b)	0	S. 26	0

IV Exclusions cited

S. 68 (a)	
(b)	
(c)	
(d)	
S. 69(1)	
S. 69(1) (a)	
(b)	
(c)	
(d)	
(e)	
(f)	
(g)	

V Completion time

Under 30 days	46
31 to 60 days	8
60 to 120 days	2
Over 120 days	9

VI Extensions

	Under 30 days	Over 30 days
Searching	0	0
Consultation	1	8
Third party	0	0
TOTAL	1	8

VII Translations

Translation requested	
Translation prepared	
English to French	
French to English	
Average time to prepare translations	

VIII Method of access

Copies given	36
Examination	0
Copies and Examination	36

IX Fees

Fees collected	
Application fees	130
Reproduction	180
Searching	
Preparation	
Computer processing	
TOTAL	310
Fees waived over \$25.00	\$
Fees waived (no. of times)	

X Costs

Personnel	
Officer	\$60127
Support staff	\$11733
Other	\$19047
TOTAL	\$90907
Officer (PY)	1.69
Support staff (PY)	0.99
TOTAL	2.68

XI Appeals to info. commissioner

Reasons	
Non disclosure	2
Fees	
Extension	1
Publications	
Denial of translation	
Time to prepare trans.	
Other	
Reported	0
No. initiated during reporting period	3
No. completed during reporting period	2
No. carried forward	1
Average time of resol. (for those compl.) (days)	
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

XII Appeals to Federal Court

Appeal by	
Applicant	
Third party	
Information commissioner	
Average time of resol. (for those compl.) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Disclosure ordered	
Non-disclosure ordered	
Other	

Institution National Parole Board	Reporting period April 1, 1984 to March 31, 1985
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I Requests under the Access to Information Act

Received during reporting period	10
Outstanding from previous period	0
TOTAL	10
Completed during reporting period	9
Carried forward	1

II Disposition of requests completed

1. All disclosed	1	6. Unable to process	4
2. Disclosed in part	1	7. Insufficient information	3
3. Excluded		8. Abandoned	4
4. Exempt		9. Does not exist	1
5. Transferred		TOTAL	9

III Exemptions invoked

13(1) (a)	S. 16(1) (d)	S. 20(1) (c)
(b)	S. 16(2)	(d)
(c)	S. 16(3)	S. 21(1) (a)
(d)	S. 17	(b)
14	S. 18 (a)	(c)
S. 15(1) internat. rel.	(b)	(d)
Defence	(c)	S. 22
Subversive activities	(d)	S. 23
16(1) (a)	S. 19(1)	S. 24
(b)	S. 20(1) (a)	S. 25
(c)	(b)	S. 26

IV Exclusions cited

S. 68 (a)
(b)
(c)
(d)
S. 69(1)
S. 69(1) (a)
(b)
(c)
(d)
(e)
(f)
(g)

V Completion time

Under 30 days	9
30 to 60 days	
60 to 120 days	
Over 120 days	

VI Extensions

	Under 30 days	Over 30 days
Searching		
Consultation		
Third party		
TOTAL	Nil	Nil

VII Translations

Translation requested	
Translation prepared	
English to French	
French to English	
Average time to prepare translations	Nil

VIII Method of access

Copies given	1
Examination	
Copies and Examination	

Fees

Fees collected	
Application fees	10.00
Production	
Searching	
Preparation	
Computer processing	
TOTAL	10.00
Fees waived over \$25.00	\$
Fees waived (no. of times)	

X Costs

Personnel	
Officer	\$ 5,600
Support staff	\$
Other	\$ 1,400
TOTAL	\$ 7,000
Officer (PY)	0.04
Support staff (PY)	
TOTAL	0.04

XI Appeals to info. commissioner

Reasons	
Non disclosure	
Fees	
Extension	
Publications	
Denial of translation	
Time to prepare trans.	
Other	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Average time of resol. (for those compl.) (days)	
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

XII Appeals to Federal Court

Appeal by	
Applicant	
Third party	
Information commissioner	
Average time of resol. (for those compl.) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Disclosure ordered	
Non-disclosure ordered	
Other	



Institution Correctional Investigator	Reporting period year ending 31 March, 1988
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Source	Media	Academia	Business	Organization	Public
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I Requests under the Access to Information Act

Received during reporting period	2
Outstanding from previous period	0
TOTAL	2
Completed during reporting period	2
Carried forward	0

II Disposition of requests completed

1. All disclosed	1	6. Unable to process	
2. Disclosed in part		7. Insufficient information	
3. Nothing disclosed (excluded)		8. Abandoned	
4. Nothing disclosed (exempt)		9. Does not exist	
5. Transferred	1	10. Treated informally	

TOTAL	2
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III Exemptions invoked

S. 13(1) (a)	S. 16(1) (d)	S. 20(1) (c)
(b)	S. 16(2)	(d)
(c)	S. 16(3)	S. 21(1) (a)
(d)	S. 17	(b)
S. 14	S. 18 (a)	(c)
S. 15(1) Internat. rel.	(b)	(d)
Defence	(c)	S. 22
Subversive activities	(d)	S. 23
S. 16(1) (a)	S. 19(1)	S. 24
(b)	S. 20(1) (a)	S. 25
(c)	(b)	S. 26

IV Exclusions cited

S. 68 (a)
(b)
(c)
(d)
S. 69(1) (a)
(b)
(c)
(d)
(e)
(f)
(g)

V Completion time

30 days or under	2
31 to 60 days	
61 to 120 days	
121 days or over	

VI Extensions

	30 days or under	31 days or over
Searching		
Consultation		
Third party		
TOTAL		

VII Translations

Translation requested		
Translation prepared	English to French	
	French to English	

VIII Method of access

Copies given	1
Examination	
Copies and examination	

IX Fees

Net fees collected		
Application fees	0	
Reproduction		
Searching		
Preparation		
Computer processing		
TOTAL		
Fees waived	No. of times	\$
\$25.00 or under	1	\$
Over \$25.00		\$

X Costs

Financial (all reasons)	
Salary	\$ 40.00
Administration (O and M)	\$ 10.00
TOTAL	\$ 50.00
Person year utilization (all reasons)	
Person year (decimal format)	.002

XI Complaints to info. commissioner

Complaints activity	
Outstanding from previous period	
No. initiated during reporting period	
Number completed during period	
Number carried forward	

Complaints to Information commissioner (con't)

Reasons for complaints	
Non-disclosure	
Fees	
Extension	
Publication	
Denial of translation	
Time to prepare translation	
Other	
Certificates produced	

Complaints to Information commissioner (con't)

Disposition of complaint	
Complaint unjustified	
Concurrence with institution	
No finding	
Recommendation accepted	
Recommendation rejected	

XII Appeals to Federal Court

Outstanding from previous period	
Number initiated during period	
Number completed during period	
Number carried forward	



REPORT ON ACCESS TO INFORMATION

Institution Canadian Security Intelligence Service	Reporting period July 16 84 to March 31, 1985
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I Requests under the Access to Information Act

Received during reporting period	10
Outstanding from previous period	-
TOTAL	10
Completed during reporting period	6
Carried forward	4

II Disposition of requests completed

1. All disclosed		6. Unable to process	2
2. Disclosed in part	2	7. Insufficient information	
3. Excluded		8. Abandoned	1
4. Exempt		9. Does not exist	1
5. Transferred		TOTAL	6

III Exemptions invoked

S. 13(1) (a)		S. 16(1) (d)		S. 20(1) (c)	
(b)		S. 16(2)		(d)	
(c)		S. 16(3)		S. 21(1) (a)	
(d)		S. 17		(b)	
S. 14		S. 18 (a)		(c)	1
S. 15(1) Internat. rel.		(b)		(d)	
Defence		(c)		S. 22	
Subversive activities	1	(d)		S. 23	
S. 16(1) (a)		S. 19(1)		S. 24	1
(b)		S. 20(1) (a)		S. 25	
(c)		(b)		S. 26	

IV Exclusions cited

S. 68 (a)	
(b)	
(c)	
(d)	
S. 69(1)	
S. 69(1) (a)	
(b)	
(c)	
(d)	
(e)	
(f)	
(g)	

V Completion time

Under 30 days	3
31 to 60 days	2
60 to 120 days	1
Over 120 days	

VI Extensions

	Under 30 days	Over 30 days
Searching		
Consultation	5	
Third party		
TOTAL	5	

VII Translations

Translation requested	
Translation prepared	
English to French	
French to English	
Average time to prepare translations	

VIII Method of access

Copies given	2
Examination	
Copies and Examination	

IX Fees

Fees collected	
Application fees	40.00
Reproduction	
Searching	
Preparation	
Computer processing	
TOTAL	40.00

X Costs

Personnel	
Officer	\$4,138.88
Support staff	\$7,444.05
Other	\$
TOTAL	\$11,582.93
Officer (PY)	.0975
Support staff (PY)	.2758
TOTAL	.3733

XI Appeals to info. commissioner

Reasons	
Non disclosure	
Fees	
Extension	2
Publications	
Denial of translation	
Time to prepare trans.	
Other	
No. initiated during reporting period	2
No. completed during reporting period	
No. carried forward	2
Average time of resol. (for those compl.) (days)	
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

XII Appeals to Federal Court

Appeal by	
Applicant	
Third party	
Information commissioner	
Average time of resol. (for those compl.) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Disclosure ordered	
Non-disclosure ordered	
Other	

Fees waived over \$25.00	\$
Fees waived (no. of times)	

MINISTRY OF THE SOLICITOR GENERAL SECRETARIAT
DELEGATION SCHEDULE

ANNEX 8

DELEGATION OF POWERS, DUTIES OR FUNCTIONS
PURSUANT TO SECTION 73 OF THE
ACCESS TO INFORMATION ACT

Sections	Powers, Duties or Functions	Deputy Solicitor General	Senior Assistant Deputy Solicitor General	ATIP Co-ordinator
7(a)	To issue notice where access is requested	X	X	X
7(b)	To give access to a record	X	X	X
8(1)	To transfer to another institution or to accept transfer from another institution	X	X	X
9(1)	To extend time limits and to issue notice to applicant	X	X	X
9(2)	To issue to the Information Commissioner notice of extension exceeding 30-days	X	X	X
10	Notice where access is refused	X	X	X
11(2) & (3)	To require additional payment before access is given	X	X	X
11(4)	To require a deposit before the search or production of the record	X	X	X
11(5)	To issue notice of payment required from the applicant	X	X	X
11(6)	To waive requirement for payment or to refund	X	X	X
12(2)	Language of access	X	X	X
13(1)	To apply exemptions for information obtained in confidence	X	X	

Sections	Powers, Duties or Functions	Deputy Solicitor General	Senior Assistant Deputy Solicitor General	ATIP Co-ordinator
13(2)	To disclose with authorization	X	X	
14	To apply exemptions re: federal-provincial affairs	X	X	
15	To apply exemptions re: international affairs and defence	X	X	
16	To apply exemptions re: law enforcement and investigations	X	X	
17	To apply exemptions re: safety of individuals	X	X	
18	To apply exemptions re: economic interests of Canada	X	X	
19(1)	To apply exemptions re: personal information	X	X	
19(2)(a) & (b)	To authorize disclosure of personal information	X	X	
19(2)(c)	To authorize disclosure of personal information	X	X	
20	To apply exemptions re: third party information	X	X	
21	To apply exemptions re: operations of governments	X	X	
22	To apply exemptions re: testing procedures, tests and audits	X	X	
23	To apply exemptions re: solicitor-client privilege	X	X	
24	To apply statutory prohibitions against disclosure	X	X	
25	To sever portions of a document	X	X	X

Sections	Powers, Duties or Functions	Deputy Solicitor General	Senior Assistant Deputy Solicitor General	ATIP Co-ordinator
26	Refusal of access when information is to be published	X	X	
27	To apply transitional provision	X	X	
28(1)	To issue to third party notice of intent to disclose	X	X	X
28(4)	To extend time limit under 28(1)	X	X	X
28(5)	To decide on disclosure after third party representation and issue notice of decision to third party	X	X	
28(6)	To waive requirement for <u>written</u> representations	X	X	X
28(8)	To give access unless review of decision is requested	X	X	X
29(1)	To issue notices to applicant and to third party	X	X	X
33	To advise the Information Commissioner of any third party involvement	X	X	X
37(4)	To notify the Information Commissioner of action taken or proposed and to provide access to record on findings of Information Commissioner	X	X	X
43(1)	To issue to a third party notice of application for Court review	X	X	X
44(2)	To issue to applicant notice that third party has applied for Court review	X	X	X

<u>Sections</u>	<u>Powers, Duties or Functions</u>	<u>Deputy Solicitor General</u>	<u>Senior Assistant Deputy Solicitor General</u>	<u>ATIP Co-ordinator</u>
71(1)	To provide facilities where manuals may be inspected by public	X	X	X
71(2)	To exclude exempt information from manuals	X	X	X

ROYAL CANADIAN MOUNTED POLICE
DELEGATION SCHEDULE

ANNEX 9

DELEGATION OF POWERS, DUTIES OR FUNCTIONS
PURSUANT TO SECTION 73 OF THE
ACCESS TO INFORMATION ACT

Sections	Powers, Duties or Functions	Commissioner	Deputy Commissioner, CPS	ATIP Co-ordinator
7(a)	To issue notice where access is requested	X	X	X
7(b)	To give access to a record	X	X	X
8(1)	To transfer to another institution or to accept transfer from another institution	X	X	X
9(1)	To extend time limits and to issue notice to applicant	X	X	X
9(2)	To issue to the Information Commissioner notice of extension exceeding 30-days	X	X	X
10	Notice where access is refused	X	X	X
11(2) & (3)	To require additional payment before access is given	X	X	X
11(4)	To require a deposit before the search or production of the record	X	X	X
11(5)	To issue notice of payment required from the applicant	X	X	X
11(6)	To waive requirement for payment or to refund	X	X	X
12(2)	Language of access	X	X	X
13(1)	To apply exemptions for information obtained in confidence	X	X	X
13(2)	To disclose with authorization	X	X	X

Sections	Powers, Duties or Functions	Commissioner	Deputy Commissioner, CPS	ATIP Co-ordinator
14	To apply exemptions re: federal-provincial affairs	X	X	
15	To apply exemptions re: international affairs and defence	X	X	X
16	To apply exemptions re: law enforcement and investigations	X	X	X
17	To apply exemptions re: safety of individuals	X	X	X
18	To apply exemptions re: economic interests of Canada	X	X	X
19(1)	To apply exemptions re: personal information	X	X	X
19(2)(a) & (b)	To authorize disclosure of personal information	X	X	X
19(2)(c)	To authorize disclosure of personal information	X	X	X
20	To apply exemptions re: third party information	X	X	X
21	To apply exemptions re: operations of governments	X	X	X
22	To apply exemptions re: testing procedures, tests and audits	X	X	X
23	To apply exemptions re: solicitor-client privilege	X	X	X
24	To apply statutory prohibitions against disclosure	X	X	X
25	To sever portions of a document	X	X	X

<u>Sections</u>	<u>Powers, Duties or Functions</u>	<u>Commissioner</u>	<u>Deputy Commissioner, CPS</u>	<u>ATIP Co-ordinator</u>
26	Refusal of access when information is to be published	X	X	X
27	To apply transitional provision	X	X	X
28(1)	To issue to third party notice of intent to disclose	X	X	X
28(4)	To extend time limit under 28(1)	X	X	X
28(5)	To decide on disclosure after third party representation and issue notice of decision to third party	X	X	
28(6)	To waive requirement for <u>written</u> representations	X	X	X
28(8)	To give access unless review of decision is requested	X	X	X
29(1)	To issue notices to applicant and to third party	X	X	X
33	To advise the Information Commissioner of any third party involvement	X	X	X
37(4)	To notify the Information Commissioner of action taken or proposed and to provide access to record on findings of Information Commissioner	X	X	X
43(1)	To issue to a third party notice of application for Court review	X	X	X
44(2)	To issue to applicant notice that third party has applied for Court review	X	X	X

<u>Sections</u>	<u>Powers, Duties or Functions</u>	<u>Commissioner</u>	<u>Deputy Commissioner, CPS</u>	<u>ATIP Co-ordinator</u>
71(1)	To provide facilities where manuals may be inspected by public	X	X	X
71(2)	To exclude exempt information from manuals	X	X	X

CANADIAN PENITENTIARY SERVICE AND THE NATIONAL PAROLE SERVICE
DELEGATION SCHEDULE

ANNEX 10

DELEGATION OF POWERS, DUTIES OR FUNCTIONS
PURSUANT TO SECTION 73 OF THE
ACCESS TO INFORMATION ACT

Sections	Powers, Duties or Functions	Commissioner	Senior Deputy Commissioner	Co-ordinator, ATIP	Regional Deputy Commissioner
7(a)	To issue notice where access is requested	X	X	X	X
7(b)	To give access to a record	X	X	X	X
8(1)	To transfer to another institution or to accept transfer from another institution	X	X	X	X
9(1)	To extend time limits and to issue notice to applicant	X	X	X	X
9(2)	To issue to the Information Commissioner notice of extension exceeding 30-days	X	X	X	X
10	Notice where access is refused	X	X	X	X
11(2) & (3)	To require additional payment before access is given	X	X	X	X
11(4)	To require a deposit before the search or production of the record	X	X	X	X
11(5)	To issue notice of payment required from the applicant	X	X	X	X
11(6)	To waive requirement for payment or to refund	X	X	X	X
12(2)	Language of access	X	X	X	X
13(1)	To apply exemptions for information obtained in confidence	X	X	X	

Sections	Powers, Duties or Functions	Commissioner	Senior Deputy Commissioner	Co-ordinator, ATIP	Regional Deputy Commissioner
13(2)	To disclose with authorization	X	X	X	
14	To apply exemptions re: federal-provincial affairs	X	X		
15	To apply exemptions re: international affairs and defence	X	X	X	
16	To apply exemptions re: law enforcement and investigations	X	X	X	
17	To apply exemptions re: safety of individuals	X	X	X	
18	To apply exemptions re: economic interests of Canada	X	X	X	
19(1)	To apply exemptions re: personal information	X	X	X	
19(2)(a) & (b)	To authorize disclosure of personal information	X	X	X	
19(2)(c)	To authorize disclosure of personal information	X	X	X	
20	To apply exemptions re: third party information	X	X	X	
21	To apply exemptions re: operations of government	X	X	X	
22	To apply exemptions re: testing procedures, tests and audits	X	X	X	
23	To apply exemptions re: solicitor-client privilege	X	X	X	

Sections	Powers, Duties or Functions	Commissioner	Senior Deputy Commissioner	Co-ordinator, ATIP	Regional Deputy Commissioner
24	To apply statutory prohibitions against disclosure	X	X	X	
25	To sever portions of a document	X	X	X	X
26	Refusal of access when information is to be published	X	X	X	
27	To apply transitional provision	X	X	X	
28(1)	To issue to third party notice of intent to disclose	X	X	X	
28(4)	To extend time limit under 28(1)	X	X	X	
28(5)	To decide on disclosure after third party representation and issue notice of decision to third party	X	X		
28(6)	To waive requirement for <u>written</u> representations	X	X	X	
28(8)	To give access unless review of decision is requested	X	X	X	
29(1)	To issue notices to applicant and to third party	X	X	X	
33	To advise the Information Commissioner of any third party involvement	X	X	X	
37(4)	To notify the Information Commissioner of action taken or proposed and to provide access to record on findings of Information Commissioner	X	X	X	

<u>Sections</u>	<u>Powers, Duties or Functions</u>	<u>Commissioner</u>	<u>Senior Deputy Commissioner</u>	<u>Co-ordinator, ATIP</u>	<u>Regional Deputy Commissioner</u>
43(1)	To issue to a third party notice of application for Court review	X	X	X	
44(2)	To issue to applicant notice that third party has applied for Court review	X	X	X	
71(1)	To provide facilities where manuals may be inspected by public	X	X	X	
71(2)	To exclude exempt information from manuals	X	X	X	

NATIONAL PAROLE BOARD
DELEGATION SCHEDULE

ANNEX 11

DELEGATION OF POWERS, DUTIES OR FUNCTIONS
PURSUANT TO SECTION 73 OF THE
ACCESS TO INFORMATION ACT

Sections	Powers, Duties or Functions	Chairman	Vice-Chairman	ATIP Co-ordinator
7(a)	To issue notice where access is requested	X	X	X
7(b)	To give access to a record	X	X	X
8(1)	To transfer to another institution or to accept transfer from another institution	X	X	X
9(1)	To extend time limits and to issue notice to applicant	X	X	X
9(2)	To issue to the Information Commissioner notice of extension exceeding 30-days	X	X	X
10	Notice where access is refused	X	X	X
11(2) & (3)	To require additional payment before access is given	X	X	X
11(4)	To require a deposit before the search or production of the record	X	X	X
11(5)	To issue notice of payment required from the applicant	X	X	X
11(6)	To waive requirement for payment or to refund	X	X	X
12(2)	Language of access	X	X	X
13(1)	To apply exemptions for information obtained in confidence	X	X	X
13(2)	To disclose with authorization	X	X	X

Sections	Powers, Duties or Functions	Chairman	Vice-Chairman	ATIP Co-ordinator
14	To apply exemptions re: federal-provincial affairs	X	X	
15	To apply exemptions re: international affairs and defence	X	X	X
16	To apply exemptions re: law enforcement and investigations	X	X	X
17	To apply exemptions re: safety of individuals	X	X	X
18	To apply exemptions re: economic interests of Canada	X	X	X
19(1)	To apply exemptions re: personal information	X	X	X
19(2)(a) & (b)	To authorize disclosure of personal information	X	X	X
19(2)(c)	To authorize disclosure of personal information	X	X	X
20	To apply exemptions re: third party information	X	X	X
21	To apply exemptions re: operations of governments	X	X	X
22	To apply exemptions re: testing procedures, tests and audits	X	X	X
23	To apply exemptions re: solicitor-client privilege	X	X	X
24	To apply statutory prohibitions against disclosure	X	X	X
25	To sever portions of a document	X	X	X
26	Refusal of access where information is to be published	X	X	X
27	To apply transitional provision	X	X	X

Sections	Powers, Duties or Functions	Chairman	Vice-Chairman	ATIP Co-ordinator
28(1)	To issue to third party notice of intent to disclose	X	X	X
28(4)	To extend time limit under 28(1)	X	X	X
28(5)	To decide on disclosure after third party representation and issue notice of decision to third party	X	X	
28(6)	To waive requirement for <u>written</u> representations	X	X	X
28(8)	To give access unless review of decision is requested	X	X	X
29(1)	To issue notices to applicant and to third party	X	X	X
33	To advise the Information Commissioner of any third party involvement	X	X	X
37(4)	To notify the Information Commissioner of action taken or proposed and to provide access to record on findings of Information Commissioner	X	X	X
43(1)	To issue to a third party notice of application for Court review	X	X	X
44(2)	To issue to applicant notice that third party has applied for Court review	X	X	X
71(1)	To provide facilities where manuals may be inspected by public	X	X	X
71(2)	To exclude exempt information from manuals	X	X	X

OFFICE OF THE CORRECTIONAL INVESTIGATOR
DELEGATION SCHEDULE

ANNEX 12

DELEGATION OF POWERS, DUTIES OR FUNCTIONS
PURSUANT TO SECTION 73 OF THE
ACCESS TO INFORMATION ACT

Sections	Powers, Duties or Functions	Correctional Investigator	ATIP Co-ordinator
7(a)	To issue notice where access is requested	X	X
7(b)	To give access to a record	X	X
8(1)	To transfer to another institution or to accept transfer from another institution	X	X
9(1)	To extend time limits and to issue notice to applicant	X	X
9(2)	To issue to the Information Commissioner notice of extension exceeding 30-days	X	X
10	Notice where access is refused	X	X
11(2) & (3)	To require additional payment before access is given	X	X
11(4)	To require a deposit before the search or production of the record	X	X
11(5)	To issue notice of payment required from the applicant	X	X
11(6)	To waive requirement for payment or to refund	X	X
12(2)	Language of access	X	X
13(1)	To apply exemptions for information obtained in confidence	X	
13(2)	To disclose with authorization	X	

<u>Sections</u>	<u>Powers, Duties or Functions</u>	<u>Correctional Investigator</u>	<u>ATIP Co-ordinator</u>
14	To apply exemptions re: federal-provincial affairs	X	
15	To apply exemptions re: international affairs and defence	X	
16	To apply exemptions re: law enforcement and investigations	X	
17	To apply exemptions re: safety of individuals	X	
18	To apply exemptions re: economic interests of Canada	X	
19(1)	To apply exemptions re: personal information	X	
19(2)(a) & (b)	To authorize disclosure of personal information	X	
19(2)(c)	To authorize disclosure of personal information	X	
20	To apply exemptions re: third party information	X	
21	To apply exemptions re: operations of governments	X	
22	To apply exemptions re: testing procedures, tests and audits	X	
23	To apply exemptions re: solicitor-client privilege	X	
24	To apply statutory prohibitions against disclosure	X	
25	To sever portions of a document	X	X
26	Refusal of access where information is to be published	X	
27	To apply transitional provision	X	
28(1)	To issue to third party notice of intent to disclose	X	X
28(4)	To extend time limit under 28(1)	X	X

<u>Sections</u>	<u>Powers, Duties or Functions</u>	<u>Correctional Investigator</u>	<u>ATIP Co-ordinator</u>
28(5)	To decide on disclosure after third party representation and issue notice of decision to third party	X	
28(6)	To waive requirement for <u>written</u> representations	X	X
28(8)	To give access unless review of decision is requested	X	X
29(1)	To issue notices to applicant and to third party	X	X
33	To advise the Information Commissioner of any third party involvement	X	X
37(4)	To notify the Information Commissioner of action taken or proposed and to provide access to record on findings of Information Commissioner	X	X
43(1)	To issue to a third party notice of application for Court review	X	X
44(2)	To issue to applicant notice that third party has applied for Court review	X	X
71(1)	To provide facilities where manuals may be inspected by public	X	X
71(2)	To exclude exempt information from manuals	X	X

CANADIAN SECURITY INTELLIGENCE SERVICE
DELEGATION SCHEDULE

ANNEX 13

DELEGATION OF POWERS, DUTIES OR FUNCTIONS
PURSUANT TO SECTION 73 OF THE
ACCESS TO INFORMATION ACT

Sections	Powers, Duties or Functions	Director	Deputy Director, Services	Director General Information Mgt.	Chief Information Access
7(a)	To issue notice where access is requested	X	X	X	X
7(b)	To give access to a record	X	X	X	X
8(1)	To transfer to another institution or to accept transfer from another institution	X	X	X	X
9(1)	To extend time limits and to issue notice to applicant	X	X	X	X
9(2)	To issue to the Information Commissioner notice of extension exceeding 30-days	X	X	X	X
10	Notice where access is refused	X	X	X	X
11(2) & (3)	To require additional payment before access is given	X	X	X	X
11(4)	To require a deposit before the search or production of the record	X	X	X	X
11(5)	To issue notice of payment required from the applicant	X	X	X	X
11(6)	To waive requirement for payment or to refund	X	X	X	X
12(2)	Language of access	X	X	X	X
13(1)	To apply exemptions for information obtained in confidence	X	X	X	

<u>Sections</u>	<u>Powers, Duties or Functions</u>	<u>Director</u>	<u>Deputy Director, Services</u>	<u>Director General Information Mgt.</u>	<u>Chief Information Access</u>
13(2)	To disclose with authorization	X	X	X	
14	To apply exemptions re: federal-provincial affairs	X	X		
15	To apply exemptions re: international affairs and defence	X	X	X	
16	To apply exemptions re: law enforcement and investigations	X	X	X	
17	To apply exemptions re: safety of individuals	X	X	X	
18	To apply exemptions re: economic interests of Canada	X	X	X	
19(1)	To apply exemptions re: personal information	X	X	X	
19(2)(a) & (b)	To authorize disclosure of personal information	X	X	X	
19(2)(c)	To authorize disclosure of personal information	X	X	X	
20	To apply exemptions re: third party information	X	X	X	
21	To apply exemptions re: operations of governments	X	X	X	
22	To apply exemptions re: testing procedures, tests and audits	X	X	X	
23	To apply exemptions re: solicitor-client privilege	X	X	X	

Sections	Powers, Duties or Functions	Director	Deputy Director, Services	Director General Information Mgt.	Access Information Access
24	To apply statutory prohibitions against disclosure	X	X	X	
25	To sever portions of a document	X	X	X	X
26	Refusal of access when information is to be published	X	X	X	
27	To apply transitional provision	X	X	X	
28(1)	To issue to third party notice of intent to disclose	X	X	X	X
28(4)	To extend time limit under 28(1)	X	X	X	X
28(5)	To decide on disclosure after third party representation and issue notice of decision to third party	X	X		
28(6)	To waive requirement for <u>written</u> representations	X	X	X	X
28(8)	To give access unless review of decision is requested	X	X	X	X
29(1)	To issue notices to applicant and to third party	X	X	X	X
33	To advise the Information Commissioner of any third party involvement	X	X	X	X
37(4)	To notify the Information Commissioner of action taken or proposed and to provide access to record on findings of Information Commissioner	X	X	X	X

<u>Sections</u>	<u>Powers, Duties or Functions</u>	<u>Director</u>	<u>Deputy Director, Services</u>	<u>Director General Information Mgt.</u>	<u>Chief Information Access</u>
43(1)	To issue to a third party notice of application for Court review	X	X	X	X
44(2)	To issue to applicant notice that third party has applied for Court review	X	X	X	X
71(1)	To provide facilities where manuals may be inspected by public	X	X	X	X
71(2)	To exclude exempt information from manuals	X	X	X	X

PART II

PRIVACY

Chapter 1

2.1 MINISTRY SECRETARIAT

2.1.1 STATISTICAL REPORTS - INTERPRETATION/EXPLANATIONS

The Statistical Report can be found at Annex 15. In summary, the Secretariat received a total of 90 requests under the Privacy Act. Three requests were outstanding from the previous period for a total of 93 requests, 91 of which were completed during the reporting period. The disposition of these requests is as follows:

All disclosed	1
Exempt	52
Unable to process	1
Does not exist	35
Transferred	2
	<hr/>
	91

All of the 91 completed requests were processed under 30 days. The two requests which were carried forward were received toward the end of the reporting period.

One request in the "unable to process" category, related to personal information in Secretariat classes of records. The applicant was provided with a copy of our personal information banks, and was invited to resubmit his request by quoting the appropriate personal information bank.

Expenses are generally personnel oriented. As an estimate, personnel costs are in the neighbourhood of \$65,000. A further expense of \$22,000. was incurred in the administration of the Privacy Act.

2.1.2 FORMAL/INFORMAL INTERFACE

No informal requests were processed by the Secretariat ATIP Unit. However, access by individuals to personal information about themselves which was generally available from the department (i.e. personnel records) before the Privacy Act came into effect, continues to be available informally to individuals.

2.1.3 INSTITUTIONAL POLICIES

During the reporting year, the ATIP Unit was not able to devote the time and resources required to develop policies and procedures. To date, however, the Treasury Board Interim Policy Guide has proven useful in providing guidance on various aspects of the legislation.

2.1.4 DELEGATION INSTRUMENTS

As a consequence of the first year's experience, delegation orders to the Secretariat, the RCMP, CSC, NPB, CSIS and the Office of the Correctional Investigator were reviewed, resulting in increased delegation to senior officials. Delegation orders as they relate to each agency have been reproduced in full, in the form of a table illustrating which officials have received delegated authority (by title of position) as well as the specific sections of the Privacy Act for which they have received delegation. A chart outlining the responsibilities delegated to Secretariat officials can be found at Annex 21.

2.1.5 INVESTIGATIONS

The Secretariat received nine appeals, all of which related to non-disclosure of the requested personal information. Following investigation by the Privacy Commissioner, all nine appeals were found to be not justified.

The Secretariat ATIP Unit ensures a consistent and coordinated approach in dealing with appeals to the Federal Court. In doing so, it serves as a coordinating body (in cooperation with Secretariat Legal Services), for liaison between the agencies and the Department of Justice, and analyses the implications of decisions prior to making pertinent and sound recommendations to the Solicitor General.

2.1.6 DISCLOSURES UNDER 8(2)(e) OF THE PRIVACY ACT

The authorization for the disclosure of personal information to investigative bodies under subsection 8(2)(e) of the Privacy Act has been delegated to the Deputy Solicitor General only.

2.1.7 EXEMPT BANKS

A total of 52 applications were received for personal information which might be contained in any one of the Secretariat's five exempt banks. Requests for access to such banks are responded to pursuant to section 16 which allows that a reply may be made in a manner which neither confirms nor denies the existence of a record.

2.1.8 USE AND DISCLOSURE

All personal information in the Ministry Secretariat is used for the purpose for which it was obtained or compiled. It should be noted, however, that the Secretariat (with the exception of Personnel and certain divisions of the Programs

Branch) does not collect personal information. Disclosure of personal information takes place only in accordance with section 8(2) of the Privacy Act. To ensure that this policy continues to be adhered to, the implications of sections 4 to 8 of the Privacy Act will be covered during a June 1985 briefing session to departmental managers. In addition, it is planned that a bulletin relating to the use and disclosure of personal information will be issued shortly thereafter.

2.1.9 AUDITS

No audits were conducted in the Ministry Secretariat by the Office of the Privacy Commissioner.

Chapter 2

2.2 ROYAL CANADIAN MOUNTED POLICE

2.2.1 STATISTICAL REPORTS - INTERPRETATION/EXPLANATION

The Statistical Report can be found at Annex 16. Section I of the form includes re-opened files. There is considerable time and expense incurred in processing these requests which cannot be accounted for elsewhere. For these same reasons we have included forms covering informal and assistance requests.

Costs per request were derived by adding the personnel costs of the four quarterly reports for the reporting period:

TOTAL PERSONNEL EXPENDITURE	- OFFICERS	\$ 113,169.96
	- SUPPORT STAFF	\$ 777,500.81
	- OTHER	\$ <u>83,207.31</u>
	- SUB-TOTAL	\$ 973,878.08
OTHER COSTS (TRAINING, OFFICE EQUIPMENT, STATIONERY, ETC.)		\$ <u>60,118.21</u>
	TOTAL EXPENDITURES	\$1,033,996.29

Total number of requests completed under the Privacy Act during the period April 1, 1984 to March 31, 1985, i.e. 2346, were divided into total expenditures. Costs shown on Statistic Sheets are based on four quarterly reporting periods.

- Cost per request = \$1,033,996.29 - 2346 = \$440.75 during reporting period.

During the reporting period, there were four requests that took over 60 days to complete under the Privacy Act. There were a total of 338 requests that we were unable to process because the applications did not contain sufficient information. In most cases, this would have been the date of birth and in order to meet the deadlines as set out by the Act, a telephone call or corresponding with the individual completed the information to deal with the requests for access.

There were 9 requests in the abandoned category.

2.2.2 FORMAL/INFORMAL INTERFACE

Informal access procedures were delegated to directorates and divisions on April 23, 1984. Employees still have the option of proceeding formally under the Privacy Act via the Director, Information Access. During this period, the directorate processed 28 informal employee requests. Statistics are not

available for informal requests at division or directorate levels. Benefits of informal access, where it is practical, relate to convenience, speed, and cost.

2.2.3 INSTITUTIONAL POLICIES

The record system itself is subject to ongoing scrutiny to ensure all procedures for the collection, use, retention and storage of information are in conformity with the legislation and applicable sections of Treasury Board directives and guidelines.

2.2.4 DELEGATION INSTRUMENTS

New delegation orders were signed by the Solicitor General. The Director, Information Access has been delegated exemption authority for all records being accessed, except those identified as coming under Federal/Provincial relations. Only the Commissioner of the RCMP and the Deputy Commissioner (Canadian Police Services) have delegated authority under Federal/Provincial relations. A chart outlining the delegation orders can be found at Annex 22.

2.2.5 INVESTIGATIONS

A total of 40 complaints were made to the Privacy Commissioner, of which 35 were completed during this reporting period. Eleven of the complaints were for denial of access to the exempt banks. The remaining complaints were for denial of access to records pertaining to criminal investigations and time extensions. The Privacy Commissioner found all 35 complaints to be not justified.

2.2.6 DISCLOSURES UNDER SECTION 8(2)(e) OF THE PRIVACY ACT

The Director, Information Access is the releasing authority for disclosures under section 8(2)(e) of the Privacy Act within the RCMP. Policy is in place requiring all members receiving requests under section 8(2)(e) to be forwarded to the Director, Information Access for decision. During the reporting period there have been no requests for disclosures under section 8(2)(e). Disclosures to other investigative bodies have come within the provisions of consistent use.

In order to obtain personal information from other Federal Government departments, the Force designated a limited number of senior personnel to deal with the officials of these various federal institutions. All requests must be in writing and countersigned by a senior officer.

2.2.7 EXEMPT BANKS

To ensure that our exempt banks meet the requirements of the Act and the Order-in-Council, there is an ongoing review conducted by the record holder. In addition, this directorate examines all material accessed. Should any record not meet the exempt bank criteria, it is transferred to the proper bank. This material would then be reviewed and handled in the usual manner. While this is a far more labour intensive operation than was originally intended with the exempt bank status, this procedure ensures the integrity of the bank and protects the rights of individuals. To date, all material examined has been found to be properly identified.

There were 61 requests for access to the exempt banks which, of course, were all denied. These 61 denials resulted in 11 complaints to the Privacy Commissioner. The complaints are broken down as follows:

CRIMINAL OPERATIONAL INTELLIGENCE RECORDS, RCMP-P120	4
SECURITY SERVICE RECORDS, RCMP-P130	5
PROTECTION OF PERSONNEL AND GOVERNMENT PROPERTY RECORDS, RCMP-P140	2

In all 11 complaints, the Privacy Commissioner ruled that the exemptions had been properly applied. The Security Service Records Bank, RCMP-P130, was of course moved to the new agency - Canadian Security Intelligence Service (CSIS) on July 16, 1984. The RCMP will be seeking authorization to create a new exempt bank, National Security Enforcement Records, which will contain information in respect of offences arising out of conduct constituting a threat to the security of Canada within the meaning of the Canadian Security Intelligence Service Act, pursuant to section 61(1) of the Act.

2.2.8 USE AND DISCLOSURE

There were no Audits conducted by the Privacy Commissioner of records held by the RCMP.

Chapter 3

2.3 CORRECTIONAL SERVICE OF CANADA

2.3.1 STATISTICAL REPORTS - INTERPRETATION/EXPLANATIONS

The Statistical Report can be found at Annex 17. In summary, during the 1984/85 fiscal year, the CSC received 4,994 Privacy requests in addition to the 653 requests which were carried over from 1983/84. Of these 5,647 requests, 4,752 were processed, or 84%.

Forty percent of the processed requests were completed in less than 30 days, 19% between 30 and 60 days, 35% between 60 and 120 days and 6% required more than 120 days.

The major cause of delays in processing requests lies with the fact that the information requested is of such a sensitive nature that it cannot be released without the utmost, time-consuming, precautions. Indeed, as the Agency deals with a criminal clientele, the potential for a detrimental impact of release of certain information is forever present. The information must therefore be analyzed and assessed with the greatest caution; this implies constant consultation with information sources as well as with the officials in close contact with inmates.

It is also noteworthy that the processing of requests has been delayed further in 1984/85 due to major changes, namely the recentralization of the system as well as the redistribution of personal information banks. These issues will be discussed further in the "Implementation" section.

Those requests considered "impossible to process" are those for which the requestor could not offer enough detail to enable CSC to locate the information. Some requests were considered as abandoned when the requestor's whereabouts became unknown due to a transfer outside the federal system, release or escape.

Finally, with respect to costs, these are calculated by subtracting from the total costs, the costs resulting from the administration of the Access to Information Act. Personnel costs incurred in the administration of the Privacy Act amount to approximately \$682,000., and administrative costs to approximately \$300,000.

2.3.2 FORMAL/INFORMAL INTERFACE

The very nature of the mandate of the CSC, which is to administer sentences of imprisonment imposed on persons involved in criminal activities makes it an organization that must deal with a great variety of personal information.

Indeed, correctional staff who work with offenders on a daily basis do so with an aim of helping them to acquire

self-understanding and to become capable of reintegrating into society as law-abiding citizens. Needless to say, this is a highly sensitive task which requires constant sharing of personal information with the individuals concerned.

Exercising accurate control over such daily information sharing or even keeping any statistics in that respect creates a very complex task. However, the CSC believes that its Use and Disclosure Code issued in cooperation with the National Parole Board (NPB) is a very useful instrument as it constitutes a guide for employees who must share personal information with offenders and others. Moreover, the joint Exemptions policy issued by both agencies applies to formal access requests.

2.3.3 INSTITUTIONAL POLICIES

As mentioned in last year's annual report, the CSC in cooperation with the NPB developed an exemptions policy, consistent with that of Treasury Board, to deal with the specific problems common to both Agencies. The policy has proven to be a very helpful instrument in the application of the Privacy Act. However, due to the complex and sensitive nature of the information processed by both Agencies, the policy could not cover all situations, therefore, a CSC/NPB Privacy Liaison Committee was struck which meets on a regular basis to discuss issues of interest to both Agencies. Policy interpretations are issued as required.

In order to ensure maximum consistency between the two Agencies, additional steps are being discussed, such as common periodical audits, staff exchanges and common training.

2.3.4 DELEGATION INSTRUMENTS

The CSC's delegation orders have been reviewed and resulted in increased delegation to senior officials. A chart outlining the delegation orders can be found at Annex 23.

2.3.5 INVESTIGATIONS

The great majority of complaints investigated by the Privacy Commissioner are based on exemptions from access and delays in response time.

As pointed out in last year's annual report, one type of exemption questioned by the Privacy Commissioner pertains to information considered as innocuous under Section 19 of the Act. However, the CSC has taken a positive approach to the issue by proposing to the Privacy Commissioner that all of the files involved be reviewed again in order to determine whether

exemptions still apply pursuant to the joint CSC/NPB exemptions policy. Most of these cases were resolved in this manner.

The complaints received by the Privacy Commissioner have been classified as follows:

<u>Reasons for Appeal</u>	<u>Number of Appeals</u>
Use and disclosure	5
Non-disclosure	90
Extension	61
Publications	0
Denial of translation	1
Time to prepare translation	0
Other	6
TOTAL	<u>163</u>

Statistics concerning justified complaints versus non-justified complaints were not available as they had not been required by Treasury Board. Attempts will be made to remedy this situation in 1985/86.

2.3.6 DISCLOSURES UNDER 8(2)(e) OF THE PRIVACY ACT

Two senior executives have been designated to release information requested under Section 8(2)(e). The Director, Preventive Security has authority over the release of classified security information while the Director General, Personnel has authority to release biographical data on any individual including records of employment. During the period under review, the CSC has received no requests under Section 8(2)(e) of the Act.

2.3.7 EXEMPT BANKS

By Order-in-Council, information held by the Preventive Security Division of the Security Branch, which was previously declared exempt pursuant to Section 18(1) of the Act, remains exempt. Therefore, requests for access to that information continue to be denied. However, whereas in the past we had responded to those requests in a manner as not to deny or confirm the existence of such information, we have somewhat modified our approach by stating that such information, if it did exist, would be contained in a bank designated as exempt pursuant to subsection 18(1) of the Act, and to Sections 21 and 22 of the Act.

2.3.8 USE AND DISCLOSURE

The CSC and the NPB have joined their efforts in developing a policy with respect to the use and disclosure of personal information. This policy, which has officially been effective since March 1985, has been designed to serve as a guide to officials of our respective organizations when information pertaining to offenders is disclosed to third parties. The set of guidelines is applicable to both organizations based on the fact that:

- (1) information contained in personal information banks of one Agency is often found in banks of the other; and,
- (2) requestors frequently submit their request to both Agencies, and, often, almost simultaneously.

The first chapter of the policy deals with the use and disclosure of personal information as prescribed by Sections 7 and 8 of the Act. This chapter discusses consistent use and permissible disclosures in such situations as internal sharing of information, information sharing between CSC, NPB, RCMP and private after-care agencies or volunteers, day-to-day communication between offenders and officials, public requests for information, disclosure of information for the purpose of protecting society as well as use of information in court proceedings. Each paragraph of subsection 8(2) of the Act is dealt with separately and guidelines are offered in respect of their application. Finally, it deals with cases where the information requested is publicly available or where the consent of the offender is required.

The second chapter of the policy deals with the requirement to account for all uses and disclosures of personal information as prescribed in Section 9 of the Act namely, the need to retain a record of all uses of personal information contained in a bank as well as that of advising the Privacy Commissioner should new consistent uses occur that would require an addition to the Index.

2.3.9 AUDITS

No audits were conducted by the Privacy Commissioner during the period reviewed by this report.

Chapter 4

2.4 NATIONAL PAROLE BOARD

2.4.1 STATISTICAL REPORTS - INTERPRETATION/EXPLANATIONS

The Statistical Report can be found at Annex 18. In summary, the number of requests received by the NPB (330) represents an increase of thirty percent over the fiscal year 1983/84. Those requests are broken down as follows:

<u>Number of Requests</u>	<u>Bank Number</u>	<u>Personal Information Banks</u>
299	P-10	Parole Case Files
27	P-20	Clemency Case Files
3	P-30	Access Request Files
1	S-1, S-2	Employee Personnel Files

During the year, the Board completed 358 requests; the disposition is as follows:

All disclosed	4
Disclosed in part	305
Unable to process	3
Does not exist	46

358

It should be pointed out that these requests necessitated the review of approximately fifty thousand documents (for example, a parole case file contains, on the average, one hundred and sixty pages).

As explained in the last annual report, the Parole Board experienced some difficulty in the early stages of implementation of the Act. This resulted in a serious backlog situation. However, during the 1984/85 fiscal year, the Board successfully dealt with this backlog which was practically reduced to NIL by March 31, 1985.

Personnel costs incurred in the administration of the Privacy Act amount to approximately \$288,000., and administrative costs to approximately \$12,000.

2.4.2 FORMAL/INFORMAL INTERFACE

Because of the nature of its mandate, the Parole Board shares a great deal of its file information with offenders in contexts other than the processing of requests pursuant to the provisions of the Privacy Act, i.e. during its hearings with offenders and when notifying them of its decisions. In carrying out the above duties, the Board has to comply with the principles of fundamental justice. One of these

principles entitles individuals to know of the information which will be considered in the making of a decision about themselves which will possibly deprive or limit them of their right to liberty. In such cases, the courts have established that the individual should at least be provided with the "gist" of that information whether or not that information would be exempted from access if requested under Section 12(1) of the Privacy Act. This process, therefore, frequently results in the sharing of more information than normally permitted under the provisions of the Privacy Act.

2.4.3 INSTITUTIONAL POLICIES

Because of the nature of its mandate, the NPB is very closely linked with the CSC which represents its main source of information. As mentioned in the last annual report, certain safeguards therefore had to be put into place to ensure a consistent approach regarding the processing of access requests for information included in banks pertaining to offenders, e.g. the establishment of common sets of policies, the creation of a CSC/NPB Liaison Committee which coordinates the development and application of these policies, and the development and maintenance of consultation mechanisms in respect of the processing of requests, etc.

During the year, the NPB and the CSC finalized two major policies which are commonly applicable to both organizations. The first one consists of a further interpretation of the Treasury Board's policy on the exemptions provisions of the Act. The second one is the NPB/CSC Use and Disclosure Code which deals with Section 8 of the Act. The fact that these policies are applicable to both organizations is in recognition of the fact that information contained in personal banks of one agency is normally found in banks of the other; this ensures a greater degree of consistency of application.

2.4.4 DELEGATION INSTRUMENTS

The NPB's delegation orders have been reviewed and resulted in increased delegation to senior officials. A chart outlining the delegated responsibilities to officials can be found at Annex 24.

2.4.5 INVESTIGATIONS

As shown in Annex 18, the Privacy Commissioner received sixteen complaints regarding the processing of privacy requests made to the NPB.

<u>Reasons for Complaint</u>	<u>Number</u>
Extension of time	6
Other - Exemptions	8
Opened mail	1
No record	1
	<u>16</u>
TOTAL	<u>16</u>

Although the Board seldom gets to see the findings of the Privacy Commissioner's investigations, it is assumed that the Commissioner accepted its response to these complaints as none of these resulted in any formal recommendation from him.

2.4.6 DISCLOSURES UNDER 8(2)(e) OF THE PRIVACY ACT

The following positions are authorized to approve disclosures to investigative bodies listed in the regulations:

Chairman
Vice-Chairman
ATIP Coordinator
Regional Executive Officers (Parole Case Files)
Director of Personnel (Personnel Files)
Chief, Clemency and Pardons (Clemency Files)

As far as this organization is concerned, the bulk of requests from investigative bodies comes from the RCMP. As described in the Board's Use and Disclosure Code, requests from the RCMP concerning offenders currently under sentence or pardon applicants are dealt with under section 8(2)(a) of the Privacy Act. Requests from the RCMP concerning other individuals or requests from other investigative bodies except the CSC Preventive Security Branch are processed under section 8(2)(e) for which special procedures have been established in accordance with the provisions of the Act.

2.4.7 EXEMPT BANKS

The NPB does not have any Exempt Banks.

2.4.8 USE AND DISCLOSURE

As mentioned above, the NPB now has its Use and Disclosure Code which consists of a policy which is meant to serve as a guide to officials when disclosing to third parties information pertaining to offenders. This set of guidelines is applicable to both the NPB and the CSC.

In view of the complexity of the issues related to use and disclosure, considering the particular nature of the Board's mandate, that policy is a very elaborate one and will therefore not be discussed here. A copy of it is, however, available upon request.

2.4.9 AUDITS

No audits have been conducted by the Privacy Commissioner pursuant to the special investigative powers provided by subsection 37(1) of the Act.

Chapter 5

2.5 OFFICE OF THE CORRECTIONAL INVESTIGATOR

2.5.1 STATISTICAL REPORTS - INTERPRETATION/EXPLANATIONS

The Statistical Report can be found at Annex 19. In summary, the Correctional Investigator received a total of two requests under the Privacy Act. In both cases all of the information requested was disclosed.

Neither request took more than 30 days to process.

In view of the very short time taken to process these two requests, approximately 20-30 minutes each, the costs were minimal and amount to approximately \$31.00 for personnel and \$7.50 in administrative costs.

2.5.2 FORMAL/INFORMAL INTERFACE

The process of informally releasing information was not changed in any significant manner and no statistics are maintained.

2.5.3 INSTITUTIONAL POLICIES

Policies and procedures would be developed as required although to date this has not been necessary. At the present time the Treasury Board Interim Policy Guide is quite adequate.

2.5.4 DELEGATION INSTRUMENTS

The delegation scheme was reviewed and new delegation orders were signed by the Solicitor General. A chart outlining the responsibilities delegated to officials can be found at Annex 25.

2.5.5 INVESTIGATIONS

The Privacy Commissioner has not received any complaints regarding the processing of requests by this Office.

2.5.6 DISCLOSURES UNDER 8(2)(e) OF THE PRIVACY ACT

There have been no such requests during the reporting year.

2.5.7 EXEMPT BANKS

The Correctional Investigator does not have any exempt banks.

2.5.8 USE AND DISCLOSURE

In view of the very limited number of requests, it has not been necessary to develop policies in this regard. The personal information collected is being used only for the purpose for which it was collected.

2.5.9 AUDITS

There have been no audits by the Privacy Commissioner pursuant to section 37(1) of the Privacy Act.

Chapter 6

2.6 CANADIAN SECURITY INTELLIGENCE SERVICE

2.6.1 STATISTICAL REPORTS - INTERPRETATIONS/EXPLANATIONS

The Statistical Report can be found at Annex 20. In summary, the CSIS received a total of 108 requests under the Privacy Act. The disposition of these requests is as follows:

All disclosed	5
Disclosed in part	25
Excluded	NIL
Exempt	16
Unable to process	4
Insufficient information	NIL
Abandoned	NIL
Does not exist	50
	<hr/>
	100

Privacy requests cannot always be processed within the 30 day time limit imposed by the Act. During the reporting period, it was found necessary to apply extensions to 16 requests. Due to the lack of experienced staff to process the requests, it was necessary to apply 12 extensions, as meeting the original time limit would have interfered with operations. Eleven of these 12 extensions were in the first quarter that CSIS processed its own material (from its inception on July 16, 1984 to September 30, 1984). There were 4 cases in which extensions were applied because consultation with other government departments was necessary.

The category "UNABLE TO PROCESS" includes 4 requests to CSIS exempt personal information bank P-130. These numbers reflect the requests to this bank after CSIS ceased to respond to the requestor by citing section 18 as the sole exemption.

Administration of the Privacy Act amounted to a total cost of \$127,471.64 for this period, broken down as follows:

OFFICER	-	\$ 45,664.98
SUPPORT STAFF	-	<u>\$ 81,806.66</u>
TOTAL		\$127,471.64

As CSIS had received 108 requests, this works out to a figure of \$1,180.29 per request.

2.6.2 FORMAL/INFORMAL INTERFACE

CSIS releases information as the result of informal requests. This process has been explained to employees during a series

of presentations. Generally speaking, requests from CSIS employees and the public alike will be considered for informal access. Copies of documents containing personal information will also be released to a requestor, subject of course to the same severing that would take place if it were a formal request. Employees may, in some cases, be allowed to view certain information that would normally be severed if they were to be provided copies.

During this period, CSIS processed 3 requests received from the public, informally. There were 5 requests from employees where the entire file was disclosed, with no severing.

There were no formal requests that were subsequently handled informally.

2.6.3 INSTITUTIONAL POLICIES

CSIS has no formalized policies to date to cover various aspects of the processing of requests under the Act. These policies are in the process of being developed and among others will cover the following areas:

- (a) FEE WAIVERS
- (b) APPLICATION OF EXEMPTIONS
- (c) TIME FORMS FOR THE PROCESSING OF REQUESTS RECEIVED FROM OTHER GOVERNMENT INSTITUTIONS ON A "CONSULTATION" BASIS
- (d) ACCESS REQUESTS FROM THE PUBLIC AND HOW ACCESS WILL BE GIVEN (I.E. NO PERSONAL REVIEW OF A FILE WILL BE ALLOWED AND ONLY SEVERED COPIES WILL BE PROVIDED)
- (e) DISCLOSURES UNDER SECTION 8(2)(e)

2.6.4 DELEGATION INSTRUMENTS

The delegation scheme was reviewed and new delegation orders signed by the Solicitor General. A chart outlining the responsibilities delegated to officials can be found at Annex 26.

2.6.5 INVESTIGATIONS

CSIS has been the subject of 6 investigations by the Privacy Commissioner's office. All of these have been complaints of non-disclosure, of which 4 were completed during the reporting period. In all 4 cases, the investigation found that the complaints were unfounded.

CSIS has been involved in two cases where there was an appeal to the Federal Court. These cases were initiated when Privacy Act requests were being processed by the RCMP, however, the experience gained has shown that it is an extremely time-consuming and expensive venture. There is no way of estimating just what the actual costs or person-years used would amount to, however, they would be extensive.

2.6.6 DISCLOSURES UNDER 8(2)(e) OF THE PRIVACY ACT

There has been no disclosure of personal information using section 8(2)(e) during this reporting period. The Director, Deputy Director Services and Deputy Director, Regional Operations and Liaison are the only officials who are authorized to approve the disclosure of personal information under this section.

No policies are in effect at this time to govern such disclosures. CSIS would however have to be assured that the information released would in no way be detrimental to national security interests or the Service's operations, and that the requesting investigative body could not obtain the information otherwise. Generally, the concerns as outlined in the Treasury Board Interim Policy Guidelines, would be taken into account prior to any release.

2.6.7 EXEMPT BANKS

There have been 16 requests under the Privacy Act that have been denied as the information was included in a bank designated as exempt by Order-in-Council under section 18 of the Privacy Act.

2.6.8 USE AND DISCLOSURE

Personal information collected as part of an operating program or activity of CSIS is used for the purpose for which it was collected - e.g. the investigation of activities that may, on reasonable grounds, be suspected of constituting threats to the security of Canada (as defined in the CSIS Act) or the preparation of security assessments as authorized by section 13 of the CSIS Act. Personal information may also be used by CSIS for a consistent use as described in the Act. Personal information may also be disclosed for a number of reasons in accordance with section 19(2) of the CSIS Act, and to the Inspector General and the Security Intelligence Review Committee. No disclosures have been made as authorized by section 8(2) of the Privacy Act.

Outside of policy, no specific methods are in place to account for consistent uses of personal information, however, the tight control of the files themselves act as a deterrent to releasing personal information. Because of the nature of the activities of an institution, such as CSIS, all personnel are very conscious that no information is to be released outside of the Service, unless it is approved by someone with the authority to release. Employees handling personal information are aware that the release of any information could jeopardize a sensitive investigation. Employees would also leave themselves open to breach of security charges if they release any information that they were not authorized to release.

Normal CSIS audits of areas handling personal information, the existence of the Inspector General and the Security Intelligence Review Committee are other deterrents to the inappropriate use and disclosure of personal information.

Future plans call for the continued education of employees to ensure that all are fully aware of the requirements to protect personal information as provided for in the Privacy Act. This continued education will be in the form of information letters and a chapter in the CSIS Administration Manual.

2.6.9 AUDITS

CSIS has not been the subject of any audits by the Privacy Commissioner's office.

PRIVACYChart of Activity Between Ministry Agencies

ACTIVITY	SECRETARIAT	RCMP	CSC	NPB	OCI	CSIS	TOTAL MINISTRY
Formal Requests Received	91	2409	4994	330	2	109	7935
Completed During Reporting Period	91	2346	4752	358	2	91	7640
Under 30 days	91	2199	2275	57	2	87	4711
31 to 60 days	-	143	726	89	-	14	972
61 to 120 days	-	4	1494	93	-	-	1591
Over 120 days	-	-	257	119	-	-	376
Translation	-	-	64	3	-	-	67
Costs	\$64,950	\$973,878	\$982,163	\$300,000	\$38,50	\$127,472	2,448,502.
Person-years	2.750	18.950	38.600	8.000	0.002	4.110	72.430
Initiated Complaints	9	40	163	16	-	6	224

Note: Numbers are rounded-off to the nearest dollar.



REPORT ON THE PRIVACY ACT

Institution Ministry of the Solicitor General Secretariat	Reporting period 1-04-84 to 31-03-85
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I Requests under the Privacy Act

Received during reporting period	91
Outstanding from previous period	2
TOTAL	93
Completed during reporting period	91
Carried forward	2

II Disposition of requests completed

1. All disclosed	7	6. Insufficient information	
2. Disclosed in part		7. Abandoned	
3. Excluded		8. Does not exist	35
4. Exempt	52	TOTAL	91
5. Unable to process	3		

III Exemptions invoked

S. 18(2)	52	S. 21		S. 23(b)	
S. 19(1) (a)		S. 22(1) (a)		S. 24	
(b)		(b)		S. 25	
(c)		(c)		S. 26	
(d)		S. 22(2)		S. 27	
S. 20		S. 23 (a)		S. 28	

IV Exclusions cited

S. 69(1) (a)	
(b)	
S. 70(1)	
(a)	
(b)	
(c)	
(d)	
(e)	
(f)	

V Completion time

Under 30 days	91
31 to 60 days	
60 to 120 days	
Over 120 days	

VI Extensions

	Under 30 days	Over 30 days
Interference with operations		
Consultation		
Translations		
TOTAL		

VII Translations

Translation requested	
Translation provided	
English to French	
French to English	
Average time to prepare translations	

VIII Method of access

Copies given	7
Examination	
Copies and examination	

IX Correction and notation

Corrections requested ▶	Corrections made ▶	Notation attached ▶
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X Costs

Personnel	\$	PY
Officer	\$ 50,700	2
Support staff	\$ 14,250	.75
Other	\$ 22,000	
TOTAL	\$ 86,950	2.75

XI Appeals to privacy commissioner

Reasons	
Use and disclosure	
Non disclosure	9
Extension	
Publications	
Denial of translation	
Time to prepare a translation	
Other	
No. initiated during reporting period	9
No. completed during reporting period	9
No. carried forward	9
Average time of resolution (for those completed) (days)	
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

XII Appeals to Federal Court

Appeal by	
Applicant	
Privacy commissioner	
Average time of resolution (for those completed) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Disclosure ordered	
Non-disclosure ordered	
Other	



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FORMAL

REPORT ON THE PRIVACY ACT

Institution ROYAL CANADIAN MOUNTED POLICE	Reporting period April 1, 1984 to March 31, 1985
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Requests under the Privacy Act		II Disposition of requests completed			
Received during reporting period	1649+234*	1. All disclosed	630	6. Insufficient information	339
Outstanding from previous period	62	2. Disclosed in part	402	7. Abandoned	
TOTAL	1945	3. Excluded	0	8. Does not exist	294
Completed during reporting period	1826	4. Exempt	97	TOTAL	1855
Carried forward	119	5. Unable to process	0	TRANSFERRED	57

III Exemptions invoked					IV Exclusions cited		
s. 18(2)	6	s. 21	13	s. 23(b)	0	s. 69(1) (a)	0
s. 19(1) (a)	15	s. 22(1) (a)	81	s. 24	1	(b)	0
(b)	6	(b)	82	s. 25	10	s. 70(1)	0
(c)	7	(c)	1	s. 26	387	(a)	0
(d)	6	s. 22(2)	101	s. 27	1	(b)	0
s. 20	0	s. 23(a)	12	s. 28	0	(c)	0
						(d)	0
						(e)	0
						(f)	0

V Completion time		VI Extensions			VII Translations		VIII Method of access		
Under 30 days	1680	Interference with operations	112	Over 30 days	0	Translation requested	0	Copies given	1032
31 to 60 days	142	Consultation	11	Under 30 days	0	Translation provided	0	Examination	0
60 to 120 days	4	Translations	0	Over 30 days	0	English to French	0	Copies and examination	0
Over 120 days	0	TOTAL	123		0	French to English	0		
						Average time to prepare translations	0		

IX Correction and notation					
Corrections requested	20	Corrections made	8	Notation attached	1

X Costs			XI Appeals to privacy commissioner		XII Appeals to Federal Court	
Personnel		PY	Reasons		Appeal by	
Officer	108098.22	1.61	Use and disclosure	0	Applicant	0
Support staff	606590.77	14.81	Non disclosure	35	Privacy commissioner	0
Other	62654.78	2.52	Extension	2	Average time of resolution (for those completed) (days)	0
TOTAL	777343.77	18.95	Publications	0	No. initiated during reporting period	3
			Denial of translation	0	No. completed during reporting period	0
			Time to prepare a translation	0	No. carried forward	2
			Other	3	TRANSFERRED :	1
			No. initiated during reporting period	40	Disclosure ordered	0
			No. completed during reporting period	35	Non-disclosure ordered	0
			No. carried forward	22	Other	0
			Average time of resolution (for those completed) (days)	197.2		
			Commissioner's recommendation accepted	0		
			Commissioner's recommendation rejected	0		

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INFORMAL

REPORT ON THE PRIVACY ACT

Institution ROYAL CANADIAN MOUNTED POLICE	Reporting period April 1, 1984 to March 31, 1985
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I Requests under the Privacy Act

Received during reporting period	10
Outstanding from previous period	26
TOTAL	36
Completed during reporting period	28
Carried forward	8

II Disposition of requests completed

1. All disclosed	6	6. Insufficient information	0
2. Disclosed in part	22	7. Abandoned	0
3. Excluded	0	8. Does not exist	0
4. Exempt	0	TOTAL	28
5. Unable to process	0		

III Exemptions invoked

S. 18(2)	0	S. 21	0
S. 19(1) (a)	0	S. 22(1) (a)	0
(b)	0	(b)	0
(c)	0	(c)	0
(d)	0	S. 22(2)	0
S. 20	0	S. 23(a)	0

S. 23(b)	0	S. 24	0
S. 25	0	S. 26	0
S. 27	0	S. 28	0

IV Exclusions cited

S. 69(1) (a)	0
(b)	0
S. 70(1)	0
(a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0

V Completion time

Under 30 days	28
31 to 60 days	0
60 to 120 days	0
Over 120 days	0

VI Extensions

	Under 30 days	Over 30 days
Interference with operations	0	0
Consultation	0	0
Translations	0	0
TOTAL	0	0

VII Translations

Translation requested	0
Translation provided	0
English to French	0
French to English	0
Average time to prepare translations	0

VIII Method of access

Copies given	0
Examination	0
Copies and examination	0

IX Correction and notation

Corrections requested ▶	0	Corrections made ▶	0	Notation attached ▶	0
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X Costs

Personnel		PY
Officer	1906.24	0.03
Support staff	12967.36	0.33
Other	1153.04	0.06
TOTAL	16026.64	0.43

XI Appeals to privacy commissioner

Reasons	
Use and disclosure	0
Non disclosure	0
Extension	0
Publications	0
Denial of translation	0
Time to prepare a translation	0
Other	0
No. initiated during reporting period	0
No. completed during reporting period	0
No. carried forward	0
Average time of resolution (for those completed) (days)	0
Commissioner's recommendation accepted	0
Commissioner's recommendation rejected	0

XII Appeals to Federal Court

Appeal by	
Applicant	0
Privacy commissioner	0
Average time of resolution (for those completed) (days)	0
No. initiated during reporting period	0
No. completed during reporting period	0
No. carried forward	0
Disclosure ordered	0
Non-disclosure ordered	0
Other	0

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ASSISTANCE

REPORT ON THE PRIVACY ACT

Institution ROYAL CANADIAN MOUNTED POLICE	Reporting period April 1, 1984 to March 31, 1985
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I Requests under the Privacy Act		II Disposition of requests completed			
Received during reporting period	511+5*	1. All disclosed	209	6. Insufficient information	0
Outstanding from previous period	22	2. Disclosed in part	244	7. Abandoned	0
TOTAL	538	3. Excluded	0	8. Does not exist	1
Completed during reporting period	492	4. Exempt	20	TOTAL	497
Carried forward	46	5. Unable to process	0	TRANSFERRED :	15

III Exemptions invoked

S. 18(2)	0	S. 21	0	S. 23(b)	0
S. 19(1) (a)	0	S. 22(1) (a)	0	S. 24	0
(b)	0	(b)	0	S. 25	0
(c)	0	(c)	0	S. 26	0
(d)	0	S. 22(2)	0	S. 27	0
S. 20	0	S. 23(a)	0	S. 28	0

IV Exclusions cited

S. 69(1) (a)	0
(b)	0
S. 70(1)	0
(a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0

V Completion time

Under 30 days	491
31 to 60 days	1
60 to 120 days	0
Over 120 days	0

VI Extensions

	Under 30 days	Over 30 days
Interference with operations	0	0
Consultation	0	0
Translations	0	0
TOTAL		

VII Translations

Translation requested	0
Translation provided	0
English to French	0
French to English	0
Average time to prepare translations	0

VIII Method of access

Copies given	453
Examination	0
Copies and examination	0

IX Correction and notation

Corrections requested	0	Corrections made	0	Notation attached	0
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X Costs

Personnel		PY
Officer	3165.50	0.52
Support staff	157942.68	5.21
Other	19399.49	0.91
TOTAL	180507.67	6.65

XI Appeals to privacy commissioner

Reasons	
Use and disclosure	0
Non disclosure	0
Extension	0
Publications	0
Denial of translation	0
Time to prepare a translation	0
Other	0

No. initiated during reporting period	0
No. completed during reporting period	0
No. carried forward	0
Average time of resolution (for those completed) (days)	0

Commissioner's recommendation accepted	0
Commissioner's recommendation rejected	0

XII Appeals to Federal Court

Appeal by	
Applicant	0
Privacy commissioner	0

Average time of resolution (for those completed) (days)	0
No. initiated during reporting period	0
No. completed during reporting period	0
No. carried forward	0

Disclosure ordered	0
Non-disclosure ordered	0
Other	0

*REOPENED

REPORT ON THE PRIVACY ACT

Institution Correctional Service of Canada	Reporting period April 1/84 to March 31/85
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I Requests under the Privacy Act

Received during reporting period	4994
Outstanding from previous period	653
TOTAL	5647
Completed during reporting period	4752
Carried forward	895

II Disposition of requests completed

1. All disclosed	343	6. Insufficient information	382
2. Disclosed in part	2851	7. Abandoned	88
3. Excluded		8. Does not exist	432
4. Exempt	443	TOTAL	4752
5. Unable to process	213		

III Exemptions invoked

S. 18(2)	11	S. 21		S. 23 (b)	
S. 19(1) (a)	9	S. 22(1) (a)	368	S. 24	815
(b)	1	(b)	159	S. 25	114
(c)	1847	(c)	24	S. 26	2105
(d)	834	S. 22(2)	42	S. 27	4
S. 20		S. 23 (a)	6	S. 28	499

IV Exclusions cited

S. 69(1) (a)	
(b)	
S. 70(1)	
(a)	
(b)	
(c)	
(d)	
(e)	
(f)	

V Completion time

Under 30 days	2275
31 to 60 days	726
60 to 120 days	1494
Over 120 days	257

VI Extensions

	Under 30 days	Over 30 days
Interference with operations		
Consultation	2142	-
Translations	36	22
TOTAL	2178	22

VII Translations

Translation requested	64
Translation provided	64
English to French	33
French to English	31
Average time to prepare translations	29.1

VIII Method of access

Copies given	3189
Examination	5
Copies and examination	3194

IX Correction and notation

Corrections requested > 54	Corrections made > 12	Notation attached > 5
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X Costs

Personnel	\$	PY
Officer	\$ 598442	22.0
Support staff	\$ 187558	10.7
Other	\$ 411628	5.9
TOTAL	\$ 982163	38.6

XI Appeals to privacy commissioner

Reasons	
Use and disclosure	5
Non disclosure	90
Extension	61
Publications	
Denial of translation	1
Time to prepare a translation	
Other	6
No. initiated during reporting period	163
No. completed during reporting period	96
No. carried forward	181
Average time of resolution (for those completed) (days)	85.4
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

XII Appeals to Federal Court

Appeal by	
Applicant	
Privacy commissioner	
Average time of resolution (for those completed) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Disclosure ordered	
Non-disclosure ordered	
Other	



Institution National Parole Board	Reporting period April '84 to March '85
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I Requests under the Privacy Act

Received during reporting period	330
Outstanding from previous period	84
TOTAL	414
Completed during reporting period	358
Carried forward	56

II Disposition of requests completed

1. All disclosed	4	6. Insufficient information	
2. Disclosed in part	305	7. Abandoned	
3. Excluded		8. Does not exist	46
4. Exempt		TOTAL	358
5. Unable to process	3		

III Exemptions invoked

S. 18(2)	1	S. 21		S. 23(b)	
S. 19(1) (a)		S. 22(1) (a)	106	S. 24 (a)	52
(b)		(b)	88	(b)	145
(c)	176	(c)	2	S. 25	26
(d)	218	S. 22(2)	49	S. 26	272
S. 20		S. 23(a)		S. 27	4
				S. 28	74

IV Exclusions cited

S. 69(1) (a)	
(b)	
S. 70(1)	
(a)	
(b)	
(c)	
(d)	
(e)	
(f)	

V Completion time

Under 30 days	57
31 to 60 days	89
60 to 120 days	93
Over 120 days	119

VI Extensions

	Under 30 days	Over 30 days
Interference with operations		
Consultation	301	
Translations		
TOTAL	301	

VII Translations

Translation requested	3
Translation provided	3
English to French	1
French to English	2
Average time to prepare translations	2 weeks

VIII Method of access

Copies given	309
Examination	
Copies and examination	

IX Correction and notation

Corrections requested	Corrections made	Notation attached
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X Costs

Personnel	\$	PY
Officer	\$ 200,000	6
Support staff	\$ 88,000	2
Other	\$ 12,000	-
TOTAL	\$ 300,000	8

XI Appeals to privacy commissioner

Reasons	
Use and disclosure	
Non disclosure	
Extension	6
Publications	
Denial of translation	
Time to prepare a translation	
Other (exemptions)	8
No. initiated during reporting period	16
No. completed during reporting period	16
No. carried forward	0
Average time of resolution (for those completed) (days)	5 days
★	
Commissioner's recommendation accepted	unknown
Commissioner's recommendation rejected	unknown

XII Appeals to Federal Court

Appeal by	
Applicant	
Privacy commissioner	
Average time of resolution (for those completed) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Disclosure ordered	
Non-disclosure ordered	
Other	

* Opened Mail 1
No record 1



REPORT ON THE PRIVACY ACT

Institution Correctional Investigator	Reporting period year ending 31 March, 1985
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I Requests under the Privacy Act

Received during reporting period	2
Outstanding from previous period	0
TOTAL	2
Completed during reporting period	2
Carried forward	0

II Disposition of requests completed

1. All disclosed	2	6. Insufficient information	
2. Disclosed in part		7. Abandoned	
3. Nothing disclosed (excluded)		8. Does not exist	
4. Nothing disclosed (exempt)		9. Transferred	
5. Unable to process		TOTAL	2

III Exemptions invoked

S. 18 (2)		S. 21		S. 23 (b)	
S. 19 (1) (a)		S. 22 (1) (a)		S. 24	
(b)		(b)		S. 25	
(c)		(c)		S. 26	
(d)		S. 22 (2)		S. 27	
S. 20		S. 23 (a)		S. 28	

IV Exclusions cited

S. 69 (1) (a)	
(b)	
S. 70 (1) (a)	
(b)	
(c)	
(d)	
(e)	
(f)	

V Completion time

30 days or under	2
31 to 60 days	
61 to 120 days	
121 days or over	

VI Extensions

	30 days or under	31 days or over
Interference with operations		
Consultation		
Translations		
TOTAL		

VII Translations

Translation requested	0
Translation prepared	
English to French	
French to English	

VIII Method of access

Copies given	2
Examination	
Copies and examination	

IX Correction and notation

Corrections requested	Corrections made	Notation attached
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X Costs

Financial (all reasons)	
Salary	\$ 31.00
Administrative (O and M)	\$ 7.50
TOTAL	\$ 38.50
Person year utilization (all reasons)	
Person year (decimal format)	1 Hour

XI Complaints to privacy commissioner

Complaints activity	
Outstanding from previous period	
Number initiated during period	
Number completed during period	
Number carried forward	
Reasons for complaints	
Use and disclosure	
Non disclosure	
Extension	
Publication	
Denial of translation	
Time to prepare translation	
Other	

Complaints to privacy commissioner (cont)

Disposition of complaints	
Complaint unjustified	
Concurrence with institution	
No finding	
Recommendation accepted	
Recommendation rejected	
Number of new exempt banks	
XII Appeals to Federal Court	
Outstanding from previous period	
Number initiated during period	
Number completed during period	
Number carried forward	

REPORT ON THE PRIVACY ACT

Institution Canadian Security Intelligence Service	Reporting period July 16, 84 to March 31, 1985
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I Requests under the Privacy Act

Received during reporting period	109
Outstanding from previous period	-
TOTAL	109
Completed during reporting period	101
Carried forward	8

II Disposition of requests completed

1. All disclosed	5	6. Insufficient information	
2. Disclosed in part	25	7. Abandoned	
3. Excluded		8. Does not exist	50
4. Exempt	16	TOTAL	100
5. Unable to process	4		

III Exemptions invoked

S. 18(2)	16	S. 21	24	S. 23(b)	
S. 19(1) (a)	1	S. 22(1) (a)		S. 24	
(b)		(b)	7	S. 25	
(c)		(c)		S. 26	21
(d)	1	S. 22(2)		S. 27	
S. 20		S. 23(a)	7	S. 28	

IV Exclusions cited

S. 69(1) (a)	
(b)	
S. 70(1)	
(a)	
(b)	
(c)	
(d)	
(e)	
(f)	

V Completion time

Under 30 days	87
31 to 60 days	14
60 to 120 days	
Over 120 days	

VI Extensions

	Under 30 days	Over 30 days
interference with operations	12	
Consultation	4	
Translations		
TOTAL	16	

VII Translations

Translation requested	
Translation provided	
English to French	
French to English	
Average time to prepare translations	

VIII Method of access

Copies given	30
Examination	
Copies and examination	

IX Correction and notation

Corrections requested ▶	1	Corrections made ▶		Notation attached ▶	1
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X Costs

Personnel	\$	PY
Officer	\$ 45,664.98	1.0757
Support staff	\$ 81,806.66	3.0319
Other	\$	
TOTAL	\$ 127,471.64	4.1076

XI Appeals to privacy commissioner

Reasons	
Use and disclosure	
Non disclosure	6
Extension	
Publications	
Denial of translation	
Time to prepare a translation	
Other	
No. initiated during reporting period	6
No. completed during reporting period	4
No. carried forward	9
Average time of resolution (for those completed) (days)	110
Commissioner's recommendation accepted	4
Commissioner's recommendation rejected	

XII Appeals to Federal Court

Appeal by	
Applicant	
Privacy commissioner	
Average time of resolution (for those completed) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Disclosure ordered	
Non-disclosure ordered	
Other	

MINISTRY OF THE SOLICITOR GENERAL SECRETARIAT
DELEGATION SCHEDULE

ANNEX 21

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

Sections	Powers, Duties or Functions	Deputy Solicitor General	Senior Assistant Deputy Solicitor General	ATIP Co-ordinator
8(2)(j)	To disclose identifiable personal information and to obtain a written undertaking under that paragraph	X	X	
8(2)(m)	To disclose personal information when public interest outweighs invasion of privacy or where disclosure would benefit the individual	X	X	
8(4)	To keep copies of requests made under 8(2)(e), keep records of information disclosed pursuant to such requests and to make those records available to Privacy Commissioner	X	X	X
8(5)	To notify the Privacy Commissioner in writing of disclosure under paragraph 8(2)(m)	X	X	X
9	Record of disclosures to be retained. Record forms part of personal information	X	X	X
10	To include personal information in personal information banks	X	X	X
14	To issue notice to applicant as to whether or not access will be provided	X	X	X
15	To extend time limit and notify applicant	X	X	X

Sections	Powers, Duties or Functions	Deputy Solicitor General	Senior Assistant Deputy Solicitor General	ATIP Co-ordinator
16	To issue notice where access is refused			X
17(2)	To determine form of access and language of access	X	X	X
18(2)	To exempt personal information contained in an exempt bank	X	X	X
19	To exempt personal information obtained in confidence	X	X	
20	To exempt personal information re: federal-provincial affairs	X	X	
21	To exempt personal information re: international affairs and defence	X	X	
22	To exempt personal information re: law enforcement and investigations	X	X	
23	To exempt personal information re: security clearances	X	X	
24	To exempt personal information re: individuals sentenced for an offence	X	X	
25	To exempt personal information re: safety of individuals	X	X	
26	To exempt personal information about another individual	X	X	
27	To exempt personal information re: solicitor-client privilege	X	X	

<u>Sections</u>	<u>Powers, Duties or Functions</u>	<u>Deputy Solicitor General</u>	<u>Senior Assistant Deputy Solicitor General</u>	<u>ATIP Co-ordinator</u>
28	To exempt personal information re: medical records	X	X	
35(4)	Upon findings of the Privacy Commissioner, notify the Privacy Commissioner and the applicant that access is to be given	X	X	X
Reg. 11(2)	Re: corrections proposed to personal information on record	X	X	X

ROYAL CANADIAN MOUNTED POLICE
DELEGATION SCHEDULE

ANNEX 22

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

Sections	Powers, Duties or Functions	Commissioner	Deputy Commissioner, CPS	ATIP Co-ordinator
8(2)(j)	To disclose identifiable personal information and to obtain a written undertaking under that paragraph	X	X	
8(2)(m)	To disclose personal information when public interest outweighs invasion of privacy or where disclosure would benefit the individual	X	X	
8(4)	To keep copies of requests made under 8(2)(e), keep records of information disclosed pursuant to such requests and to make those records available to Privacy Commissioner	X	X	X
8(5)	To notify the Privacy Commissioner in writing of disclosure under paragraph 8(2)(m)	X	X	X
9	Record of disclosures to be retained. Record forms part of personal information	X	X	X
10	To include personal information in personal information banks	X	X	X
14	To issue notice to applicant as to whether or not access will be provided	X	X	X
15	To extend time limit and notify applicant	X	X	X
16	To issue notice where access is refused			X

Sections	Powers, Duties or Functions	Commissioner	Deputy Commissioner, CPS	ATIP Co-ordinator
17(2)	To determine form of access and language of access	X	X	X
18(2)	To exempt personal information contained in an exempt bank	X	X	X
19	To exempt personal information obtained in confidence	X	X	X
20	To exempt personal information re: federal-provincial affairs	X	X	
21	To exempt personal information re: international affairs and defence	X	X	X
22	To exempt personal information re: law enforcement and investigations	X	X	X
23	To exempt personal information re: security clearances	X	X	X
24	To exempt personal information re: individuals sentenced for an offence	X	X	X
25	To exempt personal information re: safety of individuals	X	X	X
26	To exempt personal information about another individual	X	X	X
27	To exempt personal information re: solicitor-client privilege	X	X	X
28	To exempt personal information re: medical records	X	X	X

<u>Sections</u>	<u>Powers, Duties or Functions</u>	<u>Commissioner</u>	<u>Deputy Commissioner, CPS</u>	<u>ATIP Co-ordinator</u>
35(4)	Upon findings of the Privacy Commissioner, notify the Privacy Commissioner and the applicant that access is to be given	X	X	X
Reg. 11(2)	Re: corrections proposed to personal information on record	X	X	X

CANADIAN PENITENTIARY SERVICE AND THE NATIONAL PAROLE SERVICE
DELEGATION SCHEDULE

ANNEX 23

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

Sections	Powers, Duties or Functions	Commr.	Senior Deputy Commr.	Coordinator ATIP	Reg. Deputy Commr.	DG Med. Serv.	RM Health Care	Dir. Psych. Serv.	Clin. Dir. RPC	Reg. Coord. Psych.
8(2)(j)	To disclose identifiable personal information and to obtain a written undertaking under that paragraph	X	X							
8(2)(m)	To disclose personal information when public interest outweighs invasion of privacy or where disclosure would benefit the individual	X	X							
8(4)	To keep copies of requests made under 8(2)(e), keep records of information disclosed pursuant to such requests and to make those records available to Privacy Commissioner	X	X	X						
8(5)	To notify the Privacy Commissioner in writing of disclosure under paragraph 8(2)(m)	X	X	X	X					
9	Record of disclosures to be retained. Record forms part of personal information	X	X	X						
10	To include personal information in personal information banks	X	X	X						
14	To issue notice to applicant as to whether or not access will be provided	X	X	X	X					
15	To extend time limit and notify applicant	X	X	X	X					
16	To issue notice where access is refused			X	X					

Sections	Powers, Duties or Functions	Commr.	Senior Deputy Commr.	Coordinator ATIP	Reg. Deputy Commr.	DG Med. Serv.	RM Health Care	Dir. Psych. Serv.	Clin. Dir. RPC	Reg. Coord. Psych.
35(4)	Upon findings of the Privacy Commissioner, notify the Privacy Commissioner and the applicant that access is to be given	X	X	X	X					
Reg. 11(2)	Re: corrections proposed to personal information on record	X	X	X	X					

NATIONAL PAROLE BOARD
DELEGATION SCHEDULE

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

Sections	Powers, Duties or Functions	Chairman	Vice- Chairman	ATIP Co-ordinator	Regional Executive Officer	Chief Clemency and Criminal Records	Director Personnel
8(2)(j)	To disclose identifiable personal information and to obtain a written undertaking under that paragraph	X	X				
8(2)(m)	To disclose personal information when public interest outweighs invasion of privacy or where disclosure would benefit the individual	X	X				
8(4)	To keep copies of requests made under 8(2)(e), keep records of information disclosed pursuant to such requests and to make those records available to Privacy Commissioner	X	X	X			
8(5)	To notify the Privacy Commissioner in writing of disclosure under paragraph 8(2)(m)	X	X	X			
9	Record of disclosures to be retained. Record forms part of personal information	X	X	X	X		
10	To include personal information in personal information banks	X	X	X	X		
14	To issue notice to applicant as to whether or not access will be provided	X	X	X	X		
15	To extend time limit and notify applicant	X	X	X	X		

Sections	Powers, Duties or Functions	Chairman	Vice-Chairman	ATIP Co-ordinator	Regional Executive Officer	Chief Clemency and Criminal Records	Director Personnel
16	To issue notice where access is refused			X	X		
17(2)	To determine form of access and language of access	X	X	X	X		
18(2)	To exempt personal information contained in an exempt bank						
19	To exempt personal information obtained in confidence	X	X	X	X	X	X
20	To exempt personal information re: federal-provincial affairs	X	X				
21	To exempt personal information re: international affairs and defence	X	X	X			
22	To exempt personal information re: law enforcement and investigations	X	X	X		X	X
23	To exempt personal information re: security clearances	X	X	X	X	X	X
24	To exempt personal information re: individuals sentenced for an offence	X	X	X	X	X	X
25	To exempt personal information re: safety of individuals	X	X	X	X	X	X
26	To exempt personal information about another individual	X	X	X	X	X	X
27	To exempt personal information re: solicitor-client privilege	X	X	X		X	X

<u>Sections</u>	<u>Powers, Duties or Functions</u>	<u>Chairman</u>	<u>Vice- Chairman</u>	<u>ATIP Co-ordinator</u>	<u>Regional Executive Officer</u>	<u>Chief Clemency and Criminal Records</u>	<u>Director Personnel</u>
28	To exempt personal information re: medical records	X	X	X	X	X	X
35(4)	Upon findings of the Privacy Commissioner, notify the Privacy Commissioner and the applicant that access is to be given	X	X	X	X		
Reg. 11(2)	Re: corrections proposed to personal information on record	X	X	X	X		

OFFICE OF THE CORRECTIONAL INVESTIGATOR
DELEGATION SCHEDULE

ANNEX 25

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

Sections	Powers, Duties or Functions	Correctional Investigator	Administrative Assistant
8(2)(j)	To disclose identifiable personal information and to obtain a written undertaking under that paragraph	X	
8(2)(m)	To disclose personal information when public interest outweighs invasion of privacy or where disclosure would benefit the individual	X	
8(4)	To keep copies of requests made under 8(2)(e), keep records of information disclosed pursuant to such requests and to make those records available to Privacy Commissioner	X	X
8(5)	To notify the Privacy Commissioner in writing of disclosure under paragraph 8(2)(m)	X	X
9	Record of disclosures to be retained. Record forms part of personal information	X	X
10	To include personal information in personal information banks	X	X
14	To issue notice to applicant as to whether or not access will be provided	X	X
15	To extend time limit and notify applicant	X	X
16	To issue notice where access is refused		X

Sections	Powers, Duties or Functions	Correctional Investigator	Administrative Assistant
17(2)	To determine form of access and language of access	X	X
19	To exempt personal information obtained in confidence	X	
20	To exempt personal information re: federal-provincial affairs	X	
21	To exempt personal information re: international affairs and defence	X	
22	To exempt personal information re: law enforcement and investigations	X	
23	To exempt personal information re: security clearances	X	
24	To exempt personal information re: individuals sentenced for an offence	X	
25	To exempt personal information re: safety of individuals	X	
26	To exempt personal information about another individual	X	
27	To exempt personal information re: solicitor-client privilege	X	
28	To exempt personal information re: medical records	X	
35(4)	Upon findings of the Privacy Commissioner, notify the Privacy Commissioner and the applicant that access is to be given	X	X

Sections	Powers, Duties or Functions	Correctional Investigator	Administrative Assistant
Reg. 11(2)	Re: corrections proposed to personal information on record	X	X

CANADIAN SECURITY INTELLIGENCE SERVICE
DELEGATION SCHEDULE

ANNEX 26

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

Sections	Powers, Duties or Functions	Director	Deputy Director, Services	Director General Information Mgt.	Chief Information Access
8(2)(m)	To disclose personal information when public interest outweighs invasion of privacy or where disclosure would benefit the individual	X	X		
8(4)	To keep copies of requests made under 8(2)(e), keep records of information disclosed pursuant to such requests and to make those records available to Privacy Commissioner	X	X	X	X
8(5)	To notify the Privacy Commissioner in writing of disclosure under paragraph 8(2)(m)	X	X	X	X
9	Record of disclosures to be retained. Record forms part of personal information	X	X	X	X
10	To include personal information in personal information banks	X	X	X	X
14	To issue notice to applicant as to whether or not access will be provided	X	X	X	X
15	To extend time limit and notify applicant	X	X	X	X

Sections	Powers, Duties or Functions	Director	Deputy Director, Services	Director General Information Mgt.	Chief Information Access
16	To issue notice where access is refused			X	X
17(2)	To determine form of access and language of access	X	X	X	X
18(2)	To exempt personal information contained in an exempt bank	X	X	X	
19	To exempt personal information obtained in confidence	X	X	X	
20	To exempt personal information re: federal-provincial affairs	X	X		
21	To exempt personal information re: international affairs and defence	X	X	X	
22	To exempt personal information re: law enforcement and investigations	X	X	X	
23	To exempt personal information re: security clearances	X	X	X	
24	To exempt personal information re: individuals sentenced for an offence	X	X	X	
25	To exempt personal information re: safety of individuals	X	X	X	
26	To exempt personal information about another individual	X	X	X	
27	To exempt personal information re: solicitor-client privilege	X	X	X	

<u>Sections</u>	<u>Powers, Duties or Functions</u>	<u>Director</u>	<u>Deputy Director, Services</u>	<u>Director General Information Mgt.</u>	<u>Chief Information Access</u>
28	To exempt personal information re: medical records	X	X	X	
35(4)	Upon findings of the Privacy Commissioner, notify the Privacy Commissioner and the applicant that access is to be given	X	X	X	X
Reg. 11(2)	Re: corrections proposed to personal information on record	X	X	X	X