



Annual Report on the *Privacy Act* – 2014- 2015





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1. Report on the Privacy Act

1.1 Introduction

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

Under the Act, personal information is defined as “information about an identifiable individual that is recorded in any form.” Examples include information relating to the race, national or ethnic origin, colour, religion, age or marital status of an individual; the education or the medical, criminal, financial or employment history of an individual; the address, fingerprints or blood type of an individual; and any identifying number, symbol or other particular identifier assigned to an individual.

This report has been prepared and tabled in Parliament in accordance with Section 72 of the Act. It covers the period from April 1, 2014 to March 31, 2015.

1.2 Mandate of Library and Archives Canada

The mandate of Library and Archives Canada (LAC) is:

- To preserve the documentary heritage of Canada for the benefit of present and future generations;
- To serve as a source of enduring knowledge accessible to all, contributing to the cultural, social and economic advancement of Canada as a free and democratic society;
- To facilitate co-operation among Canadian communities involved in the acquisition, preservation and diffusion of knowledge;
- To serve as the continuing memory of the Government of Canada and its institutions.

The records under the care and control of LAC are stored in the National Capital Region, as well as in the Regional Service Centers located in Winnipeg, Vancouver and Halifax.

Each year, LAC receives requests for access to records in its possession, which have originated in other federal institutions and which LAC itself has created. Many of these records contain personal and other sensitive information.



1.3 Organization

The Librarian and Archivist of Canada (hereafter “Deputy Head”), the Chief Operating Officer, and the Director, Reference Services Division, each have a responsibility for exercising all sections under the Act. Descriptions of LAC’s personal information holdings are published in *Info Source*, which is updated by LAC program areas.

During this reporting period, there were 18.3 full-time equivalents assigned to processing requests received under the Act.

Archival and Operational Records Unit:

- Processes formal and informal requests for access to LAC’s current restricted operational records and restricted archival records under LAC’s control;
- Represents LAC in dealings with the Office of the Privacy Commissioner of Canada (OPC) regarding the application of the Act with respect to records under LAC’s control.

Personnel Records Unit:

- Processes formal and informal privacy requests for restricted personnel files and other related records on former Canadian Armed Forces (CAF) members and on former federal government employees;
- Monitors other institutions’ programs to gauge the effects on workload, resources and processes;
- Represents LAC in dealings with the OPC on application of the Act to restricted records described above.

1.4 Delegation Order

For the purposes of the Act, the Minister of Canadian Heritage and Official Languages delegates her powers, authorities and responsibilities to the Deputy Head. The Deputy Head is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures, thereby ensuring that the Minister’s responsibilities under the Act are met, and enabling appropriate processing and disclosure of information. The Deputy Head delegates his powers, authorities and responsibilities to the Chief Operating Officer and the Director, Reference Services Division. The ministerial delegation order instrument is available in Appendix B of this report.

1.5 Statistical Report

Statistical reporting on the administration of the Act has been in place since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of the Act legislation. This information is made public on an annual basis in an *Info Source Bulletin* and is included with the annual report on privacy, which is tabled in Parliament by each institution.

LAC's 2014–2015 statistical report on the Act is provided in Appendix A.





2. Interpretation of the Statistical Report for Requests under the Privacy Act

Part 1 – Requests under the *Privacy Act*

Number of requests

During this reporting period (April 1, 2014 to March 31, 2015) the Access to Information, Privacy and Personnel Records (ATIP and PR) Section at LAC received a total of 397 new requests under the Act. This represents a decrease of 37.5% in requests compared to last year’s total of 635. This decrease is a continuation of a downward trend that began in fiscal year 2013–2014. The majority of Privacy requests received by LAC are for information found in the personnel files of former members of the CAF. Prior to 2013-2014, LAC had received an influx of requests related to specific programs offered by other government departments and organizations which were directed at veterans of the CAF. As these programs have come to completion, LAC has received fewer associated requests.

In addition to the new requests, 23 requests were carried forward from 2013–2014.

Part 2 – Requests Closed during the Reporting Period

2.1 Disposition and completion time

In 2014–2015, LAC completed 409 requests in accordance with the provisions of the legislation. This is a decrease of 40% from the previous fiscal year where a total of 682 were closed. Of the 409 completed requests, LAC was able to disclose all personal information in 89% of the requests. A total of 27 requests (7%) requests were completed for which no records existed and 17 (4%) requests were abandoned.

Table 1 provides an overview of the disposition of the completed requests and Table 2 provides an overview of exemptions invoked.

Table 1. Disposition of Completed Requests

Number of Requests*		Disposition
2013–2014	2014–2015	
223 (33%)	140 (34%)	Fully disclosed
412 (60%)	225 (55%)	Partially disclosed
0	0	Exempted in entirety
0	0	Excluded in entirety
44 (7%)	27 (7%)	No existing records
3 (0%)	17 (4%)	Request abandoned
0	0	Neither confirmed nor denied

* Percentages may not add to 100 due to rounding.

2.2 Exemptions

During 2014–2015, LAC invoked exemptions under the Act, as follows:



Table 2. Exemptions Invoked

Number of Requests	Section	Description
225	26	information about another individual
1	27	solicitor-client privilege

The majority of Privacy requests completed by LAC pertain to personnel files of former members of the CAF, which contain a significant amount of personal information about other individuals.

2.3 Exclusions

The Act does not apply to personal information contained in certain materials (i.e., library material preserved for public reference purposes) and in Cabinet Confidences. LAC did not invoke any exclusions in 2014–2015 or in 2013–2014 under sections 69(1)(a), 69(1)(b), 70(1)(a), 70(1)(b), 70(1)(c), 70(1)(d), 70(1)(e) or 70(1)(f).

2.4 Format of information released

In 243 cases, applicants requested personal information be provided in hard copy format, and in 122 cases, applicants requested records be provided in electronic format.

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

In 2014–2015, LAC responded to formal privacy requests involving the review of 104,752 pages (123,685 fewer pages, or 54% less than last fiscal year).

The decrease in the total volume of pages processed can mainly be attributed to the decrease in the number of formal privacy requests that LAC received. Further analysis of the number of pages of personal information disclosed per request shows a 23% decrease over the previous reporting period.

2.5.2 Relevant pages processed and disclosed by size of requests

About 80% of the privacy requests (306 requests) involved the review and processing of up to 500 pages. A total of 76 requests involved the disclosure of a total of more than 500 pages, which includes 26 requests for the review and processing of 1,001 to 5,000 pages. The processing of this number of requests with such large files takes significantly longer and requires closer attention to ensure internal consistence and proper sequencing of records.

Table 3. Overview of *Privacy Act* Requests



Fiscal Year	Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released
2014–2015	397	409	104,752*	104,435*
2013–2014	635	682	228,437	227,995
2012–2013	900	874	493,423	457,389

*Section 2.5.1 of the statistical report in Appendix A does not reflect all pages reviewed and disclosed by LAC.

2.5.3 Other complexities

The 33% decrease in the number of complexities correlates with the 34% decrease in the total number of privacy requests that LAC received during the previous fiscal year.

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

In 2014–2015, LAC responded to 98% of its completed requests within the statutory deadlines. Of the 409 requests completed this year, 10 requests were completed after the deadlines due to “Other” reasons, meaning that extensions that could have been taken were not taken within statutory deadlines.

2.6.2 Number of days past deadline

Of the 10 requests that LAC completed in 2014–2015 after the statutory deadline, 9 requests were completed between 1 and 15 days after the deadline and 1 request was completed between 121 and 180 days after the deadline, where no extensions of time were taken.

2.7 Requests for translation

There were no requests for translations from English to French or French to English in the 2014–2015 reporting year.

Part 3 – Disclosures under Subsections 8(2) and 8(5)

During 2014–2015, LAC completed 4 requests for personal information pursuant to section 8(2)(m) of the Act. LAC also gave 4 written notifications to the Privacy Commissioner regarding any disclosure of personal information under paragraph 8(2)(m) prior to the disclosure.

In addition, LAC completed 15 requests pursuant to section 8(2)(e) where personal information was disclosed to an investigative body specified in the regulations, on the written request of that body, for the purpose of enforcing any law of Canada or a province or carrying out a lawful investigation.



Part 4 – Requests for Correction and Personal Information and Notations

During 2014–2015, LAC did not receive any requests to make a correction to personal information, whereas LAC had received one request to make a correction to personal information in 2013–2014.

Part 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Section 15 of the Act permits an extension of the statutory time limits if the processing of a large volume request within the original time limit would unreasonably interfere with the operations of the department. This extension was invoked in 2 requests during the 2014–2015 fiscal year.

The Act also permits an extension of the statutory time limits when consultations are necessary. In 2014–2015, as in the previous fiscal year, there was no request that required an extension due to an external consultation.

5.2 Length of extensions

LAC required an extension of up to 30 days to complete two requests in 2014–2015 and one request in 2013–2014.

Part 6 – Consultations Received from Other Institutions and Organizations

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

As in 2013–2014, LAC did not receive any consultation requests in 2014–2015 from other government institutions concerning LAC’s operational records.

6.2 Recommendations and completion time for consultations received from other Government of Canada institutions

As in 2013–2014, LAC did not receive any requests in 2014–2015 to provide recommendations to other government institutions.

6.3 Recommendations and completion time for consultations received from other organizations

As in 2013–2014, LAC did not receive any consultation requests in 2014–2015 from other organizations.



Part 7 – Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

The Act does not apply to Cabinet Confidences. As in 2013–2014, LAC did not consult with Legal Services for confirmation of Cabinet Confidences in 2014–2015.

7.2 Requests with Privy Council Office

As in 2013–2014, LAC did not consult with the Privy Council Office for confirmation of Cabinet Confidences in 2014–2015.

Part 8 – Complaints and Investigations Notices Received

In 2014–2015, the OPC did not complete any investigations concerning LAC.

Part 9 – Privacy Impact Assessments (PIAs)

As in 2013–2014, LAC did not complete any PIAs in 2014–2015.

Part 10 – Resources Related to the *Privacy Act*

10.1 Costs

During 2014–2015, the total costs associated with administering the Act slightly increased over the previous reporting period (\$982,485 instead of \$967,080). New investments were made toward technology upgrades (computers and digital equipment) for processing requests under the Act.

10.2 Human Resources

There were 18.3 full-time equivalents assigned to processing requests under the Act. This is a slight increase (from 15.03 to 18.3) compared to 2013–2014.



3. Miscellaneous

3.1 Other requests

LAC completed 4,375 informal privacy requests in 2014–2015 compared to 4,983 informal privacy requests in 2013–2014. This represents a decrease of 13% from the previous year. The decrease is a result of fewer pages of government information being reviewed informally. The completed requests involved reviewing approximately 104,752 pages of government information, a decrease of 66% from the previous year. This decrease in 2014–2015 is partially attributed to fewer requests, as indicated in Part 1 of this report.

3.2 Education and training

The ATIP and PR Manager presented an “ATIP 101” deck with some basics about the ATIP and PR Section at LAC. The content presented at this awareness session included LAC’s Access to Information and Privacy context, i.e. legislated responsibilities, the processing and the types of requests received with volumes, *Privacy Act* principles and considerations, and reporting requirements (annual reports to Parliament).

The audience consisted of 20 to 25 senior management participants, which included members of LAC’s Business Operations Committee (BOC).

3.3 Significant changes to organization, programs, operations or policy

Effective April 1, 2014, in an effort to centralize various business operations aimed at improving performance and reducing costs, the responsibilities of one of the ATIP and PR business units were transferred to several other service areas within the organization. Consequently, the scanning responsibilities that were previously processed by the ATIP and PR Section at LAC’s facilities on Wellington Street in Ottawa were transferred to the Digitization Division located at another LAC facility in Gatineau. Another change to ATIP and PR responsibilities was the transfer of all request registration activities to a different service area within the Branch. Finally, the management (ordering, organizing and tracking) of the physical records, which prior to April 1, 2014 was a responsibility of the ATIP and PR Section, was transferred to another service area within the same Branch.

These changes required reorganization of the work, redefining roles and responsibilities including service level agreements and greater collaboration with new partnering business areas in supporting ATIP and PR operations.

3.4 Overview of new or revised *Privacy Act*-related policies and procedures implemented



During the reporting period, LAC has implemented new procedures for Privacy Impact Assessments to reflect organizational changes that have occurred over the last several years. The ATIP and PR Section now has a greater role in coordinating all necessary activities and engaging the relevant stakeholders.

3.5 Privacy breaches

As in 2013–2014, LAC did not encounter any privacy breaches in 2014–2015.

3.6 Monitoring

LAC monitors the time to process privacy requests and all other privacy requests and actions through specialized ATIP software (AccessPro Case Management from CSDS Systems Inc.). This software enables the institution to track all request-related activities (i.e., time management, correspondence, etc.) and allows for the reporting of each activity with timelines. A system feature called the “dashboard” also provides system users, supervisors and managers with information, such as the number of requests and request actions that are due today or within the next 7 days, and the number of late requests. Other features such as system-designed reports and search builders allow for users, managers and the system administrator to track all active and closed requests for accuracy, completeness and compliance in regards to regulations, policies and procedures.

Should this monitoring identify any irregularity, it is first brought to the attention of unit supervisors, and depending on the irregularity, it can be brought to the attention of the ATIP and PR Manager or even the Section Director.

3.7 Information holdings

Info Source is a series of publications containing information about and collected by the Government of Canada. The primary purpose of *Info Source* is to assist individuals in exercising their rights under the Act.

A description of LAC’s functions, programs, activities and related information holdings can be found in *Sources of Federal Government and Employee Information 2015*. *Info Source* also provides private individuals and federal government employees (current and former) with the information required to access their personal information held by government institutions, which is subject to the *Privacy Act*. LAC does not have any exempt personal information banks.

Additional copies of this report may be obtained from the:

Manager, Access to Information, Privacy and Personnel Records Section
Library and Archives Canada
395 Wellington Street
Ottawa, Ontario K1A 0N4

Appendix A: Statistical Report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: Library and Archives Canada

Reporting period: 2014-04-01 to 2015-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	397
Outstanding from previous reporting period	23
Total	420
Closed during reporting period	409
Carried over to next reporting period	11

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	100	36	4	0	0	0	0	140
Disclosed in part	81	139	4	0	1	0	0	225
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	18	7	2	0	0	0	0	27
Request abandoned	13	3	1	0	0	0	0	17
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	212	185	11	0	1	0	0	409



2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	225
19(1)(f)	0	22.1	0	27	1
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	132	8	0
Disclosed in part	111	114	0
Total	243	122	0



2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	9088	9088	140
Disclosed in part	95664	95347	225
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	17
Neither confirmed nor denied	0	0	0
Total	104752	104435	382

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	118	2357	19	3484	2	1052	1	2195	0	0
Disclosed in part	56	2756	96	25118	48	33126	25	34347	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	17	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	191	5113	115	28602	50	34178	26	36542	0	0



2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	81	81
Disclosed in part	0	0	0	55	55
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	1	1
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	137	137

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
10	0	0	0	10

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken		Total
1 to 15 days	9	0	9
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	1	0	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	10	0	10



2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 3: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
15	4	4	23

Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Part 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
All disclosed	1	0	0	0
Disclosed in part	1	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	2	0	0	0



5.2 Length of extensions

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

Part 6: Consultations Received From Other Institutions and Organizations

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0



6.3 Recommendations and completion time for consultations received from other organizations

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

Part 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0



7.2 Requests with Privy Council Section

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 8: Complaints and Investigations Notices Received

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

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		\$883,591
Overtime		\$0
Goods and Services		\$98,894
• Professional services contracts	\$31,006	
• Other	\$67,888	
Total		\$982,485

10.2 Human Resources



Resources	Person Years Dedicated to Privacy Activities
Full-time employees	16.30
Part-time and casual employees	0.50
Regional staff	0.00
Consultants and agency personnel	1.50
Students	0.00
Total	18.30



Appendix B: Delegation Instrument - Privacy Act

Effective Date: _____

Delegation of Financial Signing Authorities and Designation Order Instrument

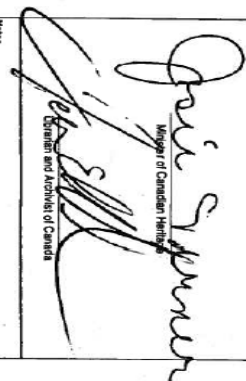
Area Of Responsibility	Functional Authorities												
	1	2	3	4	5	6	7	8	9	10	11	12	13
Management Level	Director	Senior Manager	Manager	Supervisor	Team Lead	Team Lead	Team Lead	Team Lead	Team Lead	Team Lead	Team Lead	Team Lead	Team Lead
1.1. Expenditure Inclusion with Availability of Funds	F	F	F	F	F	F	F	F	F	F	F	F	F
1.2. Staffing and Classification of Positions	F	F	F	F	F	F	F	F	F	F	F	F	F
1.3. Staffing	F	F	F	F	F	F	F	F	F	F	F	F	F
1.4. Staffing - Pay	F	F	F	F	F	F	F	F	F	F	F	F	F
1.5. Training and Development	F	F	F	F	F	F	F	F	F	F	F	F	F
1.6. Travel and Advance - Canada and Continental USA	F	F	F	F	F	F	F	F	F	F	F	F	F
1.7. Travel and Advance - International	F	F	F	F	F	F	F	F	F	F	F	F	F
1.8. Recorders and Advances (Integrated Recorder Program)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.9. Staffing - Services	F	F	F	F	F	F	F	F	F	F	F	F	F
1.10. Conference Assistance / Sponsorship	F	F	F	F	F	F	F	F	F	F	F	F	F
1.11. Hospitality	F	F	F	F	F	F	F	F	F	F	F	F	F
1.12. Travel Arrangements	F	F	F	F	F	F	F	F	F	F	F	F	F
1.13. Exp. Grant Programs	F	F	F	F	F	F	F	F	F	F	F	F	F
1.14. Granting Budget for the Crown	F	F	F	F	F	F	F	F	F	F	F	F	F
1.15. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.16. Government Policy - Availability of Funds (Section 32 FSA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.17. All Expenditures	F	F	F	F	F	F	F	F	F	F	F	F	F
1.18. Good (Non-Procurement) Authority	F	F	F	F	F	F	F	F	F	F	F	F	F
1.19. Treasury Help	F	F	F	F	F	F	F	F	F	F	F	F	F
1.20. Services - Contracting (Amendment)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.21. Services - Non-Contracting (Amendment)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.22. Services - Non-Contracting (Amendment)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.23. Books and other publications	F	F	F	F	F	F	F	F	F	F	F	F	F
1.24. Books and other publications - Composite (Amendment)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.25. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.26. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.27. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.28. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.29. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.30. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.31. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.32. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.33. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.34. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.35. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.36. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.37. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.38. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.39. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.40. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.41. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.42. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.43. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.44. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.45. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.46. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.47. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.48. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.49. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.50. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.51. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.52. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.53. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.54. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.55. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.56. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.57. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.58. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.59. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.60. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.61. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.62. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.63. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.64. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.65. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.66. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.67. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.68. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.69. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.70. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.71. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F
1.72. Financial Reporting	F	F	F	F	F	F	F	F	F	F	F	F	F

Department = Applies to all budgets in the Department.
 Area = Applies to a manager with an approved budget for a particular area of responsibility.
 C = Conditional authority as set out in Policies and Guidelines (Agencies B).
 F = Full authority within approved budget and subject to authorities delegated to the department.

Delegation of Financial Signing Authorities and Designation Order Instrument

Delegation of Financial Signing Authorities and Designation Order Instrument. Every Officer of the Department appointed to a position listed on the Delegation of Financial Authorities Instrument, including those officially appointed on acting basis, is hereby granted financial signing authorities within the stated limits therein and in accordance with relevant statutes, regulations and directives.

Designation Order: Every Officer of the Department appointed to a position, including those officially appointed on acting basis, is hereby designated to exercise the powers to perform the duties and function of the Minister, as held of a government institution, pursuant to section 72 of the Access to Information Act and section 73 of the Privacy Act.


 David Spenser
 Minister of Canadian Heritage

1. The authorities granted by this instrument are subject to the relevant budget and the law and are limited by policies and procedures prescribed in the Treasury Board (TB) regulations and directives, issued pursuant to the Financial Administration Act (FAA), and by Departmental directives promulgated in Departmental manuals.

2. Signing authorities for Grants and Contributions are subject to the terms and conditions approved by the TB in the Manual in accordance with the authority delegated to the Minister by the TB.

3. Spending Authority (Section 34 of the FAA) and related authority (Section 33 of the FAA) for a particular payment, shall not be exercised by the same person.

4. Individuals may not approve payments by which they may personally benefit.

5. Anytime a designated manager exercises executive authority (or a transaction, a functional position may exercise Section 32 and 34 authority with respect to that transaction.

6. This instrument is to be read in conjunction with the Policies and Guidelines which may be issued by the respective Minister.





**DELEGATION OF FINANCIAL SIGNING AUTHORITIES
AND
DESIGNATION ORDER INSTRUMENT
POLICIES AND GUIDELINES**

Approved by the Librarian and Archivist of Canada
September, 2007

DELEGATION OF FINANCIAL SIGNING AUTHORITIES AND DESIGNATION ORDER
INSTRUMENT – POLICIES AND GUIDELINES**Table U - Authority to Amend Delegation Instrument and Appendices**

ELIGIBLE DOCUMENT	Authority
The delegation instrument (Delegation of Financial Signing Authority and Designation Order Instrument – Internal Version).	L&A - only when signed by the Minister SFO
Appendix B (Description of the Delegation of Signing Authorities and Designation Order Instrument - Policies and Guidelines)	L&A - Full authority, unless the change would result in a change to the delegation instrument that is outside the L&A's authority. SFO

SECTION 7.0 Designation Order

The purpose of this section is to establish the framework for managing the Access to Information and Privacy Act. The Minister responsible of Library and Archives Canada pursuant to *Section 73 of the Privacy Act and Section 73 of the Access to Information Act*, hereby designates the persons holding the positions set out below to exercise the powers to perform the duties and functions of the Minister, as head of a government institution, under the sections of the Act specified opposite each position.

Position	Privacy Act Section	Access to Information Section
Librarian and Archivist of Canada	All Sections	All Sections
Assistant Deputy Minister, Programs and Services	All Sections	All Sections
Director, Access to Information and Privacy Division	All Sections	All Sections
Manager, Access to Information and Privacy Division, PM-05 and AS-04	All Sections except 8(2)(j), 8(2)(m), 17(2)(b), 51, 77	All Sections except 12(2)(b), 12(3), 77
Senior Analyst, Access to Information and Privacy Division, PM-04	All Sections except 8(2), 17(2)(b), 51, 77	All Sections except 12(2)(b), 12(3), 77
Analyst, Access to Information and Privacy Division, PM-02	All Sections except 8(2), 17(2)(b), 51, 77	All Sections except 12(2)(b), 12(3), 77



DELEGATION OF FINANCIAL SIGNING AUTHORITIES AND DESIGNATION ORDER
INSTRUMENT – POLICIES AND GUIDELINES**Section 7.1 - Section 73 of the Privacy Act**

The responsibilities that may be delegated under Section 73 of the Privacy Act are set out below, in relation to its various sections and subsections.

8(2)(j)	Disclose personal information for research purposes
8(2)(m)	Disclose personal information in the public interest or in the interest of the individual
8(4)	Retain copy of 8(2)(e) requests and disclosed records
8(5)	Notify Privacy Commissioner of 8(2)(m) disclosures
9(1)	Retain record of use
9(4)	Notify Privacy Commissioner of consistent use and amend index
10	Include personal information in personal information banks
14	Respond to request for access within 30 days; give access or give notice
15	Extend time limit
17(2)(b)	Translate requested information
18(2)	Refuse to disclose information contained in an exempt bank
19(1)	Refuse to disclose information obtained in confidence from another government
19(2)	Disclose information if the other government consents to the disclosure or makes the information public
20	Refuse to disclose information injurious to the conduct of federal-provincial affairs
21	Refuse to disclose information injurious to international affairs or defence
22	Refuse to disclose information prepared by an investigative body, information injurious to the enforcement of a law, or information injurious to the security of penal institutions



DELEGATION OF FINANCIAL SIGNING AUTHORITIES AND DESIGNATION ORDER
INSTRUMENT – POLICIES AND GUIDELINES

24	Refuse to disclose information collected by the Canadian Penitentiary Service, the National Parole Service or the National Parole Board while individual was under sentence if conditions in section are met
25	Refuse to disclose information which could threaten the safety of individuals
26	Refuse to disclose information about another individual, and shall refuse to disclose such information where disclosure is prohibited under Section 8
27	Refuse to disclose information subject to solicitor-client privilege
28	Refuse to disclose information relating to the individual's physical or mental health where disclosure is contrary to the best interests of the individual
31	Receive notice of investigation by the Privacy Commissioner
33(2)	Right to make representations to the Privacy Commissioner during an investigation
35(1)	Receive Privacy Commissioner's report of findings of the investigation and give notice of action taken
35(4)	Give complainant access to information after 35(1)(b) notice
36(3)	Receive Privacy Commissioner's report of findings of investigation of exempt bank
37(3)	Receive report of Privacy Commissioner's findings after compliance investigation
51(2)(b)	Request that Section 51 hearing be held in the National Capital Region
51(3)	Request and be given right to make representations in Section 51 hearings
72(1)	Prepare annual report to Parliament
77	Responsibilities conferred on the head of the institution by the regulations made under section 77 which are not included above

