



Annual Report on the *Privacy Act* – 2015- 2016





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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, 2015 to March 31, 2016.

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, Burnaby and Dartmouth.

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 (the Deputy Head), the Chief Operating Officer, the Director General, Public Services, and Chief Privacy Officer, the Director, Regional Services and Access to Information and Privacy (ATIP), and the Manager, ATIP & Personnel Records, each have a responsibility for exercising all sections under the Act. Descriptions of LAC's information holdings are published in *Info Source*.

During this reporting period, there were 18.84 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 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. This ensures that the Minister's responsibilities under the Act are met and that information is processed and disclosed appropriately.

The Deputy Head delegates his powers, authorities and responsibilities to the Chief Operating Officer, the Director General, Public Services, and Chief Privacy Officer, the Director, Regional Services and ATIP, and the Manager, ATIP and Personnel Records. At the tabling date of this report, the delegation instrument has been updated and will be effective during 2016-2017. The ministerial delegation order instrument used during 2015-2016 is available at Appendix A.



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 2015–2016 statistical report on the Act is provided in Appendix B.

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, 2015 to March 31, 2016) LAC received a total of 306 new requests under the Act. This downward trend (397 requests were received last year) began in fiscal year 2013–2014. Most of the 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, 11 requests were carried forward from 2014–2015.



Part 2 – Requests Closed during the Reporting Period

2.1 Disposition and completion time

In 2015–2016, LAC completed 297 requests in accordance with the provisions of the legislation. This is a decrease of 27% from the previous fiscal year where a total of 409 were closed. Of the 297 completed requests, LAC was able to disclose all personal information in 89% of the requests. A total of 17 requests (6%) were completed for which no records existed and 16 requests (5%) 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
2014–2015	2015–2016	
140 (34%)	126 (42%)	Fully disclosed
225 (55%)	138 (46%)	Partially disclosed
0	0	Exempted in entirety
0	0	Excluded in entirety
27 (7%)	17 (6%)	No existing records
17 (4%)	16 (5%)	Request abandoned
0	0	Neither confirmed nor denied

* Percentages may not add to 100 due to rounding.

2.2 Exemptions

During 2015–2016, LAC invoked exemptions under the Act, as follows:

Table 2. Exemptions Invoked

Number of Requests	Section	Description
141	26	Information about another individual

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 2015–2016 or in 2014–2015 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 221 cases, applicants requested personal information be provided in hard copy format, and in 43 cases, applicants requested records be provided in electronic format.

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

In 2015–2016, LAC completed 297 requests involving the review of 54,462 pages (compared to 409 requests and 104,752 pages in 2014–2015). 17 of these requests were for records that did not exist and 11 of the 297 requests were carried over from the previous year.

While LAC experienced a drop in formal requests, LAC completed 12% more informal privacy requests compared to last year. Further details are provided at page 12.



2.5.2 Relevant pages processed and disclosed by size of requests

About 82% of the privacy requests (245 of 297 requests) involved the review and processing of up to 500 pages. A total of 35 requests involved the disclosure of more than 500 pages, which includes 11 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
2015-2016	306	297	54,462	54,258
2014-2015	397	409	104,752	104,435
2013-2014	635	682	228,437	227,995

2.5.3 Other complexities

In compiling data for Table 2.5.3 of Annex B, LAC was made aware of discrepancies related to how the “Other” column was utilized during 2015-2016. As a result, LAC has updated internal procedures related to identifying complexities which will be reflected in the 2016-2017 Annual Report.

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Of the 297 requests completed this year, one request was completed after the deadline due to “Workload” issues. Another request did not meet the deadline because of staff turnover.

2.6.2 Number of days past deadline

Both requests that did not meet the statutory deadline were completed within 15 days.

2.7 Requests for translation

There were no requests for translations from English to French or French to English in the 2015-2016 reporting year.



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

During 2015–2016, LAC disclosed 7 requests for personal information to an investigative body and 3 requests under section 8(2) (m); notifications to the Privacy Commissioner were sent for each of these three requests.

Part 4 – Requests for Correction and Personal Information and Notations

During 2015–2016, LAC received no request to make a correction to personal information.

Part 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Both instances where deadline extensions were sought involved requests where meeting the original time limit would have unreasonably interfered with operations.

5.2 Length of extensions

Both extensions were for between 16 and 30 days.

Part 6 – Consultations Received from Other Institutions and Organizations

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

As in 2014–2015, LAC did not receive any consultation requests in 2015–2016 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 2014–2015, LAC did not receive any requests in 2015–2016 to provide recommendations to other government institutions.

6.3 Recommendations and completion time for consultations received from other organizations

As in 2014–2015, LAC did not receive any consultation requests in 2015–2016 from other organizations.

Part 7 – Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

As in 2014–2015, LAC did not consult with Legal Services for confirmation of Cabinet confidences in 2015–2016.

7.2 Requests with Privy Council Office

As in 2014–2015, LAC did not consult with the Privy Council Office for confirmation of Cabinet confidences in 2015–2016.

Part 8 – Complaints and Investigations

In 2015–2016, the Office of the Privacy Commissioner did not complete any investigations concerning LAC.

Part 9 – Privacy Impact Assessments (PIAs)

LAC did not complete any PIAs in 2015–2016.

Part 10 – Resources Related to the *Privacy Act*



10.1 Costs

During 2015–2016, the total costs associated with administering the Act increased to \$1,222,664 compared to \$982,485 in 2014–2015. This increase is due mainly to salary costs. While the total full-time equivalent count only increased slightly, the average salary rate for those employees was higher.

10.2 Human resources

There were 18.84 full-time equivalents assigned to processing requests under the Act. This is a slight increase over last year where there were 18.3.

3. Miscellaneous

3.1 Other requests

The Act is intended to complement and not to replace existing procedures for accessing government information. In line with this principle, LAC completed 5,296 informal privacy requests in 2015–2016 compared to 4,375 in 2014–2015. This represents a 21% increase over the previous year.

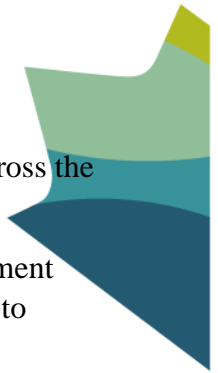
When archival records created by federal institutions are transferred to LAC, they are accompanied by indexes or lists that serve as or can be used to create research tools called finding aids. Finding aids describe the contents and location of each file for identification within LAC’s archival holdings. Many finding aids contain sensitive or personal information and must be reviewed prior to release. In 2015–2016, LAC reviewed 200 finding aids which is double of what was reviewed the previous year. This increase is due to LAC’s commitment to making finding aids more publicly available to assist researchers and other interested parties in finding what they need from LAC’s archival collections.

Given that LAC is proactively making more information than ever before available on-line, this may explain the significant increase in informal privacy requests received this past year.

3.2 Education and training

During the last quarter of 2015-2016, a consultant was hired to provide training to key staff across the department on conducting Privacy Impact Assessments.

In addition, during the whole reporting period, LAC provided mandatory information management training to all new employees which included an overview of roles and responsibilities related to protecting personal information.



3.3 Significant changes to organization, programs, operations or policy

There were no significant changes to report.

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

LAC developed and approved a new *Policy on Privacy Management* which took effect on July 1, 2015. This policy applies to all sectors, and covers all programs and activities at LAC, including personal information stored both in the operational records of LAC and the historical records of the Government of Canada found within LAC's holdings.

This *Policy* states that:

LAC protects, through the implementation of this policy and related policy instruments, the privacy rights of individuals (clients, individuals named in the holdings, and staff) and ensures that privacy protection measures are integrated into all business decisions, processes, and activities that involve the use of personal information at LAC.

LAC properly assesses all activities that involve the creation, collection, use, disclosure/sharing, retention, protection and disposition of personal information, and ensures that the associated risks are identified, effectively managed and mitigated.

LAC privacy management requirements are based on sound principles, which are clear and agreed upon, and implemented through established and understood roles and responsibilities. LAC also puts in place mechanisms to ensure compliance with Treasury Board Secretariat (TBS) policies that support the Act.

The *Policy* requirements ensure that privacy protection practices at LAC are: compliant, risk-managed, delegated and coordinated. It outlines the roles and responsibilities attributed to certain positions within LAC, provides details on specific monitoring and reporting requirements, and outlines that the *Policy* and its associated instruments will be reviewed five years following the effective date, or as required.



3.5 Privacy breaches

As in 2014–2015, LAC did not encounter any privacy breaches in 2015–2016.

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 System). 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 Personnel Records Manager or even the 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 2016*. *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: 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	Senior Analyst	Analyst	Senior Clerk	Clerk	Senior Support	Support	Senior Admin	Admin
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. Supplier Services	F	F	F	F	F	F	F	F	F	F	F	F	F
1.10. Conference Services / 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. Grants for Support of 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 PAA)	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. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.19. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.20. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.21. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.22. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.23. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.24. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.25. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.26. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.27. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.28. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.29. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.30. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.31. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.32. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.33. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.34. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.35. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.36. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.37. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.38. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.39. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.40. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.41. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.42. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.43. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.44. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.45. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.46. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.47. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.48. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.49. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.50. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.51. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.52. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.53. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.54. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.55. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.56. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.57. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.58. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.59. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.60. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.61. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.62. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.63. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.64. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.65. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.66. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.67. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.68. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.69. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.70. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.71. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F
1.72. Government Policy - Availability of Funds (Section 32 PAA)	F	F	F	F	F	F	F	F	F	F	F	F	F

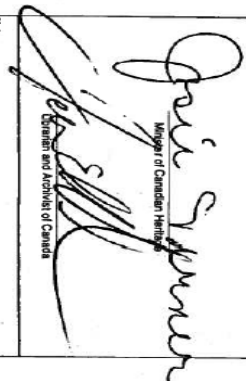
Department = Applies to all budgets in the Department.
 Area = Applies to a manager with an approved budget for a particular area of responsibility.
 C = Conditional authority as set out in Policies and Guidelines (Agencies B).
 F = Full authority within approved budget and subject to authorities delegated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

Delegation of Financial Signing Authorities and Designation Order

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 Spence
 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 bodies.



**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



Appendix B: Statistical Report on the *Privacy Act*



Statistical Report on the *Privacy Act*

Name of institution: Library and Archives Canada

Reporting period: 2015-04-01 to 2016-03-31

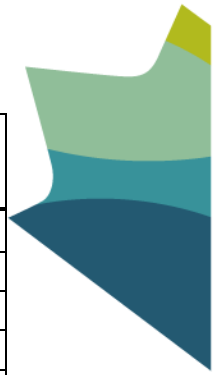
Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	306
Outstanding from previous reporting period	11
Total	317
Closed during reporting period	297
Carried over to next reporting period	20

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	110	16	0	0	0	0	0	126
Disclosed in part	67	67	3	1	0	0	0	138
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	15	2	0	0	0	0	0	17
Request abandoned	12	3	1	0	0	0	0	16
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	204	88	4	1	0	0	0	297



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	141
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	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	118	8	0
Disclosed in part	103	35	0
Total	221	43	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	5755	5682	126
Disclosed in part	48707	48576	138
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	16
Neither confirmed nor denied	0	0	0
Total	54462	54258	280

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	113	2477	11	1727	2	1478	0	0	0	0
Disclosed in part	58	2328	47	13632	22	16001	11	16615	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	16	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	187	4805	58	15359	24	17479	11	16615	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	51	51
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	133	133

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
2	1	0	0	1

2.6.2 Number of days past deadline



Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	2	0	2
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	2	0	2

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
7	3	3	13

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	0	0	0	0
Disclosed in part	2	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

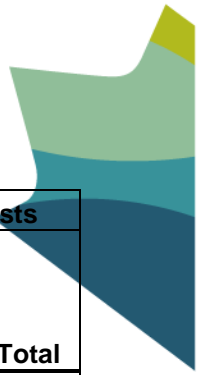


Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end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

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

Part 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
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		\$1,063,158
Overtime		\$0
Goods and Services		\$159,506
• Professional services contracts	\$91,872	
• Other	\$67,634	
Total		\$1,222,664

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	17.84
Part-time and casual employees	1.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	18.84

Note: Enter values to two decimal places.