



Public Prosecution
Service of Canada

Service des poursuites
pénales du Canada

Annual Report on the *Privacy Act*

Public Prosecution Service of Canada

2020-2021



Annual Report on the *Privacy Act* (Public Prosecution Service of Canada), 2020-2021

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1 Introduction

The *Privacy Act* (the Act) came into force on July 1, 1983. The purpose of the Act is to protect the privacy of individuals with respect to personal information about themselves held by government institutions as well as to provide individuals with a right of access to that information.

The Public Prosecution Service of Canada (PPSC) became subject to the Act when it was established as an independent organization on December 12, 2006, with the coming into force of the *Director of Public Prosecutions Act* (Part 3 of the *Federal Accountability Act*).

Pursuant to section 72 of the Act, this 2020-2021 Annual Report on the Act has been prepared for tabling in the House of Commons and the Senate. This Report provides an analysis of the information contained in the PPSC's Statistical Report on the Act. In addition, it reports on emerging trends, training activities, internal policies, guidelines, and procedures with respect to the PPSC's administration of the Act.

2 The Public Prosecution Service of Canada

The PPSC's mandate is set out in the *Director of Public Prosecutions Act* (DPPA). The DPPA empowers the Director of Public Prosecutions (DPP), as Deputy Attorney General of Canada, to:

- Initiate and conduct federal prosecutions;
- Intervene in proceedings that raise a question of public interest that may affect the conduct of prosecutions or related investigations;
- Issue guidelines to federal prosecutors;
- Advise law enforcement agencies or investigative bodies on general matters relating to prosecutions and on particular investigations that may lead to prosecutions;
- Communicate with the media and the public on all matters that involve the initiation and conduct of prosecutions;
- Exercise the authority of the Attorney General of Canada in respect of private prosecutions; and
- Exercise any other power or carry out any other duty or function assigned by the Attorney General of Canada that is compatible with the office of the DPP.

The DPPA also empowers the DPP to:

- Initiate and conduct prosecutions under the *Canada Elections Act*, and
- Act, when requested by the Attorney General of Canada, in matters under the *Extradition Act* and the *Mutual Legal Assistance in Criminal Matters Act*.

The DPP has the rank and status of a deputy head of a department and, in this capacity, is responsible for the management of the PPSC as a distinct government institution.

3 The ATIP Office

The ATIP Office holds primary responsibility for the implementation and administration of the *Privacy Act*, along with the *Access to Information Act* (collectively known as ATIP). The Office deals directly with the public in relation to personal information requests, liaises with Offices of Primary Interest (the subject matter experts) to prepare responses, and serves as the centre of ATIP expertise within the PPSC.

The ATIP Office fulfills its responsibilities by:

- Processing requests for personal information in accordance with the *Privacy Act*, the *Privacy Regulations* (the Regulations), and the Treasury Board of Canada's policies, directives, and guidelines;
- Responding to consultations submitted by other federal government institutions or other levels of government on PPSC records being considered for release, including the review of solicitor-client privilege in records related to criminal proceedings;
- Providing advice to PPSC managers and employees regarding the application and interpretation of the Act, the Regulations, and Treasury Board policies and directives;
- Reviewing PPSC policies, procedures, and agreements as well as making recommendations to ensure that they comply with the requirements of the Act;
- Monitoring the PPSC's compliance with the Act, its Regulations, and Treasury Board policies and directives;
- Communicating with investigators of the Office of the Privacy Commissioner of Canada to resolve complaints filed against the PPSC;
- Reviewing documents relevant to proactive publication, such as briefing note titles and contracts over \$10,000, prior to their publication on the PPSC's website, ensuring that they do not contain personal information;
- Delivering training sessions intended to familiarize the PPSC's managers and employees with the requirements of the Act, the Regulations, and Treasury Board policies and directives;
- Updating the PPSC's chapter of the federal government's *Information About Programs and Information Holdings* publication (formerly known as *Info Source: Sources of Government and Employee Information*);
- Submitting an annual statistical report on the administration of the Act to the Treasury Board of Canada Secretariat (TBS); and
- Preparing an annual report on the administration of the Act for tabling in both Houses of Parliament.

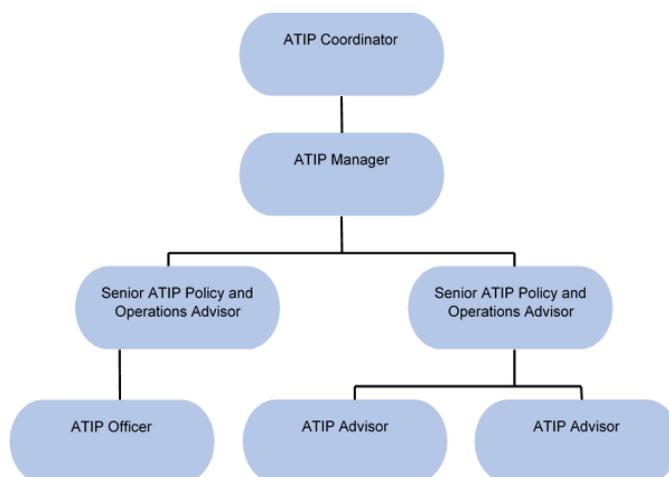
3.1 Organizational structure

As of February 2021, the Director General, Communications and Parliamentary Affairs (CPA), acts as the PPSC's ATIP Coordinator. This role was held previously by the Executive Director, Corporate Planning and External Relations Division.

During the period from April 1, 2020, to March 31, 2021, the ATIP Office comprised a Manager, two Senior Advisors, two Advisors, and an ATIP Officer.

The following chart outlines the organizational structure of the ATIP Office on March 31, 2021:

Figure 1: Organizational structure



4 Delegated authorities

Pursuant to section 73 of the Act, the head of a government institution may designate one or more officers or employees of that institution, by order, to exercise or perform any of the powers, duties, or functions of the head of the institution under the Act.

The DPP, as the “head of institution,” has designated this authority to the Director General, CPA, as well as the Senior Director General, Corporate Services, and the ATIP Manager (Delegation Order in Appendix A). The ATIP Manager exercises this authority in the absence of the Director General, CPA. The Senior Director General, Corporate Services, exercises this authority in the absence of both the Director General, CPA, and the ATIP Manager.

5 Performance

The following section provides an overview of key data on the PPSC’s performance for the fiscal year, as reflected in the 2020-2021 Statistical Report on the Act in Appendix B of this report.

5.1 Requests received under the *Privacy Act*

5.1.1 Number of requests

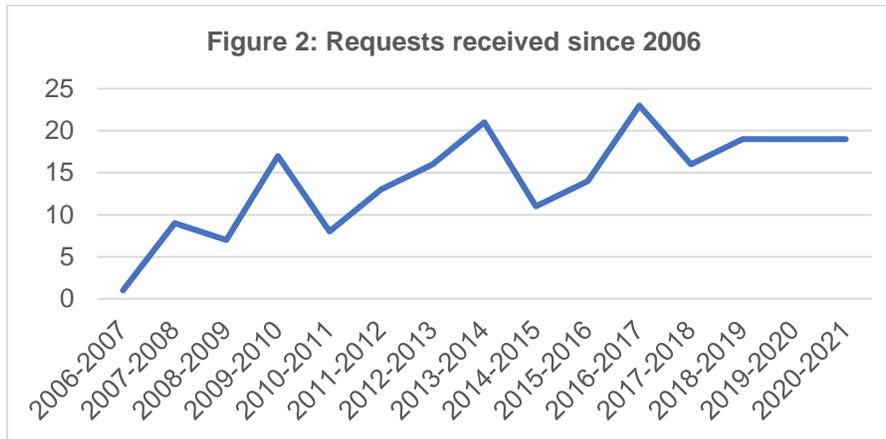
The PPSC received 19 formal personal information requests in 2020-2021, the same amount as in the past two fiscal years.

The PPSC completely received 84% of its personal information requests **online** this fiscal year.

Additionally, three (3) requests were carried over from fiscal year 2019-2020. Altogether, the PPSC had 22 requests to process in 2020-2021.

Since its creation on December 12, 2006, the PPSC has received 213 personal information requests in total. Over time, the organization has experienced periodic, sharp increases in the number of received requests. Despite the fluctuations, the overall trend of the past 14 fiscal years suggests that the number of requests received by the PPSC is gradually increasing.

The following chart illustrates this trend:

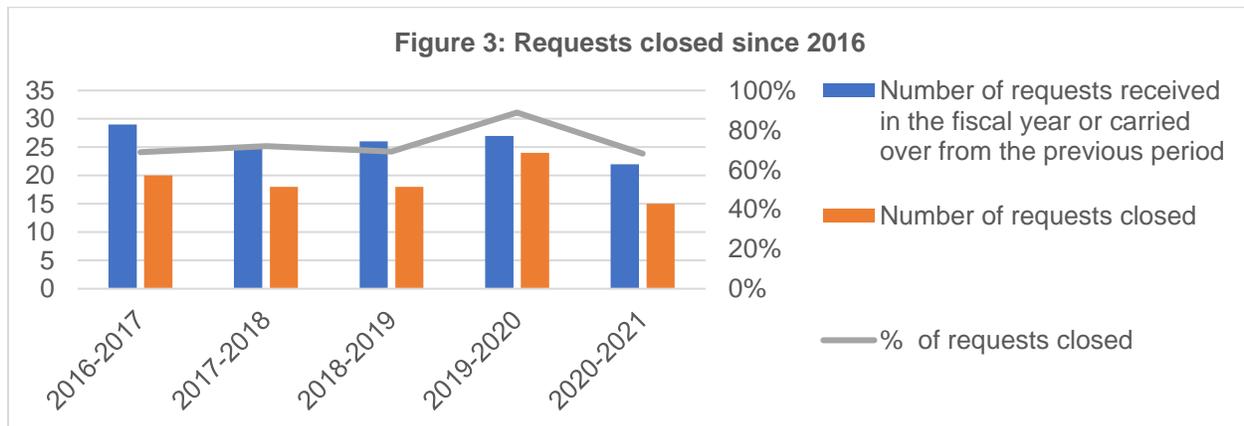


Note: As the PPSC was created on December 12, 2006, data for 2006-2007 only reflects a three-month period.

5.2 Requests closed during the fiscal year

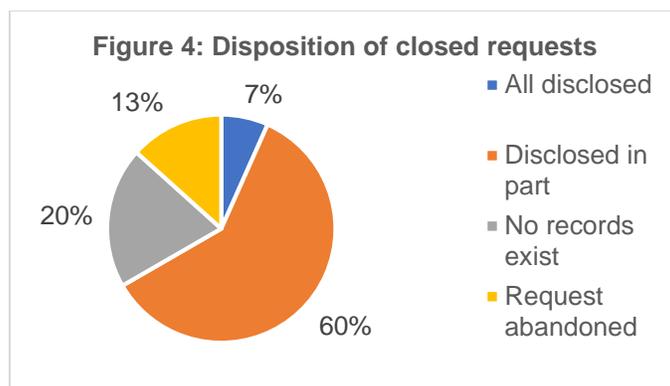
5.2.1 Disposition of requests

Out of the 22 requests received in 2020-2021 or carried over from the previous period, the PPSC responded to 15 formal personal information requests, which is 38% fewer than the number of requests closed in 2019-2020 but similar to the closure rate in earlier reporting periods. This is described in the chart below, which sets out the closure rate from the past five (5) fiscal years:



Seven (7) requests remained outstanding as of March 31, 2020, and were carried forward to the next fiscal year. In comparison, three (3) requests were outstanding by the end of the previous period.

The disposition of requests closed in 2020-2021 is as follows:



Of the 15 requests closed in 2020-2021, records were fully or partially disclosed in 10 cases. On average, 62% of requests closed over the past five (5) reporting periods have resulted in a full or partial disclosure of records to applicants.

There were no requests closed in 2020-2021 where records were all exempted or excluded, as was the case in the previous fiscal year. Other requests were disposed of as follows:

No records exist

Three (3) requests could not be processed because relevant records did not exist under the control of the PPSC. Where possible, applicants were advised of other government institutions that may have records and were provided with contact information accordingly.

Request abandoned

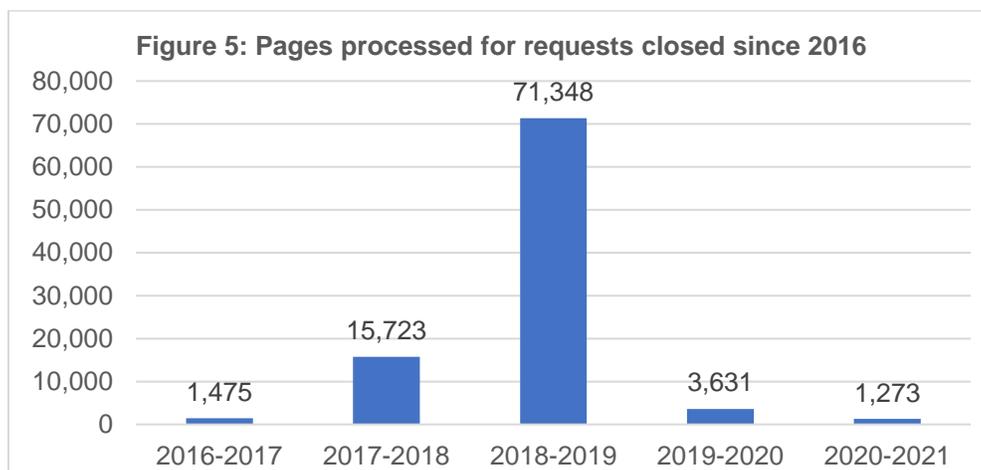
Two (2) requests were abandoned by the applicants. In most abandoned cases, clarification is needed from the applicants in order to process their requests. When the applicants do not provide clarification, the requests are deemed as abandoned. In other cases, the applicants choose to abandon their requests.

5.2.2 Number of pages processed

For the 15 cases closed in 2020-2021, the PPSC processed 1,273 pages relevant to the requests, which is 65% fewer pages than in the previous period. This decrease could be due to the effects of COVID-19 pandemic restrictions on ATIP operations when local lockdowns on business and other activities were implemented during the year.

The PPSC ATIP Office also reviewed an additional 1,188 pages received from across the organization that were deemed to be not relevant to the requests and were therefore not included as part of the responses.

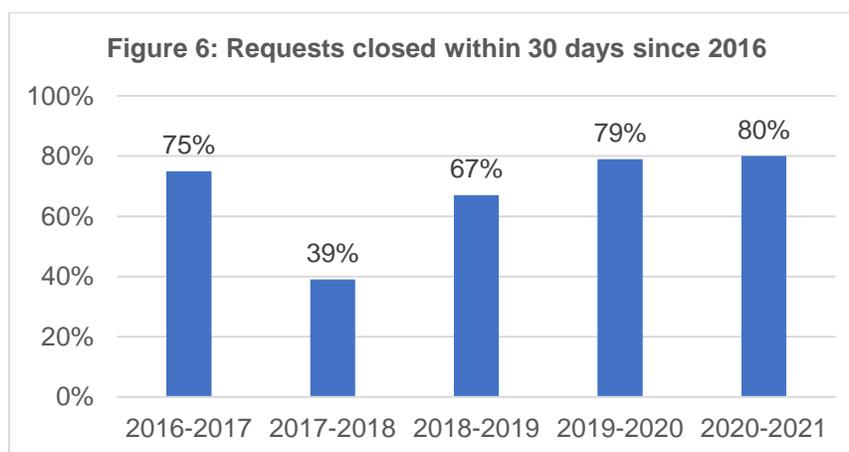
The following is a summary of the relevant pages processed by the PPSC over the last five (5) fiscal years:



5.2.3 Completion time

Of those closed in 2020-2021, 12 requests were processed within the initial 30-day statutory deadline, representing 80% of requests. This is a similar proportion to those closed within the same timeframe in 2019-2020.

The proportion of requests closed within 30 days of receipt has steadily increased over the last five (5) fiscal years, aside from a decrease in the rate for 2017-2018 due to a shortage of human resources in the ATIP Office. This trend is demonstrated in the chart that follows:



Over the three (3) most recent fiscal years, the PPSC has processed 75% of closed requests within the first 30 days, on average.

The following table is a breakdown of the number of days taken to respond to requests in 2020-2021:

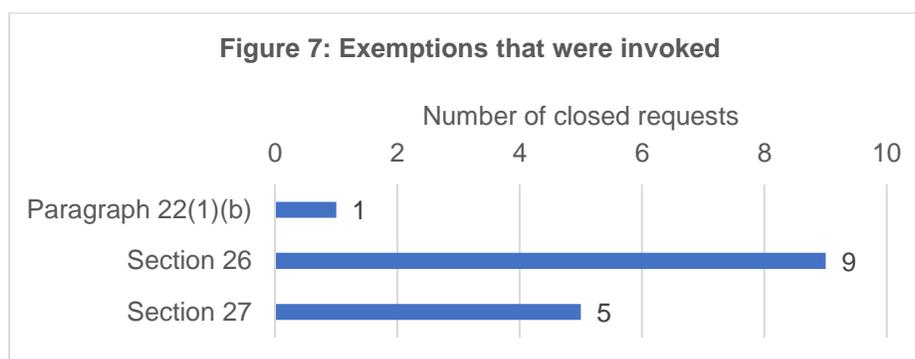
Table 1: Completion time

Completion time	Number of requests	%
1 to 15 days	4	27%
16 to 30 days	8	53%
31 to 60 days	2	13%
61 to 120 days	0	0%
121 to 180 days	1	7%
Total	15	100%

5.2.4 Exemptions

An individual's right of access to his or her personal information is subject to limited and specific exceptions. Limitations to the right of access are set out in sections 18 through 28 of the Act.

The following is a breakdown of the exemptions applied by the PPSC in 2020-2021 for closed requests:



Over the last five (5) fiscal years, sections 26 (information about another individual) and 27 (solicitor-client privilege) of the Act have been most often invoked by the PPSC when exempting information from disclosure. This reflects the mandate of the PPSC to conduct federal prosecutions, which often involve personal information about individuals, and to provide legal advice to law enforcement agencies and investigative bodies on matters relating to prosecutions.

5.2.5 Exclusions

Records or parts thereof to which the Act does not apply are considered to be "excluded." Pursuant to section 69, the Act does not apply to library or museum material preserved solely

for public record or material placed in Library and Archives Canada. Records containing confidences of the Queen's Privy Council for Canada, also known as Cabinet confidences, and which have been in existence for less than 20 years are also excluded from the Act pursuant to section 70.

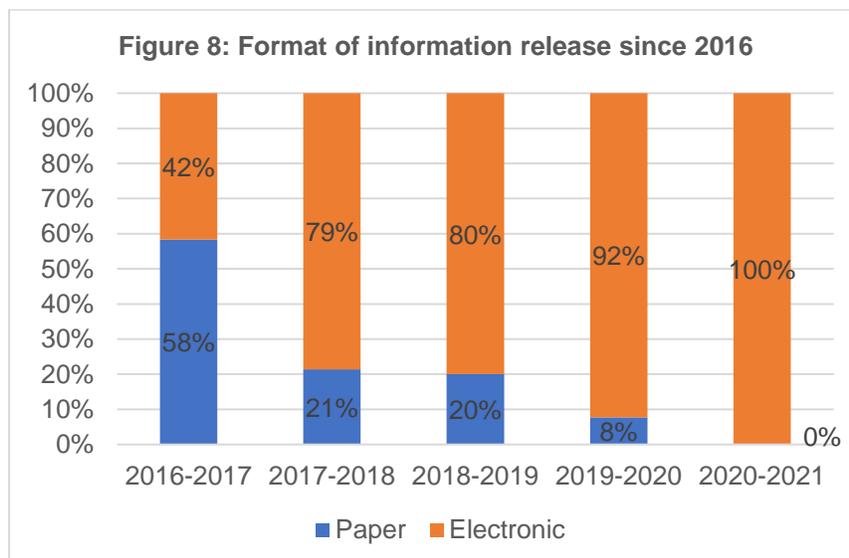
The PPSC did not invoke any exclusions in 2020-2021.

5.2.6 Format of information released

Information was released electronically for all 10 requests where the PPSC fully or partially disclosed records in 2020-2021. This is an increase from the previous period, where information was released electronically 92% of the time.

Overall, in the last five (5) fiscal years, 78% of releases have been in electronic format, whether by email or compact disk, while 22% have been paper-based.

The proportion of electronic to paper-based releases of records from year to year is as follows:



5.2.7 Complexity

Due to the nature of the PPSC's work, processing requests can be challenging, and requests are regularly deemed "complex" based on a number of factors:

- The predominant complexity in five (5) requests was a need to retrieve records from across the country, including two (2) cases where the retrievals and review were further complicated by early pandemic-related restrictions on business activities. In 2020-2021, the Ontario Regional Office and the National Capital Regional Office were the regions most frequently involved in searches, which were tasked five (5) and (4) times, respectively, for requests closed in this period.
- The applicant's personal information is often intermixed with that of another individual. In these cases, section 26 of the Act could be applied to protect the personal

information of other individuals. Intermixed personal information was the main complicating factor in five (5) cases closed in 2020-2021.

5.2.8 Deemed refusals

Requests that are not closed within the initial 30-day statutory deadline or within a timeframe covered by an extension provided by the Act are referred to as “deemed refusals.” Further information on the circumstances in which an extension to the original deadline is permitted by the Act is available in section 5.4 (Extensions) of this report.

The vast majority of the 15 requests closed in the reporting period were responded to within the initial deadline or within an extended timeframe, representing 93% of cases.

One (1) request was closed as a deemed refusal in 2020-2021, three (3) fewer than in the previous period. This file related to a prosecution, where it was later determined that an extension should have been taken because of workload and interference with government operations. This was overlooked due to exceptional circumstances that coincided with the pandemic’s onset. As a result, the request in question was closed 102 days past deadline.

5.2.9 Requests for translation

During the 2020-2021 fiscal year, the PPSC did not receive any requests from applicants to translate records from one official language to the other. This is consistent with the last five (5) fiscal years.

5.3 Requests for correction of personal information and notations

Paragraph 12(2)(a) of the Act provides every individual that is given access to their personal information the right to request correction if:

- The individual believes there is an error or omission regarding their information; and
- The information has been, is being used, or is available for use for an administrative purpose (i.e., a decision-making process that directly affects the individual).

Where correction is not possible, an individual has the right to request that a **notation** about the error or omission be placed on their file.

There were no requests for correction of personal information or notations in 2020-2021. This has been typical of the last five (5) fiscal years.

5.4 Extensions

Paragraph 15(a) of the Act allows for an extension of the initial statutory deadline for a maximum of 30 additional days in cases where meeting the original deadline would unreasonably interfere with the operations of the government institution processing the request, or when consultations with other government institutions are necessary and cannot be reasonably completed within the original deadline.

The PPSC took two (2) extensions to process requests closed during the 2020-2021 reporting period, two (2) fewer than the previous period.

Both extensions were for the maximum length permitted by the Act, one (1) because the request involved a high volume of records and processing them within the original deadline would have interfered with the PPSC's operations. The PPSC took the other extension in order to consult another federal government institution.

Over the last five (5) fiscal years, the PPSC has taken, on average, **five (5)** extensions under the *Privacy Act* each year.

The following table summarizes the length and reasons for the extensions:

Table 2: Extensions

Length of extensions	Reasons for extensions							
	Sub-paragraph 15(a)(i) -Interference with operations				Sub-paragraph 15(a)(ii) - Consultation			Paragraph 15(b) – Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of records	Records are difficult to obtain	Cabinet confidences (Section 70)	External	Internal	
15 days or less	0	0	0	0	0	0	0	0
16 to 30 days	0	1	0	0	0	1	0	0
Total	0	1	0	0	0	1	0	0

5.5 Consultations received from other institutions

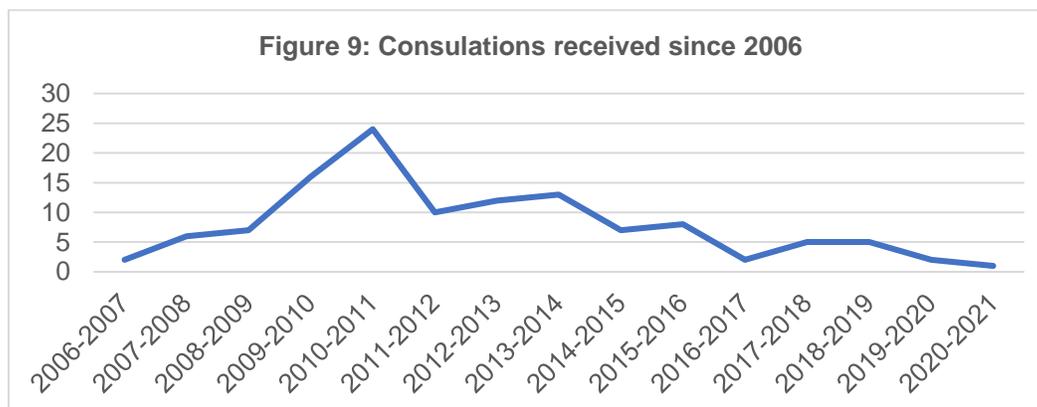
5.5.1 Number of consultations

The PPSC received one (1) consultation from another government institution for processing under the Act in 2020-2021, one (1) fewer than in 2019-2020.

Additionally, another consultation was carried over from the previous period. Altogether, the PPSC had two (2) consultations to process in 2020-2021.

The PPSC has received 120 consultations in total since December 12, 2006. There was a sharp increase in the number of consultations in 2010-2011, but since then and especially in recent fiscal years, the number of consultations received by the PPSC has generally declined.

The following chart illustrates this trend:



Note: As the PPSC was created on December 12, 2006, data for 2006-2007 only reflects a three-month period.

5.5.2 Sources of consultations

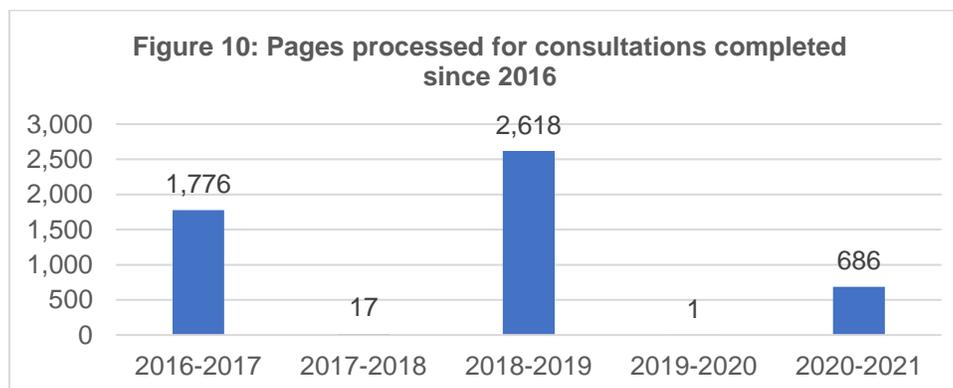
The consultation received in 2020-2021 originated from Transport Canada, which is also subject to the Act. This is not typical of personal information consultations undertaken with the PPSC. Instead, the Royal Canadian Mounted Police, the Canada Border Services Agency, and the Ministry of Alberta Justice and the Solicitor General have been the most frequent sources of consultations over the last five (5) fiscal years.

5.5.3 Disposition and recommendations

The PPSC responded to two (2) consultations in 2020-2021. Therefore, there were no consultations outstanding as of March 31, 2021, and carried forward to the next fiscal year.

The PPSC processed 686 pages in closing these consultations, which is a significant increase from the single page processed in 2019-2020. The majority of these pages related to one (1) consultation that was carried over from the previous period.

The number of pages processed over the last five (5) fiscal periods have considerably fluctuated from year to year, which is demonstrated in the following chart:



For the consultations completed in 2020-2021, the PPSC recommended that the records be disclosed in full for one (1) case, and partially disclosed for the other. Over the last five (5) fiscal years, the PPSC has never recommended full exemption of the records sent in consultation.

5.5.4 Completion time

One (1) of the consultations closed in 2020-2021 was completed quickly, within 15 days of receipt. The other consultation, which had been carried over from the previous period, required more than a year to complete due to the volume and complexity of records involved.

Over the last five (5) fiscal years, approximately half of the consultations received were completed within 30 days or less.

5.6 Consultations on Cabinet confidences

No consultations regarding section 70 (Cabinet confidences) of the Act were carried out during fiscal year 2020-2021.

5.7 Costs

In the 2020-2021 fiscal year, the PPSC spent a total of \$194,067 administering the Act, of which salaries accounted for nearly all expenditures at \$193,567, while goods and services accounted for the remaining \$500.

No overtime expenditures were incurred during this period.

6 Training and awareness activities

No formal ATIP awareness sessions were delivered in 2020-2021.

Presentations were delivered in the previous fiscal year to raise awareness of corporate responsibilities regarding ATIP. These materials continue to be made available to all PPSC employees through the internal website. Communiqués on ATIP topics were also distributed throughout the year as part of the PPSC's corporate newsletters, which included promoting Data Privacy Day 2021.

ATIP personnel provided informal learning to employees on an *ad hoc* basis regarding the processing of personal information requests and regularly provided advice to PPSC officials on the interpretation of the Act, including the appropriate collection, use, disclosure, and safeguarding of personal information.

7 Policies, guidelines, procedures, and initiatives

7.1 ATIP governance structure

The PPSC *ATIP Governance Structure* was approved by the PPSC's Executive Council in October 2011. It outlines the reporting relationships within the PPSC and establishes clear responsibilities for decision-making for the purposes of administering the Act.

7.2 *Information about Programs and Information Holdings*

Information about Programs and Information Holdings (formerly known as *Info Source: Sources of Government and Employee Information*) is published on the Government of Canada's canada.ca website. It provides information about the functions, programs, activities, and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*.

It also serves as the Government's repository of personal information banks, which outline how personal information is collected, used, disclosed, retained, and disposed of in order to administer the Government's programs and services.

At least once a year, the PPSC ATIP Office reviews and updates information, if necessary, about the PPSC's activities and information holdings in the publication. No updates were required in 2020-2021.

7.3 Initiatives

The PPSC did not implement any new initiatives relating to privacy during the 2020-2021 fiscal year. The organization expects to develop revised privacy policies and procedures throughout the next fiscal year in preparation for the continuing modernization of ATIP digital services.

Privacy tools were updated as needed in 2020-2021, so that the organization may continue to process requests efficiently and protect personal information in compliance with the Act and Treasury Board policies and directives.

The privacy breach reporting form was updated to align it with best practices for collecting sex and gender information within the federal government, taking **inclusivity** and **privacy** into account.

7.4 COVID-19 mitigation measures

The ongoing COVID-19 pandemic presented a unique challenge for the ATIP Office. In response to emergency public health measures put in place at the end of the previous period, the Office had transferred operations to a remote working environment.

It was largely prepared for the transition due to efforts over recent years to build its digital capacity, such as becoming an early adopter of the government-wide ATIP Online Request Service (AORS). Furthermore, templates and forms were adapted for electronic signature early in the pandemic and PPSC officials submitted most records to the ATIP Office by email or through shared, digital dropboxes.

Over the past three (3) years, the **vast majority** of applicants have used the AORS to submit requests to the PPSC.

The Office's capacity to process some requests and consultations was significantly affected when they involved paper-based records or records on compact disk. In accordance with the PPSC's business continuity and business resumption plans, staff were not authorized to work on the premises during total lockdowns put in place by local governments for business and other activities. As a result, the PPSC experienced seven (7) weeks in total throughout the reporting period where it had no capacity to process these types of records.

In these cases, the ATIP Office limited the disruption by implementing work plans to prioritize and process these records post-lockdown. Staff also consulted applicants and other government institutions on a case-by-case basis to find solutions for moving these requests and consultations forward.

When lockdowns were lifted, ATIP Office staff were authorized to return to work onsite based on operational requirements. In these circumstances, the Office retained partial capacity for processing non-electronic records. Minor processing delays sometimes occurred, depending on the volume of records involved and when staff could obtain prior approval to work onsite. Further information on capacity is available in the 2020-2021 Supplemental Statistical Report in Appendix C of this report.

While the ATIP Office experienced some limitations in managing operations remotely, every effort was made to ensure applicants received complete responses within established timelines.

8 Complaints and investigations

Decisions made under the Act are subject to a two-tiered system of review. This ensures government institutions' compliance with their privacy protection obligations as well as respect for applicants' right of access to their personal information and fair treatment. The first level of review is a formal complaint made to the Privacy Commissioner. The second level is an application for judicial review to the Federal Court.

The PPSC reviews the outcomes of all Office of the Privacy Commissioner (OPC) investigations and incorporates lessons learned into business processes, where appropriate.

During the 2020-2021 fiscal period, no new complaints were filed with the OPC against the PPSC. Additionally, the PPSC did not receive findings or recommendations from the Commissioner in connection with any other complaint. Similarly, no privacy audits were undertaken.

There were no applications for judicial review filed with the Federal Court in 2020-2021.

9 Monitoring compliance

The ATIP Office maintains a comprehensive statistical reporting and performance measurement system. The ATIP Manager meets with the ATIP Coordinator weekly on the status of active requests, complaints, and any issues that have arisen.

The ATIP Office also provides reports to the PPSC's senior management on an *ad hoc* basis about its activities, caseload, investigations, and trends related to privacy.

10 Material privacy breaches

A material privacy breach involves improper or unauthorized collection, use, disclosure, retention, or disposal of sensitive personal information, which could be reasonably expected to cause serious injury or harm to the individual to whom it relates. These cases are to be reported to the TBS and the OPC, as required by the Treasury Board's *Directive on Privacy Practices*.

The ATIP Office did not receive any reports of material privacy breaches having occurred at the PPSC in 2020-2021.

11 Privacy impact assessments

A privacy impact assessment (PIA) is a tool that assists a government institution in meeting its privacy responsibilities regarding the management of personal information. Institutions initiate PIAs when assessing the privacy implications of new or substantially modified programs and activities involving personal information.

The PPSC did not complete any PIAs in 2020-2021.

12 Public interest disclosures

Subsection 8(2) of the Act describes the circumstances under which personal information under the control of a government institution may be disclosed without the individual's consent.

In particular, disclosures without consent may be made when in the public interest, pursuant to paragraph 8(2)(m) of the Act. One (1) such disclosure was made in 2020-2021 and the OPC was notified, in accordance with subsection 8(5) of the Act. A commission of inquiry requested the names of individuals accused of economic crimes. The PPSC weighed the interests of the affected individuals with that of the public and decided in favour of disclosure, provided that the scope of the request was narrowed to what was relevant to the investigation and the information would also be used solely for that purpose and not be broadly disclosed.

14 Appendix B – Statistical report on the *Privacy Act*



Government of Canada
Gouvernement du Canada

Statistical Report on the *Privacy Act*

Name of institution: Public Prosecution Service of Canada

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	19
Outstanding from previous reporting period	3
Total	22
Closed during reporting period	15
Carried over to next reporting period	7

Section 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	1	0	0	0	0	0	1
Disclosed in part	1	5	2	0	1	0	0	9
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	2	0	0	0	0	0	3
Request abandoned	2	0	0	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	4	8	2	0	1	0	0	15

TBS/SCT 350-63

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)	1	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	9
19(1)(f)	0	22.1	0	27	5
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	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

Paper	Electronic	Other
0	10	0

2.5 Complexity**2.5.1 Relevant pages processed and disclosed**

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1273	624	12

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	1	34	0	0	0	0	0	0	0	0
Disclosed in part	7	256	2	334	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	10	290	2	334	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	1	1
Disclosed in part	0	0	5	4	9
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	5	5	10

2.6 Closed requests

2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	14
Percentage of requests closed within legislated timelines (%)	93.3

2.7 Deemed refusals

2.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
1	1	0	0	0

2.7.2 Requests closed beyond legislated timelines (including any extension taken)

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

2.8 Requests for translation

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

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

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	1	1	2

Section 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

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
2	0	1	0	0	0	1	0	0

5.2 Length of extensions

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

Section 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	1	1	0	0
Outstanding from the previous reporting period	1	685	0	0
Total	2	686	0	0
Closed during the reporting period	2	686	0	0
Carried over to the next 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	1	0	0	0	0	0	0	1
Disclosed in part	0	0	0	0	0	0	1	1
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	1	0	0	0	0	0	1	2

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

Section 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

Section 8: Complaints and Investigations Notices Received

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

Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

9.1 Privacy Impact Assessments

Number of PIA(s) completed	0
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9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	6	0	0	0

Section 10: Material Privacy Breaches

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

Section 11: Resources Related to the *Privacy Act*

11.1 Costs

Expenditures		Amount
Salaries		\$193,567
Overtime		\$0
Goods and Services		\$500
· Professional services contracts	\$0	
· Other	\$500	
Total		\$194,067

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	2.320
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	2.320

Note: Enter values to three decimal places.

15 Appendix C – Supplemental statistical report on the *Access to Information Act* and the *Privacy Act*



Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*

Name of institution: Public Prosecution Service of Canada

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Capacity to Receive Requests

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	36
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	7	45	0	52
Protected B Paper Records	7	45	0	52
Secret and Top Secret Paper Records	7	45	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	39	13	52
Protected B Electronic Records	0	39	13	52
Secret and Top Secret Electronic Records	0	52	0	52