



Department of Justice
Canada

Ministère de la Justice
Canada

ANNUAL REPORT TO PARLIAMENT 2012-2013

**Access to Information Act
Department of Justice Canada**

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INTRODUCTION

The *Access to Information Act* (ATIA) was proclaimed into force on July 1, 1983.

The Act gives Canadian citizens, permanent residents, and any person and corporation present in Canada a right of access to information contained within government records, subject to specific and limited exceptions. The Act complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

This thirtieth Annual Report on the Administration of the ATIA is prepared in accordance with section 72 of the Act. It is intended to describe how the Department of Justice administered its responsibilities during fiscal year 2012-2013.

The organizational chart of the Access to Information and Privacy (ATIP) Office may be found in **Appendix A**.

PART I



GENERAL INFORMATION

DEPARTMENT OF JUSTICE

To better understand the context within which the ATIA is administered, this section provides background information about the Department.

The Department of Justice has a dual mandate. This mandate stems from the dual role of the Minister of Justice, who is also the Attorney General of Canada.

In support of the Minister of Justice, the Department is responsible for providing policy and program advice and direction through the development of the legal content of bills, regulations, and guidelines. In support of the Attorney General of Canada, the Department is responsible for litigating civil cases by or on behalf of the Federal Crown and for providing legal advice to federal law enforcement agencies and other government departments.

ACCESS TO INFORMATION ACTIVITIES

The ATIP Coordinator is accountable for the development, coordination, and implementation of effective policies, guidelines, systems, and procedures in order to enable efficient processing of requests under the ATIA. The Coordinator is also responsible for related policies, systems, and procedures stemming from the ATIA.

Activities of the ATIP Office include:

- Processing requests under the ATIA;
- Acting a spokesperson for the Department in dealings with the Treasury Board Secretariat, the Information Commissioner, and other government departments and agencies regarding the application of the ATIA;
- Responding to consultation requests submitted by other federal institutions on Department of Justice documents located in their files and on records that may be subject to solicitor-client privilege;
- Coordinating, reviewing, approving, and publishing new entries and modifications to *Info Source*, an online Government of Canada resource that describes its organization and information holdings;
- Preparing the Annual Report to Parliament and other statutory reports, as well as other materials that may be required by central agencies;
- Developing policies, procedures, and guidelines for the orderly implementation of the ATIA by the Department;
- Providing advice regarding the ATIA, as well as promoting awareness, to ensure departmental respect of the obligations imposed on the Government; and,
- Monitoring departmental compliance with the ATIA, its regulations, and relevant procedures and policies.

ORGANIZATION FOR THE IMPLEMENTATION OF ACCESS TO INFORMATION ACTIVITIES

The ATIP Coordinator, who is also referred to as the ATIP Director, has full authority delegated by the Minister for the administration of the Act. The Delegation Order can be found at page 28 of this report.

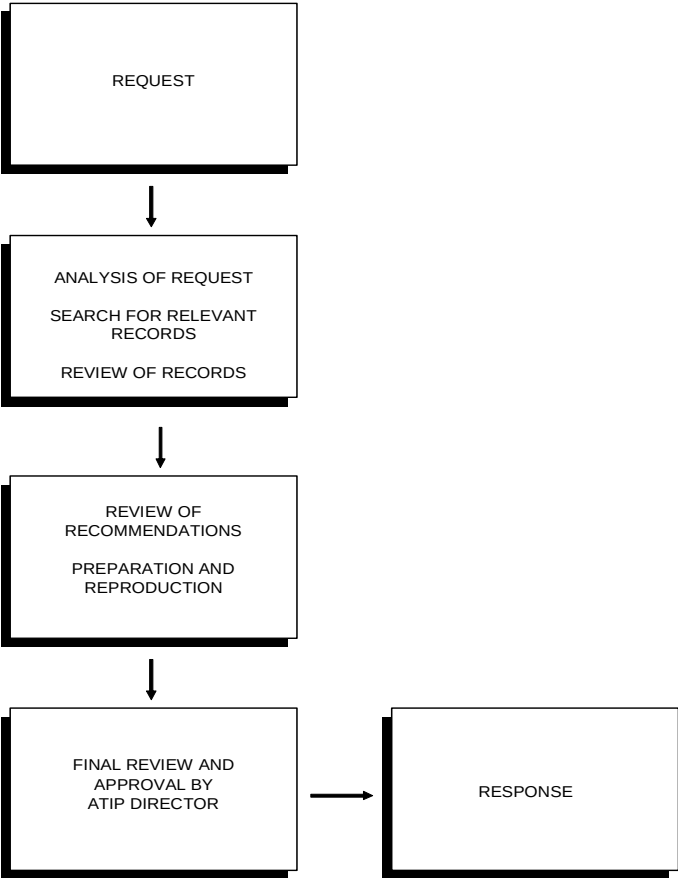
Within the ATIP Office, in proportion to the administration of the ATIA, 25 employees were dedicated on a full-time basis to the administration of the ATIA and related functions.

Officials of the Department were directly involved in the application of the ATIA by making recommendations concerning the disclosure of records and by ensuring compliance with the provisions of the Act.

The stages for processing requests are set out in a chart found on page 8.

The reading rooms at the Department of Justice headquarters and those located in the regional offices across Canada make available to the public the most recent published version of the *Info Source*, as well as departmental publications and manuals. Many of these publications can be found on the Department of Justice and the Treasury Board Secretariat's websites.

PROCESSING CHART



ADMINISTRATIVE ISSUES

Salary and Administrative Expenditures

A total of 25 person-years were utilized in the administration of the ATIA. The salary expenditures amounted to \$1,774,524.10.

The administrative expenditures amounted to \$127,301.19.

These costs do not include resources expended by the Department's program areas to meet the requirements under the Act.

Accomplishments

The Department of Justice continues to strive to provide leadership and improve its performance in order to maintain the highest standards of service. For fiscal year 2012-2013, the ATIP Office has:

- Continued to post its Annual Reports to Parliament as well as the summaries of completed requests to the Department's Internet website. It does this to improve communications with the requesters and to increase transparency, in accordance with the 10 principles of practice (see Appendix B) outlined on the ATIP Office's website, as well as with Treasury Board Secretariat's directives and policies;
- Revised its organizational structure in order to improve its performance and maintain a high standard of service;
- Continued to update its Administrative Procedures Manual as well create other documentation that outlines procedures for its employees when processing an ATIA request in order to formalize best practices and ensure consistency within the Office;
- Continued to update its internal procedures in order to process ATIA requests more efficiently;
- Continued to share its best practices with other government institutions; and,
- Continued to reduce paper consumption by printing double-sided, as well as providing release packages electronically to requesters when appropriate.

Education and Training

ATIP officers regularly provide advice and informal training on the application of ATIP legislation to Departmental employees who must review relevant records requested under the ATIA.

Formal awareness information sessions are also provided to program areas within the Department. Particular emphasis is placed on those aspects of the Act that are directly related to the employees' areas of responsibility. This year, these sessions were provided to the following groups, totalling 213 employees:

- Litigation Branch, Office of the Assistant Deputy Attorney General (2 employees)
- Family, Children and Youth Section (32 employees)
- Canada Revenue Agency, Legal Services (2 employees)
- Chief Financial Officer Branch – Finance Management Committee (31 employees)
- Chief Financial Officer Branch – JUS Finance Network (28 employees)
- Criminal Law Policy Sector (2 sessions - 29 employees each session)
- Programs Branch (40 employees)
- Human Rights Law Section (20 employees)

In addition, formal training was offered through the Department of Justice's Learning Program, for an additional 71 employees:

- The Fundamentals of ATIP (34 employees)
- What Justice Employees Need to Know About the Law (ATIP component) (37 employees)

ATIP training is also part of the recommended courses under the values and ethics component of the Department's Roadmap for new managers. An e-orientation deck is also posted on the Department's Intranet site for employee consultation.

To promote awareness, the ATIP Office also held information kiosks for new employees, as well as during the *Right to Know Week* and the *Security Awareness Week*.

Moreover, ATIP employees regularly participate in collective awareness sessions with the ATIP Counsel to review recent jurisprudence and case law related to the ATIA. The ATIP Counsel participates in monthly ATIP Practice Group meetings during which information is exchanged and viable solutions are proposed. The Practice Group is open to all departmental counsel, including those from Legal Services Units, and its mandate is to discuss questions such as the right of access to information or privacy issues. The Department's Information Law and Privacy Section also held its annual seminar in which

104 Department of Justice legal counsels, paralegals, and members of the ATIP Office participated.

In addition to mentorship and partnership relationships, workshops and presentations are also regularly provided within the ATIP Office on various topics concerning the application of the Act and related policy and procedures. This allows ATIP employees to benefit from each other's respective levels of experience and knowledge.

Finally, ATIP employees participate in training sessions, conferences, and seminars organized by the Treasury Board Secretariat or by various associations on matters relating to both access and privacy. These exchanges provide updates for employees in the development of ATIP and upcoming trends in this area.

PART II



REPORT ON THE *ACCESS TO INFORMATION ACT*

REQUESTS UNDER THE *ACCESS TO INFORMATION ACT*

I. Statistical Report

The annual statistical report for fiscal year 2012-2013 is included at the end of this chapter.

II. Interpretation of the Statistical Report

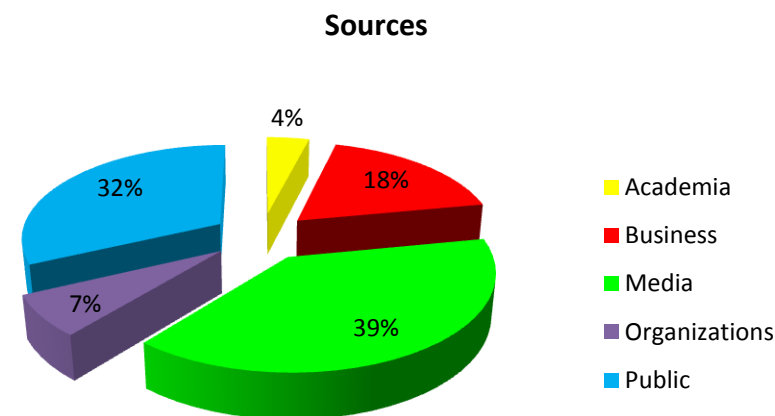
Overview of Requests Pursuant to the Access to Information Act

Fiscal Year	# of Requests Received	# of Requests Completed	# of Pages Processed	#of Pages Released
2012-2013	343	323	114,650	34,368
2011-2012	331	313	73,640	29,977

Requests Received Pursuant to the *Access to Information Act*

343 requests were received during the period under review. In addition, 73 requests were carried forward from previous years, for a total of 416 requests. The number of requests received represents an increase of 30 requests from last year's total of 386 requests (331 plus 55 requests carried forward).

The media was the largest group of requesters. Of the 343 requests received during this reporting period, 133 (39%) requests came from this group, followed by the public (112), and business (61).



Request Completed Pursuant to the *Access to Information Act*

323 requests were completed during the period under review. 93 requests were carried forward to be completed in fiscal year 2013-2014.

Of 323 requests, 255 (79%) were completed within the allowable time limits.

There was an increase in the number of pages reviewed from those of the previous year (64%). Responding to formal access to information requests involved the review of 114,745 pages, of which 34,368 pages were partially or entirely disclosed.

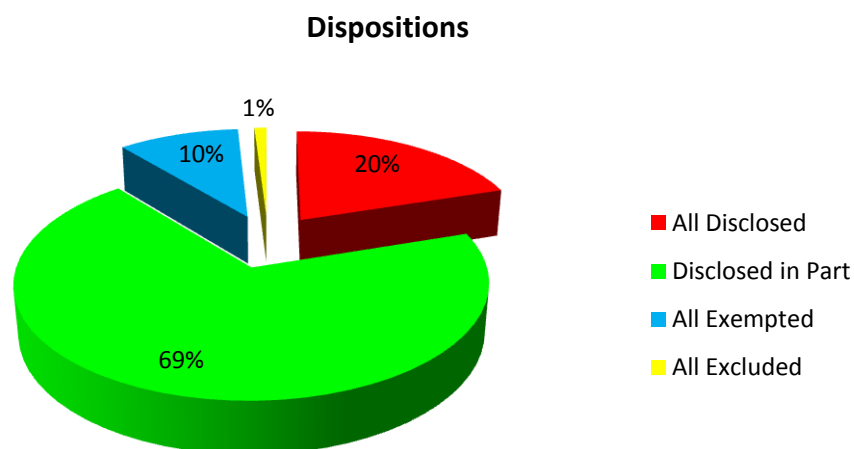
Disposition of Completed Requests

Of the 323 requests completed in fiscal year 2012-2013:

- Seven were transferred to other federal institutions that possessed a greater interest in the subject matter of the request;
- Seventy-two could not be processed as no relevant records existed under the control of the Department of Justice;
- Fifty-two requests were abandoned by the applicant. In the majority of cases, the applicant did not pursue the requests, either by withdrawing them or by not providing the clarification requested; and,
- One was treated informally, with the consent of the applicant.

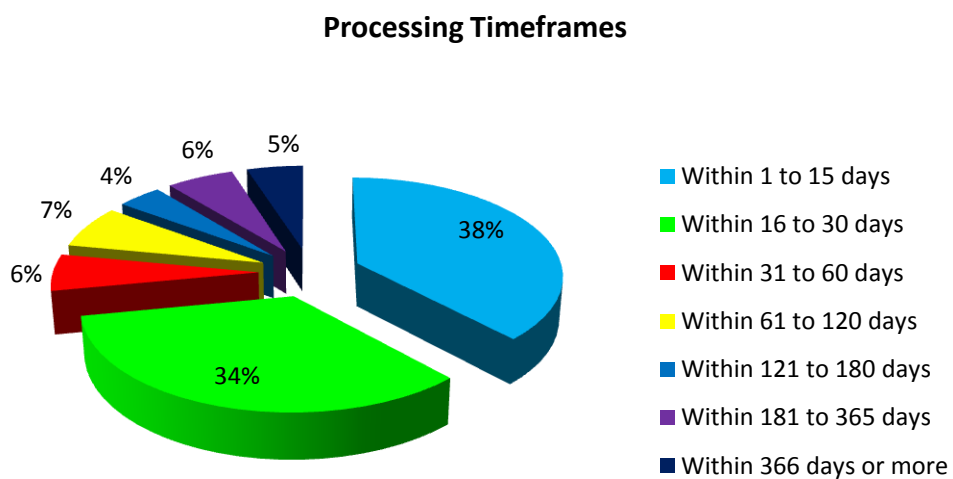
The remaining 191 requests were released in the following manner:

- Thirty-nine were fully disclosed (20%);
- One hundred and thirty-two were partially disclosed (69%);
- Nineteen were exempted in their entirety (10%); and,
- One was excluded in its entirety (1%)



Completion Time and Extensions

Out of the 323 requests completed in 2012-2013, 233 (72%) were processed within 30 days or less.



In some instances the Department found it necessary to seek extensions to the prescribed time limits due to the large number of records (23 times) and/or to consult with other government institutions (53 times); or third parties (5 times).

Exemptions Invoked

The Department invoked exemptions under the *Access to Information Act* for 171 requests. Section 21 was invoked most often (111 times), exempting information relating to the internal decision-making processes of government, followed by Section 19 (106 times), exempting personal information, and Section 23 (89 times), exempting information relating to solicitor-client privilege. For further details regarding the exemptions invoked, please refer to the Statistical Report at the end of this chapter.

Exclusions Cited

Exclusions were invoked a total of 3 times pursuant to section 68 [information available to for purchase by the public] and 54 times pursuant to section 69 [confidences of the Queen's Privy Council for Canada] of the *Access to Information Act*.

Method of Access

A total of 141 requesters wanted copies and 30 requesters chose to receive information on CD-ROM at no extra charge, thereby eliminating the costs for photocopies as well as reducing the ATIP Office's paper footprint.

Fees and Fee Waivers

During the reporting period, \$1,490.00 was collected in application fees, and fees were waived in 25 instances (\$125.00). Search fees were collected in two instances for a total of \$3,285.00 and were waived or refunded in four other instances (\$2,750.00). An additional \$5,105.60 was waived in production fees (138 instances).

The policy of the Department of Justice is to waive the reproduction fees under 200 sheets (double-sided = 400 actual pages in total). However, when more than 200 sheets are released, fees are calculated for the total number of sheets. For extensive or complex requests, search and preparation fees are charged as determined on a case-by-case basis. The Department offers the requesters the possibility of receiving the release package on CD-ROM at no charge, an option which tends to be more widely accepted.

During the reporting period, the Department of Justice waived all reproduction fees.

III. Consultations by other Federal Institutions or Departments

Overview of Consultations Requests Received from Other Government Institutions

Fiscal Year	# of Requests Received	# of Pages Received	# of Requests Completed	# of Pages Reviewed
2012-2013	1,343	71,139	1,293	56,128
2011-2012	1,340	68,527	1,295	61,305

During the period under review, the Department received 1,343 requests from other government institutions and organizations requesting our recommendations regarding records originating, pertaining to, or of interest to the Department of Justice. In addition, 166 consultations outstanding from previous years were carried over, for a total of 1,509. In total, the Department was asked to review 89,221 pages of information for these consultations.

Of the 1,509 consultations active throughout the reporting period, 1,293 were completed during the 2012-2013 fiscal year and the remaining amount, 216, were carried forward to be completed in fiscal year 2013-2014.

Due to recently-reported statistics, the Treasury Board Secretariat has recognized that the Department of Justice processes more consultations than any other federal institutions.

IV. Other Types of Requests

Informal Requests

The policy of the ATIP Office is to process requests on an informal basis when records have already been released in response to previous ATIA requests or where the Department has already informally released documents elsewhere. As a result of the online posting of summaries of completed ATIA requests, there was a significant increase of informal requests for previously released information.

The ATIP Office processed 144 informal requests, as compared to 40 requests in the previous year. This number does not include the numerous emails or telephone calls from potential applicants who were responded to informally or were redirected.

Advice

The ATIP Office also acted as a resource for Department officials as well as those from other government institutions, offering advice and guidance on the provisions of the legislation. The Office was consulted on the disclosure and collection of information on a wide range of issues.

V. Complaints, Investigations and Federal Court Cases

Complaints Filed

24 complaints were filed with the Office of the Information Commissioner (OIC) during the reporting period. The reasons for the complaints were as follows:

- 9 related to time limits;
- 10 concerned the exemption or exclusion of information; and,
- 5 concerned the handling of the request;

Completed Investigations

Complaint findings are defined as follows:

- Well founded: The OIC found evidence of the complainant's rights being denied under the *Access to Information Act*.
- Not well founded: As a result of the investigation, the OIC found that the institution applied the *Access to Information Act* correctly.
- Discontinued: The complaint was withdrawn or abandoned by the complainant before allegations were fully investigated.
- Settled: The complaint was settled to the satisfaction of all parties without the need for the OIC to make a finding.

A total of 26 investigations were completed during the reporting period, some of which had been carried forward from previous years. Out of this 26, one complaint was resolved to the satisfaction of the OIC, 13 were well founded, eight were not well founded, and four were discontinued by the complainant.

At the end of the fiscal year, 46 were still under investigation by the OIC.

Review by the Federal Court of Canada

Two new applications were filed before the Federal Court pursuant to section 41 of the *Access to Information Act*.

One new application was filed before the Federal Court of Appeal during this fiscal year.

ACCESS TO INFORMATION ACT



ANNUAL STATISTICAL REPORT
April 1, 2012 to March 31, 2013

Statistical Report on the Access to Information Act

Name of Institution: Department of Justice

Reporting Period: April 1, 2012 to March 31, 2013

PART 1 - Requests under the Access to Information Act

1.1 Number of Requests

	Number of Requests
Received during reporting period	343
Outstanding from previous reporting period	73
Total	416
Closed during reporting period	323
Carried over to next reporting period	93

1.2 Sources of Request

Source	Number of Requests
Media	133
Academia	13
Business (Private Sector)	61
Organization	24
Public	112
Total	343

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	10	27	2	0	0	0	0	39
Disclosed in part	15	42	15	19	10	17	14	132
All exempted	8	6	3	1	1	0	0	19
All excluded	0	0	0	0	0	1	0	1
No records exist	43	28	0	0	0	1	0	72
Request transferred	7	0	0	0	0	0	0	7
Request abandoned	40	6	0	1	1	0	4	52
Treated informally	1	0	0	0	0	0	0	1
Total	124	109	20	21	12	19	18	323

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	9	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	2	16(2)(b)	0	18(b)	4	20.2	0
13(1)(c)	6	16(2)(c)	1	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	61
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	40
14(a)	9	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	1
14(b)	3	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	9
15(1)-I.A.*	1	16.1(1)(d)	0	18.1(1)(d)	1	22	2
15(1)-Def.*	0	16.2(1)	0	19(1)	106	22.1(1)	0
15(1)-S.A.*	0	16.3	0	20(1)(a)	1	23	89
16(1)(a)(i)	1	16.4(1)(a)	0	20(1)(b)	11	24(1)	5
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	14
16(1)(a)(iii)	0	16.5	0	20(1)(c)	11		
16(1)(b)	1	17	1	20(1)(d)	4		
16(1)(c)	2						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	3	69(1)(a)	5	69(1)(g) re (a)	13
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	8
68.1	0	69(1)(d)	0	69(1)(g) re (d)	2
68.2(a)	0	69(1)(e)	10	69(1)(g) re (e)	7
68.2(b)	0	69(1)(f)	1	69(1)(g) re (f)	8
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	36	3	0
Disclosed in part	105	27	0
Total	141	30	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	2590	2405	39
Disclosed in part	84855	31963	132
All exempted	2409	0	19
All excluded	105	0	1
Request Abandoned	24786	0	52

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	36	550	2	615	0	0	1	1240	0	0
Disclosed in part	64	1179	42	5852	7	2342	14	9888	5	12702
All exempted	14	0	4	0	1	0	0	0	0	0
All excluded	0	0	1	0	0	0	0	0	0	0
Abandoned	48	0	2	0	1	0	0	0	1	0
Total	162	1729	51	6467	9	2342	15	11128	6	12702

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	1	1	0	22	24
Disclosed in part	52	4	14	75	145
All exempted	2	0	0	13	15
All excluded	1	0	0	1	2
Abandoned	3	9	0	8	20
Total	59	14	14	119	206

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 / capacity	Other
68	37	15	3	13

2.6.2 Number of days past deadline

Number of days past statutory deadline	Number of requests past statutory deadline where no extension was taken	Number of requests past statutory deadline where an extension was taken	Total
1 to 15 days	7	6	13
16 to 30 days	6	3	9
31 to 60 days	6	6	12
61 to 120 days	5	5	10
121 to 180 days	1	2	3
181 to 365 days	2	15	17
More than 365 days	0	4	4
Total	27	41	68

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 - Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All Disclosed	0	0	0	0
Disclosed in part	20	20	24	4
All exempted	0	1	1	0
All excluded	0	1	0	0
No records exist	0	1	0	0
Request abandoned	3	1	4	1
Total	23	24	29	5

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	10	0	11	3
31 to 60 days	4	1	8	1
61 to 120 days	1	0	8	1
121 to 180 days	1	22	1	0
181 to 365 days	6	1	1	0
365 days or more	1	0	0	0
Total	23	24	29	5

PART 4 - Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	298	\$1,490.00	25	\$125.00
Search	2	\$3,285.00	4	\$2,750.00
Production	0	\$0.00	138	\$5,105.60
Programming	0	\$0.00	0	\$0.00
Preparation	0	\$0.00	0	\$0.00
Alternative format	0	\$0.00	0	\$0.00
Reproduction	0	\$0.00	0	\$0.00
Total	300	\$4,775.00	167	\$ 7,980.60

PART 5 - Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	1339	71105	4	34
Outstanding from the previous reporting period	166	18082	0	0
Total	1505	89187	4	34
Closed during the reporting period	1289	56094	4	34
Pending at the end of the reporting period	216	33093	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendations	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	
Disclose entirely	47	66	58	41	3	1	0	216
Disclose in part	156	217	325	172	34	16	2	922
Exempt entirely	17	33	22	17	0	0	0	89
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	33	8	13	5	1	1	1	62
Total	253	324	418	235	38	18	3	1289

5.3 Recommendations and completion time for consultations received from other organizations

Recommendations	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	
Disclose entirely	0	1	0	0	0	0	0	1
Disclose in part	0	0	0	1	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	1	0	0	1	0	0	0	2
Total	1	1	0	2	0	0	0	4

PART 6 - Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	16	0
16 to 30	13	0
31 to 60	6	1
61 to 120	4	2
121 to 180	6	5
181 to 365	7	7
More than 365	0	0
Total	52	15

Part 7 -Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$1,774,524.10
Overtime		\$3,878.04
Goods and Services		\$127,301.19
☐ Professional services contracts	\$39,804.39	
☐ Other	\$87,496.80	
Total		\$1,905,703.33

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	24.5	0	24.5
Part-time and casual employees	0	0	0
Regional staff	0	0	0
Consultants and agency personnel	0.25	0	0.25
Students	0	0	0
Total	24.75	0	24.75

PART III



DELEGATION ORDER

Access to Information and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et la protection des renseignements personnels

The Minister of Justice of Canada, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Act set out in the schedule opposite each position. This designation replaces the attached designation.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*, le ministre de la Justice du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est en qualité de responsable d'une institution fédérale, investi par les articles de la Loi mentionnés en regard de chaque poste. Le présent document remplace et annule le document ci-joint.

Schedule/Annexe

Position/Poste	<i>Privacy Act</i> and Regulations/Loi sur la protection des renseignements personnels et règlements	<i>Access to Information Act</i> and Regulations/Loi sur l'accès à l'information et règlements
The Deputy Minister/Le sous-ministre	33(2) and 35(1)/33(2) et 35(1)	35(2) and 37(1)/35(2) et 37(1)
The Director, Access to Information and Privacy Office/Le directeur, Bureau de l'accès à l'information et de la protection des renseignements personnels	Full authority/Autorité absolue	Full authority/Autorité absolue
The Chief of Operations, Chief of Policy and the Legal Counsel, Access to Information and Privacy Office/Le Chef des opérations, le Chef des politiques et le Conseiller juridique, Bureau de l'accès à l'information et de la protection des renseignements personnels	15, and the mandatory provisions of 26 for all records/15 et les dispositions obligatoires de l'article 26 pour tous les dossiers	8(1), 9, 11(2) to (6) inclusive, and the mandatory provisions of 19(1) for all records/8(1), 9, 11(2) à (6) inclusivement et les dispositions obligatoires de l'article 19(1) pour tous les dossiers
The Senior Access to Information and Privacy Advisors/Les conseillers principaux en accès à l'information et protection des renseignements personnels	15 for all records/15 pour tous les dossiers	8(1) and 9 for all records/8(1) et 9 pour tous les dossiers

Dated, at the City of Ottawa,
this 28th day of November, 2012

Daté, en la ville d'Ottawa,
ce 28^e jour de novembre, 2012



MINISTRE DE LA JUSTICE
L'HONORABLE ROBERT NICHOLSON

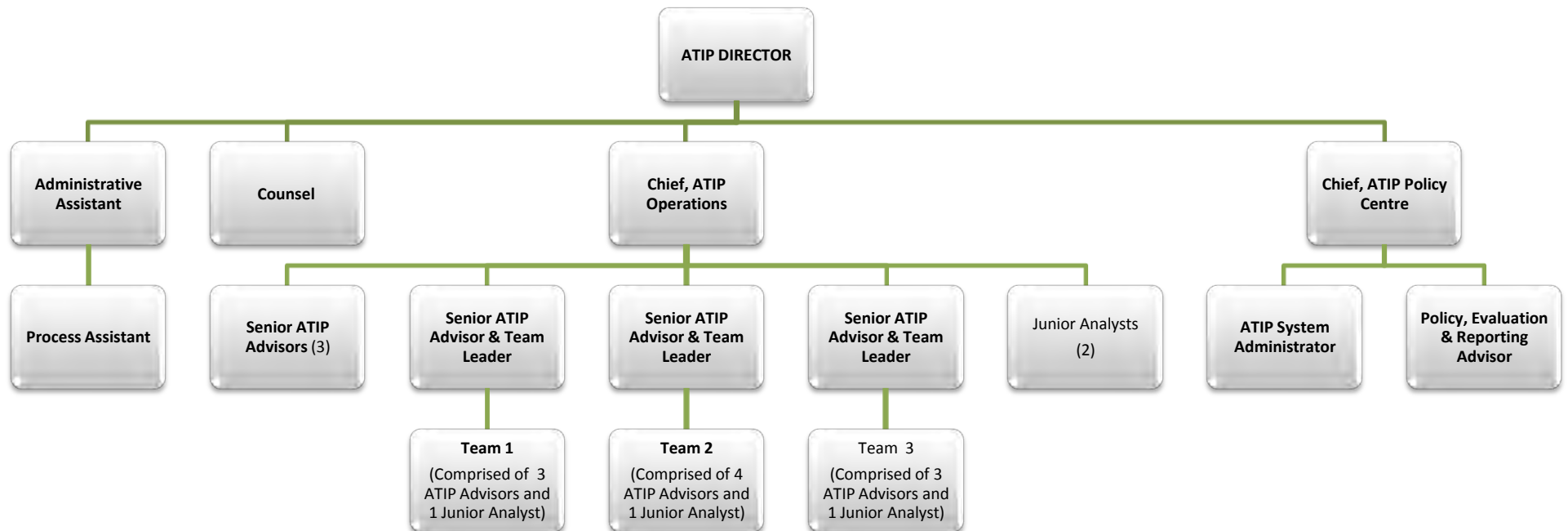
THE HONOURABLE ROBERT NICHOLSON
MINISTER OF JUSTICE

APPENDIX A



ORGANIZATIONAL CHART

ACCESS TO INFORMATION AND PRIVACY OFFICE



APPENDIX B



PRINCIPLES FOR ASSISTING THE APPLICANT

Principles for Assisting Applicants

In processing your access request under the *Access to Information Act*, we will:

1. Process your request without regard to your identity.
2. Offer reasonable assistance throughout the request process.
3. Provide information on the *Access to Information Act*, including information on the processing of your request and your right to complain to the Information Commissioner of Canada.
4. Inform you as appropriate and without undue delay when your request needs to be clarified.
5. Make every reasonable effort to locate and retrieve the requested records under the control of the government institution.
6. Apply limited and specific exemptions to the requested records.
7. Provide accurate and complete responses.
8. Provide timely access to the requested information.
9. Provide records in the format and official language requested, as appropriate.
10. Provide an appropriate location within the government institution to examine the requested information.